



Elementary Schools Student & Parent Handbook

2023 – 2024

(Revised April 2023)

SIERRA VISTA UNIFIED SCHOOL DISTRICT NO. 68

Sierra Vista, Arizona

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Chief Human Resource Officer – Bonnie Gomez
Assistant Superintendent, Curriculum and Instruction – Terri Romo
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District website: www.svusd68.org

Table of Contents

| | |
|---|----|
| Elementary School Calendar | 5 |
| EVERY WEDNESDAY-EARLY RELEASE 12:45 PM | 5 |
| Elementary Grading System | 5 |
| Non-Discrimination/Equal Opportunity (Policy AC ©) | 6 |
| PBIS | 6 |
| Parent Involvement | 6 |
| Field Trips | 7 |
| Attendance Procedures | 7 |
| Student Absences and Excuses (Policy JH) | 8 |
| When Absent from School | 9 |
| Truancy (Policy JHB) | 9 |
| Sample Student Attendance Letter | 10 |
| Student Rights and Responsibilities (Policy JI) | 10 |
| Regulation Student Rights and Responsibilities (JI-R) | 11 |
| Student Concerns, Complaints, and Grievances (Policy JII) | 12 |
| Exhibit Student Concerns, Complaints, and Grievances (JII-EB) | 13 |
| Student Conduct (Policy JIC) | 15 |
| Corporal Punishment (Policy JKA) | 16 |
| Student Discipline (Policy JK) | 16 |
| Regulation Student Discipline (JK-R) | 16 |
| Violations | 18 |
| Student Suspension (Policy JKD) | 18 |
| Suspension for ten days or less – Regular Education Students | 20 |
| Suspension for ten days or less - Special Education Students | 22 |
| Suspension for over ten days - Special Education Students | 22 |
| Emergency suspension of a student with a disability. | 22 |
| Alternative to Suspension Program | 23 |
| Early Readmission of Suspended Students (More Than Ten Days) | 24 |
| Student Expulsion (Policy JKE) | 25 |
| Expulsion - Regular Education Students | 27 |
| Expulsion - Special Education Students | 29 |
| Early Readmission of Expelled Students: | 29 |
| Disciplinary Referral Form | 30 |

| | |
|--|----|
| Student Dress (Policy JICA ©) | 31 |
| Elementary Dress Code Expectations | 31 |
| Administrative Processes | 32 |
| Care of School Property by Students (Policy JICB) | 32 |
| Electronic Devices | 32 |
| Items on Campus Requiring Administrative Approval | 40 |
| Lost and Found | 40 |
| STUDENT RECORDS (JR-EB) | 40 |
| Designation of Directory Information | 40 |
| Transfer of Student Records | 41 |
| Student Withdrawal | 41 |
| Academic Related Activities | 41 |
| Discovery | 41 |
| The Gifted Student | 42 |
| Health Services | 43 |
| Immunizations | 44 |
| Pediculosis (lice) | 44 |
| SCHOOL WELLNESS (Policy JL) | 44 |
| Homework | 44 |
| Food Service | 45 |
| Safety | 45 |
| Asbestos | 45 |
| Bus Safety Program STUDENT CONDUCT (Policy EEAE-R ©) | 45 |
| Bus Safety Program (Policy EEAE-EA ©) | 46 |
| Fire/Disaster Drills | 47 |
| Notification of Pesticide | 47 |
| Prohibited Activities | 47 |
| Drug and Alcohol Use by Students (Policy JICH) | 47 |
| Hazing (Policy JICFA) | 48 |
| Secret Societies/Gang Activity (Policy JICF) | 50 |
| Student Bullying, Harassment, and Intimidation (Policy JICK) | 50 |
| Student Bullying, Harassment, and Intimidation (POLICY JICK-R) | 53 |
| Student Bullying, Harassment, and Intimidation (JICK-EB) | 56 |
| Tobacco Use by Students (Policy JICG) | 59 |

| | |
|---|----|
| Weapons in School (Policy JICI) | 59 |
| Student Interrogations, Searches, and Arrests (Policy JIH) | 60 |
| Removal of Students from School-Sponsored Activities (Policy JKDA) | 62 |
| Miscellaneous Information | 62 |
| Birthday/Miscellaneous Celebrations | 62 |
| Title I Information | 63 |
| Parent's Right to Know | 63 |
| Compensatory Education (Title I) | 63 |
| Title I Parental Involvement | 64 |
| Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act, Title II | 64 |
| Notification of Rights under FERPA for Elementary and Secondary Institutions | 65 |
| District Title I Compact | 66 |
| Move on When Reading Information | 67 |
| McKinney Vento Homeless Information | 68 |

Elementary School Calendar

2023-2024

Below are important dates for the elementary schools. A complete calendar may be found on the district's website at <https://www.svusd68.org/page/calendar-times>

No School

Half Day-Dismissal 11:15 AM

EVERY WEDNESDAY-EARLY RELEASE 12:45 PM

| | | | |
|--------------------------------------|--|----------------------------------|--|
| First Day for Students | Aug 2 | Progress Reports | Feb 2 |
| ½ Day K-12 | Sept 1 | Presidents' Day-No School | Feb 16-19 |
| Labor Day-No School | Sept 4 | End of Quarter ½ Day K-12 | Mar 8 |
| Parent/Teacher Conferences K-6 ½ day | Sept 14 & 15 | Spring Break-No School | Mar 11-15 |
| Progress Reports Elementary | Sept 15 | Report Cards | Mar 22 |
| End of Quarter ½ Day K-12 | Oct 6 | Progress Reports | Apr 18 |
| Columbus Day | Oct 9 | Spring Holiday-No School | Apr 19-22 |
| Fall Break-No School | Oct 13-13 | Last day for Seniors | May 17 |
| Report Cards | Oct 20 | Finals at Buena – ½ Day BHS | May 22-23 |
| ½ Day K-12 | Nov 9 | Last Day for Students ½ Day K-11 | May 23 |
| Veterans' Day-No School | Nov 10 | Last Day for 9 Mo Employees | May 23 |
| Progress Reports | Nov 17 | Last Day for Teachers | May 24 |
| Thanksgiving Break-No School | Nov 20-24 | Memorial Day | May 27 |
| Finals at Buena ½ Day BHS | Dec 18-19 | Last Day for 10 Mo Employees | May 31 |
| End of Quarter ½ Day K-12 | Dec 19 | Juneteenth Holiday | June 19 |
| Winter Break-No School | Dec 20-Jan 2 | | |
| School Resumes | Jan 3 | | |
| ½ Day K-12 | Jan 12 | | |
| MLK Day-No School | Jan 15 | | |
| Parent/Teacher Conferences ½ Day K-6 | Feb 2 | | |

Elementary Grading System

Kindergarten

(X) Mastered

(/) Progressing

() Having Difficulty

Grades 1-2

4=High Level of Mastery (95-100%)

3=Meets (80-94%)

2=Approaching (60-79%)

1=Falls Far Below (Below 60%)

Grades 3-12

A=Excellent (90-100%)
B=Above Average (80-89%)
C=Average (70-79%)
D=Below Average (60-69%)
F=Failing (Below 60%)

Parents have the ability to view student grades on a weekly basis by logging into Parent Vue. Teachers' grades will be updated by midnight on Monday of each week. In the case of a Monday holiday, grades will be updated by Tuesday of each week. Parents will be given registration information at the beginning of the school year. You may request additional information by contacting your child's school office.

Non-Discrimination/Equal Opportunity (Policy AC ©)

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

PBIS

PBIS - Positive Behavior Interventions and Supports
Be Safe*Be Respectful*Be Responsible

All Sierra Vista Elementary schools and Sierra Vista Unified School District are dedicated to supporting our students and their positive behaviors. All staff have the ability to recognize students who demonstrate safe, respectful, and responsible behaviors through our PBIS program. Recognition can be provided in many ways, including but not limited to, verbal praise, points through PBIS Rewards, privileges, events, public recognition, and PBIS store items. Remember: Be Safe, Be Respectful, Be Responsible!

[SVUSD# 68 Elementary Discipline Procedure Flow Chart](#)

Parent Involvement

Sierra Vista Public Schools is fortunate to have active parent / teacher organizations at each school. Membership drives are conducted early in the school year and parents/guardians are encouraged to join and participate in these organizations. Parent/legal guardian concerns should be addressed to the classroom teacher first. Conferences will be scheduled at the convenience of both parties. Parents/guardians are welcome to visit at any time but must check in at the school office first.

Custodial parents have inherent rights to student educational information. Step-parents, grandparents, etc. are

considered third-party and must be given permission to participate in conversations or retrieval of educational information. In order for permission to be given, custodial parents must complete and have notarized the Release of Educational Information Authorization to provide permission for school staff to communicate with a third party.

Field Trips

Field trips are for the educational advancement of students. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel. Any parent wanting to transport their students from the field trip must complete the appropriate paperwork. Handwritten notes will not be accepted.

Attendance Procedures

SCHOOL HOURS

Grades K – 6 8:00 am – 2:55 pm

Parents/guardians are asked to call the school before 8:20 a.m. each morning the student is absent. You can also submit your student's attendance through ParentVue. If your child is absent and you do not call, we will call you. Parents/guardians calling the school will save us time as well as giving each of us the assurance that the student is accounted for and safe. Please ensure that we have accurate and up-to-date telephone numbers.

Students should not arrive on campus before 7:30 AM. The playground is not supervised until that time. Students who are eating breakfast at school may arrive in the cafeteria at 7:30 AM. Students are expected to be off school grounds by 3:05 PM unless prior arrangements have been made through the Principal's Office.

The first bell will ring at 7:55 AM and the tardy bell will ring at 8:00 AM. Children arriving late to school will not be admitted to class until they have been signed in through the office by a parent or guardian. Parents/guardians are required to sign a student out if they leave prior to the end of the school day.

Please note that students will not be dismissed from class the last 15 minutes of the day. We appreciate your assistance in planning accordingly.

It is very important that parents notify the office to keep contact information current. Students will not be released to anyone not listed as an emergency contact.

All Sierra Vista Schools are closed campuses. All visitors report to the office first.

Pursuant to A.R.S. § 15-901(A)(1), excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year.

Pursuant to A.R.S. § 15-803(A)(2), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or a person authorized by a parent.

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified in advance or at the time of any absence by the parent or other person who has custody of the student per A.R.S. § 15-807(B). The school will document the date, reason, and person reporting the absence.

Parents please note: The 18 days = 10% threshold where anything after that (except Chronic Illness) is entered as an unexcused; for example family vacations.

Students absent for ten consecutive school days, except for excused absences identified herein, shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to A.R.S. § 15-901(A). The governing board may take disciplinary action that may lead to expulsion pursuant to A.R.S. § 15-342.

Pursuant to A.R.S. § 15-805(B)(1) an attendance officer may issue a citation to the legal guardian or the child that is in violation of A.R.S. § 15-803.

Student Absences and Excuses (Policy JH)

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

When Absent from School

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parent or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

1. The scheduling of medical and dental appointments after school hours except in cases of emergency.
2. The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

If the child has a dental or doctor's appointment during the school day the parent/legal guardian is required to pick up the child at the school office. We cannot release the child to go home or to an appointment alone based on a note from the parent/guardian.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

The school shall make a reasonable effort to promptly telephone and notify parents/guardians or persons having custody of a student in Grades K-6 within two hours after the first class in which the student is absent if an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, it is the responsibility of parents / guardians to notify the District of any authorized student absences in advance. Also, in order to make a reasonable effort to give notice during unauthorized absences, the District requires parents / guardians to provide at least one telephone number during the registration process of K-8 students. It shall be the responsibility of the parents / guardians to keep the contact information and District up to date at all times.

Truancy (Policy JHB)

A child between the ages of six and sixteen failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, or 15-901. Truant means an unexcused absence for at least one class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled.

Unexcused absence for at least five school days within a school year constitutes habitual truancy. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

An absence will count as an absence. Any absence where the family does not contact the school, or the school is unable to contact the family, will be documented as “unexcused.” Students absent for ten (10) consecutive school days will be withdrawn from the school and will need to be re-enrolled when they return to school. Students shall be withdrawn from the school effective the last day of attendance or reported excused absence, pursuant to A.R.S.15-901 (A). Students shall be marked as unexcused (1-18 days) unless parent contact is made or medical or legal documentation is provided that verifies the necessity of the absences. Absences that occur after the 18th day are unexcused, regardless of reason.

The purpose of these practices is to have consistent communication with families as to the importance of attendance.

1. When the student is marked absent by a teacher the school office will attempt to contact the parent.
2. Excuses that are not accepted by the school district include but are not limited to:

| | |
|--------------------------------------|---------------------------------------|
| Missed the bus | Parent was sick |
| Stayed up late | Afraid of teacher or other student |
| Flat tire/Car broke down | Having a bad morning |
| Doesn't want to get up | Student is restricted from activities |
| No clean clothes | Kept at home |
| Community functions | Hunting |
| Staying home taking care of siblings | Working to help parents |
| Alarm did not go off/woke up late | Shopping |

3. Absence Management
 - a. After three (3) consecutive days of absences, a letter will be sent home and the parent/legal guardian is asked for a medical doctor's excuse.
 - b. After five (5) consecutive days of absences, another letter will sent home

- c. After the sixth (6th) absence, the School Resource Officer and/or administrator will attempt to make contact with the parent/guardian. A success plan will be done with parents and the student when a student misses six (6) absences in a semester.
- d. After the ninth (9th) absence, a letter will be sent home and parents/guardians will receive district level communication.
- e. After the fifteen (15th) absence, the school will hold a meeting to discuss absences, with the parent/guardian. Retention paperwork may be presented at this meeting.

If the attendance problem continues, then the school administrator will call for a parent conference to verify if the case is chronic illness and if medical attention is being given. If chronic illness is the case, the child is referred to the appropriate committee for study or if the student is required to be homebound.

Excessive absences are reached when the number of days of absence exceed ten percent of the number of required attendance days.

Chronic absences are defined as missing more than 18 days within a school year.

Sample Student Attendance Letter

3305 E. Fry Blvd
Sierra Vista, AZ 85635

Child's Name _____ Date of Birth _____

School _____

Teacher/Grade _____

Dear Parent/Guardian:

Your child has missed _____ days of school, due to personal or excused absences. We are concerned about the health and well-being of your child and academic progress because absences directly affect learning; if a student isn't in school he/she misses instruction. It is unusual for children to miss this much school unless there is a health problem requiring a doctor's care. Notify the Special Services office and they can assist you in securing chronic health status for your child. We would like to assist you in improving your child's health and attendance.

The Sierra Vista Unified School District provides accredited school nurses who are available for advice. Please call the school office to make an appointment to speak to the school nurse.

Thank you for your cooperation in improving your child's attendance.

Student Rights and Responsibilities (Policy II)

No student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this District.

Students who have reached the age of eighteen years possess the full rights of adults and may authorize school matters previously handled by their parents.

Regulation Student Rights and Responsibilities (JI-R)

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

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and 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 designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights:

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

- K. Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- L. Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Responsibilities:

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

Student Concerns, Complaints, and Grievances (Policy JII)

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of the 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.

A complaint or grievance may be raised regarding one (1) or more of the following:

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

Refer to Board Policy JICK for additional procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying. To the extent this policy JII is inconsistent with the procedures set forth in Policy JICK, the procedures in JICK-R will control.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have

known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student-provided particulars determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member 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.

A student or student's parent or legal guardian may also 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 thirty (30) calendar days from the date of the occurrence of the alleged incident.

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

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, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than 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.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident.

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 a criminal act, law enforcement authorities will be informed.

Exhibit Student Concerns, Complaints, and Grievances (JII-EB)

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

- A. Violation of the student's constitutional rights.
- B. 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.
- C. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- D. 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:

- A. The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- B. 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:

- A. The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- B. The complaint/grievance shall be made only to a school administrator or a school staff member.
- C. The person receiving the complaint will gather information for the complaint form.
- D. All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- E. 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 student's parent or legal 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 thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under 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 Policy JII and 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 JII and this exhibit, 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 Conduct (Policy JIC)

JIC © STUDENT CONDUCT

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

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

Students shall not engage in improper behavior, including but not limited to the following:

- A. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- B. Threatening an educational institution by interference with or disruption of the school per A.R.S. [13-2911](#) and [15-841](#).
- C. Cheating, which is unacceptable behavior.
- D. Carrying or possessing a weapon on school grounds, or any object that may be considered a dangerous weapon or that may have the appearance of a dangerous weapon.
- E. Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- F. Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- G. Forceful or unauthorized entry to or occupation of District facilities, including District data/records and both buildings and grounds.
- H. Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- I. Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.

J. Failure to comply with the lawful directions of District officials, District security officers, or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

K. Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.

L. Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.

M. Any violation of the sexual harassment policy as defined in Policy ACA.

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

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

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in [15-341](#), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

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

Corporal Punishment (Policy JKA)

The Sierra Vista Unified School District No. 68 **disallows** corporal punishment.

Student Discipline (Policy JK)

These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may include a wide range of penalties that may be imposed for violations. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

Information concerning a student's disciplinary record will be held in the strictest confidence. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Regulation Student Discipline (JK-R)

A student may be subject to disciplinary action when the student:

A. Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:

1. Fighting or engaging in violent behavior.

2. Making unreasonable noise.
3. Using abusive or obscene language or gestures.
4. Obstructing vehicular or pedestrian traffic.
5. Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
6. Tampering with District data/records.

B. Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.

C. Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:

1. Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
2. Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
3. Selling, using, or possessing obscene materials.
4. Using profane, vulgar, or abusive language (including ethnic slurs).
5. Gambling.
6. Hazing.
7. Engaging in lewd behavior.

D. Engages in any of the following forms of academic misconduct:

1. Lateness for, missing, or leaving school or class without permission or excuse.
2. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
3. Plagiarism.

E. Engages in conduct that violates the Board's rules and regulations for the maintenance of public order on school property.

F. Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.

G. Has a record of excessive absenteeism.

H. Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Discipline Procedure

Depending upon the nature of the violation, student discipline shall be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of

parents in enforcing rules for student discipline shall be invited and encouraged.

Use of Physical Force

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force is not justified in response to verbal provocation alone, nor when the degree of physical force used exceeds that necessary to avoid injury to persons or to preserve property at risk.

School administrators will follow exhibit JK-E for proper documentation of discipline incidents.

Violations

Aggression */**

Alcohol, Tobacco and Other Drugs

Arson */**

Attendance Policy Violation

Harassment, Threat and Intimidation *

Homicide**

Kidnapping**

Lying, Cheating, Forgery or Plagiarism

School Threat */**

Sexual Offenses *

Technology, Improper Use of

Theft */**

Trespassing

Vandalism or Criminal Damage

Weapons and Dangerous Items Firearms**

Other Violations of School Policies to include

Combustible, Contraband, Defiance, Disrespect towards Authority, and Non-Compliance Disruption, Dress Code Violation, Gambling, Inappropriate Language, Negative Group Affiliation, Parking Lot Violation, Public Display of Affection

* Reported to ADE

**Required to be reported to local law enforcement

Student Suspension (Policy JKD)

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent, principal, or other school officials granted this power by the Governing Board of the School District. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. [15-843](#)]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

Suspension of pupils in a kindergarten program and grades one (1) through four (4) must comply with A.R.S. [15-843](#)(K), as follows:

Unless required by A.R.S. [15-841](#)(G), bringing a firearm to school, which may be modified on a case-by-case basis, a school district or charter school may out-of-school suspend or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

A. The pupil is seven (7) years of age or older.

B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:

1. Involves the possession of a dangerous weapon without authorization from the school.
2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. 13-3401 or a narcotic drug as defined in A.R.S. 13-3401 or a violation of A.R.S. 13-3411.
3. Immediately endangers the health or safety of others.
4. The pupil's behavior is determined by the School District Governing Board or Charter School

Governing Body to qualify as aggravating circumstances and that all of the following apply:

- a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.
- b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the School District or Charter School or through a state sponsored program.
- c. The pupil's parent or legal guardian was notified and consulted about the ongoing behavior.
- d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.

C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."

D. Before suspending or expelling the pupil, the School District or Charter School considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil's parent or legal guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the School District or Charter School, that are appropriate to the circumstances and that are considerate of health and safety. The School District or Charter School shall document the alternative behavioral and disciplinary interventions it considers and employs.

E. The School District or Charter School, by policy, provides for both:

1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension from the school that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or guardian.
2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or legal guardian at least twenty (20) school days after

the

effective date of the expulsion or alternative reassignment.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

- A. Has been documented by the school.

B. Prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.

C. Is unresponsive to targeted interventions as documented through an established intervention process.

The Superintendent may designate a hearing officer for suspension hearings.

Regular Education Students

Suspension for ten days or less:

A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

1. After having received notice, the student will be asked for an explanation of the situation.
2. The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

B. *Step 2:* Following Step 1:

1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - a. Suspend the student for up to ten (10) days.
 - b. Choose other disciplinary alternatives.
 - c. Exonerate the student.
 - d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
2. When suspension is involved:
 - a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
3. No appeal is available from a short-term suspension.

Suspension for over ten days:

A. *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

B. *Step 4:* A formal letter to the responsible parent or legal guardian will be mailed by certified mail with

return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

1. The charges and the rule or regulation violated.
2. The extent of the punishment to be considered.
3. The date, time, and place of the formal hearing.
4. A designation of the District's witnesses.
5. That the student may present witnesses.
6. That the student may be represented by counsel at student's expense.
7. If a hearing officer has been designated, the name of the hearing officer.

C. *Step 5*: A formal hearing will be held, during which the student will be informed of the following:

1. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
2. The student is entitled to a statement of the charges and the rule or regulation violated.
3. The student may be represented by counsel, without bias to the student.
4. The student may present witnesses.
5. The student or counsel may cross-examine witnesses presented by the District.
6. The burden of proof of the offense lies with the District.
7. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
8. The District has the right to cross-examine witnesses, and may be represented by an attorney.

D. *Step 6*: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

1. Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
2. The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all

substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.

3. The decision of the Board is final.

Special Education Students

Suspension for ten days or less.

Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

A. *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

1. After having received notice, the student will be asked for an explanation of the situation.
2. The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

B. *Step 2:* Following Step 1:

1. Provided that a written record of the action taken is kept on file, authorized District personnel may:
 - a. Suspend the student for up to ten (10) days.
 - b. Choose other disciplinary alternatives.
 - c. Exonerate the student.
 - d. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
2. When suspension is involved:
 - a. A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - b. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
3. No appeal is available from a short-term suspension.

Suspension for over ten days

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

A. *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement

and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

B. *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.

C. *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (*Caution:* refer to IDEA statutes and regulations before implementing the exception.)

Alternative to Suspension

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

- A. Suspension from school has been determined as the punishment for an offense and any appeal has been denied.
- B. The immediate suspension was not due to:
 - 1. Fighting or engaging in violent behavior
 - 2. Threatening an educational institution
 - 3. Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
 - 4. Making a bomb threat
 - 5. Engaging in arson
- C. The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- D. The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.

E. The student and parent or legal guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (*Note: Follow appropriate dismissal procedures.*)

F. Parent(s) or guardian(s) shall agree to participate by:

1. Providing transportation as necessary to and from the program location.
2. Furnishing meals prepackaged or purchasing same for the student.
3. Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

A. Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.

B. Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.

C. Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.

D. Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.

E. Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.

F. Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

Early readmission procedures

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

A. A written request must be submitted to the Superintendent on behalf of the student by the student's parent or legal guardian asking for readmission and requesting a meeting to determine any requirements.

B. Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)

C. The request shall include a signed statement from local law enforcement officials that there have been

no infractions of local or state codes for which the student could have been charged during the period of the suspension.

D. At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.

E. The determination to allow readmission may be based on, but not limited to, the following elements:

1. The age of the student.
2. The frequency, type, and relative magnitude of previous misbehavior by the student.
3. The relative severity of the event(s).
4. Whether the student's behavior violated civil or criminal laws.
5. The degree to which the incident(s) interfered with the educational process.
6. The extent to which the event created endangerment to the student, others or property.
7. Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
8. The student's attitude concerning the event(s).
9. The expressed intent concerning the student's future behavior.

F. Should early readmission be granted, the student, with parent or legal guardian affirmation, shall agree to the following conditions:

1. Regular attendance—no unexcused absences.
2. No violation of school rules or policies.
3. Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
4. Completion of all class tasks in timely fashion, as directed.
5. Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.

G. The student and parent or legal guardians shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

Student Expulsion (Policy JKE)

A recommendation to expel shall be by the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time

of recommendation.

Expulsion of pupils in a kindergarten program and grades one (1) through four (4) must comply with A.R.S. 15-843(K), as follows:

Unless required by A.R.S. 15-841(G), bringing a firearm to school, which may be modified on a case-by-case basis, a school district or charter school may out-of-school suspend or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

- A. The pupil is seven (7) years of age or older.
- B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:
 - 1. Involves the possession of a dangerous weapon without authorization from the school.
 - 2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. 13-3401 or a narcotic drug as defined in A.R.S. 13-3401 or a violation of A.R.S. 13-3411.
 - 3. Immediately endangers the health or safety of others.
 - 4. The pupil's behavior is determined by the School District Governing Board or Charter School Governing Body to qualify as aggravating circumstances and that all of the following apply:
 - a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.
 - b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the School District or Charter School or through a state sponsored program.
 - c. The pupil's parent or legal guardian was notified and consulted about the ongoing behavior.
 - d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.
- C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."
- D. Before suspending or expelling the pupil, the School District or Charter School considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil's parent or legal guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the School District or Charter School, that are appropriate to the circumstances and that are considerate of health and safety. The School District or Charter School shall document the alternative behavioral and disciplinary interventions it considers and employs.
- E. The School District or Charter School, by policy, provides for both:
 - 1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension from the school that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or guardian.
 - 2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and

who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or legal guardian at least twenty (20) school days after the effective date of the expulsion or alternative reassignment.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

- A. has been documented by the school.
- B. prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.
- C. is unresponsive to targeted interventions as documented through an established intervention process.

The Governing Board (**Option A:** will decide in executive session whether the Board will conduct an expulsion hearing or designate one (1) or more hearing officers to hear the evidence) **OR (Option B:** directs all expulsions hearings to be conducted by a hearing officer selected from a list of hearing officers approved by the Board).

Expulsion - Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

1. *Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.
2. *Step 2:* If the Superintendent concurs with the recommendation, the Superintendent shall present the recommendation to the Governing Board.
3. *Step 3:* In each case in which a recommendation for expulsion receives approval by the Superintendent, (and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer), the Governing Board will meet in executive session:
 - a. to determine whether the nature of the accusations against the student justify an expulsion hearing,
 - b. to determine whether the hearing will be held before the Governing Board or before a hearing officer,
 - c. to designate a hearing officer if one will be used, and
 - d. if the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during the initial executive session.
4. *Step 4:* The expulsion hearing should be scheduled so it may be resolved, if reasonably possible, during the period of any suspension.
5. *Step 5:* A formal letter to the responsible parent or legal guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:
 - a. A statement of the charges and the rule or regulation violated.
 - b. The extent of the punishment to be considered.
 - c. The date, time, and place of the formal hearing.
 - d. A designation of the District's witnesses.
 - e. That the student may present witnesses.
 - f. That the student may be represented by counsel at the student's expense.
 - g. If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.

- h. Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.
6. *Step 6:* The parent, legal guardian or emancipated student shall be informed of the following:
- a. Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 - b. The student is entitled to a statement of the charges and the rule or regulation violated.
 - c. The student may be represented by counsel, without bias to the student.
 - d. The student may present witnesses.
 - e. The student or counsel may cross-examine witnesses presented by the District.
 - f. The burden of proof of the offense lies with the District.
 - g. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 - h. The District has the right to cross-examine witnesses, and may be represented by an attorney.
 - i. If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
 - j. If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
7. *Step 7:* A formal hearing will be held:
- a. when a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
 - 1. If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
 - 2. If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.
8. *Step 8:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
- a. Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or legal guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:
 - 1. The time and place of the Board meeting at which the recommendation will be made.
 - 2. That the recommendation may be appealed at the time the recommendation is made to the Board.
 - 3. That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
 - 4. That the written appeal shall indicate a spokesperson on behalf of the student.

5. That the spokesperson will be given time to speak to the Board on appeal.
 6. The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.
- b. Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Expulsion - Special Education Students

Manifest Determination

1. A student qualified under the Individuals with Disabilities Education Act (IDEA) may not be expelled from school unless a manifestation determination has been determined that the student's behavior is unrelated to the child's disability.
2. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct.
3. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

Students with a 504 Plan:

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Early Readmission of Expelled Students:

1. A student expelled from the District may request re-admittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for re-admittance. The application for re-admittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two [2] additional semesters). The application must:
2. Be written and be directed to the attention of the Governing Board.
3. Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
 - a. An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
 - b. That such misconduct or similar misconduct will not be repeated.
 - c. A description of the student's activities since the expulsion.
 - d. Support of the student's application for readmission.
 - e. Be filed in the Superintendent's office.

4. The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District, and the interests of the other students and staff members. The Governing Board's decision is final.
5. A student may file more than one (1) application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.
6. As a condition for readmission from an expulsion, the student, with parent(s) or legal guardian affirmation, shall agree to the following conditions:
 - a. Regular attendance – no unexcused absence.
 - b. No violation of school rules or policies.
 - c. Completion of all classroom tasks in a timely fashion, as directed.
 - d. Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.

A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

Disciplinary Referral Form

Sierra Vista Unified School District

Discipline Referral

Offender's Name _____ Date of Referral _____

Referred By _____ Grade _____ Date of Incident _____

Time of Incident _____ a.m./p.m. Time Description (Indicate by number) _____

- | | |
|---|--------------------|
| 1. Unknown | 6. After Classes |
| 2. Before School Hours | 7. Between Classes |
| 3. After School Hours | 8. Recess |
| 4. Before Classes | 9. Lunch |
| 5. During Class (state class period) _____ 10 other (explain) _____ | |

Location of Incident (refer to location list)

On Campus – Inside: _____

On Campus – Outside: _____

Off Campus: _____

Violation(s) (refer to list of Violations – Circle all that apply) _____

Administration will complete this line

Description _____

Check if applicable: Hate Related _____ Gang Related _____ Cost of Incident \$ _____

No Action Taken _____

Action(s) Taken: (refer to list of Actions – indicate all that apply, date action decided, and date action scheduled if applicable)

| Action | Date Action Decided | Date(s) Action Scheduled |
|--------|---------------------|--------------------------|
|--------|---------------------|--------------------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

Parent / legal guardians signature _____

Principal signature _____ Date _____

Student Dress (Policy JICA ©)

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. This policy is intended to provide guidance for students, staff, and parents.

The Board authorizes the Superintendent to develop and enforce school regulations pertaining to student dress that promote safety and a positive learning environment. Student dress shall not:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Include any type of clothing, accessories, and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.

Discriminatory or obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are prohibited.

Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.

Elementary Dress Code Expectations

Students must dress appropriately at school. The following guidelines are being put forth to help create a safe,

healthy environment for all. In all matters involving the dress code, the principal will refer to Regulation JICA-R in the policy manual.

Guidelines for student dress may include but is not limited to the following:

- Skirts and shorts must be at or below the fingertips.
- Spaghetti strap tops, undershirts and tank tops need to be covered by another shirt.
- Straps on tops should be at least two inches wide.
- Baggy or sagging pants are not acceptable.
- Distressed jeans must not expose skin above the thigh; if holes are above what skirts allow, tights or leggings must be worn under the jeans.
- Shoes must be worn at all times. Tennis or athletic shoes are recommended. Flip flops are not acceptable.
- Bandanas, hairnets, skullcaps, and wallet chains are not allowed on campus.
- Slippers, pajama bottoms or other sleepwear are not to be worn unless the school designates a school day as Pajama Day.

Administrative Processes

Care of School Property by Students (Policy JICB)

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to suspension for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

Electronic Devices

SCOPE: Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school.

DEFINITION: Electronic Device means privately owned wireless and/or portable electronic handheld equipment that include, but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, I pads, i-Pods, MP3 players, video games, walkie-talkies, watches, etc.).

Possession and Use:

- Students may bring cell phones in their backpacks to be used to contact parents before or after school only with teacher/administrator permission. They must be powered off and out of sight.
- Use of electronic communication devices is not allowed on any other portion of the school campus at any time, including school-sponsored activities, unless an emergency situation as defined by school staff exists or permission has been granted by the administration for a specific curricular purpose.

PROHIBITIONS:

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and visitors.

CONFISCATION:

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device, it will be turned into the administrator. The electronic device will be released to the student's parent or legal guardian after the student has complied with any other disciplinary consequence that is imposed. Schools are not responsible for loss or theft of any electronic device.



1:1 Chromebook Procedures and Information 2023/2024

The purpose of this implementation is to ensure 100% of SVUSD schools will be properly equipped for our students to have a technology enriched learning environment. All teachers will have the proper training and resources to effectively integrate appropriate technology (hardware/software/internet) in order for our young people to acquire the skills they need to be effective 21st Century citizens and workers. Our high school graduates will exhibit a range of functional and critical thinking skills related to information, media, and technology. They will use technology as a tool to research, organize, evaluate, and communicate information. They will use digital technologies, communication/networking tools, and social networks appropriately to access, manage, integrate, evaluate, and create information to successfully function in a knowledge economy.

Sierra Vista Unified School District is supplying all students grades K-12 with a Google Chromebook, which is the property of the Sierra Vista Unified School District. High school students will be able to take their Chromebooks home, while middle school and elementary students will have access to a Chromebook in every class. The Chromebook is to provide each student access to required educational materials and research capabilities to enhance the educational experience. The supplied device is an educational tool and is not intended for personal gaming, social networking, or other non-school related activities.

Table of Contents

1. [RECEIVING/RETURNING THE CHROMEBOOK](#)
2. [USING CHROMEBOOK AT SCHOOL](#)
3. [TAKING CARE OF THE CHROMEBOOK](#)
4. [ACCEPTABLE USE POLICY AND GUIDELINES](#)
5. [PRIVACY AND SAFETY](#)

6. LEGAL PROPERTY

7. CHROMEBOOK TECHNICAL SUPPORT

8. CHROMEBOOK CONSEQUENCE RANGE

9. CHROMEBOOK COSTS

10. CHROMEBOOK FAQ'S

1. RECEIVING/RETURNING THE CHROMEBOOK

- a. **RECEIVING THE CHROMEBOOK** Students will have access to a classroom Chromebook for in class use only. Students will not be able to check out Chromebooks for personal home usage. Parents/Guardians and students **MUST** sign and return the SVUSD Chromebook Agreement before the Chromebook can be used in class by the student.
- b. **RETURNING THE CHROMEBOOK** Chromebooks remain in the classroom.

2. USING CHROMEBOOK AT SCHOOL: Teacher expectations for Chromebook use, school messages, announcements, calendars and schedules can be accessed using the Chromebook.

- a. Charging your Chromebook
 - i. Chromebooks must be returned to the classroom's Chromebook cart appropriately so that it can be charged fully for the next day..
- b. Backgrounds and Password
 - i. Inappropriate media may not be used as a screensaver or background.
 - ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, racial or gang related symbols or pictures will result in disciplinary actions.
 - iii. Take care to protect your password. Do not share your password.
- c. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with applicable District policies.

3. TAKING CARE OF THE CHROMEBOOK

General Precautions

- No food or drink allowed next to Chromebook
- Cords, cables, and removable storage devices must be inserted and removed correctly from Chromebooks
- Never carry Chromebook by the screen or while the screen is open
- Always carry Chromebook with two hands, with the screen closed, and supported from the bottom
- Never close Chromebook with paper or folders (or any object) in between the screen and keyboard
- Chromebooks and protective shells must remain free of any writing, drawing, or stickers.
- Vents cannot be covered
- SVUSD asset tags and product serial number tags are not be removed at any time from the Chromebooks
- Do not lean or put pressure on the Chromebook while it is closed
- Chromebook must be in the protective shells at all times when being transported.

4. ACCEPTABLE USE POLICY AND GUIDELINES

Taken from IJNDB-(R/E) © Use of Technology Resources in Instruction (Board Policy)

Purpose: SVUSD provides access to technology for the purpose of supporting the educational goals of the district. Access to technology is designed to create engaging teaching and learning environments, and to

provide staff with 21st Century educational tools. Access to technology is a privilege, not a right and can be restricted or revoked at any time.

- a. Responsibilities: To the best extent possible, and in compliance with the Children's Internet Protection Act (CIPA), SVUSD filters and monitors Internet access on all devices capable of accessing SVUSD resources. No technology measure can block 100% of the undesirable content; therefore, it is also the responsibility of all to:
 - i. Use the educational information services, EIS, to support personal educational objectives consistent with the educational goals and objectives of the School District.
 - ii. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
 - iii. Abide by all copyright and trademark laws and regulations.
 - iv. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
 - v. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
 - vi. Not use the network in any way that would disrupt the use of the network by others.
 - vii. Not use the educational information services, EIS, for commercial purposes.
 - viii. Follow the District's code of conduct.
 - ix. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
 - x. 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.
- b. In addition, acceptable use for District employees is extended to include requirements to:
 - i. Maintain supervision of students using the educational information services, EIS.
 - ii. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
 - iii. Take responsibility for personal and assigned District accounts, including password protection.
 - iv. Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- c. Network etiquette.
 - i. Be polite and use appropriate language. Do not send, or encourage others to send, abusive messages.
 - ii. Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
 - iii. Avoid disruptions. Do not use the network in any way that would disrupt use of the systems by others.
 - iv. Observe the following considerations: Be brief, strive to use correct spelling and make messages easy to understand, use short and descriptive titles for articles, post only to known groups or persons.

5. PRIVACY AND SAFETY

Privacy: Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise,

access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school issued Chromebook, students agree to such access, monitoring, and recording of their use. **General Safety Guidelines**

- a. Do not go into chat rooms or send chain letters. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- b. Do not use school email address to create any social media accounts.
- c. Do not open, use, or change files that do not belong to you. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or those of other people.
- d. Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the SVUSD.
- e. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site and notify the site administrator immediately.

6. LEGAL PROPERTY

- a. Comply with trademark and copyright laws and all license agreements.
- b. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- c. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. (Reference Academic Integrity)
- d. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline.
- e. Do not transmit language or material that may be considered profane, obscene, racist, abusive, or offensive to others.
- f. Do not send mass emails, chain letters, or spam.
- g. Email and communications sent and/or received should be related to educational needs.
- h. Email and communications are subject to inspection by school administration at anytime.

7. CHROMEBOOK TECHNICAL SUPPORT

If any there are damages or concerns regarding the device, the student must tell the teacher immediately. ***At no time are students, parents/guardians, or other staff at SVUSD permitted to do any repairs on SVUSD Chromebooks.***

- Students should always report any issue with their Chromebooks to there teacher immediately.
- The teacher will report to Technical Support.
- Tech will contact the teacher via email letting them know what parts (if any) were replaced and at what cost, and they will be for the Chromebook.
- Repair cost are then logged.

8. CHROMEBOOK CONSEQUENCE RANGE

| <u>Technology, Improper Use</u> | <u>Consequence</u> <i>(will depend on the severity of the situation determined by administration)</i> |
|---|--|
| Computer: On entertainment site or non--educational website | <ul style="list-style-type: none"> ● Parent Notification ● In-School Suspension ● Out of School Suspension ● Loss of Technology Use Privileges ● Other consequences as determined by site |

| | |
|---|--|
| Equipment Abuse/Mishandling | <ul style="list-style-type: none"> ● Parent Notification ● In-School Suspension ● Out of School Suspension ● Loss of Technology Use Privileges ● Other consequences as determined by site |
| Network Infraction/Alerting of Network Use of Proxy | <ul style="list-style-type: none"> ● Parent Notification ● In-School Suspension ● Out of School Suspension ● Loss of Technology Use Privileges ● Other consequences as determined by site |

9. CHROMEBOOK COSTS

| Item | Cost with Insurance | Cost without Insurance |
|-----------------------------------|----------------------------|-------------------------------|
| <i>Deductible Claim (1st)</i> | <i>\$0</i> | <i>Cost of Damage</i> |
| <i>Deductible Claim (2nd)</i> | <i>\$35</i> | <i>Cost of Damage</i> |
| <i>Deductible Claim (3+)</i> | <i>\$65</i> | <i>Cost of Damage</i> |
| <i>Charger</i> | <i>\$45</i> | <i>\$45</i> |
| <i>Chromebook Case</i> | <i>\$35</i> | <i>\$35</i> |
| <i>Replacement/Stolen/Lost CB</i> | <i>\$175</i> | <i>\$350</i> |
| <i>Damaged Screen</i> | <i>Based On Deductible</i> | <i>\$75</i> |
| <i>DC Power Jack</i> | <i>Based On Deductible</i> | <i>\$25</i> |
| <i>Damaged Keyboard/Touchpad</i> | <i>Based On Deductible</i> | <i>\$85</i> |
| <i>Damaged Motherboard</i> | <i>Based On Deductible</i> | <i>\$160</i> |
| <i>Damaged Back Cover</i> | <i>Based On Deductible</i> | <i>\$50</i> |
| <i>Damaged Panel</i> | <i>Based On Deductible</i> | <i>\$69</i> |

Insurance must be purchased within 10 days of being issued a device.

10. CHROMEBOOK FAQ'S

What is SVUSD 1:1 Program?

SVUSD 1:1 is an initiative to bring 21st century tools into the hands of our students to give them the skills they need for year thirteen and beyond.

What if my child already has their own computer? Can they bring their own from home? No, SVUSD will not support any personally owned computers on our network. There are many reasons for this such as virus protection and online/internet content filtering. In addition, with the District owned Chromebooks, we are ensuring that each student has the same tools and resources to complete school assignments.

What will it cost parents?

There is no cost to parents. However, any loss or damages accrued by your student will have to be covered.

Will my child be able to take the Chromebook home on weekends, breaks, and during the summer? Students will NOT be able to take the device home.

How will my child be protected while online?

Every Chromebook has had restrictive software installed in order to protect students while using online tools. The Chromebook operates using Google's G Suite for Education, which is controlled and monitored by the District with support from [Securly](#), our online filtering company, which monitors student Google Accounts. Google's G Suite for Education and the accompanying student accounts adhere to the [Student Privacy Pledge](#), which promotes safeguarding student information and encourages student privacy. Parents are encouraged to help support and monitor their child's activities and reinforce the appropriate behaviors and procedures.



Student/Parent Acknowledgement Form

Student Name: _____ PermID: _____

_____ School Attending: _____

Grade: _____ **I. ACKNOWLEDGEMENT:**

_____ I acknowledge that I will review the Sierra Vista Unified School District 1:1 Chromebook Device Handbook with my student. I understand that it contains important information on policies and procedures. I realize this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

II. TECHNOLOGY USE AGREEMENT (See Policy IJNDB-R/E):

_____ As the parent or legal guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the Sierra Vista Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a 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.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Student Signature Date

Parent Name:

Parent Signature Date

Items on Campus Requiring Administrative Approval

The following items are not to be used during school hours without prior administrative approval: skateboards, roller skates, roller blades, Heelie skate shoes, or toys.

Kindles, Nooks, eReaders, etc. may be used with school permission, and after the device has been registered with the District. All students, staff and guests must review and agree to the acceptable use policy and register their devices prior to accessing the wireless network.

For specific rules regarding cell phones and other electronic devices, please see the Electronic Devices sub-section below.

The following items are never to be brought to school: Knives, laser pens, guns (real or toy), flammable items (fireworks, lighters), explosive devices (poppers), glass items, expensive items or large sums of money. Aerosol/pump/spray containers on campus are prohibited and will be confiscated and disposed of. (This includes hair spray, deodorant, perfume, cologne, etc.)

The District is not responsible for damaged, stolen, or lost items.

Lost and Found

There are many items misplaced at school each year. Lost items are easily returned if they are labeled with your child's name. If your child loses something at school, he/she should check the lost and found. Parents/guardians are also encouraged to check the lost and found from time to time. Any items not claimed by the day after each quarter ends will be donated to charity.

STUDENT RECORDS (JR-EB)

Designation of Directory Information

During the school year, school staff members may compile non-confidential student directory information specified below.

According to state and federal law, the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Body permits the release of the below-designated information to persons or organizations who inform students of educational or occupational opportunities, by law, the school is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent. If you do not opt out of releasing any and all of the below-designated information, then the school must provide military recruiters, upon request, directory information containing the student's names, addresses, and telephone listings.

If you do not want any or all of the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the school in writing by checking off any or all of the rejected information, signing the form at the bottom of this page, and returning it to the Administrator, within two (2) weeks of receiving this form. If the school does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son's/daughter's designated directory information.

TO: Administrator

I do not want any or all the information I have below concerning (student's name)
_____ designated as directory information and released to any person or
organization without my prior written consent:

- ☐ Name ☐ Address
 - ☐ Telephone listing ☐ Electronic mail address
 - ☐ Date and place of birth ☐ Ethnicity/race
 - ☐ Dates of attendance ☐ GPA/ Rank ☐ Grade level
 - ☐ Honors and awards received ☐ Photograph (to include Yearbook) ☐ Major field of study
 - ☐ Enrollment status (e.g., part time or full time)
 - ☐ Participation in officially recognized activities and sports
 - ☐ Weight and height of members of athletic teams
 - ☐ Most recent educational agency or institution attended
-

(Parent/legal guardiansignature)

(Date)

Transfer of Student Records

Sierra Vista Public Schools will forward the educational records of a student to another school in which the student seeks or intends to enroll upon written request from said school.

Student Withdrawal

Parents/guardians are to contact the school office a day or two before a student is withdrawn so that records will be in order. It will be necessary for the parent/legal guardian to come to the school office to complete a withdrawal form and other checkout procedures.

Academic Related Activities

Discovery

The program for gifted students (Discovery) consists of a pull-out program for grades 3 - 6, small group lessons within and outside the classroom for grades K - 2, and independent studies. To qualify for the services, students must have a score in the 97th percentile or higher on a state approved test.

Students that have been in a Discovery program in another district should take a copy of their qualifying test scores to the counselor to see if they qualify for the program.

Testing to qualify for Discovery is offered three times a year. Students can be tested if they have their parents/guardians complete and sign the Test Permission Form and return it to their counselor. Students can be recommended for testing by parents/guardians, teachers, or themselves.

The Gifted Student

The governing board of each school district shall provide special education to gifted pupils identified as provided in A.R.S. § 15-779. Special education for the gifted pupils shall only include expanding academic course offerings and supplemental services as may be required to provide an educational program which is commensurate with the academic abilities and potential of the gifted pupil.

"Gifted child" means a child who is of lawful age who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve at levels commensurate with his intellect and ability."(A.R.S. § 15-761.7)

“Exceptional child” means a gifted child or a child with a disability. (A.R.S. § 15-761.6)

Title 15 of Arizona revised Statutes specifically includes gifted children among exceptional children - individuals who require differentiated educational services. The statute also requires that gifted children "of lawful school age" receive “special instruction or special ancillary services, or both.”

In Arizona, "lawful school age" is defined in the statute as well.

All schools other than high schools and evening or night schools shall, unless otherwise provided by law, admit children between the ages of six and twenty-one years who reside in the school district. A child shall be deemed six years of age if he reaches such age prior to September 1 of the current school year. (A.R.S. § 15-821.A.)

"If a kindergarten is maintained, a child shall be eligible for admission to kindergarten if he is five years of age. A child shall be deemed five years of age if he reaches such age prior to September 1 of the current school year.” (A.R.S. § 15-821.B.)

Therefore, services for gifted students are mandated at every level from K to 12.

Potty Training Requirement

Children enrolled in SVUSD schools must be potty-trained before the first day of attendance. Children must be wearing underwear with very few, if any, accidents. Please note that wearing pull-ups is not considered being potty-trained.

We do understand that even potty-trained children will occasionally have toileting accidents. By definition, “accidents” are unusual incidents and should happen infrequently, or two or less accidents per month. Students are expected to change their clothes independently. If a child needs assistance to be properly cleaned, the parent will be called to assist their child.

Potty-trained children can do the following:

1. Communicate to the teachers that they need to go to the bathroom.

2. Alert themselves to stop what they are doing to go and use the bathroom.
3. Pull down their clothing and get them back up without assistance.
4. Wipe themselves after using the toilet.
5. Get on/off the toilet by themselves.
6. Wash and dry their hands.
7. Postpone going if they must wait for someone who is in the bathroom or if away from the classroom.

If your child has a documented medical or special education disability that impacts their ability to be potty-trained, or maintain potty-training, please consult with your school Principal as soon as possible for a discussion of possible needed accommodations. *Rev. 050123*

Health Services

Each school has the full time services of a school nurse, who provides routine and emergency first aid care, periodic health screenings, health education, and planning for special needs students.

Please notify the school nurse if your child has special health needs.

If the doctor directs that medication must be given to your child at school, it must be in the original container labeled with the child's name, date, name of the medication, and prescribing doctor's name. The physician must provide a signed order to the school nurse for administering the medication. In the case of an "over the counter" medication, the physician must provide a signed order to the nurse for its administration. The medication must be brought to the school by the parent/legal guardians so that the nurse may obtain written permission to administer it to the student. Any unused medication will be destroyed on the last day of the school year if not picked up. Medication will not be sent home with the child. It must be picked up by the parent/legal guardian at the school nurse's office. It will not be stored in the nurse's office over the summer.

Please notify the school nurse if your child has a communicable disease such as Covid, strep, mono, chicken pox, etc.

Medical/Accident insurance is available for those families who request it. Ask at the school office for rates and information.

Immunizations

Subject to the exemptions as provided by law, **immunization** against diphtheria, tetanus, pertussis, poliomyelitis, rubella (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenza b (Hib) is required for attendance of any student in any District school. A student's **immunization** record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary **immunizations** have been initiated and a schedule has been established for completion of the required **immunizations**. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from **immunization**. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from **immunization**. A student who fails to comply with the **immunization** schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless

student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Pediculosis (lice)

Prior to being admitted to class, the student will be brought to the Nurse's office and the parent will present proof that treatment was initiated (a store receipt or top of the box will suffice, one [1] for each student).

As many nits as possible should be removed with a fine-tooth comb. If no proof of treatment is shown, the student will be excluded from school until proof is shown. If the child returns to school unaccompanied by a parent or guardian, and lice or nits are still present, school officials will return the student to the custody of the parent or legal guardian until proof of initiated treatment can be provided.

Administrators, school nurses and staff may screen students who have no previous infestation, symptomatic students, and in special cases may randomly screen classrooms with higher reported cases.

SCHOOL WELLNESS (Policy JL)

The District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. To ensure the health and well-being of all students, the Board shall promote and monitor students wellness in a manner that the Board determines is appropriate in the following areas:

Nutrition Guidelines: All foods available in each school during the day will have as a primary goal the promotion of student health and reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.

Nutrition Education: The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.

Physical Activity: The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short-and long-term benefits of a physically active and healthful lifestyle.

Parent, Community and Staff Involvement: A primary goal will be to engage family members, students, and representatives of the school food authority, the Governing Board, school administrators, and the public in development and regular review of this school policy.

Homework

Homework is intended to serve three essential functions at the elementary level:

1. To reinforce skills and concepts being taught at school
2. To develop student responsibility and learning independence
3. To involve parents/guardians in children's education

Formal homework will be assigned on an as needed basis. Students are encouraged to read at home as often as possible.

Food Service

Students may purchase breakfast and/or lunch daily at school. They may also bring lunch from home and buy milk at school. Breakfast/milk price is \$1.50 for regular and 30¢ for reduced. Lunch/milk price is \$2.85 for regular and 40¢ for reduced. Milk alone can be purchased for 30¢. Prices for adult meals are \$4.25. Menus may be found on the school website. Please note that prices are subject to change for the 2023 - 2024 SY.

Applications for free or reduced lunch/breakfast can be obtained in the school office. Much of our special funding comes from the number of free and reduced applications. So please call 520-515-2724 to apply if you think you may qualify. You may also complete this application online at <http://school lunchapp.com>

Safety

School personnel will be responsible for children while on the school grounds only between the hours of 7:30 a.m. to 2:25 p.m. on regular school days. Times other than these are the parents'/guardians' responsibility. Students who participate in the before or after school programs are supervised by the employees of the Department of Community Services. You may call 520-458-7922 for information about these programs.

Students may ride their bicycles to school but not on the playground and sidewalks. Any student who rides a bicycle to school must provide a lock to secure it, as the school is not responsible for stolen bicycles. No skateboards, roller blades, or tennis shoes with roller blades tucked away will be allowed on school grounds.

Asbestos

Attention: Parent/legal guardian of Students in the Sierra Vista Unified School District

Under the federal regulations for asbestos-containing materials in schools (40 CFR Part 763), each local educational agency must develop an asbestos management plan for school buildings under its authority.

In July of 1988, an asbestos inspection was performed at the school your child attends by Scott, Allard & Bohannon, Inc., Environmental and Chemical Consultants. Any friable material that posed a threat to students or staff has been removed or contained, all other asbestos has been identified, and appropriate staff members have been trained in dealing with the remaining asbestos.

A comprehensive Asbestos Management Plan for each school has been developed, filed with the Arizona Department of Environmental Quality and is on file in the school office and at the district office.

You are welcome to review the plan if you so desire. Please contact your building principal.

Bus Safety Program STUDENT CONDUCT (Policy EEAE-R ©)

The safety and welfare of student riders is to be the first consideration in all matters pertaining to transportation.

A.A.C. R17-4-606(D) states, with respect to the authority of bus drivers, "The driver of a school bus is responsible for the orderly conduct and safety of the students and other passengers being transported. All adult passengers, such as coaches, teachers, monitors, etc., are also under the authority of the bus driver. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the student to be denied transportation."

Student behavior on a school bus will be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

Bus Safety Program (Policy EEAE-EA ©)

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 the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge and use the handrail.
- Be particularly careful if you are carrying books or 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 or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Do not open windows without the driver's permission.
 - Never stick your hands, arms, head, or feet out of the windows of the bus.
 - 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 refuse 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, alcoholic beverages, and drugs are not permitted.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-4-606(G)(7)]
- 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 highway:

If you must cross the road, walk to a point about ten 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 hazards.

Procedures followed upon student misbehavior on school bus:

1st Incident Report: Student will be warned of consequences of not following safety rules. Parents will be notified.

2nd Incident Report: Student will be suspended for 3-5 days, depending on the severity of the offense. Parents will be notified.

3rd Incident Report: Student will be suspended for up to 2 weeks, depending on the severity of the offense. Parents will be notified.

4th Incident Report: Student will lose bus riding privileges for the remainder of the school year. Parents will be notified.

CERTAIN VERY SERIOUS MISBEHAVIOR MAY RESULT IN IMMEDIATE REMOVAL OF A STUDENT BY ADMINISTRATION.

*Parents/students are responsible for providing their own transportation to and from school when student is suspended from the bus.

Fire/Disaster Drills

Fire/disaster drills are held regularly to develop safety practices that will help everyone move quickly and orderly to the assigned places during an emergency. Teachers review these procedures with students throughout the school year.

Notification of Pesticide

It is the policy of the governing board that students, parents/guardians, and staff be notified before pesticides are used at district schools in accordance with A.R.S. §15-152 and guidelines issued by the Arizona State Board of Education. The purpose of this policy and following procedures is to facilitate communication between schools, parents/guardians and the community regarding pesticide application.

Certified applicators employed and/or contracted by the Sierra Vista Unified School District will provide principals (or other designated personnel) with a 72-hour advance notice and a written pre-application notification.

Prohibited Activities

Drug and Alcohol Use by Students (Policy JICH)

Students on school property or at school events shall not knowingly breathe, inhale, ingest, or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance.

The nonmedical use, possession, distribution or sale of

- alcohol,
- drugs,
- synthetic drugs,
- counterfeit drugs,
- edible drugs or
- imitation drugs,

on school property or at school events is prohibited. Nonmedical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit, edible, or imitation drugs.

A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

Medical Marijuana

The conditions which follow are applicable to a District student who holds an identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in the Arizona Revised Statutes (A.R.S.).

The District will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations.

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event.

A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all District students.

If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

Hazing (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 District schools within twelve (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 education 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 accordance 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.

Secret Societies/Gang Activity (Policy JICF)

Gangs 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 harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Student Bullying, Harassment, and Intimidation (Policy JICK)

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes 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.

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

Harassment based on race, religion, sex, national origin, color, disability, or sexual orientation may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed, or ignored. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes, but is not limited to, such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

Harassment: Harassment is behavior by an individual or group of individuals that is intimidating, disturbing or threatening to another individual or group of individuals. Behaviors that characterize harassment include, but are not limited to, bullying, cyberbullying, cyberharassment, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. These behaviors may constitute harassment even when not directed at a particular individual or group of individuals and even when the behavior does not fit the definition of bullying as set forth in this policy. Harassment may be based on race, religious orientation, sex, national origin, color, disability, sexual orientation, cultural background, economic status, size or personal appearance. Harassment may result in a hostile environment when it is so severe, persistent, or pervasive that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment may give rise to a civil rights issue even when the behavior does not constitute bullying as defined in this policy. Harassment may be perpetrated by students or non-students.

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

Prohibitions on and off School Property

Disciplinary action may result for harassment, bullying 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.

Disciplinary action may result for harassment, bullying or intimidation which occurs outside of the school and the school day when such harassment, bullying or intimidation creates a hostile environment at school or otherwise results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) result (or are foreseeably likely to result) in a substantial disruption on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities or interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting and Investigating Incidents of Harassment, Bullying, and Intimidation

Harassment, bullying, and intimidation reported under Policy JICK and/or Regulation JICK-R that is alleged to be, or that is believed to be, based, in whole or in part, on a person's race, color, religion, sex, national origin or disability will be considered to be a report of a violation of Policy JB and/or Policy JII, and will be investigated and addressed in accordance with such policy(ies) and its/their corresponding regulation(s) in conjunction with Policy JICK and Regulation JICK-R. To the extent policy JB and/or JII is inconsistent with the procedures set forth in Policy JICK and Regulation JICK-R, the procedures set forth in JICK and JICK-R shall control.

The District has a responsibility to investigate and address incidents of harassment, bullying, or intimidation about which it knows or reasonably should have known. Failure by an employee to report a suspected case of harassment, bullying or intimidation may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal or retaliation by any student or staff member directed toward a student or employee related to the reporting of a case of (or suspected case of) harassment, bullying 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.

The principal or principal's designee shall investigate all reports of harassment, bullying, or intimidation, whether initiated verbally or in writing in accordance with the procedures set forth in JICK-R. If the principal determines that harassment, bullying, or intimidation has occurred, discipline will be administered pursuant to applicable Board Policies including JK, JKD, and JKE (if the behavior was perpetrated by a student) and GCQF and GDQD (if the behavior was perpetrated by a staff member). In accordance with the procedures set forth in JICK-R, the principal or principal's designee shall also take prompt and effective steps reasonably calculated to end the harassment, bullying, or intimidation, eliminate any hostile environment and its effects, and prevent the harassment from recurring.

Documentation and Information

Documentation related to reported harassment, bullying, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to
 - Governing Board policy,
 - preventive measures,

- incident reporting procedures,
- available support services for students (both proactive and reactive), and
- student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of harassment, bullying, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the complainant to discipline. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of harassment, bullying, or intimidation may constitute a criminal act.

All phases of investigation, documentation, resolution and follow-up regarding reports of incidents of harassment, bullying, and intimidation shall be completed in a reasonably prompt manner under the circumstances. When appropriate to the situation, any time frames provided in this policy or in regulation JICK-R, with respect to investigation and resolution, may be adjusted subject to the approval of the Superintendent.

Student Bullying, Harassment, and Intimidation (POLICY JICK-R)

The District does not tolerate harassment, bullying, or intimidation in any form. Further, the District shall investigate each complaint of harassment, bullying and intimidation and will take appropriate, timely, and responsive action. Comprehensive definitions of harassment, bullying and intimidation are set forth in Policy JICK.

Reporting

Any student who feels he or she has been the victim of harassment, bullying or intimidation or suspects other students of being harassed, bullied or intimidated should report the situation to the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report. School personnel shall maintain confidentiality of the reported information.

Any staff member who becomes aware of or suspects that a student is experiencing harassment, bullying or intimidation shall immediately notify the principal or the principal's designee. The initial notification of an alleged incident of harassment, bullying or intimidation may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. If the complainant has not submitted the complaint on form JICK-EA or by other written document, the employee to whom the complainant reported the alleged harassment, bullying or intimidation must do so.

Should the principal be the employee who observes, is informed of, or suspects a student is experiencing harassment, bullying or intimidation the principal shall document the incident or concern in writing within one (1) school day of becoming aware of the incident.

In the event the initial complaint or notification of harassment, bullying or intimidation is made to the Superintendent, the Superintendent shall document the incident or concern in writing within one (1) school day and refer the matter to the principal or other appropriate administrator for investigation.

No Reprisal or Retaliation

Reprisal or retaliation directed toward a student or employee for the reporting of a case of harassment, bullying, intimidation or a suspected case of the same will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Staff involved directly or indirectly in reprisal or retaliation will be disciplined pursuant to Board Policies GCQF and GDQD. Any suspected violation of criminal law will be reported to law enforcement authorities.

Investigation

Upon receipt of a report of alleged harassment, bullying, or intimidation, the principal shall provide to the student who has allegedly been harassed, bullied or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. Such investigation shall include meeting with the student or staff person who reported the concern and the student(s) who is(are) the apparent target(s) (if there are any specific targets) of the harassment, bullying or intimidation. The investigation shall also include meeting with the person accused of engaging in the harassing, bullying or intimidating behavior as well as any witnesses, and when appropriate, parents of students involved. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the District for at least six (6) years. In the event the District must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Discipline and Intervention

Should the principal or the principal's designee determine that harassment, bullying or intimidation has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE (if the behavior was perpetrated by a student) or GCQF and GDQD (if the behavior was perpetrated by a staff member). Such disciplinary processes shall be initiated promptly and shall be concluded as soon as is reasonably possible.

Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who has allegedly been harassed, bullied or intimidated to review the findings, outcome and any final determinations of the investigation. Additionally, subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

In addition to discipline, the principal will also take prompt and effective steps reasonably calculated to end the harassment, bullying, or intimidation, eliminate any hostile environment and its effects, and prevent the harassment from recurring. The steps to be implemented will be determined by the principal and will depend on the facts of the situation. Such steps may include but not be limited to:

- A. meeting with the student (and/or his or her parents) who has been impacted by the harassment, bullying, or intimidation to determine the student's primary concerns and to explain what steps the school will take to address the situation;
- B. developing a safety plan with the student impacted by the behavior;
- C. meeting with the individual who perpetrated the harassing, bullying or intimidating behavior (and/or his or her parents) to explain that the behavior will not be tolerated and the consequences for any continued behavior; when appropriate, directives may be given regarding having no contact with the student impacted by the behavior and the schedule of the person perpetrating the behavior may be altered to reduce the likelihood of interaction with the student impacted.
- D. assigning staff members to monitor the student impacted by the behavior and the individual who perpetrated the behavior to ensure it does not continue;
- E. offering counseling by the school's counselor to the student impacted by the behavior;
- F. offering educational assistance to the student impacted by the behavior when the behavior has interfered with the student's academic performance;
- G. implementing intervention strategies with regard to the individual who perpetrated the behavior including counseling and training;
- H. following up with the student impacted by the behavior periodically for a reasonable period of time to ensure the behavior has not continued or started again;
- I. conducting school-wide activities to a) increase awareness and understanding of what harassment, bullying and intimidation are and that it will not be tolerated, b) educate all students and staff on what they can do to help prevent such behavior and c) disseminate information on what students can do if they experience or witness such behavior.

Information and Documentation

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to harassment, bullying, and intimidation is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting an incident or suspicion of harassment, bullying, or intimidation. The information shall be disseminated to District personnel at the beginning of each year, to new employees on their first day of employment and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to harassment, bullying, and intimidation is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will:

- A. occur during the first (1st) week of each school year,
- B. be posted in each classroom and in common areas of the school,

C. be summarized in the student handbook and on the District website, and

D. be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report harassment, bullying or intimidation, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to harassment, bullying, and intimidation. Documentation related to reported harassment, bullying, or intimidation and subsequent investigation shall be maintained by the District for not less than six (6) years.

Processes for Handling Student Injuries

This process is observed for all student injuries, including any injury sustained as a result of harassment or bullying as defined in Governing Board Policy JICK.

Each school has the full time services of a school nurse, who provides routine and emergency first aid care, periodic health screenings, health education, and planning for special needs students. Parents are encouraged to notify the school nurse if a child has special health needs.

In general, if a student is hurt and able to go to the nurse's office under the student's own power, the student is escorted to the nurse's office (or sent to the nurse's office on their own, as appropriate). The nurse assesses the situation, gives basic first aid (bandaid, ice pack, etc.) if needed and sends the student back to class. Depending on the severity of the situation, the parents may be called to let them know of the injury or to ask them to come pick up the student for further treatment. If the injury is sustained as a result of harassment or bullying as defined in Governing Board Policy JICK, steps will be taken to ensure the immediate safety of the student, including allowing the student to remain at the nurse's office until an appropriate plan can be developed to allow the student to return safely to regular school day activities.

If the student cannot get to the nurse's office, the nurse will come to the student. In an emergency, 911 may be called even prior to the nurse being called/arriving.

When required, the nurse or other school official will report the incident giving rise to the injury to law enforcement in compliance with A.R.S. § [13-3620](#).

Student Bullying, Harassment, and Intimidation (JICK-EB)

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

Harassment based on race, religion, sex, national origin, color, disability, or sexual orientation may violate an individual's civil rights when such harassment is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed, or ignored. To assist in achieving a school

environment based on the beliefs of the Governing Board, harassment, bullying and intimidation in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes, but is not limited to, such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

Harassment: Harassment is behavior by an individual or group of individuals that is intimidating, disturbing or threatening to another individual or group of individuals. Behaviors that characterize harassment include, but are not limited to, bullying, cyberbullying, cyberharassment, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. These behaviors may constitute harassment even when not directed at a particular individual or group of individuals and even when the behavior does not fit the definition of bullying as set forth in this policy. Harassment may be based on race, religious orientation, sex, national origin, color, disability, sexual orientation, cultural background, economic status, size or personal appearance. Harassment may result in a hostile environment when it is so severe, persistent, or pervasive that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment may give rise to a civil rights issue even when the behavior does not constitute bullying as defined in this policy. Harassment may be perpetrated by students or non-students.

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

Disciplinary action may result for harassment, bullying 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.

Disciplinary action may result for harassment, bullying or intimidation which occurs outside of the school and the school day when such harassment, bullying or intimidation creates a hostile environment at school or otherwise results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) result (or are foreseeably likely to result) in a substantial disruption on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities or interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

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

Reprisal or retaliation by any student or staff member directed toward a student or employee related to the reporting of a case of (or suspected case of) harassment, bullying 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 harassing, bullying, or intimidating others will be disciplined up to and including suspension or expulsion from school. Any District employee found to be harassing, bullying, or intimidating students will be disciplined pursuant to applicable Board Policies. In addition to discipline, prompt and effective steps will be taken that are reasonably calculated to end the harassment, bullying, or intimidation, eliminate any hostile environment and its effects, and prevent the harassment from recurring. The steps to be implemented will be determined by the principal and will depend on the facts of the situation.

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

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying constitutes a criminal act.

Tobacco Use by Students (Policy JICG)

The possession or use of tobacco products, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other District vehicles.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products (including any inhaled tobacco substitute) may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy. Under the provisions of A.R.S. 36-798.03, a person who violates the prohibition is guilty of committing a petty offense.

Weapons in School (Policy JICI)

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulation for student possession of bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) 15-703, 15-714 and 15-714.01. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

- *Weapon* means any of the following:

| | |
|-----------|------------------------|
| A firearm | A destructive device |
| A knife | A dangerous instrument |
- *Simulated weapon* means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following:
 - Any loaded or unloaded gun that will, or is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - The firearm or receiver of any such firearm
 - Any firearm muffler or silencer
 - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.
 - Any combination of parts that could be readily assembled to form a firearm
- *Destructive device* means:
 - Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow
 - Any collection of parts that could be readily assembled to form a destructive device
- *Dangerous instrument* means anything other than a firearm, knife, or destructive device that is carried or

possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

- *School premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

The governing board of an educational institution may not adopt or enforce any policy or rule that prohibits the lawful possession or carrying of a deadly weapon on a public right-of-way by a person or on or within a person's means of transportation.

"Public right-of-way," A.R.S. [13-2911\(k\)\(5\)](#) means any highway, street, road, thoroughfare, path, alley or other right-of-way that is publicly accessible and that is established and maintained by this state or a political subdivision of this state. Public right-of-way does not include property of an educational institution.

Student Interrogations, Searches, and Arrests (Policy JIH)

Interviews

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

When child abuse or abandonment of a student is alleged.

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interview shall be granted when the child to be interviewed is the subject of or is the sibling of or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the child protective services worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823. The child protective services worker or peace officer shall be requested to establish proper identification and complete and sign a "Form for Signature of Interviewing Officer." Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

Abuse or abandonment is not alleged.

No issue of student population safety is presented. If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

Safety of the student population is of concern. When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

Staff members are to report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury and any conduct that poses a threat of death or serious physical injury to employees, students or others on school property. All such reports shall be documented and communicated to the Superintendent who shall be responsible for reporting to local law enforcement. Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

The District is to notify the parent or legal guardian of each student who is involved in a suspected crime or any conduct that is described above, subject to the requirements of federal law.

Searches

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

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

Arrest

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

Removal of Students from School-Sponsored Activities (Policy JKDA)

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two (2) paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules, and/or regulations, the principal must comply with the notice-and-hearing provisions of

those policies, rules, and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

For purposes of this policy, *activity* is defined as:

- A. Any school-sponsored athletic activity; or
- B. Any school-sponsored club; or
- C. Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

Miscellaneous Information

Birthday/Miscellaneous Celebrations

Water (clear and unflavored) is the only beverage permitted, in the classrooms, in order to preserve the flooring and prevent unwanted insects, mice, etc.

Students will be notified of any deliveries of flowers, balloons, etc. These items will remain in the school office until the end of the day or at the teacher's discretion. Please note that glass jars or bottles may not be taken on the bus.

In keeping with the District's nutrition program goals, only food prepared or obtained by the District's food services program should be served. This includes classroom reward or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events during the regular school day. Approval is required to ensure that the foods served meet the requirements of the District's nutrition policy and regulation (i.e., all foods served fit in a healthy diet and contribute to the development of lifelong healthy eating habits for the District's students).

The Superintendent is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks and beverages sold from vending machines, school stores, after-school programs, and funding-raising activities and refreshments that are made available at school parties, celebrations and meetings),

including provisions for staff development, family and community involvement and program evaluation. The Superintendent shall institute and clearly communicate a meal charge policy to all District households and District staff responsible for policy enforcement that is consistent with aspects of the Healthy Hunger-Free Kids Act of 2010 applicable to the District. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Board review

Title I Information

Parent's Right to Know

Title I School-Wide and Title I Targeted Assistance Programs

Parents may request information on the professional qualifications of your child's teacher. The information must state if:

- . The teacher meets State qualifications / licensure requirements
- . The teacher is teaching under an Emergency Teaching Certificate
- . The teacher has a baccalaureate degree,
- . The child receives services from a paraprofessional and
- . The qualifications of the paraprofessional

Compensatory Education (Title I)

The Superintendent shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools.

Parents and pupils of private schools who are eligible for services as residents within the District shall be provided services on an equitable basis in accordance with 20 U.S.C. 6320 of the Elementary and Secondary Education Act.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact. The Superintendent shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain:

- ~ The District's expectations for parental involvement;
- ~ Specific strategies for effective parent involvement activities to improve student academic achievement and school performance; and

~ Other provisions as required by federal law.

The Superintendent shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact. Each school principal shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain:

A process for continually involving parents/guardians in its development and implementation;

~ How parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement;

~ The means by which the school and parents/guardians build and develop a partnership to help children achieve the state's high standards; and

~Other provisions as required by federal law.

Each school principal shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

*(Further information regarding Title I parental involvement can be found on the school websites)

Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act, Title II

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Title II, prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Section 504/Title II defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities includes activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such an impairment; or
3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504/Title II, the Sierra Vista Public Schools Unified District No. 68 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any programs and practices in the school system.

The school district has specific responsibilities under Section 504/Title II which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504/Title II, to afford access to appropriate educational services.

If the parent or legal guardian disagrees with the determination made by the professional staff of the school district, he or she has a right to a hearing with an impartial hearing officer.

If there are any questions, please feel free to contact your principal or Debra Whiting, Director of Exceptional Student Services, Section 504/Title III Coordinator for the district at 515-2738.

Notification of Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask *Sierra Vista School District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. 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. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

District Title I Compact

SVUSD District Compact

District members will:

Support the schools' efforts by-

- Providing meaningful activities for parent/community involvement
- Focusing on individual student academic achievement and personal growth
- Providing equity in opportunities, facilities, programs, and resources for all
- Offering professional growth programs for staff and parents to provide them with the skills, strategies, and resources to meet the needs of all children
- Supporting Title I requirement to get families involved in all aspects of district decision making activities
- Providing schools with student achievement data in a timely fashion
- Giving staff and teachers the training to work effectively in partnership with families
- Communicating with compact partners
- Providing parent education classes

Parents/Guardians will:

Support the school's efforts by-

- Becoming actively involved in their child's education
- Helping their children with homework, reading at home, and supporting learning
- Motivating their children to attend school on a regular basis
- Participating in parent education classes and workshops

Community members will:

Support the schools' efforts by-

- Remaining informed about the academic standards and performance of our schools
- Participating in mentoring programs for students
- Collaborating to provide various extra-curricular activities/appropriate services for SVUSD youth
- Supporting SVUSD efforts in meeting the needs of all students
- Continuing to build on communication and openness between community programs and schools

Move on With Reading Information



SIERRA VISTA UNIFIED SCHOOL DISTRICT

2023-2024 School Year

Dear K-3 Parents & Guardians,

In Sierra Vista Unified our focus is on providing the best high-quality reading instruction to all students each day. Through a process called Multi-Tiered System of Supports (MTSS), all kindergarten through third grade students are screened for reading difficulties and/or characteristics consistent with dyslexia in the fall, winter, and spring using Accadience. This literacy universal screening process is a brief assessment administered to all K-3 students to inform teachers of students who are on track and students who may need more targeted intervention. This screening does *not* diagnose for reading disabilities, nor dyslexia.

Per the universal screener, students who are not on benchmark are administered a deeper diagnostic assessment. This diagnostic information provides teachers and specialists with the specific skills needed to target in intervention and those interventions are started immediately, working to close the gaps. This diagnostic assessment does not diagnose for reading disabilities, nor dyslexia. A change in intervention curriculum, group size, level of intensity, frequency, and/or duration may be needed. More intensive time, duration, and frequency in intervention may be needed and can take place with the classroom teacher or a specialist, such as a reading interventionist. This is considered intensive Tier 3 intervention. The progress of all students receiving intervention is closely and frequently checked. Parents are essential to this entire process. Following the Universal Literacy and Dyslexia Screener, and diagnostic assessments, you will be notified if your child is not at grade level.

Arizona's Move On When Reading (MOWR) legislation places great importance on this process beginning in kindergarten. This ensure all students remain on track to be reading at grade level by the end of 3rd grade. Arizona Revised Statute §15-701 states that if a student scores below the cut score on the reading portion of the 3rd grade statewide exam, he/she will not be promoted to 4th grade until the student makes sufficient progress in reading proficiency. It is understood that each child is unique, therefore exemptions have been established for students to be promoted to 4th grade. Those exemptions are available at www.azed.gov/mowr.

A variety of factors, in and outside of school, can influence a child's educational path and progress. It is important for parents to share in the educational journey, through constant communication and involvement. We encourage you to continue to highlight and celebrate your child's strengths and share difficulties if they occur. Please reach out to us if you have any questions. We look forward to a successful school year.

Sincerely,

Assistant Superintendent of Curriculum & Instruction

Sierra Vista Unified School District #68

520.515.2742

McKinney Vento Homeless Information

INFORMATION FOR PARENTS



IF YOUR FAMILY LIVES IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter



In a motel or campground due to the lack of an alternative adequate accommodation



In a car, park, abandoned building, or bus or train station



Doubled up with other people due to loss of housing or economic hardship

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Your eligible children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference.
 - * If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There also may be supports available for your preschool-age children.



LEA Information
Rita Wallace

Rita Wallace
520-515-2742

Arizona Department of Education
Homeless Education Program
Coordinator
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless



If you need further assistance with your children's educational needs,
contact the National Center for Homeless Education:

1-800-308-2145 • homeless@serve.org • <http://nche.ed.gov>

INFORMACIÓN PARA LOS PADRES



SI SU FAMILIA VIVE EN CUALQUIERA DE LAS SITUACIONES SIGUIENTES:

En un albergue



En un motel o un sitio para acampar debido a la falta de una alternativa adecuada



En un auto, un parque, un edificio abandonado, o una estación de trenes o de autobuses



Compartiendo la vivienda de otras personas debido a la pérdida de su casa
o a una dificultad económica

Sus hijos de edad escolar podrían calificar para recibir ciertos derechos y protecciones bajo la ley federal McKinney-Vento.

Sus hijos elegibles tienen derecho a:

- Recibir una educación pública gratuita y apropiada.
- Inscribirse en la escuela inmediatamente, aunque falten documentos normalmente requeridos para la inscripción.
- Inscribirse y asistir a clases mientras que la escuela obtiene los documentos necesarios.
- Inscribirse en la escuela local; o continuar asistiendo a la escuela de origen (la escuela a la cual su hijo asistió cuando tenía una residencia permanente, o la última escuela en la cual estaba inscrito), si esto es su preferencia.
 - * Si el distrito escolar cree que la escuela escogida por usted no es la mejor para sus hijos, el distrito tiene que darle a usted una explicación escrita de su posición e informarle de su derecho de apelar su decisión.
- Recibir transporte a/de la escuela de origen, si usted lo pide.
- Recibir servicios educacionales comparables a los que están provistos para otros estudiantes, según las necesidades de sus hijos.

Si usted cree que sus hijos podrían ser elegibles, contacte al oficial para la educación de los niños y jóvenes sin hogar de su distrito escolar para averiguar los servicios y ayudas que podrían estar disponibles. También puede haber apoyo disponible para sus hijos de edad preescolar.



LEA Information
Rita Wallace
Curriculum Department
#520-515-2742
rita.wallace@svps.k12.az.us

Departamento de Educación de Arizona
Coordinador del Programa de Educación para
Personas sin Hogar
(602) 542-4963
Homeless@azed.gov
www.azed.gov/homeless



Si usted necesita ayuda adicional con las necesidades educacionales de sus hijos, contacte
al Centro Nacional de Educación para los Niños y Jóvenes sin Hogar:
1-800-308-2145 • homeless@serve.org • <http://nche.ed.gov>