

**J-0050**                      **AUSD10**                      **JA**  
**STUDENT POLICIES GOALS / PRIORITY OBJECTIVES**

The Board will prepare youth for gainful employment and useful roles in a self-governing society

The Board will encourage the development of the students' unique talents to their fullest potential

The Board will maintain a school climate that is enjoyable.

The Board approves the following student personnel objectives as a guide to policy development and school system operation:

- ◆ Admission of all eligible students.
- ◆ Highest level of attendance compatible with desirable student learning.
- ◆ Full retention to graduation or program completion.
- ◆ Minimal discipline problems.
- ◆ Procedural due process in settling disputes involving students.
- ◆ Nondiscrimination in all student relations.
- ◆ Guarantee and attainment of freedom of speech.
- ◆ Effective channels for student/staff member/Board communication.
- ◆ Delineated and acceptable lines of responsibility, roles, and powers among the respective groups.
- ◆ Opportunities within the school structure for students to learn and practice their roles, rights, and responsibilities as citizens.
- ◆ Provisions for safeguarding the welfare, health, safety, and rights of students.

*Adopted:* date of Manual adoption

**EQUAL EDUCATIONAL OPPORTUNITIES**

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion/religious beliefs, creed, citizenship status, political beliefs/affiliation, home language, gender, sexual orientation, age, national origin, disability, family, social or cultural background or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

*Adopted:* date of Manual adoption

LEGAL REF.: 20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act  
20 U.S.C. 1681, Education Amendments of 1972, Title IX  
20 U.S.C. 1703, Equal Educational Opportunities Act  
29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)  
42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001 Arizona Constitution, Act XI, Sec. 6

CROSS REF.: AC - Nondiscrimination  
ACA - Sexual Harassment  
GBA - Equal Employment Opportunity  
GCQF - Discipline, Suspension, and Dismissal of Professional Staff Members  
GDQD - Discipline, Suspension, and Dismissal of Support Staff Members  
IHBA - Special Educational Programs and Accommodations for Disabled Students  
JII - Student Concerns, Complaints and Grievances  
JK - Student Discipline  
JKD - Student Suspension  
KED - Public Concerns/Complaints about Facilities or Services

**EQUAL EDUCATIONAL OPPORTUNITIES**

**Compliance Officer**

Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Equal Opportunity Office.

**Complaint Procedure**

The District is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable, within the established timelines. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due process provisions of the District's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. 15-539 *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

**Timelines**

The complaint must be filed within thirty (30) calendar days after the complaining party knew or should have known that there were grounds for a complaint/grievance. Once the written complaint has been filed using the forms provided by the District, the Superintendent shall require the immediate supervisor or site administrator to investigate and respond in writing to the complaining party within five (5) working days.

If the immediate supervisor or site administrator does not respond, the Superintendent will have ten (10) additional working days to respond in writing to the complaining party.

If the Superintendent does not respond within the established time, then the complaining party may request in writing that the issue be brought before the Board. The Board will then review the record of the investigation and have thirty (30) days to respond to the complaining party in writing.

**J-0181  
EXHIBIT**

**AUSD10**

**JB-E  
EXHIBIT**

**EQUAL EDUCATIONAL OPPORTUNITIES**

**COMPLAINT FORM**

(To be filed with the compliance officer as provided in JB-R)

If you feel you have been treated unfairly because of your gender, race, color, religion, age, disability, political affiliation, marital status, veteran status national origin, or as a result of retaliation, you should complete this form and return it to the Equal Opportunity Office. If you need further clarification, please contact the Equal Opportunity Specialist.

**Please print:**

Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of the action against which you are complaining \_\_\_\_\_

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

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

**The projected solution**

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature of Complainant \_\_\_\_\_

*The compliance officer, as designated in JB-R, shall give one (1) copy to the complainant and shall retain one (1) copy for the file.*

**DISCRIMINATION ON THE BASIS  
OF RACE, ETHNICITY, OR GENDER  
(AFFIRMATIVE ACTION)**

Every child, regardless of background, is entitled to an equal opportunity to succeed in school. The concept of equal opportunity is not to be reserved for adults. It is the policy of the District not to discriminate on the basis of gender, sexual orientation, race, color, religion/religious beliefs, creed, age, disability, marital status, political affiliation, national origin, citizenship status, home language, family, social or cultural background.

High standards shall be maintained for all students. Every student in the District will be encouraged to aspire for and achieve success. We will actively pursue equal opportunity in education for children.

Objective measures should be used to determine that equal opportunity exists in practice as well as philosophy. When an analysis of such measures results in a conclusion that practice and philosophy do not match, steps will be taken to close the gap. Such efforts are termed affirmative actions. Such efforts might include development of specific programs, staff development, and recruitment and retention of staff members committed to the success of all students. The Governing Board and the Superintendent shall establish and enforce policies and procedures that foster excellence and equity. It is the particular responsibility of the District's instructional and administrative staff members to ensure high expectations and success for all students. All District staff members shall treat each student fairly and respectfully. Tolerance of anything less is not acceptable.

*Adopted:* date of Manual adoption

**SCHOOL ATTENDANCE AREAS  
(In District)**

The attendance areas of the District will be established by the Board. Students will attend school in the attendance areas in which their respective residences are located. Exceptions to this policy may be made for open enrollment, unsafe school choice options, special placements based on Individualized Educational Programs, disciplinary actions, available curricula and in the case of homeless students, continued attendance in their school of origin.

The Governing Board recognizes that the proposed adoption of attendance boundaries or change in current attendance boundaries is a topic which will generate much concern and interest by all who may be affected. Therefore, Board meetings to discuss proposed changes to attendance boundaries shall have comment periods and will be preceded by prior notification to parents and guardians of students and residents of the households to be affected by the proposals being discussed. The notice shall be by means intended to reach the largest number of persons to be affected. At least one (1) meeting shall be held to present the maps of proposed attendance boundaries and receive comments from those affected. These maps and the notice of such a meeting shall be made available on the District's website, if one is available.

Following Board action, parents, guardians and residents affected by a boundary change decision will be informed by means of the minutes and other school and District communications. These will be placed on the District's web site, if one is available. Within ninety (90) days of the adoption of a boundary change by the Governing Board, attendance boundaries will be updated, made available to the public and, if available, placed on a District website. If a web site is available a direct link to the School District's attendance boundaries will be sent to the Department of Real Estate otherwise a copy of any change will be sent. If the boundary changes adopted by the Governing Board affect any school built on land donated to the District within the past five (5) years, the entity which donated the land will be informed of the Board's decision.

The Superintendent will develop the specific procedures necessary to implement the actions, notification, and documentation required by this policy.

*Adopted:* date of Manual adoption

- LEGAL REF.: A.R.S. 15-341
- 15-461
- 20 U.S.C. 9532, No Child Left Behind (Unsafe School Choice)
- 42 U.S.C. 11301, McKinney-Vento Homeless Assistance



Act of 2001

CROSS REF.: JFBA - Unsafe School Choice

**SCHOOL ATTENDANCE AREAS**

Recommendations to the Governing Board for the adoption of new attendance boundaries or change in current attendance boundaries will be presented along with a map at one (1) meeting that provides for comments on the proposed changes prior to discussion and action.

Parents/guardians of students and residents of the households affected by attendance boundary changes will be notified, whenever possible, a minimum of ten (10) days prior to the public meeting. The notice will include the time, place, date, a call for public input, and where a map delineating the proposed adoption/change may be viewed. Notice will be given by:

- A post card addressed to the zip codes plus four (4) digits of all affected postal residents located in the attendance area subject to change.
- Written notification to the parents or guardians of affected students provided by means of:
  - Weekly school lunch menus; or
  - Special communications; or
  - Newsletters; or
  - Any similar means reasonably calculated to provide sufficient notice.
- Broadcast and print media public announcements.
- Posting of notice at the school and in places permitting notice posting in the area of student attendance affected.
- Information and a map delineating the proposed changes available in the school office and posted on the District's web site, if available.

The meeting will be held in a public facility, if one is available, in a location with proximity to the area suggested for school attendance change and which will accommodate the expected participants. Participation by parents/ guardians of students and residents of homes affected will be encouraged. Up to one (1) hour will be scheduled for receipt of affected persons' comments with the time for individual presentations determined by the time scheduled divided by the participants requesting to speak. Additional time may be allocated by specific Board action.

**STUDENT ATTENDANCE**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-239  
                          15-346  
                          15-771  
                          15-802 1  
                          5-804  
                          15-805  
                          15-806  
                          15-807  
                          15-826  
                          15-843  
                          15-872  
                          15-873  
                          15-901

CROSS REF.: JH - Student Absences and Excuses

**J-0511  
REGULATION**

©

**JE-R  
REGULATION**

**STUDENT ATTENDANCE  
Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained.

**COMPULSORY ATTENDANCE AGES**

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A.R.S. 15-802 (see attached exhibit) and verifiable records are kept of the reasons for excuse from the duties prescribed.
- A.R.S. 15-901 (for children with disabilities).
- The child being provided instruction at home.
- The child being accompanied by a parent or a person authorized by a parent.

*Adopted:* date of Manual adoption

LEGAL REF.           A.R.S. 15-802  
                                  15-803

**COMPULSORY ATTENDANCE AGES**

Every child between the ages of six (6) and sixteen (16) years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies, and science. The person who has custody of the child shall choose a public, private, charter, or home school as defined in A.R.S. 15-802 to provide instruction.

The parent or person who has custody of the child shall do the following:

- If the child will attend a public, private, or charter school, enroll the child and ensure that the child attends the public, private, or charter school for the full time that school is in session. If the child attends a school that is operated on a year-around basis, the child shall regularly attend during school sessions that total not less than one hundred eighty (180) school days or two hundred (200) school days, as applicable, or the equivalent as approved by the Superintendent of Public Instruction.
- If the child will attend a private school or home school, file an affidavit of intent with the County School Superintendent stating that the child is attending a regularly organized private school or is being provided instruction in a home school, in accord with A.R.S. 15-802.
- If the child will attend home school, the child has not reached eight (8) years of age by September 1 of the school year, and the person who has custody of the child does not desire to begin home instruction until the child has reached eight (8) years of age, file an affidavit of intent pursuant to A.R.S. 15-802 stating that the person who has custody of the child does not desire to begin home school instruction.

A person is excused from the duties prescribed above if it is shown to the satisfaction of the school principal or the school principal's designee:

- The child is in such physical or mental condition that attendance at a public school is inexpedient or impracticable.
- The child has completed the high school courses necessary for completion of grade ten (10) as prescribed by the State Board of Education.
- The child has presented reasons for nonattendance at a public school which are satisfactory to the school principal or the school principal's designee. For purposes of this paragraph, the principal's designee may be the School District Governing Board.

- The child is over fourteen (14) years of age and is, with the consent of the person who has custody of the child, employed at some lawful wage-earning occupation.
- The child is an enrollee in a work training, career education, vocational, or manual training program that meets the educational standards established and approved by the Department of Education.
- The child was either suspended and not directed to participate in an alternative education program or expelled from school as provided in law.
- The child is enrolled in an education program provided by a state educational or other institution.

## ENTRANCE AGE REQUIREMENTS

### Special Preschool

A child evaluated and recommended for special services for a disability in accord with statute, and who has reached the third (3rd) birthday, may be admitted to preschool. If otherwise eligible, the District may admit a child who is within ninety (90) days of reaching age three (3) years if it is determined to be in the best interest of the individual. The Superintendent shall make such determination based upon one (1) or more consultations with parent(s), guardian(s), the child, and the multidisciplinary placement team.

### Kindergarten and First Grade

For admission to kindergarten, children must be five (5) years of age prior to September 1 of the current school year. If a full-day kindergarten is provided, the parent of a student eligible for full-day kindergarten shall be offered the opportunity to choose either a half-day or a full-day kindergarten program. The District shall provide an academically meaningful half-day kindergarten program in each District school where the half-day student enrollment is sufficient to fill a class with approximately the same number of students as the District-wide kindergarten classroom average.

Children may be admitted to first grade who are six (6) years of age, or shall be deemed six (6) years of age if they reach such age prior to September 1 of the current school year.

The Board may admit children who have not reached the required age as prescribed above if it is determined to be in the best interest of the children, and such children must reach the required age of five (5) for kindergarten and six (6) for first grade by January 1 of the current school year.

For a child who has not reached six (6) years of age (five [5] for kindergarten) before September, the determination of whether to admit shall be based upon one (1) or more consultations with the parent(s) or guardian(s), the child, the teacher, the school principal, and/or professional consultants.

When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten, and the child then repeats kindergarten in the following year, the District is not eligible to receive basic state aid for the child's second year. When a child who has not reached age five (5) prior to September 1 was admitted for early enrollment in kindergarten but does not remain enrolled the District may receive a portion of basic state aid on behalf of that child in the subsequent year. The District may charge tuition for any child



who is ineligible for basic state aid pursuant to A.R.S. 15-821 the second year of kindergarten enrollment.

## **High School**

A high school graduate with a recognized diploma may be refused admission.

Students between the ages of sixteen (16) and twenty-one (21) years shall be admitted to high school. A student under sixteen (16) years of age who does not hold an eighth-grade certificate of promotion may be admitted to high school under the following conditions:

- The student must meet competency requirements in the adopted standards for promotion of students from the eighth (8th) grade as determined by the State Board of Education in the areas of reading, writing, mathematics, science, and social studies.

The Superintendent will develop procedures for the student to demonstrate competency in the standards adopted by the State Board of Education.

## **Residency Verification**

In accordance with guidelines and forms adopted by the Arizona Department of Education, the District shall require and maintain verifiable documentation of residency in the State of Arizona for students who enroll in the District.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-701  
                          15-771  
                          15-701.01  
                          15-821  
                          15-703  
                          15-901  
                          15-766  
                          15-901.02  
                          15-767  
                          Section 78, Arizona Laws 2009, HB 2011  
                          A.A.C. R7-2-301

CROSS REF.:       JF - Student Admissions  
                          JHD - Exclusions and Exemptions from School Attendance  
                          JLC - Student Health Services and Requirements

**ENTRANCE AGE / HIGH SCHOOL COMPETENCY  
REQUIREMENTS**

**Kindergarten and First Grade Requirements and Exceptions**

In accord with state statutes, District policy specifies the eligible ages for entry into kindergarten (age five) and entry into first grade (age six). The School District is authorized by state statutes to admit children who have not reached the eligible ages by September 1 of the current school year if it is determined to be in the best interest of the children. For this purpose, only the following exceptions will be made:

- ♦ A child who has successfully completed the District's prescribed kindergarten program shall be eligible for first grade.
- ♦ A child moving into the District after the opening date of the current school year, and who has attended school elsewhere but has not yet reached the age as prescribed, will be permitted to enroll in that grade level if the child has been enrolled during the current school year for 90 days or more in a previous school under a state-licensed program and taught by a teacher certificated by the department of education of the state of residence. (*Note: A child in first grade may be able to qualify for early entry to first grade as stipulated below.*)
- ♦ A child moving into this School District who has satisfactorily completed the kindergarten program elsewhere, but who has not reached the age for entry into first grade as prescribed will be admitted provided the kindergarten program was licensed by the state of residence and taught by a teacher certificated in that state by its department of education.
- ♦ A child who will reach six years of age between September 1 and December 31 of the current calendar year may be admitted to first grade without attending kindergarten, provided the following procedure is completed and it is then determined to be in the best interest of the child:
  - Prior to admission, application for early admission must be made no later than four weeks before the end of the preceding school year or four weeks after the beginning of the current school year. The parent(s) or guardian(s) shall submit to the principal of the school in their attendance area a written request for early admission of their child into first grade. (This requirement may be waived under certain conditions - see above.)
  - The principal shall meet with the parent(s) or guardian(s) and the child to assess their reasons for the request and to verify the child's age.

The parent(s) or guardian(s) shall present the child's birth certificate at that time.

- The principal will make a written record of the reasons stated, will make a copy of the birth certificate, and will request that parent(s) obtain a written assessment from the child's kindergarten teacher if the child attended a public or private school kindergarten program.
- The principal will arrange for an observation period in which the child will spend at least one week in a kindergarten class (in the spring) or a first grade class (in the fall) for the purpose of allowing the teacher to observe maturity and socialization skills. The teacher will document the child's actions in the classroom.
- During or immediately after observation period, the principal designee will administer the kindergarten exit assessment and a readiness test to child.
- All data collected will be reviewed by the principal, test administrator, and a kindergarten or first grade teacher from that school, who will make a recommendation regarding placement.
- If the parent or guardian disagrees with the decision regarding placement, an appeal may be made to a District review board consisting of the Superintendent or designee and two elementary principals appointed by the Superintendent. This board will meet with the parent or guardian, the child, and the principal to review the data submitted and to make final recommendations.

### **Determining Competency for Entrance to High School**

Upon request for admission to high school, a student who has not obtained an eighth-grade certificate of promotion and is under sixteen (16) years of age must show competency in the standards of reading, writing, mathematics, science, and social studies as adopted by the State Board of Education and as determined by a District assessment instrument. The assessment instrument will be based upon the standards adopted by the State Board of Education. The instrument will be prepared or selected by, and the result will be verified by, a certificated person chosen by the Superintendent.

The person enrolling a student (except homeless students) in the school for the first time will be asked to produce one (1) of the following proofs:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, *and* an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

A valid/current dependent military identification card will be accepted as proof of identity and age in order to enroll a student into school; however, a certified copy of the child's birth certificate is required to be made a part of the student's cumulative educational record.

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the school to disclose to any person a student's educational record without prior parental consent unless the school makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

The Governing Board encourages the admission of all eligible students into our schools. Verification of eligibility shall be the duty of the administration to protect our students from possible overcrowding, with all of its attendant disadvantages, and to protect our taxpayers from unwarranted financial burden. The guides to eligibility for admission set forth in the statutes for children of compulsory school age must be followed. Routine admission of students will be limited to District residents or to children of District residents and by available school space.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-828

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act  
of 2001

CROSS REF.:

IKEB - Acceleration  
JFAA - Admission of Resident Students  
JFAB - Admission of Nonresident Students  
JFABD - Admission of Homeless Students  
JFB - Open Enrollment  
JG - Assignment of Students to Classes and Grade Levels  
JLCB - Immunizations of Students  
JLH - Missing Students  
JR - Student Records  
JRCA - Request for Transfer of Records

**Name of Student**

For purposes of future verification and identification, the legal name of a student, as verified by a birth document of some type, shall be the primary name used on all permanent-type school records.

Parents or guardians may desire to have their children called by other than their legal surnames. This is permissible, but shall be done only at the request of the legal guardian. A secondary name or "preferred name" may be included on any permanent type records, but shall be identified as such by using the term *AKA* (also known as) in front of the name.

- ♦ *Example:* Williams, Rebecca G. (AKA: Becky Lewis).

**Proof of Residency**

Each school shall require proof of residency from the parent/guardian of any student enrolling at a school for the first time. As long as the student is enrolled in that school, without a break in enrollment, it is not necessary to require proof of residency again.

When a student goes from elementary to middle school and from middle school to high school, the receiving school shall again verify residency.

***Types of proof.*** The school shall accept any one of the following as proof of residency, as long as it contains the name of the parent/guardian and the residence address:

- ♦ Mortgage papers, mortgage payment book, contract to purchase or build a home.
- ♦ Lease agreement, lease payment receipt.
- ♦ Rent receipt, rental agreement.
- ♦ Electric bill.
- ♦ Gas bill.
- ♦ Water bill.

- ♦ Telephone bill.
- ♦ Cable bill.
- ♦ If the parent/guardian is living with/staying with/renting from a friend/relative/acquaintance, a notarized statement from that person stating that the parent/guardian is sharing the domicile.

**J-0681 AUSD10 JF-EA**

**EXHIBIT**

**EXHIBIT**

**STUDENT ADMISSIONS  
(THIRTY-DAY NOTIFICATION TO PARENTS/GUARDIANS)**

SCHOOL NAME Address

**Important Notice**

Dear Parent or Guardian:

The 1987 Legislature passed a law designed to help trace the location of any child who is reported missing. So that schools may assist in this effort, A.R.S. 15-828 requires that you, the parent or guardian of the child you are enrolling in our District, provide *one* of the following to this office:

- ♦ A certified copy of the student's birth certificate.
- ♦ Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records *and* an affidavit explaining the inability to provide a copy of the birth certificate.
- ♦ A letter from the authorized representative of an agency having custody of the student certifying that the student has been placed in the custody of the agency as prescribed by law.

If you have any questions, please call \_\_\_\_\_ at \_\_\_\_\_.

*This information must be provided no later than* \_\_\_\_\_  
[enter date 30 days from enrollment].

Sincerely, \_\_\_\_\_ (Generating Party)



**J-0682 AUSD10 JF-EB**

**EXHIBIT**

**EXHIBIT**

**STUDENT ADMISSIONS  
(TEN-DAY NOTIFICATION TO PARENTS/GUARDIANS)**

SCHOOL NAME Address

**Important Notice**

Dear Parent or Guardian:

Our records show that you have not yet provided proof of identity of [child's name] enrolled by you on [date]. Pursuant to A.R.S. 15-828, this information is required by law.

Please provide either a certified copy of the child's birth certificate or other reliable proof of his or her age and identity, such as a baptismal certificate, application for a Social Security number, or original school registration *and* an affidavit explaining the inability to provide a copy of the child's birth certificate.

This proof must be submitted to the school within ten (10) days of the date of this letter to avoid referral of this matter to a law enforcement agency for investigation.

If you have any questions, please call \_\_\_\_\_ at \_\_\_\_\_.

*This information must be provided no later than* \_\_\_\_\_  
[enter date 30 days from enrollment].

Sincerely,

\_\_\_\_\_ (Generating Party)

**ADMISSION OF RESIDENT STUDENTS**

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy.

The following students are residents of the District:

- A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.
- A student who is eighteen (18) years of age or older and whose place of residence is in the District.
- A student who is homeless, and who attended a school in the District at the time of becoming homeless.
- A student who resides with a family member living in the District while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with 15-821(D).

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may include be determined by using the following verifiable documentation.

**Verifiable Documentation**

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation for Arizona residency upon enrollment in an Arizona public school. This policy is written to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. 15-802 must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

**Parent(s) or legal guardian(s) that maintains his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

Valid Arizona driver's license, Arizona identification card

- Valid Arizona motor vehicle registration
- Valid United States passport
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe

- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

**Parent(s) or legal guardian(s) that does not maintain his or her own residence:** The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

### **Use of and Retention of Documents by Schools**

School officials must *retain a copy* of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education.

Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

*Adopted:* date of Manual adoption

LEGAL REF.:           A.R.S. 15-802  
                                   15-816 *et seq.*  
                                   15-821  
                                   15-823  
                                   15-824  
                                   42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act  
                                   of 2001

CROSS REF.:           IKEB - Acceleration  
                                   JFAB - Admission of Nonresident Students  
                                   JFABD - Admission of Homeless Students  
                                   JFB - Open Enrollment  
                                   JG - Assignment of Students to Classes and Grade Levels  
                                   JLCB - Immunizations of Students  
                                   JLH - Missing Students  
                                   JR - Student Records

**ADMISSION OF RESIDENT STUDENTS  
RESIDENCY DOCUMENTATION FORM**

Student \_\_\_\_\_ School \_\_\_\_\_

School District or Charter Holder \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

\_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration Valid U.S. passport

\_\_\_\_\_ Real estate deed or mortgage documents

\_\_\_\_\_ Property tax bill

\_\_\_\_\_ Residential lease or rental agreement

\_\_\_\_\_ Water, electric, gas, cable, or phone bill

\_\_\_\_\_ Bank or credit card statement

\_\_\_\_\_ W-2 wage statement

\_\_\_\_\_ Payroll stub

\_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address

\_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

\_\_\_\_\_ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

---

Signature of Parent/Legal Guardian

Date

*Reproduction of ADE FORM 2306606 which may be used in lieu of this document.*

**ADMISSION OF  
RESIDENT STUDENTS  
AFFIDAVIT OF SHARED RESIDENCE**

I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of my residence:

\_\_\_\_\_  
\_\_\_\_\_

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- \_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- \_\_\_\_\_ Valid U.S. passport
- \_\_\_\_\_ Real estate deed or mortgage documents
- \_\_\_\_\_ Property tax bill
- \_\_\_\_\_ Residential lease or rental agreement
- \_\_\_\_\_ Water, electric, gas, cable, or phone bill
- \_\_\_\_\_ Bank or credit card statement
- \_\_\_\_\_ W-2 wage statement
- \_\_\_\_\_ Payroll stub
- \_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- \_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

**Acknowledgement**

State of Arizona

County of Pima

The foregoing was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_.

My Commission Expires \_\_\_\_\_

---

Notary Public

*Reproduction of ADE FORM 2306606 which may be used in lieu of this document.*



**TUITION / ADMISSION OF NONRESIDENT STUDENTS**

For purposes of open enrollment a "nonresident student" means a student who resides in this state and who is enrolled in or is seeking enrollment in a school district other than the school district in which the student resides. A student who is not a resident of the District but is a resident of Arizona who meets the age and other requirements for open enrollment established by state law and District policy shall be admitted to a school without payment of tuition.

A student shall also be admitted to a school *without tuition* payment, if:

- The student is the child of a United States resident who is not a resident of Arizona, if this is in the best interest of the student and the student is placed with a relative per A.R.S. 15-823 and the placement is not to avoid tuition payment.
- The student is a resident of the United States and evidence indicates that because the parents are homeless or the child is abandoned, as defined in A.R.S. 8-201, the child's physical, mental, moral or emotional health is best served by placement with a person who does not have legal custody of the child and who is a resident within the school district, unless it is determined that the placement is solely for the purpose of obtaining an education in this state without payment of tuition.
- The student presents a certificate of educational convenience issued by the County School Superintendent pursuant to A.R.S. 15-825.
- The student is a child of a nonresident teaching or research faculty member of a community college district or state university or a nonresident graduate or undergraduate student of a community college district or state university whose parent's presence at the district or university is of international, national, state, or local benefit.

The District shall admit the following students, *charging tuition* as prescribed in statute:

- The child of an Arizona resident who is not a resident of the District, if the District provides a high school and the student is a resident of an Arizona common school district that is not in a high school district and that does not offer instruction in the student's grade. Special circumstances may apply in accordance with A.R.S. 15-2041 after three hundred fifty (350) students have been admitted.

- For an Arizona resident who is not a resident of the District, if the district of residence provides only financing for students who are instructed by another school district and for students from a unified district that does not offer instruction in the student's grade.
- A student who is issued a certificate of educational convenience to attend school in the School District or adjoining the school district to that in which the student is placed by an agency of this state or a state or federal court of competent jurisdiction, as provided in A.R.S. 15-825.

The District shall admit a student who is the resident of a school district that has entered into a voluntary agreement with the District, *charging tuition* as agreed to in accordance with A.R.S. 15-824(E)(3).

The District may admit nonresident foreign exchange students without payment of tuition, or as it may otherwise prescribe.

The District shall not include in its student membership count students who are not Arizona residents. The District is prohibited from obtaining state funding for any student who is not a resident of the state.

### **"Residence" Defined**

The residence of a student is the residence of the person having legal custody of the student, except as provided in A.R.S. 15-823 through A.R.S. 15-825.

Residency of the parent/guardian or surrogate may be determined by showing the individual's presence and intent to remain in the District. Documentation of residency may be determined by using the following verifiable documentation.

### **Verifiable Documentation**

A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation for Arizona residency upon enrollment in an Arizona public school. This policy is written to assist school districts and charter schools in meeting the legal requirements of the statute.

The documentation required by A.R.S. 15-802 must be provided each time a student enrolls in a school district or charter school in this state, and reaffirmed during the district or charter's annual registration process via the district or charter's annual registration form. The documentation supporting Arizona residency should be maintained according to the school's records retention schedule.

In general, students will fall into one (1) of two (2) groups: 1) those whose parent or legal guardian is able to provide documentation bearing his or her name and

address; and 2) those whose parent/legal guardian cannot document his or her own residence because of extenuating circumstances including, but not limited to, that the family's household is multi-generational. Different documentation is required for each circumstance.

**Parent(s) or legal guardian(s) that maintains his or her own residence:**

The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and provide *one (1)* of the following documents, which bear the parent or legal guardian's full name and residential address or physical description of the property where the student resides (no P.O. Boxes):

Valid Arizona driver's license, Arizona identification card

- Valid Arizona motor vehicle registration
- Valid United States passport
- Property deed
- Mortgage documents
- Property tax bill
- Rental agreement or lease (including Section 8 agreement)
- Utility bill (water, electric, gas, cable, phone)
- Bank or credit card statement
- W-2 wage statement
- Payroll stub
- Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)

**Parent(s) or legal guardian(s) that does not maintain his or her own residence:**

The parent or legal guardian must complete and sign a form indicating his or her name, the name of the school district, school site, or charter school in which the student is being enrolled, and submit a signed, notarized affidavit bearing the name and address of the person who maintains the

residence where the student lives attesting to the fact that the student resides at that address, along with a document from the bulleted list above bearing the name and address of the person who maintains the residence.

### **Use of and Retention of Documents by Schools**

School officials must *retain a copy* of the attestations or affidavits and copies of any supporting documentation presented for each student (photocopies acceptable) that school officials believe establish validity. Documents presented may be different in each circumstance, and unique to the living situation of the student. Documents retained by the school district or charter school may be used as an indicia of residency; however, documentation is subject to audit by the Arizona Department of Education.

Personally identifiable information other than name and address (SSN, account numbers, etc.) should be redacted from the documentation either by the parent/guardian or the school official prior to filing.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 8-201  
                          15-802  
                          15-816 through 15-816.07  
                          15-821  
                          15-823 through 15-825  
                          42 U.S.C. 11301, McKinney-Vento Homeless  
                          Assistance Act of 2001

CROSS REF.:       IKEB - Acceleration  
                          JFABD - Admission of Homeless Students  
                          JFB - Open Enrollment  
                          JG - Assignment of Students to Classes and Grade Levels  
                          JLCB - Immunizations of Students  
                          JLH - Missing Students  
                          JR - Student Records  
                          JRCA - Request for Transfer of Records

**REGULATION  
J-0811**

**AUSD10**

**REGULATION  
JFAB-R**

**TUITION / ADMISSION OF NONRESIDENT STUDENTS**

**Foreign Students**

A foreign student whose parent(s) are in this country need not present Immigration Document I-20. However, the following District forms must be completed upon enrollment:

- ♦ Statement of Residency for Foreign Student.
- ♦ Statement of Parental or Supervisory Authority Concerning a Foreign Student.

Original forms will be forwarded to the associate to the superintendent for finance and accounting by the school office. Copies will be maintained in the student's cumulative folder. Notary service will *not* be provided by the District.

***Admission of nonimmigrant (Classification F-1) students:***

- ♦ A foreign student who is in this country without parent(s) must be interviewed by the school principal. The student must have proof of residency and guardianship or supervisory authority. Court documents indicating that guardianship processes have been initiated are temporarily acceptable (usually 30 days). Copies of these documents shall be maintained by the school. Upon finalization of these processes, court documents shall be furnished to the school of attendance.

- *Note:* In lieu of guardianship documents, an I-20 form approved by Immigration authorities is acceptable.

- ♦ The student shall present one or more of the following documents upon seeking admission to school:

- Passport.
- I-20 I.D. Form. (Yellow paper, red ink).
- I-94 Form. (reentry document).

- ♦ The school may prepare the I-20 form for a student who has only a tourist visa, but the student may not enroll until the school receives authorization from Immigration authorities.

♦ The following documents must be completed upon admission of nonimmigrant foreign students:

- Statement of Residency for Foreign Student (District form).
- Statement of Parental or Supervisory Authority Concerning a Foreign Student, (District form).
- Immigration Document I-20. For any student whose I-20 document was issued or reinstated prior to six months before the student's application for admission, the student should be treated as a transferring F-1 student under the regulations pertaining to such transferring students set forth herein.
- For a student transferring from another school in the United States, an immigration document - I-20A-B - with the student's portion of the form completed and a transcript or statement of the principal from the student's prior school indicating that the student has been pursuing a full course of study at the prior school. If no such transcript or statement is provided by the student, the student must apply to the Immigration and Naturalization Service to have the student's F-1 status reinstated and must, within 30 days, present to the principal an I-20 form with a current endorsement indicating such reinstatement.

♦ Upon approval by the principal, Immigration Document I-20 will be completed by the school, signed by the designated school administrator at the middle and high schools, and given to the student for submission to Immigration authorities. I-20 forms completed by the elementary schools will be forwarded to the associate to the superintendent for finance and accounting for signature. The signed I-20 form will be returned to the appropriate elementary school, which will, in turn, submit the completed document to the student.

♦ The forms specified herein - i.e, Statement of Residency for Foreign Student, Statement of Parental or Supervisory Authority Concerning a Foreign Student, Immigration Document I-20, and Immigration Document I-20A-B - will be furnished by the office of the associate to the superintendent for finance and accounting.

♦ Copies of all such documents shall be maintained in the student's cumulative folder.

***Admission of nonimmigrant (Classification F-1) transfer students:***

♦ Upon receiving, from a transferring F-1 student, the form I-20A-B with the student's portion completed, the principal must:

- Review the student's transcript or statement from the principal of the student's prior school to confirm that the student has pursued a full course of study in the last school term. If the student was not pursuing a full course of study in the last school term, the student must apply to the Immigration and Naturalization Service for reinstatement to F-1 student status. Upon reinstatement, the student must present to the principal the student's Form I-20 I.D. copy indicating that the INS has reinstated the student's F-1 status. If the I-20 I.D. copy so indicates, the student may be enrolled without proof of attendance at a prior school.
  - Sign the reverse side of the student's Form I-20 I.D. copy acknowledging the student's attendance in class and return the form I-20 I.D. copy to the student.
  - Insert the name of the school from which the student has transferred on the front page of Form I-20A-B, item 2(c), placing the school official's initials next to the item.
  - Submit pages 1 and 2 of the Form I-20A-B to the INS Data Processing Center within 30 days from receipt of the form from the student, returning pages 3 and 4 to the student.
  - Submit a copy of the Form I-20A-B to the school that the student was last authorized to attend.
- ♦ The student may then be enrolled in classes at the school to which the student has applied for admission.

***F-1 classification high school student seeking temporary employment for practical training prior to graduation:***

- ♦ If a high school has a program permitting students to engage in practical training in lieu of course work, F-1 an student must, to qualify for such a program, submit a request to the high school principal, using INS Form I-538. The Form I-538 must be completed by the student and must be accompanied by the student's Form I-20 I.D. copy. If the principal determines that the proposed employment is for the purpose of practical training related to the student's course of study, the principal must do the following to approve the student's practical training:
- Certify in the Form I-538 that the proposed employment is for the purpose of practical training related to the student's course of study,
  - State on Form I-538 and on the student's I-20 I.D. copy that "Practical training prior to completion of studies from [date] to [date] is authorized."
  - Sign the statements on the Form I-538 and the student's I-20 I.D. copy

- Forward the Form I-538 to the INS Data Processing Center and return the Form I-20 I.D. copy to the student.
- ♦ The principal may not approve practical training for a period that would cause the student's aggregate practical training during high school to exceed 12 months. Practical training may not be approved for any F-1 classification student who has not been in F-1 status for at least nine months.

***F-1 classification high school students seeking temporary employment for practical training after graduation:***

♦ F-1 classification high school students who are about to graduate may seek temporary employment which provides practical training in a field as to which they have received training during high school. If such a student graduates, has maintained F-1 status for nine months, and has engaged in a course of study not limited to language training, the student may submit a request to the principal of the student's school, within the period beginning 60 days prior to graduation and ending 30 days after such graduation, to be allowed to obtain temporary employment in the United States that will provide practical training. The request must include the following:

- A completed request for practical training on Form I-538.
  - The student's form I-20 I.D. copy.
  - A certification from the student's academic advisor or the senior instructor in the course of study to which the student's proposed practical training relates stating that, upon the advisor's or instructor's information and belief, employment comparable to the proposed employment is not available to the student in the student's home country.
- ♦ Upon receiving the student's request for practical training, the principal must:
- Determine and certify on Form I-538 that:
    - ▲ The proposed employment is for the purpose of practical training,
    - ▲ The employment is related to the student's course of study.
    - ▲ Upon the designated school official's information and belief, employment comparable to the proposed employment is not available to the student in the student's home country.



- State, on Form I-538 and the I-20 I.D. copy, "First period of practical training authorized from [date] to [date]" and sign the statement.
- Send Form I-538 to the INS Service Center and return the I-20 I.D. copy to the student.
- ♦ The principal may not approve practical training for a period exceeding six months from the date of graduation. The student may, however, after beginning the designated employment, apply for a second period of practical training. If the student so applies, the student must obtain a letter from the student's employer stating the student's occupation, the exact date employment began, and the date employment will terminate, describing in detail the duties of the student in the employment. The letter must be submitted to the designated school official, whereupon the official must determine and certify on the Form I-538 that:
  - The employment is for practical training.
  - The employment is related to the student's course of study.
- ♦ The student must then submit the Form I-538 and the letter from the student's employer to the INS for approval.

### **Record Keeping**

For each F-1 classification student, the following information and documents must be retained:

- ♦ The student's name.
- ♦ The date and place of the student's birth.
- ♦ The country of the student's citizenship.
- ♦ The student's address.
- ♦ Information as to whether the student is a full-time or part-time student.
- ♦ The date of commencement of studies by the student.
- ♦ The student's degree program and field of study.
- ♦ Information as to any certification of the student for practical training, and the beginning and ending dates of such certification.
- ♦ The termination date (presumably of the student's attendance) and the reason for the termination, if known.

- ♦ A copy of the Form(s) I-20A-B processed by the District relative to the student's admission or transfer.
- ♦ The number of credits completed each semester, with an explanation of the system used for determining credits if the system is not similar to the "credit hour" system commonly used at the college level.
- ♦ A photocopy of the student's I-20 I.D. copy.

If an officer of the INS requests any of the above data regarding any individual student or class of students, the District employee to whom the request is directed must ask the officer to make the request in writing, unless the request pertains to an individual being held in custody. For an individual being held in custody, the District employee must ask the officer to confirm in writing, as soon as is practicable, that the oral request for information was made. A response to a request regarding an individual who is being held in custody must be given to the Immigration and Naturalization Service orally on the same day the request is made. For an individual not being held in custody, the requested information must be supplied within three working days. For the class of students, requested information must be provided within 10 working days.

### **Residential Caretaker**

If evidence indicates that a child's physical, mental, moral, or emotional health is best served by placement with a grandparent, brother, sister, stepbrother, stepsister, aunt, or uncle, that individual shall be known as the "residential caretaker."

The residential caretaker shall have the same access to a student's records as that accorded the natural parent or legal guardian of a student.

The residential caretaker shall make every effort to secure the natural parent's written consent to allow such disclosure to the residential caretaker and to provide to the school the written consent. This does not preclude or limit the rights of the natural parent under the Family Rights and Privacy Act. The school principal or designee shall be responsible for documenting any such disclosure to the residential caretaker, including the reason(s) therefore.

**ADMISSION OF RESIDENT STUDENTS  
RESIDENCY DOCUMENTATION FORM**

Student \_\_\_\_\_ School \_\_\_\_\_

School District or Charter Holder \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_

As the Parent/Legal Guardian of the Student, I attest that I am a resident of the State of Arizona and submit in support of this attestation a copy of the following document that displays my name and residential address or physical description of the property where the student resides:

\_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration  
Valid U.S. passport

\_\_\_\_\_ Real estate deed or mortgage documents

\_\_\_\_\_ Property tax bill

\_\_\_\_\_ Residential lease or rental agreement

\_\_\_\_\_ Water, electric, gas, cable, or phone bill

\_\_\_\_\_ Bank or credit card statement

\_\_\_\_\_ W-2 wage statement

\_\_\_\_\_ Payroll stub

\_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe that contains an Arizona address

\_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

\_\_\_\_\_ I am currently unable to provide any of the foregoing documents. Therefore, I have provided an original affidavit signed and notarized by an Arizona resident who attests that I have established residence in Arizona with the person signing the affidavit.

Signature of Parent/Legal Guardian

Date

*Reproduction of ADE FORM 2306606 which may be used in lieu of this document.*

**ADMISSION OF  
RESIDENT STUDENTS  
AFFIDAVIT OF SHARED RESIDENCE**

I swear or affirm that I am a resident of the State of Arizona and that the persons listed below reside with me at my residence, described as follows:

Persons who reside with me:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of my residence:

\_\_\_\_\_  
\_\_\_\_\_

I submit in support of this attestation a copy of the following document that displays my name and current residence address or physical description of my property:

- \_\_\_\_\_ Valid Arizona driver's license, Arizona identification card or motor vehicle registration
- \_\_\_\_\_ Valid U.S. passport
- \_\_\_\_\_ Real estate deed or mortgage documents
- \_\_\_\_\_ Property tax bill
- \_\_\_\_\_ Residential lease or rental agreement
- \_\_\_\_\_ Water, electric, gas, cable, or phone bill
- \_\_\_\_\_ Bank or credit card statement
- \_\_\_\_\_ W-2 wage statement
- \_\_\_\_\_ Payroll stub
- \_\_\_\_\_ Certificate of tribal enrollment or other identification issued by a recognized Indian tribe
- \_\_\_\_\_ Documentation from a state, tribal or federal government agency (Social Security Administration, Veteran's Administration, Arizona Department of Economic Security)

Printed Name of Affiant: \_\_\_\_\_

Signature of Affiant: \_\_\_\_\_

**Acknowledgement**

State of Arizona

County of Pima

The foregoing was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_.

My Commission Expires \_\_\_\_\_

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Notary Public

*Reproduction of ADE FORM 2306606 which may be used in lieu of this document.*



**J-0911  
REGULATION**

©

**JFABB-R  
REGULATION**

**ADMISSION OF EXCHANGE AND FOREIGN STUDENTS**

The District will not admit students who have graduated from their respective school systems.

Preference will be given to sponsoring organization(s) that have representative(s) living in the District.

The host families of foreign exchange students who attend District schools must reside within the attendance area of the school that will be attended.

High school diplomas will not be awarded. A certificate of achievement attendance may be awarded at the graduation commencement when appropriate. Sponsoring organizations must provide evidence that each student has sufficient oral and reading proficiency in the English language to assure profitable educational and social experiences during the exchange year.

Each foreign student should plan to attend a District school for the school year, not for a single semester or a partial school year. Exceptions may be approved by the principal.

Each school may determine whether it is a requirement for host families to have teen-agers who attend the host school.

The District does not provide foreign students with financial assistance for such things as class rings, yearbooks, activity cards, or lunches.

Each school shall designate a person (school coordinator) to be the contact between the school and the sponsoring organization, to the host family and the District office.



**ADMISSION OF TRANSFER STUDENTS  
(Academic Credit Transfer)**

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis.

**Elementary**

Academic credit for placement in the common school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the State Board of Education for the grade level assignment.

**Credit for Graduation Requirements**

Core credit for purposes of this policy shall be the eleven and one half (11 1/2) units of credit specifically named as required for graduation by the State Board of Education in R7-2-302.04.

Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted as core credit and those for which credit has been accepted as elective by the District. Transferred credit that satisfies any of the following criteria will be acceptable for fulfilling District core credit requirements and other specified courses required for graduation:

- The credit meets descriptors of core credit or other requirements and was from a course taught by a teacher certificated by the Arizona Department of Education in the subject or area of the credit.
- Awarding of the credit was based upon an assessment that included the standards adopted by the State Board of Education and evidence of the student having achieved the standards is provided.
- The credit meets descriptors of core credit or other requirements and was awarded by a school accredited by one (1) of the following accrediting agencies of colleges and schools; North Central Association, Southern Association, Middle States Association, New England Association, Northwestern Association, Western Association. When transfer credit is not accepted as a core credit, within ten (10) school days the student may request to take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is certificated in and teaches the subject matter of the course for which the credit was requested. Upon receiving a satisfactory score as determined by the teacher, course credit will be awarded as core credit. All core credit courses must meet the standards adopted by the State Board of Education

where such standards exist. Where standards have not been adopted by the State Board of Education, core credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-189.03  
                          15-701.01  
                          15-745

CROSS REF.: JG - Assignment of Students to Classes

**ADMISSION OF TRANSFER STUDENTS**

**Course Credit Evaluation**

Students entering the District for the first time in our schools shall, under normal circumstances, be awarded credit based on promotion reports received from previous schools.

At all times, it is appropriate for the schools of the District to use a commonsense approach in evaluating credits from other school districts. The following shall be treated as guidelines, and every effort should be made to assure that students have the best possible educational opportunities, with as little duplication of effort as possible.

**Competency Tests**

If questions arise concerning awarding of course credit from non-accredited high schools, it is recommended that students be given competency tests in the subject or subjects that are questioned.

The high school department heads should establish competency tests for all pertinent subjects. For example, such tests should determine whether a student passes the academic requirements of a same or similar course in the District.

**Time Elements**

Some school districts may use grading periods that differ from those of this District. If a school uses a trimester system, or does not award an equivalent amount of credit for a specific class, it would be appropriate for the District to compare the "time" a student has spent in a class as it compares to the time the District's students are involved before being granted credit.

**Challenge**

If a disagreement occurs, a student and parent/guardian shall be given an opportunity to challenge the placement of the student through the appropriate associate superintendent and/or through a challenge test, such as a final examination.

## ADMISSION OF HOMELESS STUDENTS

This policy is intended to direct compliance with Arizona State Laws and Arizona Administrative Code and the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 and should be read as consistent with those documents.

The implementation of this policy shall assure that:

- homeless students are not stigmatized or segregated on the basis of their status as homeless;
- homeless students are immediately enrolled in school;
- transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

### Definitions

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory students who qualify as homeless because the children are living in circumstances described above.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

## **Liaison for Homeless Students**

The Superintendent will designate an appropriate staff person as liaison for homeless students who will carry out duties as assigned. Among those duties will be the responsibility to coordinate activities and programs in the best interest of homeless students that will include, but not be limited to, establishment of procedures to:

- continue the student's education in the school of origin for the duration of homelessness:
  - in any case in which a family becomes homeless between academic years or during an academic year; or
  - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

## **Best Interest of the Homeless Student**

In determining the best interest of the homeless student, the school shall:

- To the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the student's parent or guardian;
- Provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian; and
- In the case of an unaccompanied youth, the liaison for homeless students shall assist in placement or enrollment decisions, considering the views of such unaccompanied youth, and providing notice to such student of the right to appeal.

## **Other Relevant Policies and Procedures**

Implementation of the McKinney-Vento Act requires the coordination with a number of policies and procedures. These policies and procedures are listed below as cross referenced and are incorporated in this policy and these procedures by such reference.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-816 through 15-816.07  
                      15-821  
                      15-823 through 15-825  
                      42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act  
                      of 2001

CROSS REF.:       EEAA - Walkers and Riders  
                      IKEB - Acceleration  
                      JF - Student Admissions  
                      JFAA - Admission of Resident Students  
                      JFAB - Admission of Nonresident Students  
                      JFB - Open Enrollment  
                      JG - Assignment of Students to Classes and Grade Levels  
                      JLCB - Immunizations of Students  
                      JLH - Missing Students  
                      JR - Student Records  
                      JRCA - Request for Transfer of Records

**ADMISSION OF HOMELESS STUDENTS**

**Admission**

The school selected by the homeless student shall immediately admit the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation.

The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the student to the liaison for homeless students, who shall assist in obtaining necessary immunizations, or immunization or medical records.

**Admission Disputes**

If a dispute arises over school selection or enrollment in a school:

- The student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- The parent or guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or student to appeal the decision;
- The student, parent, or guardian shall be referred to the liaison for homeless students, who shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute in accord with the procedure found in the Arizona State Plan; and
- In the case of an unaccompanied youth, the liaison for homeless students shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

**Enrollment Decision**

The decision regarding enrollment shall be made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

**ADMISSION OF HOMELESS STUDENTS  
LIAISON POSITION**

The School shall designate a liaison for homeless students and, in conjunction with the state coordinator, shall inform school personnel, service providers, and advocates working with homeless families of the duties of the School liaison.

The School liaison for homeless students shall ensure that:

- homeless students are identified by school personnel and through coordination activities with other entities and agencies;
- homeless students enroll in, and have full and equal opportunity to succeed in, the District's schools;
- homeless families and students receive educational services for which such families and students are eligible, including:
  - Head Start and Even Start programs and preschool programs administered by the School, and
  - referrals to health care and immunization services, dental services, mental health services, and other appropriate services;
- the parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- public notice of the educational rights of homeless students is disseminated where such students receive services under the Homeless Assistance Act, such as:
  - schools;
  - family shelters; and
  - soup kitchens;
- disputes over school selection or enrollment in a school are mediated in a manner that:
  - immediately admits the student to the school in which enrollment is sought, pending resolution of the dispute,



- provides the parent or guardian of the student with a written explanation of the school's decision regarding the school selection or enrollment, and informs the parent, guardian, or student of the rights to appeal the decision,
  - expeditiously carries out the dispute resolution process after receiving notice of the dispute, and
  - in the case of an unaccompanied youth, ensures that the student is immediately enrolled in school pending resolution of the dispute;
- the parent or guardian of a homeless student, and any unaccompanied youth, is fully informed of all transportation services, including arrangements for transportation to the school of origin;
  - the parent or guardian of a homeless student, and any unaccompanied youth, is assisted in accessing transportation to the selected school.

As a part of the duties, the School liaison for homeless students will coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students.

**ADMISSION OF HOMELESS STUDENTS  
NOTICE**

In accordance with the McKinney-Vento Homeless Assistance Act of 2001, 722 (e)(3)(C), the parent or guardian (student if unaccompanied) is to receive and acknowledge notice of the rights set forth below.

The parent or guardian of a homeless student (student if unaccompanied) has the right to:

- Continue the student's education in the school of origin for the duration of homelessness:
  - in any case in which a family becomes homeless between academic years or during an academic year; or
  - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- Enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.
- Appeal if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian;
- Enroll in, and have full and equal opportunity to succeed in school without being segregated from the non-homeless student population;
- Receive educational services for which such families and students are eligible, including:
  - Transportation services, meals programs;
  - Head Start and Even Start programs and preschool programs administered by the School; and
  - referrals to health care and immunization services, dental services, mental health services, and other appropriate services.
- Identification or service without being stigmatized as homeless by school personnel;

A parent or guardian (student if unaccompanied) may contact the State Coordinator for Education of Homeless Children and Youths at:

The Arizona Department of Education  
1535 W Jefferson Phoenix, AZ 85007  
Telephone: 602 542-7462

A parent or guardian (student if unaccompanied) may contact the District Liaison for Homeless Children and Youths at (520) 696-6946.

The District Liaison for Homeless shall ensure that the parent or guardian of a homeless student, and any unaccompanied youth is:

- assisted in accessing transportation to the selected school;
- provided assistance in exercise of the right to attend the school of choice and other necessary services; and
- provided the above information in a manner and form understandable to the recipient and if necessary and to the extent feasible, in the native language of the recipient.

The signature below indicates that the signatory has received and understands this information on rights.

---

Signature of Parent, Legal Guardian Date (or unaccompanied student)

*One (1) copy to signatory and one (1) to the liaison officer file.*

**OPEN ENROLLMENT**

The District is an open enrollment District for pupils who are residents of the State of Arizona. Tuition shall be charged to nonresident pupils only when the tuition is authorized by law.

**Definitions**

For purposes of this policy and any corresponding regulations, the following definitions shall apply:

*Open enrollment* means allowing resident students to enroll in schools in other school districts. Finally, it means allowing nonresident students to enroll in District schools.

*Resident student* means a student who resides in the Amphitheater District and who attends the school in his/her designated attendance area. It also includes students who are attending a District school under a certificate of educational convenience.

*Resident transfer student* means a student who resides within Amphitheater District who is enrolled in or seeking enrollment in a school within the District - but outside the attendance area - of the student's residence. It also means eligible children of District employees.

*Nonresident student* means a student who resides in this state but outside the Amphitheater District and who is seeking enrollment in Amphitheater District

**Enrollment Options**

Students may enroll in another school district or in a school within this District. Resident transfer students and nonresident students may enroll in schools within this District, subject to the procedures that follow.

**Information and Application**

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it. Packets will be available December 1, and thereafter at the District's central office and at each school.

The information packet shall include the enrollment application form and shall advise applicants that they must submit open enrollment applications on or

before January 15 of each year to be considered for enrollment during the following school year.

### **Capacity**

The Superintendent, in consultation with the school principal, shall annually estimate how much excess capacity may exist to accept transfer students. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- District approved staffing levels and ratios.
- District resident students in assigned school attendance areas, including those issued certificates of educational convenience and those required to be admitted by statute. This category also includes eligible children of District employees.
- Resident transfer students who were enrolled in the school the previous year.
- Nonresident students who were enrolled in the school the previous year.

### **Enrollment Priorities**

If the Superintendent has determined that there is excess capacity to enroll additional students, such students shall be selected on the basis of designated priority categories from the pool of students who:

- Have properly completed and submitted applications; *and*
- Meet admission standards.

Enrollment priorities and procedures for selection shall be in the order of and in accordance with the following:

- *First Priority:* Enrollment preference shall be given to resident transfer students who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such students. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- *Second Priority:* Enrollment preference shall be given to nonresident students who were enrolled in the school the previous year and any sibling who would be enrolled concurrently with such students. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent and includes students who move out of District after the application deadline which is January 15 of the current year.

- *Third Priority:* Enrollment preference shall be given to resident transfer students who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.
- *Final Priority:* Enrollment preference shall be given to nonresident students who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.

## **Admission Standards**

*Disciplinary Status:* A student who has been expelled by any school district in this state or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon discovery of the existence of any of these conditions.

*Eligibility Guidelines:* Students who apply for open enrollment status in the District must:

- Submit a completed open enrollment application between December 1 and January 15 of the school year preceding the year in which open enrollment status is sought;
- Understand that enrollment is subject to the capacity limit established for the school and/or its grade levels;
- Generally agree to provide their own transportation. The District may provide transportation to open enrollment students provided that capacity remains available on existing routes and stops after first meeting the transportation needs of students who reside in a school's attendance area;
- Agree to abide by the District's Code of Student Conduct for Students and the individual school's rules;
- Agree to regular and punctual attendance; and
- Agree that excessive tardiness or absence and/or violations of the Code of Conduct or individual school rules will be cause for revocation of their open enrollment approval by the school principal.

*Provision of False Information:* Providing false information to the District regarding or for purposes of an application for open enrollment will be cause for the application being denied or admission being revoked by the Superintendent or the school principal.

*Annual Review:* All approved open enrollment transfers are subject to review annually. This provision shall not be construed, however, to require all open enrollment transfer students to reapply annually.

Determinations of revocation of open enrollment status by the school principal may be appealed to the Superintendent.

### **Approval Timelines**

*December 1:* Information packets and applications shall be available at each school and the District central office. Applications may be submitted beginning this date.

*January 15:* Applications may be submitted through the end of this work day. If February 1 falls on a weekend or holiday, applications will be selected through the end of the next work day.

*February 1:* The school shall notify the student and parent in writing whether the student has been approved for open enrollment, placed on a waiting list pending the availability of capacity, or rejected by this date. The school shall also notify the resident school district of an applicant's acceptance or placement on a waiting list. If the applicant is placed on a waiting list, the notification shall inform the student and parent of the date when it will be determined whether there is capacity for additional enrollment in a school. If the applicant is rejected, the reason for the rejection shall be stated in the notification.

### **Late Application**

Applications received after January 15 shall be handled on a first-come, first-served basis. They may be considered only after students whose applications were submitted by January 15 are enrolled or rejected. They may be approved for schools that still have capacity, in the discretion of the Superintendent or school principal. The January 15 deadline shall not be applied to District resident students who move out of the District after January 15 but who were previously enrolled in the District.

This restriction is not intended to preclude administrative transfers, in which a sending and receiving principal concur that it is in the best interests of a student that the student be transferred and in which the transfer is approved by the appropriate Associate Superintendent.

No application for open enrollment in a school year may be approved after February 1 of that school year.

### **Students Who Move**

Students who move from one Amphitheater school attendance area to another Amphitheater school attendance area may finish out the school year at the original school if requested by the parent without application for open enrollment. For students in schools without capacity, the student who moves must then start attending the new attendance area school beginning at the start of the next school year.

Students who move from the Amphitheater District into another school district may be permitted to complete the current semester without application for open enrollment, but must enroll in the new district at the beginning of the next semester. The student may appeal to stay in the Amphitheater District until the end of the current school year, if the original school has capacity. After that, the student must apply for open enrollment if the student desires to continue at the original school and will be considered a "non-resident."

### **Budgetary Impact of Open Enrollment**

Application of this policy and corresponding administrative regulations is intended to accommodate open enrollment students within District staffing allocations. It is not intended to permit over enrollment which requires additional expenditures for staffing.

### **Transportation**

Open enrollment students and their families are normally responsible for providing their own transportation to and from school, except for disabled students whose individualized education plans specify that transportation is necessary for fulfillment of their plans. In that case, the transportation to be provided shall be limited to no more than twenty (20) miles each way to and from the school of open enrollment attendance, or to and from a pick-up point on a regular transportation route or for the total number of miles traveled each day to an adjacent district for nonresident students with disabilities. In addition, the District may also provide transportation to open enrollment students provided that capacity for doing so is available on existing routes and stops, after first meeting the transportation needs of students residing in a school's (or schools') attendance area(s). When there are more requests for open enrollment transportation than capacity exists, service shall be provided on a first-come, first-served basis, in the same order as the student's open enrollment status was approved. Preference may be given to District residents and families previously approved to ride the bus.

### **Athletic Eligibility**

Students who apply for Open Enrollment status must secure athletic eligibility for transfer students. Athletic eligibility of transfer students is regulated by the



Arizona Interscholastic Association. It is the student's and parent's responsibility to contact the appropriate high school principal for further information.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-764  
                          15-797  
                          15-816 *et seq.*  
                          15-823  
                          15-824  
                          15-825  
                          15-922

CROSS REF.:       EEAA - Walkers and Riders  
                          IIB - Class Size  
                          JF - Student Admissions  
                          JFAA - Admission of Resident Students  
                          JFAB - Admission of Nonresident Students  
                          JFABD - Admission of Homeless Students  
                          JG - Assignment of Students to Classes and Grade Levels

**Criteria for Enrollment**

***Capacity:***

♦ Other than students from the home school attendance area, students will be admitted only if the school that the students wish to attend has capacity for them beyond the capacity needed for students who reside within the school's attendance area.

***Enrollment capacity:***

♦ Enrollment projections for the subsequent school year will be used to determine the enrollment capacity of a school.

♦ Schools may establish grade-level enrollment capacities provided that the total enrollment capacity for a school is the same as the projected enrollment total.

***Disciplinary considerations:***

♦ Students who are currently under long term suspension or expulsion from any school or school district in the state, or who have withdrawn from a school or school district to avoid long-term suspension or expulsion may be denied admission to a school within the District. Students who are not in compliance with any condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court may be denied admission to a school within the District.

**Application Procedures**

Open enrollment applications will be accepted at the school of desired attendance. Applications for transfer may be picked up and returned at the office of the desired school of attendance.

All students who are currently transfers to schools other than the schools in their own attendance areas do not need to reapply if they wish to continue at the same schools the following year, unless the parents/custodians of such students are informed that reapplication will be required because of chronic or severe disciplinary infractions or because the parents/custodians have repeatedly failed to provide timely transportation.

Students who are current transfers will automatically be approved for enrollment in the middle or high school appropriate for their respective schools of attendance. A student transferring into an elementary school that feeds into two middle schools will be requested to designate a specific middle school at the time of transfer. The student will then be considered part of the designated middle school's feeder system. If, however, a transfer student wishes to attend a middle school or high school that is not within the feeder system, application for transfer must be made.

Applications may be submitted to more than one school; however, only one application for each student may be submitted to each school once a year. Applications that are incomplete or inaccurate will not be processed. It is the responsibility of the parent/legal custodian to notify the school of any changes in the application, such as address or phone number.

### **Selection and Notification Procedures**

Students who reside within a school's attendance area and current transfer students will be accepted for enrollment in the school for the next school year. Each other student who wishes to attend the school during the next school year must complete an open-enrollment application.

Applications received on or before February 1 will be designated as "Group A" applications. After examining projected enrollment, school capacity, and grade capacity for the next school year, a school shall determine if it has capacity to accept all Group A applicants or if it will be necessary to conduct a lottery for the available positions. If a lottery is necessary, Group A applicants will be grouped in accordance with the priorities set forth in Policy JFB, and a lottery will be held. On or before May 1, the school shall provide written notification to the parents/custodians of Group A students as to whether the students have been accepted for enrollment or placed on a waiting list. If a student's name has been placed on a waiting list, the school shall notify the parents/custodians of the student's number on the waiting list.

Applications received after February 1 and prior to ten (10) days before the start of the school year will be designated as "Group B" applications. Group B applicants will be considered for enrollment after the enrollment status of Group A applicants has been determined. If all Group A applicants have been accepted for enrollment and school capacity and grade capacity permit, the school shall accept all Group B applicants for enrollment or, if necessary, Group B applicants shall be grouped in accordance with the priorities set forth in Policy JFB and a lottery will be held. Ten (10) days prior to the start of the school year, the school shall provide written notification to the parents/custodians of Group B students as to whether such students have been accepted for enrollment or placed on a waiting list. If a student's name has been placed on a waiting list, the school shall notify the parent/ custodian of the student's number on the waiting list.

Any Group A students who remain on a waiting list shall have enrollment priority over all Group B students.

Applications received during the ten (10) days prior to the start of the school year, and during the school year, will be designated as "Group C" applications. Group C applicants will be considered for enrollment only after all Group A and Group B students have been enrolled. If school capacity and grade capacity permit the enrollment of any Group C students, such students shall be enrolled in order of receipt of their applications.

No open-enrollment students will be placed for the current school year after February 1 of that year.

### **Student Conduct**

A student who is not currently able to attend another school or school district because of long-term suspension or expulsion, or who is not in imposed by any other school, school district, or the juvenile court may be denied admission to a school within the District.

If a student who is accepted into the District under the provisions of open enrollment has been the recipient of disciplinary action previously taken at another school or school district, the District will consider known prior disciplinary actions in determining any disciplinary action taken against the student while in the District.

### **Time Commitment**

The parent/custodian must make a commitment that the student will attend the school for the complete school year and obey all District policies, regulations and procedures. A student will be admitted under the District's open-enrollment policies and regulations to a District school that is not the school within such student's attendance area only once each year.

### **Age Requirement**

Students must meet the minimum age requirements prescribed by state law for school attendance. Students must be five (5) years of age by September 1 for kindergarten and six (6) years of age by September 1 to enter first grade. The District will not consider applications that involve early admission to kindergarten.

### **Other**

The filing of an application for admittance under the provisions of open enrollment does not guarantee the enrollment of the applicant in the District,

nor is the open enrollment application sufficient to guarantee admission into specific instructional programs within the District. Each specific instructional program has an application/screening, acceptance/rejection, and school site assignment process. Certain District instruction programs require transfer by the student from the original school of attendance.

**OPEN ENROLLMENT  
ATTENDANCE APPLICATION**

**File this application at the School of Choice  
(Use separate form for each student)**

Student Name \_\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Home (Physical) Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_

District of Residence \_\_\_\_\_ Neighborhood School \_\_\_\_\_

School of current attendance \_\_\_\_\_ District \_\_\_\_\_

Amphi school of enrollment preference (list one only) \_\_\_\_\_

Is student currently receiving these services? SEI \_\_\_\_\_ (1<sup>st</sup> Language) \_\_\_\_\_

Gifted \_\_\_\_\_ Special Education \_\_\_\_\_ (Disability) \_\_\_\_\_ Title 1 \_\_\_\_\_

Is the student currently suspended or expelled? \_\_\_\_\_ School \_\_\_\_\_

Is disciplinary action pending at student's current school? \_\_\_\_\_

Has the Juvenile Court imposed any conditions upon the student? \_\_\_\_\_

**For school information only – not for application:**

Sibling \_\_\_\_\_ School \_\_\_\_\_ District \_\_\_\_\_ Grade \_\_\_\_\_

Sibling \_\_\_\_\_ School \_\_\_\_\_ District \_\_\_\_\_ Grade \_\_\_\_\_

Sibling \_\_\_\_\_ School \_\_\_\_\_ District \_\_\_\_\_ Grade \_\_\_\_\_

Sibling \_\_\_\_\_ School \_\_\_\_\_ District \_\_\_\_\_ Grade \_\_\_\_\_

**Transportation of open enrollment students is the parent's responsibility. Once accepted for transfer, open enrollment students are not required to apply for open enrollment status each school year, unless the student has disciplinary or attendance problems.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

A.R.S. §13-2407 provides that any submission of a false registration form to any government office constitutes a class 6 felony and will constitute grounds for student withdrawal from this district.

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Signature of Principal/Designee \_\_\_\_\_

Sibling of Current Transfer Student \_\_\_ New Transfer Student \_\_\_ Calendar-based Transfer \_\_\_\_\_

District Resident & Eligible Children of Employee \_\_\_\_\_ Non-District Resident \_\_\_\_\_

School Year \_\_\_\_\_ Grade \_\_\_\_\_

Student: Accepted \_\_\_\_\_ Denied \_\_\_\_\_ Waiting \_\_\_\_\_

Notification Date \_\_\_\_\_

Page 2:

Name of Student \_\_\_\_\_

Please list all Amphitheater schools at which you have applied for Open Enrollment:

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| _____ Amphitheater High School   | _____ Copper Creek Elementary School |
| _____ Amphitheater Middle School | _____ Donaldson Elementary School    |
| _____ Canyon del Oro High School | _____ Harelson Elementary School     |
| _____ Coronado K-8 School        | _____ Holaway Elementary School      |
| _____ Cross Middle School        | _____ Keeling Elementary School      |
| _____ Ironwood Ridge High School | _____ Mesa Verde Elementary School   |
| _____ La Cima Middle School      | _____ Nash Elementary School         |
| _____ Wilson K-8 School          | _____ Painted Sky Elementary School  |
|                                  | _____ Prince Elementary School       |
|                                  | _____ Rio Vista Elementary School    |
|                                  | _____ Walker Elementary School       |

**UNSAFE SCHOOL CHOICE**

Pursuant to the Unsafe School Choice Option of the No Child Left Behind Act of 2001, funding under the Elementary and Secondary Education Act for the State is contingent upon the adoption and enforcement of an unsafe school choice policy. The State policy must require that a student attending a persistently dangerous public elementary school or secondary school, as determined by the State in consultation with a representative sample of local educational agencies, or who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the student attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.

**Definitions**

*General Definition of Persistently Dangerous School Label (Adopted by Arizona State Board).* A persistently dangerous school is a school with recurring violent and/or dangerous crime that continues over time and does not use research based planning and prevention programming to ensure school safety.

The State, with a representative sample of local educational agencies, must determine which schools are persistently dangerous.

*Definition of Victim of Violent Criminal Offense.* A victim is an individual against whom the crime is committed as listed in a police report that is not unfounded or exceptionally cleared, or who is an immediate family member of a crime victim that has been killed or incapacitated.

*Exhibit JFBA-E lists the laws that are considered Violent Criminal Offenses.* These laws should be consulted to determine if the victim is eligible for the optional transfer to another school within the District or to a charter school.

**Enrollment Options**

***Persistently Dangerous School Label***

All students attending a public school that is classified by the State as a persistently dangerous school shall be notified of this label and be offered the opportunity to transfer to any school within the District that is not labeled persistently dangerous and contains the same grade level the student is eligible to attend or a charter school.

***Victim of Violent Criminal Offense***



Any student, while in or on the grounds of a public elementary school or secondary school that the student attends, who is subjected to a violent criminal offense as defined in Arizona law or who is an immediate family member of one who has been killed or incapacitated by such defined violent criminal offense shall be offered the opportunity to transfer to any school within the District that contains the same grade level the student is eligible to attend or a charter school.

### **Reports Required**

The number of individuals using the individual transfer option should be reported to the Arizona Department of Education (ADE) each year in the format and form required.

Schools are to report violations of rules regarding dangerous weapons in the "Safe and Drug-Free Schools Report," which is an annual requirement for all public schools in Arizona and is due to ADE by June 30 each year. Additionally, referrals to law enforcement agencies for criminal offenses should be reported in the annual School Report Card.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-341  
                          13-3726  
                          20 U.S.C. 9532, No Child Left Behind (Unsafe School  
                          Choice)

CROSS REF.:       JC - School Attendance Areas  
                          JG - Assignment of Students to Classes and Grade Levels

**UNSAFE SCHOOL CHOICE  
DEFINITIONS AND EXAMPLES**

**Definition of Violent Criminal Offense**

Violent crimes are defined in Title 13 of the Arizona Revised Statutes (A.R.S.).  
A.R.S. Title 13 Definitions and listings of relevant violent crime follows:

**13-901.03. Violent crimes: allegation; definition**

B. For the purpose of this section, "violent crime" includes any criminal act that results in death or physical injury or any criminal use of a deadly weapon or dangerous instrument.

**13-105. Definitions**

6. "Crime" means a misdemeanor or a felony.

11. "Dangerous instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

13. "Deadly weapon" means anything designed for lethal use. The term includes a firearm.

29. "Physical injury" means the impairment of physical condition.

**13-4401. Definitions**

19. "Victim" means a person against whom the criminal offense has been committed, or if the person is killed or incapacitated, the person's immediate family or other lawful representative, except if the person is in custody for an offense or is the accused.

**Offenses in Title 13 that Require an Offer to Transfer to the Victim**

These statutes would apply in the event the crime is an attempt and the victim does not die.

13-1102 Manslaughter. Class 2 felony.

13-1103 Negligent Homicide. Class 4 felony.

13-1104 Second Degree Murder. Class 1 felony.

13-1105 First Degree Murder. Class 1 felony.

**Offenses in Title 13 that Require an Offer to Transfer to the Victim**

13-1201 Endangerment (with deadly weapon or dangerous instrument). Class 6 felony or Class 1 misdemeanor.

13-1203 Assault. Para (A)(1). (With physical injury). Class 1 misdemeanor.

13-1204 Aggravated Assault. Class 2-6 felony.

13-1205 Unlawfully Administering Intoxicating Liquors, Narcotic Drug, or Dangerous Drug. (With physical injury) Class 5 felony.  
Narcotic Drug, or Dangerous Drug. (With physical injury) Class 5 felony.

13-1209 Drive by Shooting. Class 2 felony.

13-1304 Kidnapping. (A)(3) Class 2 felony.

13-1406 Sexual Assault. Class 2 felony.

13-1703 Arson of an Occupied Structure. Class 2 felony.

13-1902 Robbery. Class 4 felony.

13-1903 Aggravated robbery. Class 3 felony 13-1904 Armed Robbery. Class 2 felony.

13-2904 Disorderly Conduct. Involving a deadly weapon or dangerous instrument. Class 6 felony.

13-3102 Misconduct Involving Weapons (A)(9). Class 3 felony.

13-3103 Depositing Explosives. Class 4 felony.

13-3110 Misconduct Involving Simulated Explosive Devices. Class 1 misdemeanor.

13-3704 Adding Poison or Other Harmful Substance to Food, Drink or Medicine. Class 6 felony.

**Specific Definition of Persistently Dangerous School Label** (Adopted by Arizona State Board 6-26-06)

A persistently dangerous school is any school that has four (4) or more firearms brought to campus in the baseline analysis (2000-01 data) and an average of four (4) incidents of firearms brought to campus under the Gun Free School Act (with or without modification as allowed in the law) for school year (SY) 00-01 and SY 01-02, unless objective explanatory data or prevention data submitted by a school to the Arizona Department of Education (ADE) Student Services Division allows exemption. Schools that are identified as "persistently dangerous" will be required to provide all students with the option to transfer (within the District).



**ASSIGNMENT OF STUDENTS  
TO CLASSES AND GRADE LEVELS**

Students who apply for admission to grades two (2) through twelve (12) on the basis of prior schooling outside the District will be placed initially at the grade levels they have reached elsewhere.

Assignment of a student to classes (classroom or subjects) shall be made based upon the student's grade-level assignment, completion of any prerequisites, student achievement, and any classroom limitations or class-size guidelines, in that order.

A student who enrolls in a kindergarten program or grades one (1) through twelve (12) after receiving instruction in a home school program shall be tested using State Board standards in order to determine the appropriate grade level for educational placement of the student.

The Superintendent shall establish procedures for guiding the review and assignment of students to classes and grade levels.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-342  
                              15-745

CROSS REF.:       IKE - Promotion, Retention and Acceleration of Students  
                              IKEB - Acceleration  
                              IKF - Graduation Requirements  
                              JFB - Open Enrollment

**ASSIGNMENT OF STUDENTS  
TO CLASSES AND GRADE LEVELS**

**Elementary School**

Assignment of a student to classes shall be the responsibility of the principal after consideration of the student's grade-level assignment, completion of any prerequisites, the student's achievement, and any classroom limitations or class-size guidelines. No attempt shall be made to assign specific individuals to certain teachers solely on the basis of parental request.

In keeping with the philosophy of education adopted by the Governing Board, which emphasizes the total development of the individual student, some academic grouping may be utilized.

The principal will determine whether there should be any change in the grade-level placement of the student. In making such determination, the principal will be guided by teacher recommendations and consultation with the parent(s).

**High School**

The principal shall establish the number of credits needed for a student to be placed at a particular grade level. The determination of grade level will be made based upon progress toward graduation requirements normally expected of a student to graduate in a four (4)-year period. Students will be assigned to grade levels based upon the credits earned and accepted by the District.

The principal of the high school will prepare a list of prerequisites for classes offered in the high school, specifically stating grade level and credit or achievement required before a student can take a specific class or subject. Also included shall be a statement of priority for assignment to a class or subject - with classroom limits based upon number of sections offered or scheduled - and/or the class-size guidelines. The list developed will be submitted to the Superintendent for approval. All subjects offered in the high school will be included in the list. The principal of the high school will designate responsibility for determining the grade level and specific classes or subject assignment of a student. The assignments shall be made consistent with policy, regulations, and approved school guidelines.

**STUDENT ABSENCES AND EXCUSES**

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.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

**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 parental 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 (1) 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:

- The scheduling of medical and dental appointments after school hours except in cases of emergency.
- 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.

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

*Adopted:* date of Manual adoption



LEGAL REF.:       A.R.S. 15-346  
                          15-802  
                          15-806  
                          15-807  
                          15-843  
                          15-873  
                          15-902

CROSS REF.:       JE - Student Attendance

**^J-1561  
REGULATION**

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**JH-R  
REGULATION**

**STUDENT ABSENCES AND EXCUSES  
(Absence Notification)**

When 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 school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence.

- Students in grades kindergarten (K) through six (6):
  - Within two (2) hours after the first class in which the student is absent.
- Students in grades seven (7) and eight (8):
  - Within two (2) hours of an absence when the absence is from the student's first class of the day.
  - Within five (5) hours of an absence from a class other than the student's first class of the day.

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

Further, on or before the enrollment of a student in grades kindergarten (K) through eight (8), the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absence. The District also requires that at least one (1) telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

A child between the ages of six (6) and sixteen (16) 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 (1) 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 (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

### **Reporting Truancy**

If in the opinion of the principal a student's academic success is being adversely affected by excessive absenteeism, whether excused or unexcused, the principal may follow the procedure for reporting truancy.

#### ***Elementary school (grades kindergarten [K] through five [5]):***

- If a student has five (5) unexcused absences, a letter notifying the parent/guardian of possible intervention by the court system is mailed home, and a conference with the parent will be held.
- If a student has seven (7) unexcused absences, the student will be referred to the Pima County Attorney's Office for truancy.

#### ***Middle school (grades six [6] through eight [8]):***

- If a student has five (5) unexcused absences, a letter notifying the parent/guardian of possible intervention by the court system is mailed home, and a conference with the parent will be held.
- If a student has seven (7) unexcused absences, the student will be referred to the Pima County Attorney's Office for truancy.

#### ***High school (grades nine [9] through twelve [12]):***

- After every absence the parent/guardian will receive an automated absence telephone call.

- After five (5) unexcused absences, a letter regarding absences is mailed home.
- After seven (7) unexcused absences, the student is placed on a contract, the contract is mailed home, and a conference is held with the student and counselor or administrator.
- After ten (10) unexcused absences, a letter is sent home notifying the parent/guardian of possible intervention by the court system.
- After thirteen (13) unexcused absences, the student will be referred to the Pima County Attorney's Office for truancy.

### **Disciplinary Action/Penalties**

Penalties for unexcused absenteeism may include detention, completion of additional assignments, inability to participate in extracurricular activities, failure in a class or subject, failure to pass a grade, being dropped from a class, loss of credit, suspension, or expulsion. However, the penalties of being dropped from a class, suspension, or expulsion may be imposed only if the student has reached the age, or completed the grade after which school attendance is not required, as required by law and the County School Superintendent has determined that the student has completed the courses necessary for completion of the grade required by law.

### **Attendance and Excuses**

If unexcused absenteeism is to result in expulsion, suspension, or community service, the student and the parent or legal guardian shall be notified of the imposition of the penalty and advised of the right to a hearing prior to the imposition of the penalty. The decision to suspend for more than ten (10) days may be made by the hearing officer/ombudsman. The decision to expel must be made by the Governing Board. Any disciplinary action taken in response to unexcused absenteeism shall comply with the provisions for such forms of discipline that are set forth in District policy. Additionally, the procedures for formal hearings to consider long-term suspension or expulsion shall be applicable to the forms of disciplinary action of imposing a failing grade in a subject and failure to pass a grade.

*Adopted:* date of Manual adoption

LEGAL REF.	A.R.S. 8-201
	15-802
	15-803
	15-804
	15-805
	15-841

15-843

CROSS REF.: JEA - Compulsory Attendance Ages

**RELEASED TIME FOR STUDENTS**

Students are to be excused from school upon written request from parents or guardians for any major religious holidays and, within the confines of state law, for religious instruction. This religious instruction or exercise shall take place at a suitable place away from school property. Students will be given the right to make up tests and will not be deprived of any awards or privileges.

The staff should cooperate fully with parents in requests for student absences for dental and medical services. Advance notification of such appointments and parental effort to schedule such appointments in free time or after school may be requested.

The staff should cooperate with parents who wish to take their children on trips having educational value. Parents are required to make arrangements with the principal at least one (1) week in advance of such a trip.

*Adopted:* date of manual adoption

**J-1811  
REGULATION**

**AUSD10**

**JHC-R  
REGULATION**

**RELEASED TIME FOR STUDENTS**

**Observance of Religious Holidays**

Any student who has been authorized by the principal to take part in religious observances shall be excused from school activities without penalty. Further, the student will receive no grade penalties for such absence and will be allowed to perform all missed activities required for the course, provided the late performance is completed within a reasonable period of time.

The request for such excused absence should be made to the principal in writing by the parent/guardian of the student.





**EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE  
(Chronic Health Conditions)**

The District will provide appropriate educational opportunities for any student identified by an appropriately certified health professional in the fields of podiatry, chiropractic, medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

Nothing in this policy shall be construed to obstruct, interfere with or override the rights of parents or guardians concerning the education and health care of students with chronic health problems.

Nothing in this policy shall be construed to authorize school personnel to either:

- Authorize absences from school for a student with a chronic health problem without the prior consent of the student's parent or guardian.
  - Recommend, prescribe or provide medication to a student with a chronic health problem without the prior consent of the student's parent or guardian.
- The Superintendent shall develop regulations for meeting the requirements of this policy.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-346  
                          15-761  
                          15-843  
                          15-902  
                          32-801 *et seq.*  
                          32-900 *et seq.* 3  
                          2-1401 *et seq.*  
                          32-1501 *et seq.*

32-1601 *et seq.*  
32-1800 *et seq.*  
32-2501 *et seq.*

CROSS REF: IHBF - Homebound Instruction

**EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE  
(Chronic Health Conditions)  
Identification/Referral Process**

Staff members shall be informed of procedures to follow in serving "students with chronic health conditions." Teachers will review registration data and make note of any students who were previously served as students with chronic health conditions.

Registration forms, enrollment data, and attendance registers will identify certified students with chronic health conditions who are eligible for modified instructional services.

The screening procedures used to screen kindergarten students and new enrollees for possible referral to special education or compensatory programs will provide an indication of whether students with high absenteeism have health conditions that may be considered chronic if they are due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Students can be identified or referred at any time during the school year.

The person responsible for collection of attendance data shall be informed of these available services and should be given direction for noting whether a student's frequent absences are due to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student. Registration, enrollment, and attendance procedures shall indicate eligible students with chronic health conditions for documenting average daily membership (ADM) adjustments with the Arizona Department of Education, School Finance Section.

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a chronic health condition certification form with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. The teacher and parent shall meet within fifteen (15) days following return of the chronic health condition certification.

Upon referral of a student for chronic health condition certification, the school nurse, if applicable, shall be consulted to include any chronic health condition data in the nurse's records (i.e., the annual report that identifies types of chronic illnesses monitored). The nurse may provide information to assist teachers in dealing with chronic health conditions.

## Eligibility Criteria

The parents shall submit a written chronic health condition certification to the District, which will include:

- Certified health professional or nurse practitioner diagnosis.
- Certified health professional or nurse practitioner prognosis.
- Physical limitations affecting physical education activities and requirements.
- Anticipated surgeries, treatment, or hospitalizations that, although not expected to cause sufficient absences to require homebound services, may interfere with regular school attendance.
- Certified health professional or nurse practitioner signature and date signed.

The appropriate instructional services needed are to be recommended by the teacher after consultation with the parent according to the following considerations:

- The nature of the health condition relevant to the student's anticipated activity level during absences (based on review of the chronic health condition certification).
- The student's academic capacity.
- The teacher's recommendations for service delivery based on course-work difficulty and the student's ability to learn independently.
- The amount of face-to-face instruction time required by the student for optimum continuous learning outside the regular classroom.
- The most appropriate service delivery in order to maintain integration in the regular education program as much as possible (i.e., regular physical education activities).

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher, specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work *during absences*. This agreement, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary, prior to signature by the parent, teacher, and Superintendent.

If the absences of a student who is classified and has served as a student with a chronic health condition amount to three (3) school months (or sixty [60] school days), another chronic health condition certification shall be obtained and reviewed by the teacher and the parent. They shall discuss the appropriate service delivery necessary for continuous learning. If homebound, services are appropriate, the policies for referral shall be followed, which may entail:

- Obtaining parental consent to evaluate.
- Obtaining chronic health condition certification.

On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated chronic health condition certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be recertified at any time to reevaluate appropriate services needed.

### **Miscellaneous Provisions**

Homework assignments will be provided *during absences* of students with chronic health conditions, and credit will be given for course work completed within established time lines.

Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a Certified health professional or nurse practitioner.

Physical education course-work requirements shall include the option for students with chronic health conditions to participate in regular program activities as much as their health permits. Such students shall be provided integrated educational programming as much as possible. Modification to requirements may be made with Board approval.

The counselors who schedule students with chronic health conditions will take into consideration the anticipated days of absence, (noted on the medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

**EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE**

Dear \_\_\_\_\_:

This letter is to inform you that the School District makes special arrangements for homework assignments for certain students who have "chronic (recurring) health conditions." As a result of frequent absences from school because of illness or an accident, \_\_\_\_\_ may be eligible to receive modified instructional services provided for "students with chronic health conditions."

A form is enclosed asking your family physician to state how this health condition is affecting school attendance. If your physician believes the condition to be "chronic" and anticipates frequent absences for the school year (but fewer than sixty [60] school days, as for homebound services), please ask the physician to fill out the medical certification form and return it to the school.

If \_\_\_\_\_ is eligible as a "student with a chronic health condition," the school will make sure that you receive homework and contact with a teacher *during* necessary absences. The teacher will work out an agreement for homework assignments with you to assure receipt of credit for completed homework.

If you have any questions, please contact me at \_\_\_\_\_.

Sincerely,

**EXCLUSIONS AND EXEMPTIONS FROM SCHOOL  
ATTENDANCE**

**CERTIFICATION OF STUDENTS  
WITH CHRONIC HEALTH CONDITIONS**

(Obtained from a certified health professional or nurse practitioner)

Student's name	Parent's name	Address
District	School	Grade level
Date of birth	Phone number	Date of initial consultation

Certified health professional or nurse practitioner diagnosis:

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Certified health professional or nurse practitioner prognosis:

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Physical limitations affecting physical education activities:

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Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the \_\_\_\_\_ year):

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Example 1: \_\_\_\_\_'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that \_\_\_\_\_ will be absent enough days to require homebound services.

Example 2: \_\_\_\_\_ will require three (3) hospitalizations of approximately four (4) days duration each and three to five (3 - 5) treatments of one (1) day each during the school year.

Other relevant information:

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Type or print Certified health professional or nurse practitioner name and licensed title

\_\_\_\_\_

Date

\_\_\_\_\_

Certified health professional or nurse practitioner  
signature and title



**EXCLUSIONS AND EXEMPTIONS  
FROM SCHOOL ATTENDANCE**

**INSTRUCTIONAL AGREEMENT FOR STUDENTS WITH CHRONIC HEALTH  
CONDITIONS**

School year \_\_\_\_\_

\_\_\_\_\_  
Student's name

\_\_\_\_\_  
Grade level Date

\_\_\_\_\_  
Parent's name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Person responsible for Position School homework coordination

Eligibility checklist: \_\_\_\_\_

1. Medical certification of chronic health condition (diagnosis, prognosis, and inability to attend school regularly)\_\_\_\_\_
2. Medical certification of physical limitations for physical education. \_\_\_\_\_
3. District office has noted chronic condition on attendance register. \_\_\_\_\_
4. If applicable, the school nurse informed of student's chronic health condition. \_\_\_\_\_
5. Student's teacher(s) informed of student's chronic health condition. \_\_\_\_\_
6. If applicable, school counselor informed of student's chronic health condition. \_\_\_\_\_
7. Physical education activities/requirements adapted according to medical certification. \_\_\_\_\_
8. Certificated teacher to provide homework and contact Signature with \_\_\_\_\_ during absences for the school year as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 9. Parent/guardian agrees to return completed homework to the school for absences during the school year as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_

Superintendent's signature

Annual review of instructional agreement:

\_\_\_ Number of excused absences attendance record attached

- Promotion requirements met via completed homework
- Transcripts & excused absences due to chronic condition

For the \_\_\_\_\_ school year,  should /  should not be registered as having a chronic health condition.

\_\_\_\_\_  
Superintendent's signature

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

**J-2000** © **JI**  
**STUDENT RIGHTS AND RESPONSIBILITIES**

This policy sets forth guidelines by which student rights are to be determined consistent with law.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the District. At the same time, 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 (18) years possess the full rights of adults and may authorize school matters previously handled by their parents.

The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.

Such procedures shall be reviewed annually and updated when required.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-341  
                          15-841  
                          15-842  
                          15-843  
                          15-844

CROSS REF.:       JICEC - Freedom of Expression  
                         JKD - Student Suspension  
                         JKE - Expulsion of Students  
                         JLI - Student Safety

**^J-2011  
REGULATION  
STUDENT RIGHTS AND RESPONSIBILITIES**

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**JI-R  
REGULATION**

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:***

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.

- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.
- Students have the right to express their viewpoints in accordance with District Policy JICEC - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

***Responsibilities:***

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

- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

**J-2050**

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**JIA**

**STUDENT DUE - PROCESS RIGHTS**

Refer to Policies JKD and JKE.





**STUDENT GOVERNMENT**

The organization of student councils in all schools is encouraged.

Student government is expected to be "of the students, by the students, for the students," representing the students in the school in communications with the administration and in the organization of student activities.

Members of student councils are to be elected democratically. The rights and responsibilities of the council should be clearly set forth by each school. Each student council must have a faculty advisor.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-341

## 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 may 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:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.

- Knowingly committing a violation of District rules and 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.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and 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.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 13-105  
                           13-2911  
                           15-341  
                           15-507  
                           15-521  
                           15-841  
                           15-842  
                           15-843

CROSS REF.:       GBEB - Staff Conduct  
                           JK - Student Discipline  
                           JKD - Student Suspension  
                           JKE - Expulsion of Students  
                           KFA - Public Conduct on School Property

**STUDENT DRESS**

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.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

*Adopted:* date of Manual adoption

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

CROSS REF.: JICF - Secret Societies/Gang Activity

**STUDENT DRESS**

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents shall not affect the educational program of the schools or the health and safety of others. The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

The type of attire or grooming displayed by students shall not:

- ♦ Present a physical safety hazard to self or others in the school. Examples of attire which are prohibited include, but are not limited to:
  - Wallet chains.
  - Hanging belts.
  - Jewelry such as low-hanging earrings that may be caught by another object or pulled by others.
- ♦ Create an atmosphere in which the well-being of *others* is hindered by undue pressure, intimidation, or threat of violence. Examples of attire which are prohibited include, but are not limited to:
  - Bandannas, hair nets, scarves as headgear, except when worn for religious purposes.
  - Gang-related personalization on hats, items of clothing, belt buckles, or on one's self.
  - Profane, defamatory writing or depictions on clothing or jewelry.
  - Obscene language or pictures.
- ♦ Display profanity or profane/obscene gestures or promote alcohol, drugs, or tobacco in their logo.
- ♦ Materially interfere with school work, create disorder, or disrupt the educational program. Examples of prohibited attire include, but are not limited to:

- Any clothing which exposes a student's bare midriff.
- Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide.
- Mesh sports jerseys without undershirts.
- Exposed undergarments.
- Shorts and skirts must cover the buttocks and extend down to cover at least three (3) inches of the legs.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

If a student's dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take corrective action in order to ensure compliance with the student dress code.

**CARE OF SCHOOL PROPERTY BY STUDENTS**

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 discipline 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.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 12-661  
                          15-727  
                          15-842

CROSS REF.:       JKD - Student Suspension  
                          JKE - Expulsion of Students  
                          JQ - Student Fees, Fines, and Charges

**J-2450**

©

**JICC**

**STUDENT CONDUCT ON SCHOOL BUSES**

Refer to Policy EEAEC.



**J-2750**

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**JICE**

**STUDENT PUBLICATIONS**

The District recognizes the value of, supports, and encourages official school publications in teaching journalism, English, writing, and other skills. An official school publication is that made up of materials produced by students in a regularly scheduled class and intended for distribution to the student body. Students shall be required to submit publications to the Superintendent for approval prior to distribution.

*Adopted:* date of Manual adoption

**J-2761  
REGULATION**

©

**JICE-R  
REGULATION**

**STUDENT PUBLICATIONS**

Students shall be required to submit publications to the principal for approval prior to distribution.

**FREEDOM OF EXPRESSION**

Students possess inalienable rights to develop, believe, and follow personal viewpoints and beliefs to the extent their viewpoints and beliefs do not infringe upon nor denigrate the same rights of others.

The District shall not discriminate against students or parents on the basis of a religious viewpoint or religious expression. If a student includes in an assignment a viewpoint expression, an evaluation of the student's work shall be based on ordinary standards of substance and relevance to the course curriculum or requirements of the coursework or assignment, and shall not penalize or reward the student on the basis of religious content or viewpoint.

Students are to be permitted to pray or engage in religious activities or expression in the same manner and to the same extent as students are permitted to engage in nonreligious activities or expression, before, during, and after the school day.

To the extent and in the manner that other types of clothing, accessories, and jewelry displaying messages or symbols are permitted, students are permitted to wear clothing, accessories, and jewelry that display religious messages or symbols.

Acknowledging and permitting the above freedoms is not to be interpreted to mean the District is requiring any person to participate in prayer or other religious activities nor attempting to violate the constitutional rights of any person.

The District does retain its rights to:

- Maintain order and discipline on District property in a content and viewpoint neutral manner.
- Protect the safety of students, employees, and visitors on District property.
- Adopt and enforce policies and regulations concerning student speech while on District property in a manner that does not violate a student's state and federal constitutional rights.
- Adopt and enforce policies and regulations that ban student clothing, accessories, and jewelry worn to convey affiliation with a criminal street gang. A student or a student's parent is barred by statute from initiating legal action to enforce the student rights set out in this policy unless the student or the parent has:

- Submitted to the school principal a written complaint containing specific facts of the alleged violation.

- The principal shall investigate the complaint and provide a written response within fifteen (15) days of receiving the complaint describing any action taken by the principal to resolve the complaint.

If the principal's actions do not resolve the complaint, the student or the student's parent shall:

- Submit written complaint containing specific facts of the alleged violation to the Superintendent or other designated administrator.

- The Superintendent or other designated administrator shall investigate the complaint and provide a written response within twenty-five (25) days of receiving the complaint describing any action taken by the Superintendent or other designated administrator to resolve the complaint.

If the action taken by the Superintendent or other designated administrator does not resolve the complaint the student or the student's parent may pursue legal action to enforce this policy.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 13-105  
                          15-110  
                          15-341  
                          15-720  
                          15-841  
                          15-843  
                          15-844  
                          20 U.S.C. 4071 *et seq.* Equal Access Act, (Section 801)

CROSS REF.:       JI - Student Rights and Responsibilities  
                          JII - Student Concerns, Complaints, and Grievances  
                          JJAB - Limited Open/Closed Forum  
                          JK - Student Discipline

**FREEDOM OF EXPRESSION**

**COMPLAINT FORM**

(To be filed with the school principal)

*Additional pages may be attached if more space is needed.*

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of the action against which you are complaining \_\_\_\_\_

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

Name	Address	Telephone Number
------	---------	------------------

_____	_____	_____
_____	_____	_____



**SECRET SOCIETIES / GANG ACTIVITY**

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.

*Adopted:* date of Manual adoption

- LEGAL REF.:       A.R.S. 12-661  
                          13-105  
                          13-1202  
                          13-2911  
                          15-341  
                          15-342  
                          15-507  
                          15-521  
                          15-841  
                          15-842  
                          15-843  
                  A.G.O. I78-103  
                          I78-218  
                          I80-055  
                          I84-036  
                  A.A.C. R7-2-401  
                          R7-2-405

**J-2911  
REGULATION**

©

**JICF-R  
REGULATION**

**SECRET SOCIETIES / GANG ACTIVITY**

For the purpose of District policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.



There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District 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 accord with statute, violations of this policy do not include either of the following:

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

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

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

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

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

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

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

*Adopted:* date of Manual adoption

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

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

A person who reports or complains regarding hazing may report or complain directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported/complained at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

Where disciplinary action is necessary, District policies shall be followed.

**HAZING**

**(File with a school administrator, the administrator's supervisor, or  
a professional staff member)**

*Additional pages may be attached if more space is needed.*

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ During the hours of \_\_\_\_\_

Another phone where you can be reached \_\_\_\_\_

E-mail address \_\_\_\_\_

**Report/Complaint:**

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, and the background to the incident. Be sure to note relevant dates, times, and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of the incident being reported \_\_\_\_\_

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

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



**HAZING**

**(To be displayed in school buildings and placed in student handbooks)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to 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 school.

**Definitions**

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

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

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

**Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

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

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

**Reporting/Complaint Procedure**

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 School 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.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.

- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

**BULLYING, INTIMIDATION, AND HARASSMENT**

All learners, educators, and support staff are responsible for creating a learning environment free of threats, intimidation, harassment or bullying. Everyone deserves such an environment.

To assure that students, staff and parents are aware of this policy, the policy and the procedures developed by the Superintendent shall be posted conspicuously in each school building and shall be distributed to all students.

Students shall not bully, intimidate, or harass any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment or intimidation of anyone.

**Definitions**

*Bully.* A person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

*Bullying* is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal ostracization or causes physical injury, mental harm or personal degradation.

*Intimidation.* Verbal or physical threats toward another person made with the intent to inflict fear, injury or damage to property.

*Harassment.* The continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on race, ethnicity, national origin, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior.
- Any form of physical abuse, e.g., punching, kicking.



- Verbal abuse - shouting at, insulting, "putting down".
- Psychological abuse - isolating an individual, preventing them from becoming part of a group or involved in certain activities.
- Anonymous letters or spreading rumors that are designed to upset.
- Demanding money.
- Demanding coursework to copy against a person's will.
- Stealing, hiding or damaging belongings, e.g., books, clothing, bags.
- Teasing people about their physical appearance or other personal characteristics.
- Intimidating or threatening e-mail or text messages.

### **Reporting by Staff**

Staff members shall report to school administration all incidents of bullying, intimidation or harassment which they witness or which they otherwise become aware of. Such reports shall be made on a timely basis. Staff shall also intervene to terminate acts of bullying, intimidation or harassment which they witness.

### **Reporting by Students**

Students are encouraged to report any acts of bullying, intimidation or harassment, whether they are victims or witnesses. The Superintendent shall develop procedures which provide confidential ways for students to report violations of this policy.

### **Reporting by Parents**

A parent whose child has been the victim of bullying, harassment or intimidation, or who has otherwise become aware of such behavior is encouraged to report the behavior to a site administrator. The Superintendent shall develop procedures to facilitate parental reports.

### **Investigation and Disciplinary Response**

The school principal shall promptly investigate all allegations of bullying, harassment or intimidation. Investigation may include interviews of students involved, including the alleged victim(s), perpetrator(s), and witnesses, if known. The identity of all students involved in the investigation shall be maintained confidentially.

Disposition of all reports/complaints that are proven shall be retained as required by law.

Students shall be disciplined for bullying, intimidating and harassing behavior, in accordance with existing Governing Board policies and district regulations, including the Student Code of Conduct.

As with the Code of Conduct, this policy and its corresponding procedures does not only apply to students while they are at their school, as policies governing student conduct also apply to students at other times, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the School District;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-District school;
- When the student is traveling to and from school by any means;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or District grounds at any time, whether school is in session or not.

*Adopted: date of Manual adoption*

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

CROSS REF.: GBEB - Staff Conduct  
JIC - Student Conduct  
JII - Student Concerns, Complaints and Grievances  
JK - Student Discipline  
JKD - Student Suspension  
JKE - Student Expulsion

JICF - Secret Societies / Gang Activities  
JICFA - Hazing  
KFA - Public Conduct on School Property

**J-2991  
REGULATION**

**AUSD10**

**JICFB-R  
REGULATION**

**BULLYING, INTIMIDATION, AND HARASSMENT**

A person who has been the victim of or is aware of bullying, intimidation, or harassment of any student, staff member, or campus visitor is encouraged to report such behavior to the school or site administrator.

Any person wishing to report such behavior may report or complain directly to an administrator or to a professional staff member or may complete Exhibit JICFB-EA.

If a professional staff member receives a direct report, the staff member will complete Exhibit JICFB-EB and will transmit the report to the school administration not later than the next school day following the day the staff member received the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within three (3) school days when school is in session or within five (5) days during which the school offices are open but school is not in session. Extension of this time line may be permitted/determined by the Superintendent.
- Following conclusion of the investigation, the investigator shall report the conclusion to the person who made the report/complaint (if known) and parent(s) (if applicable). Requirements for confidentiality of records and student disciplinary action shall be observed during the process of making such a report.
- The investigator shall record the findings of the investigation on Exhibit JICFB-EA and retain the same if the allegations are proven.

District student or employee disciplinary policies shall be followed, if applicable.

**J-2994  
EXHIBIT**

**AUSD10**

**JICFB-EA  
EXHIBIT**

**BULLYING, INTIMIDATION, AND HARASSMENT  
BULLYING INCIDENT REPORT FORM\***

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s): \_\_\_\_\_

\_\_\_\_\_

You can make this report *anonymously* by dropping it in your school's Silent Witness Box, so you are not required to include your name if you choose not to. But knowing your name helps us investigate what happened and helps us be able to take action. So, please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

*Optional*-Your Name: \_\_\_\_\_

Name(s) of other witnesses:

\_\_\_\_\_  
\_\_\_\_\_

If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

***For Administrative Use:***

Date Received: \_\_\_\_\_ Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Findings: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Intervention: \_\_\_\_\_

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\* An electronic version of this form may be found on the District's web site.

**BULLYING, INTIMIDATION, AND HARASSMENT**

**(To be displayed in school buildings and placed in student handbooks)**

Everyone deserves a learning environment free of threats, intimidation, harassment or bullying.

Students shall not bully, intimidate, harass of any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment or intimidation of anyone.

*Bully.* A person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

*Bullying* is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal ostracization or causes physical injury, mental harm or personal degradation.

*Intimidation.* Verbal or physical threats toward another person made with the intent to inflict fear, injury or damage to property.

*Harassment.* The continual or repeated annoyance or humiliation of another person.

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior.
- Any form of physical abuse, e.g., punching, kicking.
- Verbal abuse - shouting at, insulting, "putting down".
- Psychological abuse - isolating an individual, preventing them from becoming part of a group or involved in certain activities.
- Anonymous letters or spreading rumors that are designed to upset.
- Demanding money.
- Demanding coursework to copy against a person's will.

- Stealing, hiding or damaging belongings, e.g., books, clothing, bags.
- Teasing people about their physical appearance or other personal characteristics.
- Intimidating or threatening e-mail or text messages.

**DON'T BE AFRAID!**

Report bullying, intimidation, harassment to any staff member.



**TOBACCO USE BY STUDENTS**

The possession or use of tobacco 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 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.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 13-3622  
                          15-341  
                          36-798.03  
                          20 U.S.C. 6083

CROSS REF.:       GBED - Smoking by Staff Members  
                          KFAA - Smoking on School Premises at Public Functions

**DRUG AND ALCOHOL USE BY STUDENTS**

Students on school property or at school events shall not knowingly breath, inhale 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 to a person under eighteen (18) years of age.

The nonmedical use, possession, or sale of alcohol, drugs, synthetic drugs, counterfeit 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 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 is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending the school.

A student medical marijuana cardholder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence.
- Possess or engage in the medical use of marijuana.
  - On a school bus.
  - On the grounds of any preschool, elementary school or secondary school.
- Smoke marijuana,
  - On any form of public transportation, or
  - In any public place.
- Operate, navigate, or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana.
  - Except that a registered qualifying student cardholder shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment.
- Use marijuana in any manner not authorized by Title 36, Chapter 28.1 of the Arizona Revised Statutes, or

- Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative the school.

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.

A student who violates may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to civil and criminal prosecution.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 4-101  
                           4-241  
                           4-244  
                           13-3401 through 13-3461  
                           15-345  
                           36-2801 *et seq.*, Arizona Medical Marijuana Act  
                           20 U.S.C. 7101 *et seq.*, Safe and Drug-Free Schools and  
                           Communities Act

CROSS REF.:       JICH – Drug and Alcohol Use by Students  
                           JLC - Student Health Services and Requirements  
                           JLCD - Administering Medicines to Students

**DRUG AND ALCOHOL USE BY STUDENTS**

**Drug Abuse Prevention**

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention:

- It shall be the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs.
- Distribution or sale of drugs:
  - When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
  - A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.
- Possession of drugs:
  - Law enforcement authorities shall be contacted when the principal determines that drugs to be used for nonmedical purposes are found in the possession of a student. The principal may also contact law enforcement authorities to help make such a determination. Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.
  - A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. 15-843).
- Under the influence of drugs:
  - A student who is reasonably suspected of being under the influence of drugs shall be referred to the school office.
  - The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.

- A student who has been involved in a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. 15-843).
- Student who seeks help:
  - The District does not condone the nonmedical use of drugs. The need for the availability of help to those who use/abuse drugs is recognized. It is the position of the District that communications between students and professional staff members will be held in trust unless it becomes evident that withholding information may result in harm or injury to the student or others. Staff members shall refer students who seek help to the school nurse.
- Involvement with medical drugs (medication):
  - A student who needs access to medical drugs in school shall leave them, in the original container, with the school nurse. Permission and written directions from a physician concerning their use shall be left with the school nurse.
  - Students who are in possession of medically approved drugs, but have not followed the directions described above, shall be disciplined in accordance with school disciplinary policies.
  - Students who distribute such drugs to others will be considered as distributing drugs for nonmedical purposes.
- Parental involvement:
  - When the school principal questions a student who is reasonably suspected of having violated the school drug policy, reasonable efforts shall be made to notify the student's parents or legal guardian that such questioning has taken place.
  - Reasonable efforts shall be made to notify the parents or legal guardian of a student who has been determined to have violated the school drug policy.
- Medical services:
  - A student who is reasonably suspected of being under the influence of drugs while school is in session shall be referred to the school nurse. Such cases shall be treated like any other medical problem.
  - When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and health services are

unavailable, it shall be the responsibility of the supervisor on duty to call for appropriate assistance.

- Return to school:
  - When a student has returned from a suspension for using drugs for nonmedical purposes, reasonable efforts should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:
    - ▲ Utilization of community-based programs.
    - ▲ In-school group or individual counseling.
    - ▲ An effort by the professional staff to help the student emphasize the positive alternative to drug-use behavior.
- Student neglect, child abuse, or child maltreatment:
  - A staff member who believes that a parent or other adult is contributing to drug-using behavior of a student shall confer with the principal.
  - Such a conference does not change the duty of the staff member to ensure that the case is referred to the appropriate child protective services for further investigation.
- Drug education:
  - Substance abuse prevention shall be combined with health, science, citizenship, or a similar program.
  - In addition to the established curriculum, the principal shall direct the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials, class discussions, and bulletin board materials.
- Student counseling:
  - Counseling should emphasize drug abuse prevention as well as treatment, and an effort should be made to make it available to all students who desire this service.
  - Counseling may be done individually or in groups.

- When a student seeks out an employee other than a counselor to discuss a drug problem, the particular staff member shall advise the counselor.
- Staff education:
  - Within the first thirty (30) days of each school year, the Superintendent shall arrange a meeting that will include information on drug abuse prevention. The program will be conducted by personnel trained in drug abuse prevention and will include, but not necessarily be limited to, District policies and procedures, identification of commonly used drugs, and an approach that recognizes the dignity and worth of each student.
- Parent and community education:
  - At least once annually, the District shall sponsor a program for the community on its drug abuse prevention programs. In addition to presentations by school staff members, the program may include representatives of law enforcement agencies and medical professions.
  - Additionally, the District may offer programs in parent effectiveness training.
  - News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes. Such communications will be approved by the Superintendent.

### **Confidentiality**

In order to preserve the rights of those in a counseling relationship, the counselor will inform the individual that information within the school setting cannot always be kept confidential. In some cases it will be referred to the appropriate individual or agency. Such cases may include those that endanger the welfare of the student or others.

The student shall be advised that school records include data concerning school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information concerning drug involvement.



**DRUG AND ALCOHOL USE BY STUDENTS**

In order to comply with federal funding requirements, the District shall:

- Gather information relative to local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to students and make such information available to parents and students.
- Annually distribute a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. A copy of all rules pertaining to discipline, suspension, and expulsion shall be distributed to students, parents, and transfer students at the time of initial enrollment and annually at the beginning of school.
- Indicate in a statement (which could accompany the copy of conduct standard and sanctions) that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

The District should perform a biennial review of the programs to:

- Ensure that disciplinary sanctions for students are consistently enforced.
- Determine program effectiveness and implement change to the program if needed.

**WEAPONS IN SCHOOL**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. The Superintendent shall prescribe regulations for student possession of bows or firearms on District property for the purpose of the student's participation in a course of training in bows or firearms approved by the Governing Board and as authorized by Arizona Revised Statutes (A.R.S.) 15-713, 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 (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one (1)-year period, if ever. The Governing Board, in its sole discretion, may modify the one (1)-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 (1) 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 knife, other than a folding pocket knife with a blade length of not more than two and one-half (2 1/2) inches that cannot be locked in an open position.
  - A destructive device.
  - 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, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
  - The frame 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 (4) ounces, missile having an explosive charge of more than one-fourth (1/4) 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, et cetera) are held away from District property.
- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 13-2911  
                           15-342  
                           15-714.01

13-3102

15-515

15-841

13-3111

15-713

15-843

15-341

15-714

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

CROSS REF.:

JI - Student Rights and Responsibilities

JIC - Student Conduct

JIH - Interrogations, Searches, and Arrests

JK - Student Discipline

JKD - Student Suspension

JKE - Expulsion of Students

**J-3200**    © 2011 Arizona School Boards Association    **JICK**  
**STUDENT VIOLENCE / HARASSMENT /**  
**INTIMIDATION / BULLYING**

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.

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 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,
- damage to or theft of personal property.

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

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

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

### **Prohibitions and Discipline**

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

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

### **Reporting Incidents of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident 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. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQF.

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied 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.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. 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 shall also be informed of the findings of the investigation.

Documentation related to reported bullying 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 bullying. 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 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 is a violation of the law.

*Adopted:* date of Manual adoption

LEGAL REF.:           A.R.S. 13-1202  
                              13-1203  
                              13-1204  
                              13-2321  
                              13-2916  
                              13-2921  
                              13-3506.01  
                              15-341  
                              20 U.S.C. 7161  
                              20 U.S.C. 7283

CROSS REF.:           JI - Student Rights and Responsibilities  
                              JII- Student Concerns, Complaints, and Grievances  
                              JIC - Student Conduct  
                              JK - Student Discipline  
                              JKD - Student Suspension  
                              JKDA - Removal of Students from School-Sponsored Activities



JKE - Expulsion of Students  
JR - Student Records



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.

Should the principal or the principal's designee determine that bullying has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

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 bullying 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 a bullying incident or suspicion of bullying. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying 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

- occur during the first (1st) week of each school year,
- be posted in each classroom and in common areas of the school,
- be summarized in the student handbook and on the District website, and
- 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 bullying, 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 bullying.

**STUDENT VIOLENCE / HARASSMENT /  
INTIMIDATION / BULLYING  
COMPLAINT FORM**

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

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person(s) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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

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

**The projected solution:**

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

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

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_

**(Attach notes and details from investigations)**



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

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

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

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

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

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

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

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

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.



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

## DATING ABUSE

The Governing Board is committed to maintaining a school campus environment that is safe and secure for all students. Dating abuse will not be tolerated by the District. Students who become targets of dating abuse are entitled to certain rights that shall be respected and protected by all school employees. It is the responsibility of all District employees to respond to any incident of dating abuse they become aware of in a manner consistent with District training.

The Superintendent shall provide for procedures to ensure appropriate steps are taken to establish and maintain safe and secure schools. These shall include but not be limited to:

- an ongoing effort to enhance employee training and campus safety planning,
- establishing reporting procedures, and
- making accommodations for victims.

The Superintendent shall establish an age-appropriate dating abuse curriculum for students in grades seven (7) through twelve (12). That curriculum shall include the following components:

- A definition of dating abuse.
- The recognition of dating abuse warning signs.
- The characteristics of healthy relationships.

### Dating Abuse Definition

Dating abuse is a pattern of behavior in which one person uses or threatens to use physical, sexual, verbal, or emotional abuse to control the person's former or present dating partner. Behaviors used may include but are not limited to:

- *Physical Abuse*: Any intentional, unwanted physical contact by either the abuser or an object within the abuser's control, regardless of whether such contact caused pain or injuries to the former or present dating partner.

- *Emotional Abuse*: The intentional infliction of mental or emotional distress by threat, coercion, stalking, humiliation, destruction of self esteem, or other unwanted, hurtful verbal or nonverbal conduct toward the former or present dating partner.
- *Sexual Abuse*: Any sexual behavior or physical contact toward the former or present dating partner that is unwanted and/or interferes with the ability of the former or present dating partner to consent or control the circumstances of sexual interaction.
- *Threats*: The threat of any of the aforementioned forms of abuse, threat of disclosing private information to parents, peers, or teachers, or any other threat made with the intent of forcing the former or present dating partner to change his or her behavior.

***Student Rights Relating to Dating Abuse:***

- All students have the right to be free from sex discrimination and sexual harassment at school. Dating abuse is a form of sexual harassment.
- A student who reports dating abuse shall be treated with respect and dignity.
- Schools personnel shall take affirmative steps to prevent and respond to dating abuse that occurs both on and off campus.
- To the extent possible victims and abusers shall be separated on campus. The school shall make every reasonable effort possible to ensure the victim does not come into contact with the abuser. Any burden of change of adjusting an individual's schedule or participation in a school activity is placed on the abuser.
- A victim of dating abuse has the right to transfer to another school. A victim's decision to transfer to another school must be informed and voluntary. Should an alternative school placement be determined in the best interest of the victim all transportation needs will be accommodated by the student's parent or guardian.
- A victim has the right to be treated with respect and dignity, and not be subjected to pressure to minimize the severity of acts that occurred or to suggestions that he or she contributed to his or her own victimization.
- Students who have experienced dating abuse have the right to full cooperation from school personnel in obtaining information necessary to achieve resolution.

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students. Although initial reports of abuse may be made verbally or in writing, verbal reports must be converted to written records on District-provided forms and confirmed by the victim for accuracy.

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.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 13-1401  
                          13-1403  
                          13-1404  
                          13-1405  
                          13-1406  
                          15-342.02  
                          15-712.01

CROSS REF.:       ACA - Sexual Harassment  
                          JII - Student Concerns, Complaints and Grievances  
                          JK - Student Discipline  
                          JKD - Student Suspension  
                          JKE - Expulsion of Students  
                          JR - Student Records  
                          KB - Parental Involvement in Education

## **DATING ABUSE**

### **Complaint Procedure**

The District is committed to investigating each substantiated complaint and to taking appropriate action on all confirmed violations of policy. The principal shall investigate and document complaints filed pursuant to this regulation. In investigating the complaint, the principal will maintain confidentiality to the extent reasonably possible. The principal shall also investigate incidents of policy violation that are raised by employees, community members or students even though no written complaint has been made. It is the responsibility of all District employees to respond to any alleged or known incident of dating abuse in a manner that is consistent with District training.

If after the initial investigation the principal has reason to believe a violation of policy has occurred, the principal shall determine the appropriate response. The principal shall impose discipline on students who violate this policy in accordance with policies JK, JKD and JKE.

If the principal's investigation reveals no reasonable cause to believe policy has been violated, the principal shall so inform the complaining student. Students have the responsibility to file a complaint as soon as possible but within thirty (30) days of the alleged incident. A staff member who becomes aware of a suspected or known dating abuse situation shall make a report to the principal immediately. The principal's investigation will be concluded within five (5) days of the receipt of the complaint.

### **Staff Training**

School principals shall coordinate annual training as part of required professional development for all staff members. Components of this training will be provided to the principal by the District. The Superintendent will oversee the development of the staff training. The training shall include but not be limited to:

- Review of Governing Board policy.
- Responsibilities of school employees.
- Characteristics and identification of dating abuse.

- Accommodation of victim needs.
- Crisis intervention and safety planning.
- Reporting procedures.
- Legal considerations.

### **Student Curriculum**

An age-appropriate dating abuse curriculum established by the District will be presented to students in grades seven (7) through twelve (12). The curriculum shall include the following components:

- A definition of dating abuse.
- The recognition of dating abuse warning signs.
- The characteristics of healthy relationships.

The Superintendent will oversee the initial and ongoing development of the curriculum. School principals shall oversee the presentation of the curriculum and work with instructional staff to ensure delivery of the curriculum meets District standards.

### **Documentation**

Each school administrator shall maintain documentation of each case of dating abuse that is addressed. The documentation will be kept for a period of time in accordance with the records retention requirements established by the Arizona State Library, Archives and Public Records. Access to student files is governed by state and federal law. In accordance with the Family Education Rights and Privacy Act (FERPA), parents and legal guardians have a right to access their children's school records until the child turns eighteen (18), including files that involve dating abuse.

### **Reporting**

Students are encouraged to report all known or suspected instances of dating abuse involving themselves or other students.

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.

**DATING ABUSE  
COMPLAINT FORM**

(To be filed with any professional staff member who will forward this document to the school administrator)

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person \_\_\_\_\_

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

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

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
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**The projected solution**

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

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

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating administrator \_\_\_\_\_ Date \_\_\_\_\_



**J-3350**

©

**JIG**

**MARRIED STUDENTS**

Married students must report any name changes to their guidance counselors or the principal if school records are to reflect the married name on school transcripts. A student's marital status does not reduce the requirements or opportunities of the educational system in the District.

*Adopted:* date of Manual adoption

## STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

### 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.

## **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.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 8-303  
                          8-823  
                          8-304  
                          13-3881  
                          8-802  
                          13-3883

8-821  
15-342  
A.G.O. I04-003  
I88-062  
I77-211  
I91-035  
I82-094

**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**

**On-Campus Questioning**

Personnel who may be authorized by law to question students on campus include:

- ♦ Law enforcement personnel.
- ♦ Department of Economic Security/Child Protective Services authorized agents/caseworkers.
- ♦ Those possessing court orders or demonstrable proof of authorization by law.

***Questioning by law enforcement personnel:***

- ♦ Law enforcement personnel may question a student on campus, without consent by the parent/guardian, if probable cause exists to believe the student committed an act that violates the laws of the state of Arizona. Said questioning may be conducted if:
  - There is an arrest or search warrant naming the student;
  - The law enforcement official has probable cause to believe that the student has committed a crime;
  - The juvenile court orders the custody or if a warrant is issued for the child's arrest;
  - There are reasonable grounds to believe that the child is the recipient of physical or emotional abuse;
  - There are reasonable grounds to believe that the child has run away from the parents or guardian or other custodian.
- ♦ If law enforcement officials have no warrant to arrest or search a student and none of the above-listed grounds for taking custody of the student exist, law enforcement officials are subject to general District policy requiring parental notification and consent before a student can be questioned on campus.
- ♦ Law enforcement personnel may not question students who are either victims of or witnesses to potentially criminal situations, other than those involving

parental abuse/neglect, unless authorized by parents, or the student if age 18, emancipated, or living on their own.

***Questioning by Department of Economic Security or Child Protective Services personnel:***

♦ Pursuant to A.R.S. 8-223, Child Protective Services may take students into protective custody if statutory requirements are met. Further, pursuant to A.R.S. 8-546.01(C)(2), Child Protective Services (CPS may question a child in school, without written consent by a parent/guardian, if the child initiates contact with CPS, or if the child interviewed is a subject of, the sibling of, or living with the child who is the subject of an abuse or abandonment investigation. If CPS workers seek to question a student who has not contacted CPS and who does not live in a home where abuse is alleged to have occurred as described above, the District must require that written parental consent be obtained pursuant to District policy.

***Questioning by others:***

♦ Unless authorized by law or an order of the court, no other persons may question students in school without consent by the parents, as provided by District policy. If the unauthorized person seeking to question students refuses to leave or otherwise challenges the authority of administrators to exclude said person from the premises, the administrator should follow District policy and report the person in violation of A.R.S. 13-2911. Even though the person may be authorized to question the student, such person may not remove the student from school without parental permission.

**Removal of Student from School**

***Law enforcement personnel:***

♦ As set out by A.R.S. 8-223 and 13-2911, law enforcement personnel are authorized to take a student into custody pursuant to a valid arrest warrant or other lawful grant of authority. The administrator should take reasonable steps, as provided in District policy, to verify authority of law enforcement personnel and to notify parents as soon as possible.

***Department of Economic Security/Child Protective Services:***

♦ A.R.S. 8-223 authorizes the DES/CPS to take a child into protective custody without notice to parents if it is necessary to protect the child from abuse and/or neglect. Administrators should again take steps to ascertain or verify the authority of the person taking the child into protective custody as provided in District policy.

***All other persons:***

♦ Any person(s) other than law enforcement personnel, Child Protective Services personnel or Department of Economic Security personnel who attempt to take a student from school should be prevented from doing so pursuant to A.R.S. 13-2911, and parents should be notified as soon as possible for instructions and/or approval.

### **Search and Seizure**

A student's person and/or possessions may be searched by certificated school personnel only as set forth below, provided that the principal or other designated administrator concludes that there is reasonable cause to suspect that the facts presented warrant said action under the criteria set forth in District policy.

Under no circumstances will a nude search be allowed.

Strip searches should be avoided in absence of emergency conditions involving serious and imminent danger to students and employees.

The types of searches authorized are strip searches and tap-down searches, and the following conditions and definitions shall control:

- ♦ A female student, if subjected to a tap-down search or a strip search, shall be searched by a certificated female School District employee or by a female law enforcement official in the presence of a certificated female witness employed by the School District. No males will be allowed to observe or participate in any such search.
- ♦ A male student, if subjected to a tap-down search or a strip search, shall be searched by a certificated male School District employee or by a male law enforcement official in the presence of a certificated male witness employed by the School District. No female will be allowed to observe or participate in any such search.
- ♦ A *strip search* is defined as any search in which any part of the student's clothing is removed by the student or by any other person in conducting the search. In a strip search, the student's underclothing shall not be removed. In the case of a male, briefs or shorts shall be left on the student, and in the case of a female, panties and brassiere shall be left on the student.
- ♦ A *tap-down search* is defined as any search where the student's body, clothing, or the personal property in the student's immediate possession are tapped, patted, felt, or examined by certificated school personnel. The personal property in the immediate possession of the student includes, but is not limited to, purses, notebooks, satchels, and other items carried with the student, but does not include the locker of the student.



- ♦ All tap-down searches and strip searches shall be conducted on an individual basis. If a group of students is to be searched by tap-down or strip search, students will be searched individually while other members of the group are detained and observed by school and/or police officials pending their search.
- ♦ All tap-down searches and strip searches shall be conducted in the presence of the persons listed above, and no others, except that any student may request that one person of the student's choice be present at any search.

### **Student Lockers**

Students' lockers may be searched by certificated school personnel, without warrant, provided that the criteria set forth in District policy have been met. Searches of student lockers shall be conducted in the presence of at least one certificated witness employed by the School District.

### **Record Keeping**

In the case of any search conducted by personnel of the School District, accurate, detailed records shall be maintained, identifying the person or persons searched or the property or locker searched, any items seized, and all other pertinent information relating to said search and/or seizure.

### **Reporting to the Superintendent**

Discovery of any illegal or dangerous substances or items shall be reported to the office of the Superintendent, who shall report same to the appropriate authority.

**STUDENT INTERROGATIONS, SEARCHES, AND  
ARRESTS**

**ACKNOWLEDGMENT CONCERNING USE OF STUDENT LOCKERS**

I acknowledge and understand that:

- Student lockers are the property of the District.
- Student lockers remain at all times under the control of the District.
- I am expected to assume full responsibility for my school locker.
- The District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

\_\_\_\_\_ Student

\_\_\_\_\_ Date

\_\_\_\_\_ Locker Number

**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**  
FORM FOR SIGNATURE OF ARRESTING OFFICER

I, \_\_\_\_\_, a duly sworn peace officer and member of the \_\_\_\_\_ Department, \_\_\_\_\_ division, have asked that \_\_\_\_\_, a student in the \_\_\_\_\_ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Time \_\_\_\_\_ Badge Number \_\_\_\_\_

**School Action**

Date and time parents notified (if more than one [1] attempt is made, include such information here) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator

**STUDENT INTERROGATIONS,  
SEARCHES, AND ARRESTS**  
FORM FOR SIGNATURE OF INTERVIEWING OFFICER

I, \_\_\_\_\_, a duly sworn peace officer and member of the \_\_\_\_\_ Department, \_\_\_\_\_ division, have asked that \_\_\_\_\_, a student in the \_\_\_\_\_ School, be made available for interview.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Time \_\_\_\_\_ Badge Number \_\_\_\_\_

**School Action**

Date and time parents notified (if more than one [1] attempt is made, include such information here) \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator

**^ & ^J-3600** **AUSD10** **JII**  
**STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

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 this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

A complaint/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 gender, sexual orientation, race, color, creed, religion/religious beliefs, citizenship status, age, disability, marital status, political beliefs/affiliation, national origin, home language, family, social or cultural background.
- Concern for the student's personal safety.

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

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

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than 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/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 an unlawful act, law enforcement authorities will be informed.

*Adopted:* date of Manual adoption

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

CROSS REF.: AC - Nondiscrimination/Equal Opportunity  
ACA - Sexual Harassment  
GBEB - Staff Conduct  
JB - Equal Educational Opportunities  
JIC - Student Conduct  
JICFA - Hazing  
JICK – Student Violence, Harassment, Intimidation or Bullying  
JK - Student Discipline  
JKD - Student Suspension  
JKE - Expulsion of Students  
KE - Public Concerns and Complaints





- A confidential record of each concern, complaint, and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the concern, complaint, or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- Unless a determination has been made by the appropriate investigating school official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, 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.

**J-3631** © **JII-EA**  
**EXHIBIT** **EXHIBIT**  
**STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**  
**COMPLAINT FORM**

(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)

*Additional pages may be attached if more space is needed.*

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note relevant dates, times, and places.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Name	Address	Telephone Number
<hr/>		
<hr/>		
<hr/>		
<hr/>		

**The projected solution**

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

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

<hr/>	<hr/>
Signature of Complainant	Date Signed
<hr/>	<hr/>

Administrator or professional staff member    Date initial complaint received    receiving initial complaint

*The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.*



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

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

**STUDENT ACTIVITIES  
CO-CURRICULAR AND EXTRACURRICULAR****Activities**

Student activities shall be regarded as a vital part of the total educational program and shall be used as a means of developing wholesome attitudes and good human relations, as well as knowledge and skills.

All student activities shall be carried on only with the approval and under the authority of the Governing Board and its delegated administrators.

**Responsibility**

The principal or designee shall be responsible for the organization and administration of all student activities. The principal shall

- ♦ Approve all student activities prior to their implementation.
- ♦ Provide adequate supervision.

*Adopted:* date of manual adoption

**STUDENT ACTIVITIES  
CO-CURRICULAR AND EXTRACURRICULAR**

**Intramurals**

Except for activities regulated by the Arizona Interscholastic Association, any school activity, either co-curricular or extracurricular, that at any time involves participation in contests, functions, or performances requiring students to be excused from any regular scheduled class, is governed by the following rules of eligibility:

- ♦ All participants, except certain high school seniors not taking full academic loads, shall be passing all courses in which they are enrolled. Such seniors, however, must be accumulating enough credit to ensure graduation with their class without further academic effort after the second semester of their senior year.

The Superintendent may approve the establishment of student organizations appropriate to grade levels within the District.

Student organizations, associations, and clubs have an important place in the educational program. Student organizations will only be recognized by the Governing Board if they:

- ♦ Extend, reinforce and support the instructional program;
- ♦ Model and allow students to practice democratic self-government;
- ♦ Build student morale and a spirit of positive support for the school;
- ♦ Honor outstanding student achievement;
- ♦ Exemplify diversity; and/or
- ♦ Provide wholesome social and recreational activities.

To guide faculty members, staff members, and students in their relationships to school-related and/or nonschool clubs and organizations, the Governing Board sets forth the following policy:

- ♦ *School clubs and organizations*, including clubs with legal, nondiscriminatory membership restrictions, shall be recognized as authorized, approved activities of the school if they meet all of the criteria for school clubs and organizations as listed in Regulation JJA-R and if they have been approved by the principal of the school.
- ♦ *Nonschool clubs and organizations* are clubs, organizations, and associations for students that, although not recognized as approved activities of the school, do meet all of the criteria for nonschool clubs and organizations as listed in Regulation JJA-R and are of a nonsecret nature. Such student groups are not within the jurisdiction of the school and are not responsibilities of the school. However, nonschool clubs, organizations, and associations may become recognized, school-sponsored organizations by complying with the criteria for school clubs and organizations listed in Regulation JJA-R and receiving approval by the school principal.
- ♦ *Secret organizations* are prohibited in District schools, and membership of students in secret fraternities, sororities, clubs, or associations at any District school is prohibited. The Superintendent is authorized to develop and enforce such disciplinary action as may be appropriate for violation of this policy.



## **Prohibited Activities of Student Groups**

The Governing Board prohibits any student group (including recognized school clubs and organizations, nonschool clubs and organizations, secret clubs and organizations, or any other student group) from conducting or participating in any activities on school property, or at school-sponsored functions on or off school property, or in off-campus activities that carry over into the school day:

- ♦ That are detrimental to school interests or to the reputation of the school; *or*
- ♦ That disrupt the school's educational environment; *or*
- ♦ That could endanger the health and safety of other students; *or*
- ♦ That violate any law, city or county ordinances, or District policy/regulations.

If any such prohibited activity should occur, the school administrator or the Superintendent shall take such corrective and/or disciplinary action as may be appropriate, which may include suspension or expulsion.

## **Nondiscrimination**

The Governing Board also prohibits any recognized, approved school club, organization, or association from taking any action that would discriminate against any group or individual or from establishing any membership requirements that would discriminate against any group or individual on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, citizenship status, marital status, home language, national origin, family, social or cultural background.

School activities shall not be held on Sundays unless they have been cleared with the Superintendent.

*Adopted:* date of Manual adoption

**LIMITED OPEN / CLOSED FORUM**

Student meetings may be held in the school(s) of the District that offer instruction in grades seven (7) and eight (8) or above under a "limited open forum" if requested by a student in grade seven (7) or above. Furthermore, insofar as the District has a procedure defined as a "limited open forum" under the provisions of Title VIII, the Equal Access Act, Section 801 *et seq.*, the District school(s) shall offer to students a fair opportunity to conduct meetings using school facilities whereupon:

- Such meetings are voluntary and student initiated.
- There is no sponsorship of such meetings by the District, District employees or governmental entities, or employees of governmental entities.
- District employees present at religious meetings will be present only in a non-participatory capacity.
- Such meetings shall not materially and substantially interfere with the orderly conduct of the educational activities of the District.
- Nonschool persons shall not be permitted to direct, conduct, control, or regularly attend such student group meetings.

Neither the District, any employee or agent of the District, nor of any State or federal governmental entity shall be permitted to:

- Influence the form or content of any prayer or other religious activity connected with student meetings.
- Require any person to participate in prayer or other religious activity.
- Expend public funds beyond the incidental cost of providing the space for such student-initiated meetings.
- Compel any employee of the District to attend a school meeting that is contrary to the beliefs of the employee.
- Sanction meetings that are otherwise unlawful.
- Limit the rights of groups of students to avail themselves under the provisions of this policy to a specified numerical size.
- Abridge either Arizona or U.S. constitutional rights of any employee, official, or student of the District.

Nothing in this policy shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at such meetings is voluntary.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-720  
                      20 U.S.C. 4071 *et seq.* Equal Access Act, (Section 801)

CROSS REF.:       KF - Community Use of School Facilities

**STUDENT SOCIAL EVENTS**

An integral part of the education process is the learning derived from participation in school-sponsored social activities. Such activities shall have certificated school personnel as sponsors at all events.

The Superintendent may require each school to develop rules and regulations concerning such activities.

*Adopted:* date of Manual adoption

**J-3911  
REGULATION**

**AUSD10**

**JJB-R  
REGULATION**

**STUDENT SOCIAL EVENTS**

All events must be in keeping with the basic philosophy of education as established by the Governing Board.

All events must be approved by the principal.

All events must be adequately chaperoned by school personnel.

Accurate financial records must be kept of receipts and expenditures, and all money received must be deposited with the student activities treasurer.



**STUDENT FUND - RAISING ACTIVITIES**

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-1121 through 1123

CROSS REF.: DIC – Financial Reports and Statements  
JJF - Student Activities Funds

**J-4061  
REGULATION**

**AUSD10**

**JJE-R  
REGULATION**

**STUDENT FUND - RAISING ACTIVITIES**

Fund-raising drives are discouraged because they divert so much time, energy, and attention of the staff members from their educational tasks. The Superintendent is authorized to make exceptions to this policy.

**Raffles or Lotteries**

Fund raising activities may not be in the form of raffles or lotteries.



**STUDENT ACTIVITIES FUNDS**

Upon recommendation by the Superintendent, the Board will designate a student activities treasurer. The Superintendent shall assure the establishment and maintenance of a "Student Activity Fund" as defined in A.R.S. 15-1121 through A.R.S. 15-1124.

When appropriate, and upon recommendation by the Superintendent, the Board may designate an assistant activities treasurer for each school.

The Superintendent shall require the establishment of appropriate procedures whereby all persons having any duties relating to such funds are advised of the requirements and responsibilities therefore. All such persons shall be held strictly accountable for the manner in which these guidelines are followed.

The Superintendent shall ensure that an accurate, detailed record of all revenues and expenditures of the student activities fund is kept. The record shall be made in such form as the Board prescribes. Copies of the record shall be presented to the Board not less than once during each calendar month.

*Adopted:* date of Manual adoption

LEGAL REF.: A.R.S. 15-1121 *et seq.*

CROSS REF.: DIB - Types of Funds/Revolving Funds

**J-4150**

©

**JJG**

**CONTESTS FOR STUDENTS**

Student participation in contests shall be limited to activities and events that relate to the educational needs and interests of students and do not promote private or commercial interests.

The Superintendent shall establish procedures and regulations governing participation in such contests.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-1241  
                      A.A.C. R7-2-313

**CONTESTS FOR STUDENTS**

Participation in contests shall be optional and shall be kept within reasonable bounds. The following statements shall be a guide for determining participation in contests:

- The primary educational aims and the needs and interests of the students must be a consideration at all times.
- The school and its students shall not be used to promote private or commercial interests.
- All materials or activities initiated by private sources shall be judged on grounds of their:
  - Direct contribution to educational values.
  - Factual accuracy.
  - Good taste.
- Consideration shall be given in all cases to protecting students and teachers against unreasonable added work and responsibilities.
- Arizona Interscholastic Association regulations shall prevail with students who officially represent \_\_\_\_\_ High School.

**INTERSCHOLASTIC SPORTS****General**

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

District participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events.

The following rules shall be observed for participation by individual students:

- For each type of sport in which the student engages, the parents or guardian must give written consent.
- The student must be determined by a physician to be physically fit for the sport.

The Superintendent shall set up other rules for participation, such as those governing academic standing, in accordance with policies of the District and pertinent regulations and recommendations of the state interscholastic athletic association.

**Online Charter Students**

Online charter students may not participate in District Interscholastic programs.

**Health and Safety of Participants**

The health and safety of participants in interscholastic athletic activities must receive careful consideration.

The Board shall develop, in consultation with the Arizona Interscholastic Association (AIA) guidelines, information and forms to inform and educate coaches, students and parents of the dangers of concussions and head injuries and the risks of continued participation in athletic activity after a concussion.

Before a student participates in an athletic activity, the student, the student's parents, and the coaches shall participate in a District program to educate program participants of the danger of concussions, head injuries, and the risk of

continued participation in athletic activity after a concussion. Students and parents shall sign the AIA form (Exhibit JJIB-E) at least once each school year stating awareness of the nature and risk of concussion. The District shall retain documentation of the participation of all affected coaching staff members in the program. For the purpose of this policy, athletic activity does not include:

- Dance.
- Rhythmic gymnastics.
- Competition or exhibitions of academic skills or knowledge or other similar forms of physical noncontact activities.
- Civic activities or academic activities, whether engaged in for the purpose or competition or recreation.

A student who is suspected of sustaining a concussion in a practice session, a game, or other interscholastic athletic activity shall be immediately removed from the athletic event. A coach from the student's team or an official or licensed health care provider may remove a student from play. A team parent may also remove his or her own child from play. A student may return to play on the same day if a health care provider rules out a suspected concussion at the time the student is removed from play. On a subsequent day, the student may return to play if the student has been evaluated by and receives written clearance to resume participation in athletic activity from a health care provider who has been trained in the evaluation and management of concussions and head injuries as prescribed by A.R.S. 15-341.

A group or organization that uses property or facilities owned or operated by the District for athletic activities shall comply with the policies of the Board related to concussions and head injury. This requirement does not apply to teams based in another state participating in athletic events in Arizona.

A District employee, team coach, official, team volunteer or a parent or guardian of a team member is not subject to civil liability for any act, omission or policy undertaken in good faith to comply with the requirements of this policy or for decisions made or actions taken by a health care provider. Further, the District and its employees and volunteers are not subject to civil liability for any other person's or organization's failure or alleged failure to comply with the requirements of this policy.

Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.

The Superintendent shall require that regulations for health and safety of participants in interscholastic athletics be developed, implemented, and

enforced. Such regulations may, at the discretion of the Superintendent, be incorporated into this policy as an administrative regulation.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-341  
                          15-802.01  
                          A.G.O. I86-095  
                          A.A.C. R7-2-808

CROSS REF.:       JJJ - Extracurricular Activity Eligibility  
                          KF – Community Use of School Facilities

**INTERSCHOLASTIC SPORTS**

**District Students**

The Superintendent shall establish a program that will be presented prior to the start of any athletic activity each year and as needed throughout the school year to educate students, parents/guardians of students, and coaches who participate or coach athletic activities of the danger of concussions, head injuries, and the risk of continued participation in athletic activity after a concussion. The program shall comply with the guidelines, information and forms developed in consultation with the Arizona Interscholastic Association.

Information related to attending a District-established program and the requirements to attend a District-established program prior to participation in an athletic event will be made available by the principal to students, parents/guardians of students, and coaches prior to the start of athletic activities each school year and throughout the school year.

School principals shall be responsible for the implementation of the program at the school site and shall ensure that no student participates in an athletic activity prior to the student and the student's parents/guardians having annually attended the District's established program as verified by their signatures. Further, the principals shall be responsible for the participation and documentation of all coaches in the program prior to beginning a coaching assignment.

Signature verification of all program participants shall be provided on the District-approved form (JJIB-E), submitted to the school principal, and filed in the school office.

The principals shall advise all staff members assigned to the school of the requirements of Policy JJIB and this regulation.

**Groups or Organizations**

The principals shall ensure that all groups or organizations using property or facilities owned or operated by the District for athletic activities shall comply with Governing Board Policy JJIB related to concussions and head injury.

All groups or organizations who request use of District-owned or –operated property or facilities shall submit to the principal a written document

describing the group's or organization's program and verifying that the program is and shall continue to be compliant with A.R.S. 15-341 and Board Policy JJIB. The submitted document must be signed by an official authorized by the group or organization, dated and submitted with the District's Community Use of School Facilities form to the principal a minimum of two (2) weeks prior to the requested first use date.

### **Records Compliance**

All documentation related to Board Policy JJIB will be maintained pursuant to management standards adopted by the Arizona State Library, Archives and Public Records and Board Policy EHB, Data/Records Retention.



**INTERSCHOLASTIC SPORTS**  
**(Mild Traumatic Brain Injury (MTBI) / Concussion)**  
**STATEMENT AND ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_ (student), acknowledge that I have to be an active participant in my own health and have the direct responsibility for reporting all of my injuries and illnesses to the school staff (e.g., coaches, team physicians, athletic training staff). I further recognize that my physical condition is dependent upon providing an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries and/or disabilities experienced before, during or after athletic activities.

By signing below, I acknowledge:

- My institution has provided me with specific educational materials including the CDC Concussion fact sheet (<http://www.cdc.gov/concussion/HeadsUp/youth.html>) on what a concussion is and has given me an opportunity to ask questions.
- I have fully disclosed to the staff any prior medical conditions and will also disclose any future conditions.
- There is a possibility that participation in my sport may result in a head injury and/or concussion. In rare cases, these concussions can cause permanent brain damage, and even death.
- A concussion is a brain injury, which I am responsible for reporting to the team physician or athletic trainer.
- A concussion can affect my ability to perform everyday activities, and affect my reaction time, balance, sleep, and classroom performance.
- Some of the symptoms of concussion may be noticed right away while other symptoms can show up hours or days after the injury.
- If I suspect a teammate has a concussion, I am responsible for reporting the injury to the school staff.
- I will not return to play in a game or practice if I have received a blow to the head or body that results in concussion related symptoms.
- I will not return to play in a game or practice until my symptoms have resolved AND I have written clearance to do so by a qualified health care professional.
- Following concussion the brain needs time to heal and you are much more likely to have a repeat concussion or further damage if you return to play before your symptoms resolve.

Based on the incidence of concussion as published by the CDC the following sports have been identified as high risk for concussion; baseball, basketball, diving, football, pole vaulting, soccer, softball, spirit line and wrestling.

I represent and certify that I and my parent/guardian have read the entirety of this document and fully understand the contents, consequences and implications of signing this document and that I agree to be bound by this document.

**Student Athlete:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Parent or legal guardian must print and sign name below and indicate date signed.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

*Reproduction of AIA FORM 15.7-C 02/11 which may be used in lieu of this document.*

**EXTRACURRICULAR ACTIVITY ELIGIBILITY**

All interscholastic activities in grades \_\_\_\_\_ through \_\_\_\_\_ that are:

1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined; and

2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy.

Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each \_\_\_\_\_ (\_\_\_) -week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities.

After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.

- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:

- Ineligibility is pending.
- Ineligibility is determined to be necessary.

- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility. Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy. [The Board, as a part of the procedure for adoption of this policy, shall form an advisory committee for input from parents and teachers.]

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

*Adopted:* date of Manual adoption

LEGAL REF.:       A.R.S. 15-347  
                          15-705  
                          15-802.01  
                          A.A.C. R7-2-808

CROSS REF.: JJIB - Interscholastic Sports