

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 manualManual adoption

^J-0150 AUUSD10 JB
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~~Manual adoption *Revised:* August 13, 2002

LEGAL REF.: 20 U.S.C. 794, Rehabilitation Act of 1973, Section 504 20
 U.S.C. 1401,1400 *et seq.*, Individuals with Disabilities
 Education Act
 20 U.S.C. 1681, Education Amendments of 1972, Title IX
 (P.L. 92-318)
 20 U.S.C. 1703, Equal Educational Opportunities Act
 2029 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 USC 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

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EQUAL EDUCATIONAL OPPORTUNITIES

Nondiscrimination

It is the duty of the school administration to prevent unjust discrimination in all aspects of school life.

No student shall suffer unjust discrimination or receive punishment for reasons of participation or membership in any lawful organization that carries on its activities outside the school unless those activities are brought into the school and cause interference with the objectives of the school.

No teacher may enforce a rule in class that is in conflict with a student's rights and responsibilities, or with any other rules set by the school administration.

Copies of a statement of rights and responsibilities, as well as any other rules and regulations to which students are subject, shall be available to all students.

Any students who feel they has been unjustly discriminated against, believes their rights have been violated, or have any other grievances concerning school affairs or administrative decisions, may report said grievances to an administrator.

Sex Discrimination

The Governing Board's policy on sex discrimination is based in part upon state law, federal Title IX regulations, and recent court decisions and requires that, henceforth:

- ♦ *In intramural and interscholastic athletics*, no sex discrimination shall be permitted with respect to sport or levels of competition, provisions of equipment and supplies, scheduling of games and practice times, opportunity to receive coaching and instruction, assignment of coaches and instructors, provisions of locker rooms, practice or competitive facilities, provision of medical facilities and services, publicity, and otherwise, including funds available.
- ♦ *In all classes*, including but not limited to physical education, industrial arts, home economics, and typing, boys and girls must be treated and expected to perform on an equal and integrated basis. There may be no special adaptation made in classes because of the sex distinction.
- ♦ *All activities programs*, including clubs, forensics, music, drama, and the like, shall be equally available to both sexes.

♦ *Honors, awards, letters, and other means of recognizing meritorious student achievement* shall be equally available to and, in practice, equally conferred upon both males and females.

♦ *Any separation of males and females* into separate lines, rows, or other categories is prohibited except where requirements of modesty and rights of privacy of either sex might be jeopardized.

Adopted: date of manual adoption

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 AUUSD10 JB-E
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EQUAL EDUCATIONAL OPPORTUNITIES
DISCRIMINATION 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, **Jay McKenzie**, at 696-5164. **I. TYPE OF COMPLAINT:** On what basis do you believe you are or have been discriminated against.

- A. Sex G. Religion/Beliefs K.
- B. Race H. Age L.
- C. Color I. Disability M.
- D. Creed J. Political Affiliation/Beliefs N.
- F. Citizenship Status K. Family, Social or Cultural Background

II. WHAT TYPE OF ACTION OR BEHAVIOR BROUGHT YOU TO FILE THIS COMPLAINT?

- A. Verbal Abuse or Harassment H. Promotion O. Termination (remarks, jokes, language) I. Hiring Process P. Layoff
- B. Physical Abuse or Harassment J. Performance Appraisal Q. Pay Equity
- C. Grades K. Probation/Suspension R. Compensation D. Classroom Environment/Treatment
- L. Reprimand/Warning S.
- E. Working Conditions (safety, health) M. Supervisor/Management T.
- F. Unequal Work Assignments problems
- G. Reclassification N. Co-worker Problem

III. PERSONAL INFORMATION:

Please print:

Name: _____ Date _____

Address: _____

SS No.: _____ Home Tel. No. _____

Message Tel. No.: _____ E-mail address _____

For statistical reporting purposes, please check each category that applies:

STATUS RACE/ETHNICITY AGE

- A. Certificated Staff 1. Native American/Alaskan Native 10. under 16
- B. Support Staff 2. Black/African American 11. 16 - 29
- C. Student 3. Hispanic 12. 30 - 39
- D. Parent 4. Asian/Pacific Islander 13. 40 - 64
- E. Applicant 5. White/Other 14. 65 - 70
- F. Administrator **GENDER** 15. Vietnam Era Veteran
- G. Other 6. Female 16. Disabled Veteran
- 7. Male **CITIZENSHIP**
- DISABLED** 17. United States
- 8. Yes 18. Other (please specify)
- 9. No

IV. EMPLOYEE/STUDENT INFORMATION:

Date of Hire *or* Year in School: Employee: _____ Student Grade: _____
School/Department Employed by OR School Enrolled in: _____
Work/School Address: _____
Home Address: _____
Work Number: _____ Home Number: _____

V. PERSON(S) DISCRIMINATING AGAINST YOU:

A. Name: _____ C. Name: _____
Department/School: _____ Department/School: _____
Position: _____ Position: _____
B. Name: _____ D. Name: _____
Department/School: _____ Department/School: _____
Position: _____ Position: _____

A copy of this form may be provided to the person(s) named in Section V only with your approval. []Yes
[]No

**VI. BRIEFLY DESCRIBE YOUR MAJOR COMPLAINT AGAINST THE ABOVE-NAMED PERSON(S).
(How you were discriminated against.)**

VII. ACTIONS YOU HAVE TAKEN REGARDING YOUR COMPLAINT:

A. [] Discussed with Supervisor/Principal/Teacher: Name: _____
Results: _____

B. [] Started Grievance Procedure (Amphitheater Education Association): _____
Results or Stage of Process: _____

C. [] Discussed/Filed with External Agency:
[] AZ Civil Rights Division [] EEOC [] Office for Civil Rights [] OFCCP
Person Contacted: _____
Results or Stage of Process: _____

D. [] Other: _____
Results: _____

VIII. DESCRIBE HOW YOU WERE DISCRIMINATED OR RETALIATED AGAINST: (For each specific incident

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 date, location, and names of people involved. Please list events in chronological order by date(s) of occurrence.)more information regarding this, please list name(s), address(es), and telephone number(s).

Date / Location Observer(s)/Witness(es) Event

A. _____

B. _____

C. _____

D. _____

Attach additional page if necessary and number the page –VII|| .

IX. LIST OF PERSONS WHO HAVE KNOWLEDGE OF EVENTS LISTED ABOVE. (If an investigation is required, those individuals with knowledge of the allegations will be contacted.)

A. Name: _____ C. Name: _____
Department/School: _____ Department/School: _____
Position: _____ Position: _____
B. Name: _____ D. Name: _____
Department/School: _____ Department/School: _____
Position: _____ Position: _____

Attach additional page if necessary and number the page –IX|| .

X. LIST OTHERS WHO YOU BELIEVE HAVE BEEN DISCRIMINATED AGAINST FOR THE SAME REASON(S).

A. Name: _____ C. Name: _____
Department/School: _____ Department/School: _____
Position: _____ Position: _____
B. Name: _____ D. Name: _____
Department/School: _____ Department/School: _____
Position: _____ Position: _____

Attach additional page if necessary and number the page –X|| .

XI. WHAT WOULD YOU CONSIDER AN APPROPRIATE SOLUTION TO YOUR COMPLAINT? Please be specific...

Additional comments may be attached to this form. Please attach copies of any available documentation relating to this complaint.

OATH OR AFFIRMATION AND AUTHORIZATION:

Name Address Telephone Number

The projected solution

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

I affirm/certify that this information I have provided in this complaint, and any attachments, are true and accurate/is correct to the best of my knowledge. I authorize the Equal Opportunity Office to contact the person(s) named by me in this complaint to attempt resolution of the complaint.

Signature: _____ Date: _____

Please return to:
Amphitheater Public School District
Equal Opportunity Office
701 W. Wetmore Road
Tucson, AZ 85705

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TO BE COMPLETED BY THE EQUAL OPPORTUNITY OFFICE ONLY

DISPOSITION

- Cause
- No Cause
- Mediated Resolution
- Resolution Within Unit
- Withdrawn/Did not file
- Mgmt/Human Resources On File (No action at request of complainant)

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.

Date Received: _____
Date Opened: _____
Date Closed: _____
Investigated by: _____

J-0200 AUSD10 JBA
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 manualManual adoption *Revised:* August 13, 2002

CROSS REF.: IHAA - Reading

^ & ^J-0250 © JC 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: **August 28, 2007** [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

J-0261 © JC-R
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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.

J-0500 © JE
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.

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.

Adopted: August 28, 2007 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

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STUDENT ATTENDANCE
AbsenceAttendance Records

Teachers will Each time a class meets, the teacher shall check and formally record the attendance daily. Teachers are responsible to account for of all students assigned to their classes during official school hours. Discrepancies must be reported to the principal's the class. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

Students who are absent shall be reported to the office.

Attendance Records: School Register

Official student attendance records are to be kept by each teacher and compiled by a person designated by the school principal. These records are to be compiled in an official attendance ledger called the school register, which will be provided by the State Department of Education through the District's associate to the superintendent for finance and accounting. One school register will be provided for each class. The annual attendance report and other attendance reports as required by the State Superintendent of Public Instruction will be completed on the basis of records in the school registers.

For each pupil in the District, a permanent record card will be maintained, and this record will be kept in the pupil's cumulative record file. The number of days a pupil is absent will be recorded in the appropriate place on the permanent record card, and, at the end of each school year or when the pupil withdraws, the total days absent and total days present that year will be entered on the permanent record card.

Absence Notification

The school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student in Grades K - 8 within two hours after the first class in which the student is absent if an excuse or authorization of absence from the parent or person having custody of the student has not been provided to the school office.

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

Further, on or before the enrollment of a student in Grades K - 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 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.

Adopted: date of manual adoption

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.

J-0550 © JEA
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: August 28, 2007 date of Manual adoption

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

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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 or, private, or charter school, enroll the child and ensure that the child attends the public or, 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 seventy-five 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.

A person is excused from the duties prescribed above if it is shown to the satisfaction of the County School Superintendent that:

- ♦ 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 County School Superintendent is notified in writing by the person who has custody of the child that that person does not desire to have the child attend school 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.
- ♦ The child is enrolled in an education program provided by a state educational or other institution.

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 a board consisting of the president of the local governing board, the teacher of the child, and the probation officer of the Superior Court in the countythe 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.

Adopted: date of manual adoption

- The child is enrolled in an education program provided by a state educational or other institution.

^ & ^J-0600 © JEB
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 910(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 instruction 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) by 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: August 28, 2007 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

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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 **essential skillsstandards** 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 **essential skillsstandards** 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.

Adopted: date of manual adoption

^J-0650 ©AUSD10 JF
STUDENT ADMISSIONS

The person enrolling a student (except homeless students **as defined in A.R.S. 15-824**) in the **Districtschool** 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 **Districtschool** to disclose to any person a student's educational record without prior parental consent unless the **Districtschool** 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: **September 6, 2005** 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](#)

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STUDENT ADMISSIONS

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 a from a friend/relative/acquaintance, a notarized statement from that person stating that the parent/guardian is sharing the domicile.

Adopted: date of manual adoption

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STUDENT ADMISSIONS

(THIRTY-DAY NOTIFICATION TO PARENTS/GUARDIANS)

SCHOOL NAME Address

iImportant Nnotice

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 **pupil student**'s birth certificate.
- ♦ Other reliable proof of the **pupil student**'s identity and age, including the **pupil 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 **pupil student** certifying that the **pupil 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)

Adopted: date of manual adoption

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STUDENT ADMISSIONS

(TEN-DAY NOTIFICATION TO PARENTS/GUARDIANS)

SCHOOL NAME Address

iImportant **n**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)

Adopted: date of manual adoption

^ & ^J-0750 © JFAA
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, **as defined in A.R.S. 15-824(C) and whose primary residence is in the District** 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, **without limitation, landlord-tenant agreements, rent receipts, and receipts for utility payments** 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**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

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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.

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EXHIBIT EXHIBIT
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.

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J-0781 JFAA

**ADMISSION OF RESIDENT STUDENTS
(READMISSION OF EXPELLED JUVENILES)**

A juveniles who is subject to the supervision of a probation officer pursuant to an order of the Juvenile Court, or who is otherwise eligible for absolute discharge or conditional release from the State Department of Corrections and who has previously been expelled from a school within this District may be readmitted to that school by the Governing Board. Prior to readmission of the juvenile to school, the Superintendent or designee shall meet with the appropriate Juvenile Court probation officer or State Department of Corrections officer to develop conditions of probation or parole that will provide specific guidelines for behavior and consequences for misbehavior at school, as well as educational objectives that must be achieved by the juvenile. Once these conditions of readmission have been established and approved by the Governing Board, they shall be submitted for review to the Juvenile Court if the juvenile is under that court's jurisdiction, or to the Youth Hearing Board if the juvenile is under that jurisdiction of the State Department of Corrections. After these conditions have been approved by the Juvenile Court or Youth Hearing Board, the juvenile may be readmitted to school.

Any juvenile readmitted to school under this policy may be expelled from school as a result of subsequent actions pursuant to District policy.

Adopted: date of manual adoption

JRCA - Request for Transfer of Records

^ & ^J-0800 © JFAB
TUITION / ADMISSION OF NONRESIDENT STUDENTS

For purposes of open enrollment a "nonresident **pupil 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 **Studentstudent** 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 **pupil 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 **pupil 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 **pupil 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. 15-824.824(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 **include, but is not limited to, landlord-tenant agreements, rent or lease receipts, and receipts for utility payments** 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: August 28, 2007 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
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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) therefor.

Adopted: date of manual adoption

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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.

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EXHIBIT EXHIBIT
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

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ADMISSION OF EXCHANGE AND FOREIGN STUDENTS
(TRAVEL AND EXCHANGE PROGRAMS ENCOURAGED)

The Governing Board recognizes the importance of intercultural and international education as an important part of a school program. To this end, the may, from time to time, have exchanges of teachers and students or both between various countries and areas of our country for limited periods of time.

The Governing Board authorizes exchange programs conducted by recognized and acceptable organizations.

It further recognizes the exchange program with other schools in this state and across the nation as valuable to students and teachers as learning experiences. The Governing Board expects an annual report of student participation in such programs and, as far as feasible, personal reports to the Governing Board by student participants.

(Foreign Exchange Students)

The Governing Board may admit nonresident foreign students without payment of tuition or as it may otherwise prescribe.

The number of foreign exchange students shall not exceed one (1) exchange student for each two hundred fifty (250) to three hundred fifty (350) students enrolled in the school. Exceptions may be made by the Superintendent. In addition, students admitted under this policy must meet the conditions as outlined in A.R.S. 15-823.

The principal will review requests, and a decision will be made to allow or disallow admittance under this policy. The decision shall be final.

Exchange students who do not meet the conditions, pursuant to A.R.S. 15-823 and as outlined above, may be admitted on a tuition basis, following approval by the principal.

Adopted: date of **manual**Manual adoption

LEGAL REF.: A.R.S. 15-823

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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.

^J-0950 © JFABC
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 **for graduation as core credit** and those for which credit has been **denied accepted as elective** by the District. Transferred credit that satisfies any of the following criteria will be acceptable for fulfilling District **graduation 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 **denied for a course, not accepted as a core credit, within ten (10) school days** the student may request **and to** take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is certificated **to teach 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 **to fulfill the**

requirements for graduation as core credit. All core credit courses credited for graduation 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 credited for graduation must meet the standards established for the school to which the student has requested a transfer of credit.

Adopted: August 28, 2007 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

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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 nonaccredited 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.

Adopted: date of manual adoption

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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: August 28, 2007 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

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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.

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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.

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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:

Telephone: _____ E-mail: _____

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.

^ & ^J-1050 © JFB
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. 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.

Desegregation District Students

Amphitheater District shall not admit a nonresident or resident transfer student under open enrollment if the District has been notified by the nonresident school district that the admission of the student would violate a court order of desegregation or an agreement with the United States Department of Education Office for Civil Rights directed toward the remediation of alleged or proven racial or ethnic discrimination.

Students of Tucson Unified School District (TUSD) are only eligible for open enrollment within the Amphitheater District under the following conditions:

- Children of Amphitheater District employees residing in TUSD who are currently enrolled in Amphitheater schools and the siblings of such children; or
- Children residing in TUSD who were enrolled in Amphitheater schools during the 1995-1996 school year; or
- Siblings of Children residing in TUSD who were enrolled in Amphitheater schools during the 1995-1996 school year, provided that such siblings have never been enrolled in any TUSD school. This includes any TUSD resident student entering kindergarten who has a sibling already attending an elementary, middle or high school in Amphitheater

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: **August 28, 2007** [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

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OPEN ENROLLMENT

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.

After the 1995-96 academic year, allAll 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.

School Attendance Area Exceptions

High schools and middle schools:

- ♦ Orange Grove Road is the boundary line between Amphitheater High School and Canyon del Oro High School, and between Cross Middle School and La Cima Middle School and Amphitheater Middle School. The boundary line between La Cima Middle School and Amphitheater Middle Schools is Oracle Road from Orange Grove Road south to Wetmore Road, Wetmore Road east to Stone Avenue, and Stone Avenue south to Grant Road.
- ♦ A student may apply for transfer from one school to another within the District.

Elementary schools:

- ♦ Effective commencing the 1992-93 school year, there was a shift in the area bounded by Shannon Road on the west, La Cholla Blvd. on the east, Ina Road on the south and Magee Road on the north. Mesa Verde students and their siblings living in the attendance area that was moved by the adoption of new District boundary lines were allowed to continue attending Mesa Verde, if desired. Student transportation will be provided for those students as long as no costs are incurred by the District.
- ♦ Other students within the new boundaries will attend Donaldson Elementary School.

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 **August 31** **September 1** for kindergarten and six (6) years of age by **August 31** **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.

Adopted: date of manual adoption

J-1081 AUSD10 JFB-E
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OPEN ENROLLMENT
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 _____ (1st 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.

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 |

^J-1100 © JFBA
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: **August 28, 2007** *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

^J-1131 © JFBA-E
~~EEXXHHIIBBITT EEXXHHIIBBITT~~
UNSAFE SCHOOL CHOICE
(Definitions and Examples)
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:

13-604.04.901.03. 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).

J-1300 © JFC
STUDENT WITHDRAWAL FROM SCHOOL / DROPOUTS

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- Parents or legal guardians moving from the District or to an area served by another school within the District.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Board.

Upon withdrawal, the student shall check in all books and other District property through the office of the school that was attended.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-827 15-828 15-829

CROSS REF.: JF - Student Admissions

^J-1400 © JG
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: August 28, 2007 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

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J-1411 © JG-R
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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 **pupil 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.

Adopted: date of manual adoption

J-1550 © JH
STUDENT ABSENCES AND EXCUSES
Attendance and Excuses

The Governing Board believes that the attainment of academic excellence requires a student to attend school on a regular basis. As a result of unexcused absences, students may be required to complete additional assignments, may be retained beyond the normal school day, may fail classes or may be dropped from classes at the high school level, may have promotion withheld, and may be suspended or expelled because of unexcused absences. Discipline other than detention or the imposition of additional assignments as a result of unexcused absences is subject to the due process requirements set forth below.

Suspension, expulsion, or being dropped from a class may not occur, however, until the student has reached the age of sixteen (16) or completed the tenth (10th) grade. Any student who has not reached the age of sixteen (16) must have completed high school courses necessary for the completion of grade ten (10) as prescribed by the State Board of Education, and after the County School Superintendent has determined that the student has completed the course work necessary to complete grade ten (10) (ten [10] credits are needed), before expulsion, suspension, or being dropped from a class are imposed.

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: **August 28, 2007** *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

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STUDENT ABSENCES AND EXCUSES

Absence from School

Regular attendance is the key to much of the success a student may gain from the school program. Students should remain out of school only when absolutely necessary; the benefit of lectures, discussion, and participation is lost forever to those who are absent.

Absence defined:

- ♦ *Elementary school (grades K - 5).* An *absence* is defined as a student's nonattendance in the assigned classroom(s) for more than one-half of the school day.
- ♦ *Middle school (grades 6 - 8).* An *absence* is defined as a student's nonattendance in the assigned classroom(s) for more than one-half of the school day.
- ♦ *High school (grades 9 - 12).* An *absence* is defined as a student's nonattendance in the assigned classroom(s) during the assigned period.

Excused absence:

- ♦ *Elementary school (grades K - 5).* Any absence due to illness, vacation, death in the family, religious observance, accident, or other unusual circumstances may be excused, provided a telephone call or note from the parent/guardian is received within 24 hours of the student's return to school after an absence.
- ♦ *Middle school (grades 6 - 8).* Any absence due to illness, vacation, death in the family, religious observance, accident, or other unusual circumstances may be excused, provided a telephone call or note from the parent/guardian is received within 24 hours of the student's return to school after an absence.
- ♦ *High school (grades 9 - 12).* Any absence due to illness, vacation, death in the family, religious observance, accident, or other unusual circumstances may be excused, provided a telephone call from the parent/guardian is received by the end of the day following the absence and/or a written excuse signed by the parent/guardian is received in the attendance office within 24 hours of the student's return to school after an absence. Missing class to attend school activities will be excused with prior teacher and administrative approval.

Unexcused absence:

- ♦ *All grades.* Until determined otherwise, through a parent/guardian telephone call to the school and/or a written excuse from the parent/ guardian, every absence will be considered unexcused.

(Absence Notification)

- ♦ *Elementary school (grades K - 5).* In accordance with state law, if a pupil in kindergarten or grades one through eight is absent from school without excuse or without notice to the school in which the pupil is enrolled, within two hours after the first class in which the pupil is absent 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 the parent or guardian of the pupil's absence from school parents or persons having custody of a student upon the student's absence.
- ♦ *Middle school (grades 6 - 8).* If a student leaves school during the school day and fails to check out through the attendance or nurse's office prior to leaving school, and the absence is not otherwise permitted - e.g., a field trip - such absence will be an unexcused absence.
- ♦ *High school (grades 9 - 12).* If a student leaves school during the school day and fails to check out through the attendance or nurse's office prior to leaving school and the absence is not otherwise permitted - e.g., a field trip - such absence will be an unexcused absence.

Excessive unexcused absenteeism - disciplinary action:

- ♦ Normally, a student must attend classes regularly to receive a passing grade. Absences from class for school activities, illness, accident, or other causes beyond the student's control are recognized by the school as excused absences and shall not subject the student to penalty or discipline. Any student whose attendance is affected by illness, accident, religious observance, or other causes beyond the student's control shall be permitted to participate in school activities.
- ♦ Prior to the imposition of any of the following types of discipline for unexcused absenteeism, failure in a subject, failure to pass a grade, suspension, or expulsion, the student's counselor, student/family advocate, or the student's principal or principal's designee shall be notified. Such notification shall occur after five unexcused absences. The counselor, student/family advocate, or principal or principal's designee shall meet with the student in an effort to eliminate future unexcused absences and to advise the student of the possible consequences of unexcused absenteeism. Additionally, at the time the intervention of the student's counselor, student/family advocate, or principal or principal's designee is sought, the student's parent or legal guardian shall be notified of the unexcused absences and advised of the possible consequences of

continued unexcused absenteeism, including referral to the Pima County Attorney's Office for truancy.

Religious Holidays

Students whose religious convictions require that they be absent on a religious holiday that is within the school calendar for attendance shall be excused for that purpose, and every effort shall be made by the staff and administration of the School District to avoid examinations that may affect the academic standing of such students during their period of absence for religious purposes.

Any student who takes part in a religious observances that has been authorized by notification by letter to the principal 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 activities required for the course, provided these are done within a reasonable period of time.

Excessive Tardiness

The natural consequences of excessive unexcused tardiness by a pupil to school and/or class(es) may be failure of a course or grade.

Disciplinary actions taken by the school administration for excessive unexcused tardiness by a student may include, but are not limited to, detention, in-house suspension, and lack of special privileges such as participation in field trips, school dances, and other extracurricular activities.

Adopted: date of manual adoption

- 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.

J-1650 ©AUSD10 JHB TRUANCY

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.

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: August 28, 2007 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

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J-1661
TRUANCY**

Ditch Day

The annual activity of the high school senior class previously known as "Ditch Day" shall not be held. Such authorized, unsupervised absence from school on a regular day of instruction constitutes truancy, with the potential penalty of suspension for each participant.

Adopted: date of manual adoption

J-1800 AUUSD10 JHC
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 **pupil 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

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J-1811 [AUSD10](#) JHC-R
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.

Adopted: date of manual adoption

J-1900 © JHCB
RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students at the school may be granted released time to attend religion classes near the school campus under the following conditions and guidelines:

- ♦• The person who has custody of the student has given written consent.
- ♦• Any religious instruction or exercise takes place at a suitable place away from school property designated by a church or religious denomination or group.
- Released time shall not interfere with the student's normal schedule.
- Any tardiness related to religious instruction will be unexcused.
- Religion classes may not be dropped prior to the end of the semester without approval by the Superintendent.
- ♦• School credit will not be given for religion classes, nor will the course title be placed on the permanent record of the student.
- Discipline problems, reporting to parents, and attendance and other procedures necessary to class operation shall be the responsibility of the religion class instructors or supervisors.
- ♦• Religion instructors shall be responsible for notifying parents when students violate attendance policies.
- Changes in policies relating to religion classes must be reviewed by the school administration and the Governing Board.
- The school administration shall have the responsibility of conferring with the appropriate church authorities in matters relating to this policy and, when deemed necessary, shall take appropriate action to see that such policies are followed.
- The desirability and value of the released-time program will be evaluated annually by the school administration and the Governing Board.

Adopted: date of **manual**Manual adoption

LEGAL REF.: A.R.S. 15-806

^J-1950 © JHD
**EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE
(Chronic Health Conditions)**

Students who suffer from chronic health conditions due to illness, disease, or accident have experienced difficulty in acquiring academic credits because their absences often exceed the maximum for excused absences in the District.

The Governing Board will provide continuous learning opportunities for pupils with chronic health conditions while they are absent from school and will provide for the integration of pupils with chronic health conditions into the regular education program as much as possible. Students with chronic health conditions are pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, pregnancy complications, or accident certified by a medical doctor (M.D.), osteopath (D.O.), or podiatrist (D.P.M.) but who do not qualify for homebound services. This also includes pupils who have an infant with a severe health problem as certified by a medical doctor (M.D.), osteopath (D.O.), or podiatrist (D.P.M.). 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 by the teachers or counselors, if applicable, during the student's absence in a timely manner to ensure that the child with chronic health conditions has such students have the opportunity to remain current with successfully complete assignments and not lose avoid losing credit because of absences from school. Assignments do not have to be completed upon the student's immediate return to school and may be modified so equal credit can be attained for homework 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.

District attendance policies shall not penalize students with chronic health conditions as long as required course work is completed and the absenteeism was due to illness, disease, pregnancy complications, accident, or infant with a severe health problem as certified by a person licensed as a medical doctor, osteopath, or podiatrist.

The appropriate instructional services needed for each student with a chronic health condition will be determined by the principal, teacher, counselor, health aide/nurse (as appropriate), and parent utilizing the following considerations:

- The nature of the health condition relevant to the student's anticipated activity level during absences.
- The student's academic capacity.
- Teacher recommendation for service delivery (specifying the delivery and return of homework assignments and anticipated contact time) will be 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.
- The most appropriate service delivery to maintain integration in the regular program as much as possible. 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.

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: September 25, 2007 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

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EXCLUSIONS AND EXEMPTIONS FROM SCHOOL
ATTENDANCE

(Chronic Health Conditions)
Identification/Referral Process

Registration forms, enrollment data, and attendance registers will indicate certified "students with chronic health conditions" who are eligible for modified instructional services and shall describe the specific conditions that have been certified. Handbooks distributed to parents and guardians upon student enrollment shall contain an explanation of services available to "students with chronic health conditions."

At the beginning of school, all staffStaff 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 (K) 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 infant with a severe health problemproblems 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 infant with a severe health problemproblems 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 medicalchronic health condition certification form with a

letter of explanation shall be sent to the parents, (in their primary language) and to be returned to the principal or designee within thirty (30) days. The teacher and parent shall meet within fifteen (15) days following return of the medicalchronic health condition certification.

The school nurse or the principal or designee shall be consulted regarding the availability of support services for such students. The nurse or the principal or designee should also be notified upon Upon referral of a student for medical certification to include any medical data in the student's health records.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 medicalchronic health condition certification to the District, which will include:

- MedicalCertified health professional or nurse practitioner diagnosis.
- MedicalCertified 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.
- Physician'sCertified health professional or nurse practitioner signature and date signed.

The appropriate instructional services for "students with chronic health conditions"needed are to be determinedrecommended by the teacher andafter consultation with the parent(s) or guardian(s) 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 medicalchronic 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(s) or guardian(s) have evaluated/discussed the student's needs, the service delivery will be agreed upon and confirmed by either:

- An instructional agreement is signed/will be recommended by one (1) the parent or one guardian, the student (optional), 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.

or

- If after the absences of a student who is classified and has served as a "student with a chronic health conditions" and the student's absences accumulate/condition amount to three (3) school months (or sixty [60] school days), another medical/chronic health condition certification shall be obtained and reviewed by the teacher and the parent(s) or guardian(s). They shall determined/discuss the appropriate service delivery necessary for continuous learning. If a homebound student is perceived to have a special need, services are appropriate, the policies for referral for special education services shall be followed, which may entail:

- Obtaining parental consent to evaluate.
- Obtaining medical/chronic health condition certification.
- Conducting a multidisciplinary conference to determine appropriate services needed.

On a yearly basis, the District shall review instructional needs of any student with a chronic health condition. An updated medical/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.

Provision of Instructional Services

Miscellaneous Provisions

At least one (1) certificated teacher or counselor, if applicable, shall be designated as the coordinator/contact person for "Homework assignments will be provided *during absences* of students with chronic health conditions" to provide homework assignments during their absences, clarify instructions as needed, and to ensure that, and credit is will be given for course work completed within time lines established between the teacher or counselor, if applicable, and the parent(s) or guardian(s). An instructional agreement shall be maintained to verify that the person designated has provided necessary services and that the parent(s) or guardian(s) has returned completed homework assignments within the time lines established with the teacher established time lines.

Once a student has been certified by a licensed medical doctor, osteopath, or podiatrist as having a chronic health condition that will affect regular school attendance but is not expected to create enough absences to require special education homebound services, the responsible teacher or counselor, if applicable, and the parent(s) or guardian(s) shall meet to form an instructional agreement according to the following guidelines:

- A medical diagnosis and prognosis has been obtained.
- The student's teacher(s), the school nurse or school health assistant, and the counselor (if applicable) have been notified;
- Based on recommendations in the medical certification, physical education activities, if applicable, have been modified to allow the "student with chronic health conditions" to participate in regular physical education activities as much as the student's health permits.
- The designated teacher or counselor, if applicable, shall sign the instructional agreement, agreeing to provide homework assignments and to clarify instructions as needed during the student's absences beginning with the first (1st) day of absence. This shall be done within time lines established with the parent.

In formulating the instructional agreement, the following must be determined:

- Methods for sending homework assignments (i.e., parent or guardian pickup, via other students, the mail, or other).
- Convenient times for consulting with the teacher(s) or counselor, if applicable, to clarify homework assignments, if needed.
- Time lines for returning the completed homework assignments to the teacher(s) or counselor (if applicable) as determined on an individual basis considering the student's health condition and academic capability.

- Methods for determining whether the student has satisfactorily passed the course.

Homework assignments shall be provided during absences so that, as health permits, the student has the opportunity to complete assignments in order to be as current with class activities as possible upon returning to school. This does not mean that assignments must be fully completed upon the student's return to school. Class assignments shall be modified so equal credit can be attained for homework. In cases where laboratory work is essential for completing course-work requirements, arrangements can be made for students to make up lab time upon their return to school. If necessary, the student may need to be released from other classes for periods of time in order to complete lab activities with the approval of the teachers whose classes will be affected.

The teacher or the counselor, if applicable, shall notify the principal and the attendance clerk, where applicable, when they serve students with chronic health conditions so adjustments may be made to the ADM through the absence approval request.

Graduation/promotion policies shall include provisions allowing "students with chronic health conditions" to be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a licensed medical doctor, osteopath, or podiatrist and if all elements of the instructional agreement are satisfactorily completed by a certified health professional or nurse practitioner.

The teacher or counselor, where applicable, shall notify the physical education (P.E.) instructor or P.E. department head of students with "chronic health conditions". 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 Governing Board approval.

Counselors scheduling "The counselors who schedule students with chronic health conditions" should take into consideration the anticipated number of days of absence, (noted on the medical certification form,) and the resulting probability of completing courses requiring laboratory work or of completing vocational activities.

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J-1981 © JHD-EA

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**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,

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EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE
MEDICAL CERTIFICATION OF STUDENTS
WITH CHRONIC HEALTH CONDITIONS

(Obtained from a licensed medical doctor, osteopath or podiatrist certified health professional or nurse practitioner)

This form is available through the District's Health Services Department

School year _____

Student's _____ Name

GradeSchool _____

Parent's Name Student's name Parent's name Address _____

District School Grade level _____

Date of Birth birth Phone Numbernumber Date of Initial Consultationinitial consultation

Medical Certified health professional or nurse practitioner diagnosis:

Certified health professional or nurse practitioner prognosis:

Physical limitations affecting physical education activities:

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

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:

Type or Print Physician Name and Licensed Title

Type or Print Physician Name and Licensed Title Date

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

Date Certified health professional or nurse practitioner signature and title

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J-1982 1983 © JHD-EBEC

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EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

ELIGIBILITY CHECKLIST AND INSTRUCTIONAL AGREEMENT FOR STUDENTS WITH CHRONIC HEALTH CONDITIONS School Year _____ Current Date _____ year _____

_____ Student's Name Grade Level Class School level Date

Parent's/Guardian's Name Address Date _____ Person Responsible for Homework Coordination Parent's name Address

Person responsible for Position School homework coordination Eligibility Checklist checklist:

1. Medical certification of chronic health condition (diagnosis, prognosis, and Initial Date inability to attend school regularly). (Principal) _____

2. Medical certification of physical limitations for physical education. (Principal) Initial Date _____

3. Notification of the _____ 3. District office by the principal of the "has noted chronic condition" Initial Date to allow modification of the on attendance register. (Principal) _____

4. Notification of 4. If applicable, the school nurse informed of the student's chronic health condition. (Principal) Initial Date _____

5. The student Student's teacher(s) informed of the student's chronic health condition. Initial Date (Principal) _____

6. If applicable, the school counselor informed of the student's chronic health Initial Date condition. (Principal) _____

7. Physical education activities/requirements adapted according to medical Initial Date certification. (Teacher or counselor) _____

8. Time lines agreed upon for sending homework and receiving completed Initial Date homework as follows:

9. The parties agree that if (1) all homework assignments are satisfactorily Initial Date completed, (2) all required lab work (if any) is satisfactorily completed, and (3) it is demonstrated (through testing or other means) to the satisfaction of the teacher that the student has attained sufficient mastery of the subject, then the student shall be awarded a passing grade in the course, notwithstanding absences caused by the student's chronic health condition. _____

10. A certificated teacher or counselor agrees 8. Certificated teacher to provide homework and contact Initial Date with the student Signature with _____ during absences for the _____ school year within time lines agreed upon with the parent/guardian. (Teacher or counselor) as follows:

11. The parent _____ 9. Parent/guardian agrees to return completed homework home- Signature work to the school for Initial Date absences during the _____ school year within time lines agreed upon with the teacher. (Parent/guardian and student - optional) school year as follows:

Approved: _____

Superintendent's signature

Annual review of instructional agreement:

___ Number of excused Promotion requirements Transcripts and & absences due to met via completed home- attendance rec- chronic condition work for excused absences ord attached

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

Teacher's or Counselor's Signature Parent or Guardian's signature

Student's signature (optional)

Superintendent's signature Parent's signature

_____ Date

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J-1983 JHD
EXCLUSIONS AND EXEMPTIONS FROM SCHOOL
ATTENDANCE

(Letter To Parent Explaining "Chronic Health Conditions")

This form is available through the District's Health Services Department

School Name and Address

Date

Parent's/Guardian's Name

Parent's/Guardian's Address

Dear _____

This letter is to inform you that [name of school] makes special arrangements for homework assignments for certain students who have "chronic (recurring) health conditions". Because [name] has had frequent absences from school because of illness or accident, she/he may be eligible for receiving modified instructional services for "students with chronic health conditions."

A form is enclosed for obtaining your doctor's certification stating how [name's] health condition is affecting his/her school attendance. If your doctor believes the condition to be "chronic," and frequent absences are anticipated for the school year, have the doctor fill out the medical certification form and return it to the school health office.

If [name] is eligible as a "student with chronic health conditions," the school will make certain that she/he receives homework and contact with a teacher during his/her absences. The teacher or a counselor will establish an agreement regarding homework assignments. This will allow [name] to receive credit for completed homework.

If you have any questions, please contact [name and title] at [phone number].

Sincerely,

Name

Title

Enclosure

J-2000 © JI
STUDENT RIGHTS AND RESPONSIBILITIES

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

The Governing Board recognizes it has the authority and responsibility to both the community and the establish reasonable rules and regulations for the conduct and deportment of students of the District. To meet those responsibilities, the Governing Board establishes policies and regulations relating to student conduct on school premises and at school-sponsored activities. 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.

To achieve a good relationship between students and the public, the administration shall confer and work with students or student groups in procedures for resolving differences of opinion between the Governing Board and students pertaining to student conduct. The procedure(s) shall:

- ♦ Protect and guarantee each student's First Amendment rights.
- ♦ Set guidelines for assisting students in distinguishing between their personal desires and their responsibilities as students and citizens.
- ♦ Establish procedures for handling grievances so that the role of prosecutor, judge, and jury are not centered in one person or group.
- ♦ Provide channels of communication within the school system to enable students to have access to policy positions of the Governing Board and regulations of the administration, and to receive prompt notification of events.

Freedom of Speech

The freedom to speak out publicly and to express differences of opinion, as provided in the First Amendment to the U.S. Constitution, shall be recognized and protected. Prohibition of a particular expression of opinion or means of expression, if implemented, shall be based on something more than a desire to avoid the discomfort and unpleasantness that usually accompany an unpopular point of view. However, no person has an absolute right to complete freedom of speech. The First Amendment does not guarantee one the right to say anything one pleases, anywhere one pleases, at any time one pleases.

Freedom of speech in our schools shall be limited only by legal requirements, Governing Board policy, and the canons of good taste as accepted in the community.

Freedom of Expression

The rights of students to express opinions and ideas, to take stands against or in support of issues publicly or privately, orally or in writing, shall be recognized and protected. However, these rights shall be balanced against the interest of an orderly and efficient educational process and a school environment suitable for the growth and development of children.

Students may be provided an opportunity for expression through established school media. Such expression should not interfere with the educational program or present any safety or health hazard. Students may not use profanity, obscenity, slanderous or libelous statements, or disruptive tactics, and they may not advocate violation of the law or School District policies and regulations.

Freedom of Assembly

Students may exercise their freedom of assembly as set forth in the First Amendment to the Constitution of the United States, provided these activities do not interfere with school purposes, educational functions, or the peaceful conduct of any educational institution or facility.

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**Manual adoption

LEGAL REF.: A.R.S. 15-341(A)(1)
 15-841
 15-842
 15-843
 15-844

CROSS REF.: **JKD - Student Suspension**
 JICEC - Freedom of Expression

JKD - Student Suspension
JKE - Expulsion of Students
JLI - Student Safety

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STUDENT RIGHTS AND RESPONSIBILITIES

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.

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STUDENT DUE - PROCESS RIGHTS

Refer to [Policy Policies JKD/](#) and [JKE/JIA](#).

J-2100 © JIB
STUDENT INVOLVEMENT IN DECISION MAKING

A primary task of the school is to create a stimulating learning climate that develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staffs in such activities as planning and evaluating school programs.

The District encourages student involvement that will enhance:

- Achievement of the course goals, improvement of the courses of study, and planning of classroom activities.
- Freedom of expression, recognizing that every privilege and right has a corresponding responsibility.
- Student participation in assembly programs and school-sponsored forums of interest.
- Participation in student government organizations that provide students with a voice in school affairs.
- Cocurricular or extracurricular activities that broaden their educational experiences.

Adopted: date of Manual adoption

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

J-2150 © JIBA
STUDENT GOVERNMENT
Student Government

Student councils and associated forms of student government are encouraged at all grade levels - high school, middle school, and elementary school. The faculty and students, working together, shall determine the particular form and structure of democratic student government they wish to establish for their school. The purposes, functions, and operating procedures of each student government organization shall be contained in a written constitution and bylaws. Each student government organization shall have a constitution that has been written by and for the student members of said organization, with help and advice from sponsoring faculty members, that has been approved by the school principal.

(Note: The Governing Board prohibits the taking of any action or the establishment of any membership requirements by any student government organization that would in any way discriminate against any group or individual on the basis of gender, sexual orientation, race, color, creed, religion/religious beliefs, citizenship status, age, disability, political beliefs/affiliation, marital status, national origin, family social or cultural background.)

Faculty Sponsors

Faculty supervision and leadership of student government organizations is essential to the success of these programs. The faculty at each school shall participate in effecting and providing equitable assignment of staff members to lead and supervise such programs.

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 manualManual adoption *Revised:* August 13, 2002

LEGAL REF.: A.R.S. 15-341(A)(1)

CROSS REF.:JJA - Student Organizations

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STUDENT GOVERNMENT**

Student councils and associated forms of student government are encouraged at all grade levels - high school, middle school, and elementary school. The faculty and students, working together, shall determine the particular form and structure of student government they wish to establish for their school.

The purposes, functions, and operating procedures of each student government organization shall be contained in a written constitution and bylaws. Every student government organization, as well as every other school club and organization, shall have a constitution and bylaws that have been written by and for the student members of said organization, with the help and advice of sponsoring faculty members and approval by the school principal.

All student government organizations, as well as all other school clubs and organizations, shall be expected to follow the standards and provisions set forth in their respective constitutions.

Adopted: date of manual adoption

^ & ^J-2300 © JIC
STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent 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.
- **Knowing** **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.

- **Any**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 **that is a serious offense** against a person or property **or 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. **District and school administrators are responsible for enforcement of all policies, rules, and regulations pertaining to student conduct.**

Adopted: date of **manualManual** adoption *Revised:* August 14, 2001 February 11, 2003

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

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J-2311 JIC
STUDENT CONDUCT

Each student should have the freedom to express personal individuality in school, as long as such conduct does not intrude upon or endanger the freedom of others - especially the freedom of peers to receive instruction. The intent of all District policies and regulations pertaining to student conduct is to establish a rational position between freedom for the individual and the necessity of maintaining sufficient order to provide for the safety and security of each student and to permit the operation of the instructional program. In implementing these policies, school staff members must consider all factors and should take tolerant, sensitive, intelligent action. In helping a student to demonstrate proper conduct, emphasis should be placed on developing the student's ability for self-discipline.

Students, both as individuals and in groups, shall comply with District policy and school rules and regulations pertaining to student conduct. Students shall recognize the authority of teachers, and any open defiance of a teacher's or other staff member's authority shall constitute cause for disciplinary action, which may include suspension or expulsion. The Governing Board may, at its discretion, develop a program that will allow students to perform community service as an alternative to suspension. The community service may be performed on school grounds or at any other designated area.

Any act or action by a student or students that materially or substantially interferes with the operation of a school or violates any rule listed in the student code of conduct is prohibited. Students who commit such acts or actions or who violate any rule in the student code of conduct will be subject to disciplinary action, which may include suspension or expulsion.

The Governing Board may expel students for actions other than those identified in this policy as deemed appropriate by the District.

Conduct on School Premises

The principal and faculty of each school shall establish rules for controlling student behavior and conduct in the school classrooms, common rooms, hallways, and other areas used by students, including all school grounds and facilities. Such rules shall constitute the school code of conduct, which shall be consistent with policies adopted by the Governing Board and legal interpretation of state statutes.

Students shall comply with all rules established by the principal and faculty of the school they attend. Failure or refusal to comply with established rules of the school they attend will subject noncomplying students to disciplinary action, which may include suspension or expulsion.

Notifying Pupils and Parents

The principal of each school shall:

- Ensure that a copy of all rules pertaining to discipline, suspension, and expulsion of pupils is distributed to the parents of each pupil at the time the pupil is enrolled in school.
- Ensure that all rules pertaining to the discipline, suspension, and expulsion of pupils are communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

Code of Conduct for Students

Preserving the safety and protecting the health and general welfare of individual students, the student body, District employees, visitors, and volunteers on school property and at school activities are the legal and moral responsibilities of the Governing Board. Therefore, the Governing Board has established this code of conduct for students.

Notwithstanding disciplinary action(s) taken by a school, certain criminal and/or disruptive behavior must be reported to appropriate law enforcement authorities. The following incidents ***WILL BE*** reported to law enforcement authorities by school officials:

- Homicide;
- Rape;
- Arson;
- Kidnapping;
- Assault;
- Aggravated assault with or without a weapon;
- Battery;
- Possession of weapon;

- Bomb threats and/or setting of a false alarm - an attempt will be made to find out the name of the person making such a report;
- Threatening an educational institution;
- Sexual misconduct;
- Burglary/breaking and entering;
- Any involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips at athletic functions, and during school-sponsored events;
- Non-accidental injuries.

Additionally, the principal or principal's designees *MAY* report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions;
- Extortion;
- Theft/possession of stolen property;
- Vandalism;
- Any attempt to try to convince a student or school employee to disrupt any school function or classroom;
- Trespassing.

The foregoing lists are not exclusive and exhaustive. Other conduct *MAY* be reported to law enforcement officials.

Any District student who commits, attempts to commit, or conspires to commit any of the following acts or actions or violates any provision of a code of conduct adopted by an individual school, either on campus or off school property at a school related activity, or while on the way to or from school, may be subject to suspension, expulsion, or removal from an academic class or nonacademic class activity.

Rule 1 - Weapons.

- Handles, transfers, receives, conceals, sells, or uses any weapon that may be used for attack or defense that is capable of causing death or serious injury. Items always classified as weapons are any type of gun, knife (other than an

ordinary pocket knife), nunchaku, explosive, or poison gas. Additionally, any object intentionally used to threaten or harm another may be classified as a weapon for purposes of this policy.

- Firearms. In accordance with A.R.S. 15-841, revised, the Governing Board shall expel from school for a period of not less than one year a student who is determined to have brought a firearm to a school within the jurisdiction of the School District, except that the School District may modify this expulsion requirement for a student on a case-by-case basis. This policy shall be construed consistently with the requirements of the Individuals with Disabilities Education Act, 20 United States Code sections 1400 through 1420. For the purposes of this section:

- Expel may include removing a student from a regular school setting and providing educational services in an alternative setting.

- Firearm means a firearm as defined in 18 United States Code section 921.

Rule 2 - Dangerous and prohibited substances/objects:

- Possesses*, handles, transfers, receives, conceals, sells, or uses, while on School District premises or at any School District activity, any instrument or substance that may expose a person to a risk of harm or injury, including, but not limited to, pellet or BB guns, imitation or toy weapons, flammable liquids, ammunition or bullets, clubs, razor blades, or box cutters.

- Possesses*, handles, transfers, receives, conceals, sells, or uses, while on School District premises or at any School District activity, any object that would have no legitimate place in an educational environment unless it is to be used appropriately in a supervised manner. Examples include, but are not limited to, matches and/or lighters, ordinary pocket knives, firecrackers, smoke or stink bombs, and mace or pepper gas.

Rule 3 - Physical assault:

- Intentionally or knowingly causes any physical injury to any School District employee, student, volunteer or visitor; or engages in any unwanted sexual contact of another.

Rule 4 - Fighting:

- Engaging in a mutual and physical combative struggle, regardless of who initiates the contact, in an attempt to resolve differences or hurt the other.

Rule 5 - Verbal assault:

- With the intent to frighten, intentionally or knowingly threatens any School District employee, student, volunteer, or visitor and causes such person to be placed in reasonable apprehension of imminent physical injury.

Rule 6 - Arson:

- Recklessly commits or attempts arson by damaging or attempting to damage an occupied or unoccupied School District structure or property by causing a fire or explosion.

Rule 7 - Drugs:

- Possesses*, handles, transfers, receives, conceals, sells, uses, or is under the influence of any drugs or any substance represented to be drugs. A student shall not possess, handle, transfer, receive, conceal, sell, use, or be under the influence of any paraphernalia, controlled illegal substances, or illegal and dangerous substances.

- This prohibition does not apply to legal drugs that are used or possessed in the manner prescribed, provided that the use or possession of any legal drugs is disclosed to the principal or principal's designee at the time the legal drugs are brought onto School District premises, and provided the legal drugs are deposited in the school office if required by the principal or principal's designee.

Rule 8 - Alcohol:

- Possesses*, handles, transfers, receives, conceals, sells, uses, or is under the influence of any form of an alcoholic beverage or any substance represented to be alcohol while on School District premises or during a School District activity;

Rule 9 - Tobacco:

- Possesses*, handles, transfers, receives, conceals, sells, or uses tobacco, including, but not limited to, cigars, cigarettes, and chewing tobacco, during school hours or during school-related activities on or off campus.

Rule 10 - Extortion/robbery:

- Acquires for oneself or another the property, favors, or services of another student, District employee, visitor, or volunteer by force or threat of force, or otherwise commits an act of extortion or robbery while on or off School District property.

Rule 11 - Theft:

- Directly or indirectly commits, or attempts to commit, theft of any School District property at any time or another person's property on School District premises or during a School District activity.

Rule 12 - Forgery:

- Forges, modifies, or falsifies any school-related documents.

Rule 13 - Damage to school property:

- Directly or indirectly damages or defaces, or attempts to damage or deface, any School District property at any time or another person's property on School District premises or during a School District activity.

Rule 14 - Off-campus criminal conduct:

- Engages in unlawful conduct that may adversely impact the safety or peaceful operations of a school and/or the School District, regardless of when and where such conduct occurs and regardless of whether that misconduct results in conviction on criminal charges.

Rule 15 - Discrimination:

- Favors or disfavors an individual or group (to include students, employees and/or community members) on the basis of race, ethnicity, national origin, color, gender, religion, physical characteristics, sexual orientation/preference, and/or disability. Harassment that is based on any one (1) or more of these factors is also deemed as discrimination; e.g., sexual harassment and racial harassment. Discrimination or harassment that takes place during any school-related activity may be a violation of federal and state civil rights mandates as well as District policy.

Rule 16 - Insubordination:

- Engaging in acts of defiance that disrupt school procedures, order, or discipline.

Rule 17 - Disruption of campus activities:

- Disrupts any School District activity or knowingly and intentionally promotes, encourages, or causes others to substantially disrupt any School District activity.

Rule 18 - Disruption of classroom activities:

- Disrupts any classroom activity or knowingly and intentionally promotes, encourages, or causes others to substantially disrupt any classroom activity.

Rule 19 - Libel and slander:

- Knowingly, intentionally, or recklessly contributes to libelous or slanderous statements or remarks concerning a School District employee, student, volunteer, or visitor, either orally or by use of written words.

Rule 20 - Obscenity/profanity:

- Uses obscene or profane language or gestures on School District premises or at School District activities.

Rule 21 - Loitering:

- Visits any School District campus, other than the school of enrollment, while school is in session without first receiving permission from the principal of the campus being visited. Visiting courtesies will be accorded if merited; however, anyone failing to receive administrative permission to visit a campus may be subject to prosecution for loitering or for interference with the peaceful conduct of educational institutions.

Rule 22 - Standard of conduct on School District property:

- Violates any provision of the School District's "standard of conduct for all persons on School District property."

Rule 23 - Vehicles:

- Recklessly operates any motor vehicle, bicycle, or other mode of transportation on School District premises.

Rule 24 - Conduct on school bus or other School District vehicles:

- Violates any provision of Regulation EEAEC-R regarding students' conduct on school buses and other School District vehicles operated by the District for transportation of students.

Rule 25 - Dress:

- Violates the provision of Regulation JICA-R regarding student dress.

Rule 26 - Violation of probation:

- Violates any condition of probation imposed by the Governing Board or a District hearing officer.

Rule 27 - Other District Policies:

- Violates any other School District rule not listed above which is published and made known to students, including but not limited to those rules contained in the appendix to the Code of Conduct.

Rule 28 - Unexcused Absence:

- Engages in behavior which results in or constitutes an unexcused absence.

Rule 29 - Excessive Tardies:

- Engages in behavior which results in or constitutes tardiness for more than five percent (5%) of the number of school days or the number of class days of an individual class.

Rule 30 - Safety Violation:

- Engages in reckless or negligent behavior which may result in or which actually results in harm to others.

Rule 31 - Cheating:

- Engages in cheating in school work, assignments, or tests of any form.

Rule 32 - Contract Violation:

- Violates any term of a contract entered into between the student and the school or School District.

Rule 33 - Parking Violation:

- Parks on school grounds or near school in a manner or location contrary to the school's parking rules.

Rule 34 - Falsification of Information:

- Lies to school staff and/or falsifies or forges student or District records in any manner.

Rule 35 - Off Campus Pass Violation:

- Leaves campus without appropriate permission as required by the school administration.

Rule 36 - Other School Policies:

- Violates any individual school rule which is published and made known to students, including but not limited to those rules contained in the appendix to the Code of Conduct.

General Rules of Construction:

- A student will be considered to "possess," or to be "in possession of," a substance or object within the meaning of this policy if that person (1) knows of the nature, existence, and location of the substance or object and (2) has dominion and control of the substance or object.
- A student will be considered to have violated a disciplinary rule if the violation is by their own actions, by aiding or abetting the actions of others, or by soliciting or actively encouraging the actions of others.

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**STUDENT CONDUCT
(Student Demonstrations)**

The disruption of normal school activities by student demonstration infringes on the rights of all students to receive instruction and/or to benefit from segments of the total school program. Student demonstrations or protest gatherings on school property during school hours, that are disruptive and will subject student participants to immediate suspension and possible expulsion include, but are not necessarily limited to:

- Rioting.
- Illegally occupying school facilities or school property.
- Picketing, which constitutes patrolling with signs or placards and causing noise or tumult which interferes with instruction.
- Trying to force other students not to cross picket lines.

J-2350 © JICA STUDENT DRESS

The Board recognizes that each student's may desire to express their own sensemode of dress and grooming is a manifestation of personal style through their attire and groomingand individual preference. The Board finds, however, that personal choiceswill not interfere with the right of students and their parents canto make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. This can occur where a student's attire or grooming distracts other students from their learning or interferes with staff duties. Student dress may also operate to threaten or intimidate others.

Because the Board is responsible for maintaining an environment that is safe and conducive to learning for all students, theThe 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.
- ♦• **Distract**• **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 **manualManual** adoption *Revised:* August 13, 2002

LEGAL REF.: A.R.S. 15-341(A)(1)

CROSS REF.: JICF - Secret Societies/Gang Activity

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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 for success" and come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty in their dress; appropriate for a school, to be clean in appearance, and to wear footwear for reasons of health and safety 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.

Adopted: date of manual adoption Revised: August 27, 2002 (to be effective SY 2003-2004)

J-2400 © JICB
CARE OF SCHOOL PROPERTY BY STUDENTS
(VANDALISM)

Any kind of vandalism against school property by students is absolutely prohibited. The causes of such misbehavior often are complex, calling for careful study by parents, school personnel, and appropriate community officials to determine the causes.

Any student who cuts, defaces, or otherwise injures or damages any School District property may be suspended, expelled, or otherwise disciplined.

The Governing Board may require the parent(s) or guardian(s) of any student who has damaged School District property to pay for all such damage.

Accordingly, the Governing Board directs the Superintendent and other school administrators to take such steps as are necessary to:

- ♦ Identify the student(s) involved.
- ♦ Call together persons, including the parents, needed to study the causes and to advise the Superintendent on appropriate disciplinary action.
- ♦ Decide upon disciplinary action and assess costs against the students and/or their parents.
- ♦ Take any constructive actions needed to try to guard against further such student misbehavior.

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~~Manual adoption

LEGAL REF.: A.R.S. 12-661(A)(B)

15-727
15-842(A)(B)

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

J-2750.1 2450 © JICC
STUDENT CONDUCT ON SCHOOL BUSES

Refer to Policy EEAEC.

J-2750 © JICE
STUDENT PUBLICATIONS

A school publication should provide a learning experience for both those involved in its production and the recipients of the finished product. It should educate the community to the work of the school and the achievements of the students and student organizations, as well as promote communication among students, the faculty, the administration, other schools, and the community.

A school newspaper should be free to exercise the rights of freedom of the press and freedom of speech, without fear of recrimination. The paper should have the freedom to cover all areas of news pertinent to the school and within the bounds of good taste. This includes school, local, state, national, and international news. However, the paper's emphasis and priority will be placed on school news. The newspaper will also encourage and stimulate worthwhile activities and aid in developing acceptable standards of conduct. It will make special efforts to mention as many people as possible, thus representing an accurate cross section of the student body.

A school newspaper should also have the freedom to aim constructive criticism at organizations, policies, and procedures in the school, but it should refrain from criticizing individuals, in the editorial section or elsewhere in the paper. All editorials should reflect the opinions of the newspaper staff and be approved by the executive committee of the paper. All statements and editorials must be substantiated by fact.

An *editorial* is defined as an article appearing on the editorial page, which expresses only the opinion of the writer. Such an article should be by-lined, should be in good taste, and should never infringe on anyone's rights.

For those not directly involved in newspaper production, the editorial page will be open to any student wishing to express personal opinions or ideas. The newspaper will publish an accurate representation of the letters to the editor. The paper reserves the right to publish letters with the authors' names, unless a particular author requests anonymity. Unsigned letters to the editor will not be printed.

The executive committee of a school publication, which shall be composed of the faculty advisor, the editor-in-chief, the Superintendent, and the page or section editors, will act as the governing body of the publication and will be held accountable for the enforcement of this policy. The editor-in-chief shall head the committee. The following guidelines pertain to advertising copy solicited by or submitted to school organizations:

- ♦ Excessive solicitation of the same sources should be avoided.

- ♦ Advertising copy promoting the use and sale of materials or services that are inconsistent with school objectives or advocate superseding lawful parental authority shall not be permitted in school publications.
- ♦ The processes of soliciting, preparing copy, and publication of advertising shall be permitted only to the extent that, in the judgment of the instructional staff, such processes further the educational well-being of the pupils involved, rather than exploiting them to raise money.

The faculty advisor has the initial responsibility for reviewing all material to be published in a school publication. Critical review of questionable material submitted for publication in a school publication shall be the responsibility of the executive committee of the publication. Only when agreement cannot be reached by the executive committee and the faculty advisor should a third party, the school principal, be consulted.

Censorship or restraint of questionable material by the school principal prior to publication may be exercised only in instances that could result in infringement on the rights of others, use of pornographic pictures, the advocacy of activities or ideas that would result in material or substantial disruption of the educational environment, or the promoting or advocating of actions that might endanger the health and safety of students.

The printing of a by-line to denote authorship of an article will be left to the discretion of the editor, except that a by-line shall be applied for an article of outstanding or unusual quality.

In summary, the school newspaper will provide students an opportunity to exercise freedom of the press without undue restriction and will provide an outlet for students to express diverse opinions and to report all aspects of student life in an accurate, fair, and objective manner.

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**Manual adoption

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J-2761 © JICE-RAR
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STUDENT PUBLICATIONS
(ADVERTISING COPY)

Advertising copy that promotes any materials or services that advocate superseding lawful parental authority shall not be permitted in school publications.

Advertising copy that promotes any materials or services that could disrupt the school's educational environment or could endanger the health and safety of students shall not be permitted in school publications.

Questionable advertising copy may be published in school publications, but only after careful review by the executive committee of the school newspaper, and such advertising copy shall contain a statement of lawful age required for use or consumption of the materials or services advertised.

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

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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~~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

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J-2762.1 JICE
STUDENT PUBLICATIONS
(SCHOOL-SPONSORED PUBLICATIONS)**

In order to ensure accuracy in school-sponsored publications, and to ensure that such publications do not expose the School District to liability for publication of obscene or defamatory statements, school-sponsored publications shall be viewed in the following manner.

- ♦ It is the responsibility of an advisor or advisors of student publications (including, but not limited to, school newspaper, literary magazines, and yearbook) within each school to present to and teach the students professional journalism and English standards and to document achievement of those standards.
- ♦ The advisor(s) will ensure that publications will be in accord with professional standards prior to publication.
- ♦ The goals of official student publications shall include the following:
 - Report

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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 fairly and accurately to the school community.

- Maintain the highest standards of accuracy, truthfulness, and fairness.
- Promote scholarship and academic excellence.
- Support school-sponsored activities and promote school spirit.

- Encourage thought and/or action on pertinent matters in a responsible manner.
- Promote the best interest of the school, not only through praise, but also through constructive criticism.
- Act as a forum for thought and comment by all members of the school community.
- ♦ Members of the student publication staff accept the right to express freely, in writing, their thoughts and observations, recognizing that this right carries with it certain obligations and responsibilities. These obligations include:
 - Reporting fairly, accurately, and truthfully.
 - Prohibiting publication of potentially libelous matters, *libel* being defined as a false publication, by means other than words orally spoken, that injures the reputation of a person or holds the person up to public ridicule, contempt, scorn, hatred, or financial injury.
 - Prohibiting publication of material that falls within the Arizona definition of obscenity regarding minors, pursuant to A.R.S. 13-3501 *et seq.*
 - Refraining from publishing personal attacks on individuals or the mention of personalities with cruel intent or malice. *Malice* is defined as a state of mind arising from personal spite, hatred, or ill will toward another; but such a state of mind occasioned by a good-faith belief on the part of the publisher in the truth of the publication at the time it is published shall not constitute malice.
 - Refraining from publishing materials that are lewd, vulgar, or profane under community standards of taste for publications intended for general circulation (e.g., daily or weekly newspapers, family magazines).
 - Refraining from publishing material that encourages unlawful or disruptive activities.
 - Refraining from publishing materials that can reasonably be foreseen to have a deleterious effect on the health or safety of students or others.
 - Refraining from publishing materials if it can reasonably be foreseen that publication of such materials would result in any material and substantial interference with or disruption of the regular school program.

- Publishing material suitable for the maturity, sophistication, and interest of the intended audience.
- Publishing only letters to the editor that have been signed, provided, however, that editors may withhold names of authors; editors, and sponsors will retain all original letters on file.
- Reporting, at all times, in the best interests of, not only the school community as a whole, but also each individual. Student editors will apply these editorial standards to student publications under the direction of the faculty advisor. Nothing herein shall be construed to authorize censorship by District officials or employees.

As the responsible District representative, the advisor will work with students to ensure that material submitted for publication complies with the editorial standards and publication goals identified herein.

The building principal, however, has the authority to review all school-sponsored publications prior to the material being published.

If the principal of the school sponsoring the publication(s) does not exercise the Board-granted authority to review material submitted for publication prior to the material being published:

- ♦ The advisor shall make the initial determination of whether the material meets the standards for publication established herein.
- ♦ If the advisor and a student disagree about whether material submitted complies with the standards and goals identified herein, and a mutually satisfactory agreement cannot be reached between the advisor and the student, the advisor or the student shall consult with the building principal concerning the material. Following that consultation, the faculty advisor, the principal, or the student may submit a written request to convene the site editorial board to review the material in question.
- ♦ If a faculty member, District administrator, or parent or guardian of a student believes that material being considered for publication does not comply with the editorial standards and publication goals identified herein, that person shall consult first with the faculty advisor and then may consult with the building principal concerning the material. Following that consultation, the faculty member, District administrator, faculty advisor, or parent or guardian may submit a written request to the principal to convene the site editorial board.
- ♦ Upon request from any of those listed in the second and third items above, the site editorial board, consisting of one teacher selected by the student, parent, guardian, or other person dissatisfied with the advisor's decision, one teacher selected by the advisor, one teacher selected by the principal, the student council

vice-president, and one student representative from the site governance council, will be convened.

- ♦ As soon as possible, and in any event within three (3) working days of said request, this site editorial board shall meet, consider the material in question, and allow the student, faculty advisor, administrator, and faculty member from the school to make presentations concerning the dispute. The site editorial board shall render a written decision to the concerned parties and the principal as soon as practicable, but in any event no later than three (3) working days following the site editorial board meeting.

- ♦ The student, faculty advisor, faculty member, building administrator, District administrator, or parent or guardian of a student may request that the Superintendent or designee review the site editorial board's decision based upon the written material submitted to the site editorial board. The Superintendent may direct a District communications board to convene for the purpose of reviewing the material in question. The decision of the Superintendent or designee shall be final. All such requests for review shall be made within one (1) working day of the site editorial board's decision, and the Superintendent's or designee's decision shall be rendered in writing to the concerned parties within two (2) working days of the request for review.

- ♦ Whenever a request under this regulation is made to convene the site editorial board, the disputed materials, or disputed portions thereof, shall remain in the possession of the faculty advisor, but shall not be published until completion of the review process contained herein.

- ♦ As used herein, the word *student* includes individual students and groups of students.

If the principal of the school sponsoring the publication(s) requires that all or some material for such publications be approved by the principal before the material is published:

- ♦ The advisor shall make an initial recommendation as to whether the material meets the standards for publications established herein.

- ♦ The student responsible for the publication, or the faculty advisor for such group, shall present a copy of the proposed publication to the principal of the school building in which the materials are to be published, no later than 48 hours in advance of the anticipated time of publication.

- ♦ The principal shall review the material that has been proposed for publication and determine its suitability for publication, and the determination as to whether or not the material shall be published shall be based on the criteria set forth herein.

♦ If the principal determines that the material is not suitable for publication under any one or more of the criteria set forth herein, the material shall not then become part of a school-sponsored publication. The principal shall consult with the faculty advisor in an attempt to bring material to acceptable standard. Following that consultation, if a mutually satisfactory agreement of the principal, the faculty advisor and the student cannot be reached, any of those parties and/or any parent or guardian of such student may submit a written request to the site editorial board to review the material. The procedures established herein, subsequent to the submission of a written request to the site editorial board, are equally applicable to the situation involving principal review of school-sponsored publications.

Adopted: date of manual adoption
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.

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

Signature of Complainant Date Signed

Principal receiving the initial complaint Date initial complaint received

The principal shall give one (1) copy to the complainant and retain one (1) copy for the file.

J-2900 © JICF
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.

It is the District's position that gang-related activities and behaviors present a clear danger to other District students and staff members and disruption of educational activities. Any student causing and/or participating in activities that adversely affect the educational activities and/or safety of another student or the orderly operation of the schools shall be subject to disciplinary action. When such behaviors occur in a gang context, they are of distinctive concern to the District and the community because of potential retaliation by and/or involvement of other gang members. The use of hand signals or, 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 discouraged. Gang-related clothing or accessories may vary from school to school and may change from year to year. If disruption results from dress, accessories, or grooming, the student's parent/guardian shall be contacted, and the student shall be sent home to change clothes if necessary 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.

The Governing Board herewith prohibits any form of Any activity involving an initiation, hazing, intimidation, assault, or other activity related to a gang 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. If such prohibited activity should occur, the school administrator or the Superintendent shall take corrective and/or disciplinary action as may be appropriate, which may include suspension or expulsion. 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 Manual adoption

LEGAL REF.: A.R.S. 12-661(A)(B)
 15-507
 13-105

13-1202
15-521(A)(4)
13-2911
15-841
15-341(A)(1)
15-842
15-342(1)
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

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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 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. *Adopted: date of manual adoption*

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HAZING

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 **educational** institution.
- The act contributes to a substantial risk of potential **physical** injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

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

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

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

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

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

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

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

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

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

Adopted: date of ~~manual~~Manual adoption *Revised:* September 11, 2001

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

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HAZING

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.

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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 **theyour** 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

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

The projected solution

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

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

_____ Student
Date

_____ Date initial complaint received
Administrator or professional staff member receiving initial complaint

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.

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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 **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.

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 **DistrictSchool** 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 **DistrictSchool** policies related to the conduct and discipline of students, staff, and others.

J-2990 **AUSD10** JICFB 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: July 5, 2005 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 **AUSD10** JICFB-R
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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 **AUSD10** JICFB-EA
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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: _____

Intervention: _____

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

J-2995 **AUSD10** JICFB-EB
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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.

^J-3000 © JICG
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.
- **District support facilities**
- **District pre-schools**

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 **manualManual** adoption *Revised:* **September 14, 1999**

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

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RREEGGUULLAATTIIOONN
J-3011
TOBACCO USE BY STUDENTS**

The use, possession*, transfer, or attempt to transfer tobacco, including, but not limited to, cigarettes, chewing tobacco, and cigars, by students during school hours or during school-related activities on or off campus is a violation of the student code of conduct.

Tobacco will be confiscated from a student who violates this regulation and the student will be required to serve detention or in-school suspension for a period of time as determined by a school administrator.

A repeat offender may be directed to receive counseling, be required to perform a related assignment (e.g., research medical findings as they relate to tobacco use and preparation of a report thereon), or be suspended from school for a period not to exceed 10 school days for each repeat offense.

*A person will be considered to be "in possession" of tobacco within the meaning of this regulation if that person (1) knows of the nature, existence, and location of the tobacco *and* (2) has dominion and control of the tobacco.

Adopted: date of manual adoption

J-3050 © JICH
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.

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

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 4-101
 4-241
 4-244(9)
 13-3401 through 13-3461
 15-341(A)(31)
 15-345
 13-3405
 13-3406
 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

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J-3061.13061 © JICH-R
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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 **nurseoffice**.

- 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, ~~each~~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.

Adopted: date of manual adoption

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J-3081 JICH-EA

DRUG AND ALCOHOL USE BY STUDENTS

**RELEASE AND GRANT OF PERMISSION FOR REFERRAL TO THE
STUDENT REFERRAL PROGRAM**

I give permission for my son/daughter/ward, _____, to be referred to the Student Referral Program to receive assessment, counseling and/or referral to be provided by the Community Counseling Center. I acknowledge that the Community Counseling Center is a private organization that is not a part of Amphitheater School District. I further acknowledge that should referral to a provider or agency outside of the Community Counseling Center be required, Amphitheater School District assumes and shall have no financial responsibilities for or in connection with said service(s).

Parent or Guardian Date

Witness Date

Adopted: date of manual adoption

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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.

Adopted: date of manual adoption

^J-3100 © JICI
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 2-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 explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or similar device; Any weapon which device other than a firearm that will, or which is designed to, or may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter; any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two (2) preceding examples, and from which a destructive device may be readily assembled; 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. Examples include, but are not limited to: pellet or BB guns; imitation or toy weapons; ammunition or bullets; clubs; razor blades; box cutters; matches and/or lighters; ordinary pocket knives (non-locking blades less than two and one-half [2 1/2] inches in length); firecrackers; smoke or stink bombs; laser pointers, and mace or pepper gas.

- *School premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, *etc. et cetera*) are held away from District property.
- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

Adopted: September 25, 2007 date of Manual adoption

LEGAL REF.: A.R.S. 13-2911
 15-341342
 15-841714.01
 13-3102
 15-342515
 15-843841
 13-3111
 15-515713
 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

**J-3211 © 2011 Arizona School Boards Association JICK-R
REGULATION REGULATION
STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

The District does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely, and responsive action.

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.

Any student who feels he or she has been the victim of bullying or suspects other students of being bullied should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee, but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

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

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the

complaint, the principal or the principal's designee will maintain confidentiality to the extent reasonably possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

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

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.

J-3231 © 2011 Arizona School Boards Association JICK-EA
EXHIBIT EXHIBIT
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.

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

J-3232 © 2011 Arizona School Boards Association JICK-EB
EXHIBIT EXHIBIT
STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING
(To be displayed in school buildings
and in student handbooks)

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

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

Bullying: Bullying 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, and
- 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.

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

J-3261 © 2011 Arizona School Boards Association **JICL-R**
REGULATION REGULATION
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.

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EXHIBIT EXHIBIT
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.

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

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

The projected solution

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

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

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating 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](#)[Manual](#) adoption

^ & ^J-3400 © JIH
**STUDENT INTERVIEWS INTERROGATIONS, SEARCHES,
AND ARRESTS**

Interviews

School officials may question students regarding matters incident to school without limitation, while remaining cognizant of the ethical requirements of Governing Board Policy GBEA. The principal is always encouraged to notify parents when their student is interviewed for any purpose by school administration; parental contact is required. 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. **Removal**Disrobing of a student's clothing (i.e., shoes, socks, pants, jackets, etc.) is overly intrusive for purposes of most student searches and is improper **absent an emergency justifying the intrusion, as determined after consultation with law enforcement personnel and/or the Superintendent.**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, **etc.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: **September 11, 2007**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. I04-033003
I88-062
I77-211
I91-035
I82-094

CROSS REF.: GBEA - Staff Ethics
JLIB - Student Dismissal Precautions

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J-3411.1 3411 AUD10 JIH-RA
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.

Adopted: date of manual adoption

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J-3412.1 3412 AUUSD10 JIH-RB
STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

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.

Adopted: date of manual adoption

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

Adopted: date of manual adoption

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STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS
FORM FOR SIGNATURE OF INTERROGATINGINTERVIEWING 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 **interrogationinterview**.

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

Adopted: date of manual adoption

^ & ^J-3600 AUSD10 JII
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

(Discrimination and Denial of Student Rights)

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, **harassment, intimidation, bullying** 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.
- **Harassment of the student by another person.**
- **Intimidation by another student.**
- **Bullying by another student.**
- 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/**grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the 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. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the receiving school administrator is included in the allegation, the complaint/ or grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the a school administrator or next higher administrative supervisor of the a student's allegation may subject the staff member to disciplinary action. The professional 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.

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

Middle school and high school students shall file complaints on their own behalf. A student or the student's parent or guardian may initiate the complaint process on behalf of an elementary school student. Except for elementary students, only the student may initiate a complaint/grievance under this policy. A parent or guardian who wishes to complain should do so by completing the forms following policy Policy KE on Public Concerns and Complaints by completing exhibit JII-EA.

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

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, **and staff and parents or guardians** in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent **as 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: **August 28, 2007** 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

JICFB - Bullying, Intimidation, and Harassment

JK - Student Discipline
JKD - Student Suspension
JKE - Expulsion of Students
KE - Public Concerns and Complaints

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STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES
(Discrimination and Denial of Student Rights)

General Conditions

These procedures are designed to permit students to raise concerns regarding denial of student rights, denial of equal opportunity for participation, discrimination, and/or sexual harassment.

It is the intent that this procedure, as described below, be used only after an informal meeting between the parties involved has been unproductive or if said meeting would aggravate the existing relationship between the parties. Nothing in this regulation should be interpreted to preclude the informal resolution of complaints.

A student must file a written complaint within sixty (60) school days following the event or occurrence that is the basis of the complaint, or the student's right of complaint shall be considered waived.

Procedures

A student who alleges denial of student rights; denial of equal opportunity; discrimination based on gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, marital status, political beliefs/affiliation, national origin, citizenship status, home language, family, social or cultural background; and/or sexual harassment may complain directly to the student's principal and/or designee, counselor, or the school's student/family advocate, if one exists at the school.

If the complaint is made to the student's counselor or the student/family advocate, those individuals will notify the principal and/or designee of the complaint within twenty-four (24) hours of receipt of the complaint.

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination or personal safety issues may complain directly to a school administrator or to a school staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JII-EA, however, a verbal complaint or grievance may be made. When a school staff member receives the information, the staff member will immediately inform a school administrator. If the complaint or grievance involves a school

administrator the staff member shall forward the complaint or grievance to the next administrative level.

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

At a minimum the complaint or grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint or grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The student may request that the complaint/grievance will be investigated by the principal and/or designee of the school, as outlined below, or request that the situation be mediated by the student/family advocate, if available, or the District's equal opportunity specialist, as outlined below. If the school administrator or a supervising administrator, or another person approved by the Superintendent. The student requests an investigation by the school principal and/or designee, the following procedures shall be contacted not later than the school day following the date the school administrator or the administrator's immediate supervisor receives the information. The procedures to be followed are:

- ♦• An investigation of the reported incident or activity shall be conducted and completed made within ten (10) school days of the receipt of the complaint by the principal and/or designee. The time lines outlined herein may be extended by mutual consent of all parties concerned 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 principal and/or designee investigator shall meet with the student complainant who submitted the complaint or grievance at or before the end of the ten (10) day time period and shall discuss the principal's and/or designee's conclusion 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 principal and/or designee investigator shall prepare a written report of the findings and deliver a copy to each of the parties involved, as well as to the equal opportunity specialist and of the report shall be provided to the principal and/or the Superintendent.

If mediation is requested, the school's student/family advocate, if one exists at the school, or the District's equal opportunity specialist will be informed of the

complaint by the principal and/or designee within twenty-four (24) hours of the student's request for mediation. The following procedures will be followed:

- ♦ The student/family advocate or equal opportunity specialist will conduct a mediation session with all involved parties within ten (10) days of receipt of the request for mediation.
- ♦ If the mediation process is successful, all parties will abide by agreements reached through mediation. If mediation is not successful, the matter will be referred back to the student's principal and/or designee, and an investigation shall proceed as outlined above.
- ♦ The mediator shall prepare a written report of the findings and deliver a copy to each of the parties involved, as well as to the Superintendent and the equal opportunity specialist (if the mediator is a student/family advocate).
- 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, **appropriate** District policies shall be followed.

Adopted: date of manual adoption

Revised: August 13, 2002

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
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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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

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

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

Signature of Complainant

Date Signed

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.

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STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES
(To be displayed in school buildings and in student handbooks)

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

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

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

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.
The guidelines to be followed are:
 - The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
 - The complaint/grievance shall be made only to a school administrator or a school staff member.
 - The person receiving the complaint will gather information for the complaint form.
 - All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
 - The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

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

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date

of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

Knowingly submitting a false report under 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.

J-3700 AUSD10 JJ
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

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J-3711 **AUSD10** JJ-R
STUDENT ACTIVITIES –
COCURRICULAR 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.

Adopted: date of manual adoption

J-3750 **AUSD10 JJA** **STUDENT ORGANIZATIONS**

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 **manualManual** adoption *Revised:* August 27, 2002**CROSS REF.: JIBA - Student Government**

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J-3761
STUDENT ORGANIZATIONS

The principal of each school, in concurrence with the faculty and student body, shall establish a structure of student organizations and activities that meet the needs and interests of the age groups of students served and are consistent with Governing Board policy and the philosophy of education developed in the District schools.

Circumscription

The following criteria are presented to define and delimit student organizations that may be established within the schools of the District:

School clubs and organizations:

- ♦ Student organizations that meet all of the following criteria will be recognized and accepted as approved student activities and will be granted the privilege of functioning within the District schools:
 - The organization is authorized and approved by the school principal.
 - The organization has faculty sponsorship and supervision.
 - The membership in the organization consists entirely of students currently enrolled in the school.
 - The organization has a democratic system for selecting its members, which does not 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, and which has admission qualifications that apply equally to any student enrolled in the school.
 - The organization has established aims and purposes that are educational or school related or of interest and benefit to the community.
 - The organization holds most of its meetings and/or activities at the school.
 - The organization has a written constitution that has been approved by the school administration or by the student government organization designated for this function.

- The organization meets all other conditions prescribed by the school for school-sponsored organizations.

Nonschool clubs and organizations:

♦ All student associations, clubs, and organizations of a nonsecret nature that, although not recognized as approved student activities in the school, do meet the following criteria are considered to be nonschool organizations and as such are not within the jurisdiction of school authorities:

- Student groups whose membership may or may not consist entirely of students from one school.
 - Student groups that are sponsored by other than school personnel.
 - Student groups that meet outside school hours.
 - Student groups that generally meet at places other than the school. (If permission is granted by the building principal, an exception to this rule may allow a nonschool student organization to meet at the school.)
 - Student groups whose purposes are other than school related or of school interest.
- ♦ Nonschool clubs and organizations may become recognized, school-sponsored organizations by meeting and/or complying with all of the criteria listed above for school clubs and organizations. To effect such a change, the sponsor(s) of the nonschool club or organization should apply in writing to the school principal and should complete all arrangements for compliance with the criteria for school clubs and organizations with the principal or the principal's designee.

Faculty Participation

Student activities have an important function in the total program of a school, and faculty supervision or leadership is essential to the success of these programs. The faculty at each school shall participate in the development of such programs, and shall participate in effecting and providing equitable assignment of personnel to lead and supervise such programs.

Adopted: date of manual adoption

Revised: August 27, 2002

^J-3850.13850 © JJAB
LIMITED OPEN / CLOSED FORUM

(EQUAL ACCESS FOR SECONDARY SCHOOL STUDENTS)

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" as it applies to the Equal Access Act 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 or by, District employees or governmental entities, or employees of governmental entities.
- ♦• District employees present at religious meetings will be present only in a nonparticipatory 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 nor, any employee, agent, or employee-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.

The school principal shall assign teachers, administrators or other employees to attend these meetings in a nonparticipatory, custodial manner in order to maintain order and discipline on school premises, to protect the well-being of students and faculty members, and to assure that attendance at meetings is voluntary. Any teacher, administrator, or other employee assigned to a meeting for custodial purposes shall refrain from promoting, leading, or otherwise participating in any noncurriculum-related meeting.

All students, student groups, and student organizations that wish to use the school premises for meetings will be subject to general rules of good conduct in order to maintain the privilege of using the premises.

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.

Publications and Postings

Availability of printed, written or audiovisual material other than that provided in the normal course of instruction:

- ♦ The governing board acknowledges the importance of access to information in a free society and believes that exposure to a broad spectrum of opinion on a variety of issues is essential to the educational process in a democracy. Therefore, printed, written and audiovisual materials - including books, magazines, newspapers, newsletters, and other printed and written material - shall be made freely available on school premises, provided that such availability is consonant with the obligation of the Governing Board to protect the civil and personal liberties and the safety and welfare of students attending the public schools of the District, and provided that such availability is consonant with the responsibility of the Governing Board for the use and condition of school property and for transactions conducted upon said property, both during and after school hours.

- ♦ The Governing Board directs the Superintendent to prepare and enforce such rules and regulations as may be necessary to implement this policy, based upon the following guidelines:

- Written, printed, and audiovisual materials or symbols or any other materials such as armbands or lapel or similar type buttons on which writing or printing may be inscribed, irrespective of its source of sponsorship, may be made available and distributed on the campuses of the School District, provided the distribution has been previously approved in accordance with the provisions set forth in Policy KHC.

- School-sponsored publications shall be developed within the adopted curriculum, under the supervision of faculty members, and in the furtherance of regular classroom activities. School-sponsored publications or materials must be approved prior to distribution in accordance with Policy KHC if the principal of the school sponsoring the publications or materials requires such approval.
- The approval to distribute such materials, referred to above, although given in accordance with the administrative rules and regulations, may be revoked by the same authorities if such material, subsequently distributed, should violate the guidelines herein set forth or the established rules and regulations.
- The Governing Board affirms the right of individuals to criticize governmental and Board policies and administrative rules and regulations as long as such criticism does not incite to riot or advocate violation of the law or of Governing Board policies or administrative rules and regulations.
- The Governing Board specifically bans from District-owned property any materials, visual or audiovisual, written or printed, that are obscene or defamatory, may incite or provoke disorder or disregard of law or school regulations, or that would create a clear and present danger to the persons and property under the jurisdiction of the District or that would adversely affect the health or safety of students or others.
- Appeals may be made to the Governing Board from decisions made in accordance with this policy or with the administrative rules and regulations referred to above.

Religious Literature

Religious literature shall not be distributed among the students in the District schools.

♦ *Exception:* In line with the equal-access ruling, it is believed that secondary students are able to decide for themselves whether or not they wish to gather for religious purposes. If this should occur and approval has been granted by the school administration, subject to the provisions of the equal-access policy and regulation, participating secondary students may wish to distribute among their own group, and within the confines of the group meeting, literature of a religious nature.

Adopted: date of ~~manual~~Manual adoption

LEGAL REF.: [A.R.S. 15-720](#)
 20 U.S.C. 4071-4074. *et seq.* Equal Access Act, (Section 801 *et seq.*)

CROSS REF.: KF - Community Use of School Facilities
KHC - Distribution/Posting of Promotional Materials

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J-3861.1 JJAB
LIMITED OPEN FORUM
(EQUAL ACCESS FOR SECONDARY SCHOOL STUDENTS)

Any student wishing to have access to school premises for a meeting must first place a request with the administration office of the school in which the meeting is to be held. Requests will be granted on a first-come, first-served basis, subject to the following rules and regulations:

- ♦ The student shall make such request one (1) week in advance of the meeting date.
- ♦ The meeting shall be attended on a voluntary basis and shall be student initiated.
- ♦ Student groups and organizations shall adhere to the same rules of order and decorum with which individual students are required to comply during the "normal" school day. Any significant or substantial interference with the daily school program and/or any destruction of school property will be cause for disciplinary measures to be taken.
- ♦ Teachers, administrators, or other employees may attend these meetings in a nonparticipatory capacity.
- ♦ Invitees may be present at meetings held after all academic classes offered by the school have ended. Meetings held before such time shall not include nonstudent guests.
- ♦ Nonstudent guests may be invited to student-initiated meetings on a regular basis. In the absence of extraordinary circumstances, no individual may be a guest more than twice in one semester and no more than two nonstudent guests may be invited to any one meeting.
- ♦ Nonschool persons ("guests") may not direct, conduct, control, or regularly attend activities of the student group.
- ♦ The student or student group requesting use of school facilities shall notify the administration of the school of what guests, if any, are invited to the meeting, who they are and the purpose for their attendance at the time the application is made to use the premises and, in any event, not less than one (1) week prior to the meeting to which such guests have been invited.

- ♦ Teachers, administrators, or other employees shall be present at the meetings in a custodial capacity and are authorized to maintain order and discipline of the students, protect the well-being of the students and faculty members, and assure that attendance at meetings is voluntary.
- ♦ The school reserves the right to deny access to the premises if the school administration office has not been given sufficient time to arrange for a room, or for a teacher, administrator, or other employee to be present at the meeting.
- ♦ A student group may lose its privilege of use of the school premises if it materially and substantially interferes with the orderly conduct of educational activities within the school during its meetings or if it violates the law or the policies or regulations of the School District.
 - ♦ No meetings by any group or organization shall be held prior to the first class period offered by the school.
- ♦ Non-curriculum-related groups are those that do not necessitate advice, instruction, or direct involvement of any sort from a teacher or employee of the School District, and the primary purposes of which are not the advancement of the educational processes and goals of the School District in the areas of academic, vocational or physical education.

Disciplinary Procedures

If the rules of decorum are not properly adhered to by a student group or organization meeting on school premises, the following procedures will be followed:

- ♦ The school employee monitoring the meeting/activity shall forewarn the students that their behavior is inappropriate and that a continuance of such behavior shall result in a termination of the meeting/ activity.
- ♦ If the inappropriate behavior rises to the level at which the monitor believes it is necessary to terminate the meeting/activity in order to ensure the safety of the students as well as to prevent disturbance of regular school activities, the meeting/activity shall be terminated and the monitor shall inform the students that the monitor will prepare a brief summary of the incidents that occurred that led to the termination of the meeting and that the students may also file a report with the school principal presenting their viewpoint. The report shall be specific and shall include the names of the persons involved in the misconduct and shall be submitted to the principal of the school.
- ♦ A copy of the monitor's report shall be filed with the office of the school principal.
- ♦ Upon the next request of the offending group to meet on school premises, the group shall be provided a written statement that notifies them of the action that

will be taken should further disturbance occur as a consequence of the meeting/activity. Such action shall include refusal to allow further meetings for the following week or up to the remainder of the semester, and discipline measures shall be taken against individual students if appropriate.

- ♦ Any misconduct by nonmembers of the group or organization and/or nonparticipants in the meeting or organization in response to that meeting/activity shall be handled by the monitors or other school officials pursuant to the student disciplinary guidelines.

- ♦ Each group or organization will be responsible for leaving the classroom or facilities used in the same condition as before the meeting/ activity began.

- ♦ If a group or organization loses its privilege to hold meetings on school property, the group or organization may file an appeal of the suspension to the principal of the school.

- ♦ The student group or organization may appeal the decision in the following manner:

- Representatives (no more than two) of the group or organization may request a meeting and conference with the principal to discuss the principal's decision. At that time the group or organization will be given a chance to present its own viewpoint and to defend the group's or organization's right to equal access.

- If, subsequent to a conference with the principal, the group or organization is still dissatisfied with the decision, it may, within three school or working days of notice of the principal's decision subsequent to the conference with the principal, make an appointment to meet and confer with the Superintendent or designee regarding the matter. Failure to timely seek such an appointment shall constitute a waiver of the right to appeal.

- The Superintendent or designee shall, within three working days of the request, meet with the representative(s) and, after meeting with the representative(s), have three working days in which to present the group or organization with written notice and explanation of the decision concerning the loss of right to equal access, and such decision shall be final unless a review is granted by the Governing Board.

- If the group or organization is dissatisfied with the decision of the Superintendent or designee, it may request a meeting of the Governing Board to review the materials.

- The Governing Board may:

- ▲ Review and either approve or revise the decision of the Superintendent or designee with or without a hearing at which the representative(s) may be heard;
or

▲ Take no action, in which case the decision of the Superintendent or designee will be deemed to have been approved by the Governing Board on the twenty-first day after request for the Governing Board's review is filed with the Governing Board.

Adopted: date of manual adoption

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J-3862 JJAB
LIMITED OPEN FORUM
(EQUAL ACCESS FOR SECONDARY SCHOOL STUDENTS)
Publications and Postings

School-sponsored and extracurricular publications:

- ♦ School-sponsored publications shall be developed within the adopted curriculum in furtherance of regular classroom activities. The faculty member(s) responsible for the supervision of a class or classes in which there is a school-sponsored publication shall supervise the production and publication of printed or written materials in accordance with District regulations.
- ♦ Distribution of printed or written materials in the form of newspapers, petitions, bulletins, posters, pamphlets, leaflets, handbills, decals, or other printed materials to be circulated or displayed on school property shall be approved as follows:
 - *School-sponsored.* Approval of principal *if* required by the principal.
 - *Extracurricular.* Approval of the principal *must* be obtained.

Student bulletin boards:

- ♦ The student council shall maintain a bulletin board for general use by students. Any publications, leaflets, handbills, advertisements, or other printed material may be displayed provided
 - The material to be displayed is submitted to the school principal, who shall be responsible for channeling it to the students in charge of maintaining the bulletin board.
 - There is sufficient space.
- ♦ Student use of chalkboards and bulletin boards in individual rooms shall be regulated by the teachers responsible for said rooms. If a publication is questionable in the mind of the teacher, it will be brought to the attention of the school principal, who will decide whether the publication meets the requirements for distribution. *Adopted:* date of manual adoption

J-3900 © JJB
STUDENT SOCIAL EVENTS

A number of our school goals are supported by well-conceived and well-managed social events. Parents expect their children to learn to feel at ease in appropriate social situations. Social events have an important place in a well-rounded school program. The staff is encouraged to utilize such events intelligently.

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~~Manual adoption

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J-3911 **AUSD10** JJB-R
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.

Adopted: date of manual adoption

J-3950 © JJC
STUDENT PERFORMANCES / EXHIBITS / COMPETITION

The Governing Board recognizes that worthy and appropriate educational values can be gained from student participation in civic and community affairs. Public performances by students are encouraged as long as they are compatible with the philosophies and policies of the Governing Board, contribute positively to the instructional program, and are beneficial to the general public welfare. Teachers are encouraged to provide students for public performances when:

- ♦ Such performances benefit both the goals of the schools and the needs of the students.
- ♦ Such performances are free from the kinds of appeals and pressures that limit the best development of the participants.
- ♦ No student is excluded because of gender, sexual orientation, race, color, creed, religion/religious beliefs, citizenship status, age, disability, political beliefs/affiliation, marital status, national origin, home language, family, social or cultural background.

Any student or group of students planning to give public performances representing the District shall first secure permission from the principal. Such performances shall be in keeping with the general goals and objectives of the educational program and the following:

- Funds, if collected, shall be credited to the appropriate student activities fund account.
- The participation in the project will not deprive students of time needed in acquiring basic skills.
- The regular schedule will not be interrupted unless the majority of the students benefit through their participation.
- The activity shall contribute to the educational program.
 - ♦ Such performance is appropriate to the age group.

High Schools

Because of affiliations with certain state and national organizations, the high schools have an obligation to comply with the rules and regulations of said organizations in this regard. Particular attention should be given to the activity rules and regulations of the Arizona Interscholastic Association.

Middle Schools

The middle school principals are encouraged to be informed of the rules and regulations affecting the high school and to conduct their activities' programs in a comparable manner.

Admission Fees/Payments

Students may perform where admission fees are charged only if the proceeds are used for charitable, educational, or civic purposes. Payment for performances may be accepted by the school but not by individual students. Costs directly related to performances and the supervision of the students shall be responsibilities of the School District.

Adopted: date of ~~manual~~Manual adoption *Revised:* August 13, 2002

J-4050 © JJE
STUDENT FUND - RAISING ACTIVITIES

The Governing Board opposes charity drives that call for solicitations of money from students.

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 manualManual adoption

LEGAL REF.: A.R.S. 15-1121 through 1123

CROSS REF.: DIC – Financial Reports and Statements
JJF - Student Activities Funds

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J-4061 **AUSD10** JJE-R
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.

Building principals shall forward requests for school participation in fund-raising drives to the Superintendent. No funds for such charity drives shall be solicited from students without express approval by the Governing Board. When funds are solicited from students, there shall be no undue pressure to give or any publicizing or comparison of gifts.

Nonschool Agencies

Tickets to affairs sponsored by or for nonschool agencies shall not be sold in any public school or on school premises by any student or school organization or by any nonschool organization, except at times and places specified by the administration.

Raffles or Lotteries

MoneyFund raising activities may not be in the form of raffles or lotteries.

Adopted: date of manual adoption

J-4100 © JJF
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 ~~therefor~~~~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~~~~Manual~~ adoption

LEGAL REF.: A.R.S. 15-1121 *et seq.*

CROSS REF.: DIB - Types of Funds/Revolving Funds

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J-4111.1
STUDENT ACTIVITIES FUNDS

All monies raised with Governing Board approval by the efforts of students in pursuance of or in connection with activities of student organizations, clubs, school plays, or other student entertainment other than auxiliary funds (consisting of funds raised in connection with activities of school book stores and athletic activities) are student activities monies or funds.

The accounting system for managing student activity funds shall be designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

School activity funds may be expended only for purposes that, in general, will benefit the student body of the school. All rules, regulations, and procedures for the conduct, operation, and maintenance of extracurricular accounts, and for the safeguarding, accounting, and audit of all monies received and derived therefrom are to contribute to this purpose.

Management of School Activity Funds

All school activity funds shall be held in a bank account designated the student activities account by the student activities treasurer, who shall be a person appointed by the Governing Board. Additionally, the Governing Board may designate an assistant student activities treasurer for each school. Student activities bank accounts may be established separately for each school.

Records and Accountings

The student activities treasurer or assistant student activities treasurer(s) shall maintain accurate detailed records of all revenue and expenditures of the students' activities fund, and accounts showing the balances due the respective student organizations shall be maintained and shall be open to inspection by officers of the student bodies concerned.

Authorization to Expend Funds

All activity funds shall be expended only upon authorization by the student members and their faculty advisor, under the supervision of the principal and/or the associate to the superintendent for finance and accounting. Funds may not be removed or transferred from student activity accounts without permission by the activity members and their faculty advisor.

Disbursement by Check

Disbursements from the student activities accounts shall be by check, signed by two persons, one of whom shall be either the student activities treasurer or the assistant student activities treasurer, and one of whom shall be any other person authorized to sign by the Governing Board. Any disbursement shall be authorized by or on behalf of the student members of the particular club or organization, as provided by state statutes.

Residual Funds

Residual funds from inactive student organizations shall revert to the general student body fund unless otherwise designated.

Adopted: date of manual adoption

J-4150 © JJG CONTESTS FOR STUDENTS

The Governing Board approves a selective policy of Student participation in contests. However, participation by students in any such shall be limited to activities shall be on a purely voluntary basis and shall be consistent with the purposes of the instructional program. In the high schools, criteria regarding the National Association of Secondary School Principals' contests shall serve as a guide to school administrators in determining whether participation in a particular contest shall be allowed.

Activities Sponsored by Outside Organizations

Where the school and students agree to participate in any contest sponsored by an outside, or non-school-related organization, it shall be the responsibility of the sponsoring organization to provide the management for the contest, including providing participating students with detailed information, instructions, and rules governing the contest.

Elementary Schools Elementary school students may participate, on a purely voluntary basis, in contests that , in the judgment of the building principal, have educational value for the students. Participation in contests should not interfere with ongoing instructional programs and events that relate to the educational needs and interests of students and do not promote private or commercial interests.

Secondary Schools

Subject to the greater restrictions on secondary schools by affiliated educational organizations, building principals may enter their schools in contests that are consistent with this policy Particular attention should be given to the rules and regulations of the Arizona Interscholastic Association, as violations of these rules could restrict The Superintendent shall establish procedures and regulations governing participation in futuresuch contests.

Adopted: date of manualManual adoption

LEGAL REF.: A.R.S. 15-1241
A.A.C. R7-2-313

J-4300 INTRAMURAL SPORTS

Intramural sports shall be encouraged in all schools as part of the regular physical education program, the noon recreation program, and after-school hours program, in order that all pupils may have the opportunity to participate.

Adopted: date of manual adoption

J-4200 JJH STUDENT TRAVEL

The School District will sponsor only such student travel which is of value in meeting educational objectives which correspond to the District's curriculum and academic standards, or which is necessary to fulfill obligations to interscholastic programs, competitions, or exhibitions. Such travel shall not seriously interfere with the educational routine of students who must remain in the school and who are unable to participate in the travel for whatever reason. All District sponsored travel activities shall, to every extent possible, be available to all students within the group of students eligible for participation.

In-State Travel

The School District will sponsor in-state travel for extracurricular activities provided that such trips are necessary to meet the objectives of those activities. The School District will furnish school transportation vehicles for all trips required to meet competitive obligations of extracurricular programs. District vehicles may also be provided for in-state travel to discretionary activities during the season of activity for extracurricular programs, budget and resources permitting. The use of District vehicles for out-of-season and summer trips will be permitted only if the transportation expenses are paid by the program.

Meals and lodging will not be paid by the District. School and/or student activity funds may be used for this purpose if approved by the principal or designee.

A student who is failing a class shall not be permitted to travel to any extracurricular activity.

Out-of-State Travel

While the Governing Board recognizes the value of interscholastic activities, it also believes that the objectives for those programs can be realized within state boundaries in most cases. As a result, the District restricts approval and financial support for out-of-state travel of extracurricular programs. Travel to out-of-state activities may be considered if the following occur:

- ♦ The out-of-state travel request is approved by the principal and the Superintendent.
- ♦ A budget for the trip is submitted with the out-of-state travel request. The budget must include:
 - All transportation expenses.
 - Food.

- Lodging.
- Entry fees.
- Additional salary expenses for sponsors and chaperons, if any.
- ♦ Funds for the trip are/will be raised, and on account, prior to the trip.
- ♦ Loss of school time is directly related to the educational benefits of the trip.
- ♦ Consideration is given to in-direct costs of a trip such as lost ADM, substitute wages, et cetera.
- ♦ The site identifies the costs of staff travel and budget source for covering staff travel costs.

Fund raising for out-of-state extracurricular activities trips is permissible. Funds can be raised through donations, student trip fees, and/or various fund-raising activities that are approved through existing school procedures. No fund-raising activities for a trip shall occur, however, until the Governing Board has first approved the trip. Neither shall any commitment of District resources or use of instructional time be made concerning a travel event until that event has been approved.

Students who are not passing all classes at the time of the out-of-state trip shall not be allowed to participate in the trip.

Adopted: date of manual adoption *Revised:* February 26, 2002 April 9, 2002

CROSS REF.: IJOA - Field Trips

KHB - Advertising in Schools

KHC - Distribution of Promotional Materials

DJE - Purchasing Procedures

GBEA - Staff Ethics

GBEAA - Staff Conflict of Interest

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J-4211

STUDENT TRAVEL

General Philosophy

The District has two (2) chief focuses in all matters of the District-sponsored student travel. The first is ensuring the safety of students. The second is ensuring that travel is necessary and related to the educational goals and mission of the District. Given this, student travel events will require substantial planning well in advance of the actual date(s) of travel. This regulation will identify procedures to assist the school administrator, teacher, or activity sponsor in preparing for a student travel event.

Pre-Travel Planning

Planning for travel events shall begin sufficiently prior to an event to allow for timely and meaningful review/approval of travel arrangements prior to the travel occurring. Aspects of a travel event to be considered include, but are not limited to, the following:

- Safety considerations
- Educational benefit/cost
- Loss of school time, if any, which is to be discouraged
- Direct and indirect financial cost to District, staff, and families
- Availability of funding for low income students
- Purchasing (procurement) issues
- Insurance coverage
- The number of students that will travel, compared to the number of students within the group which is intended to travel. (For travel to be approved, participation must be greater than the majority of a group.)

Examination of these issues and those others which may be appropriate should be undertaken by a group, rather than a single individual to assume consideration of varying perspectives. Wherever possible, the group should include teachers, parents, administrators, and students.

Submission of Travel Request

No student travel, whether in- or out-of-state, shall occur unless approved in advance by the Superintendent or Governing Board, as applicable.

In the case of out-of-state travel, after appropriate pre-planning has occurred, and the school principal has determined that the travel request has his/her approval, the school principal shall forward the request for travel approval to the Superintendent. The request shall be on a form prescribed by the Superintendent and shall, at a minimum, include the pre-planning considerations listed above.

No commitments for a trip of any kind, including the execution of any contract or the initiation of fund-raising activities, shall be undertaken until a trip has been approved by the Superintendent or Governing Board, as applicable.

After review of a request by the Superintendent or the Governing Board, the Superintendent shall reply to the school principal indicating whether the trip has been approved.

Disapproval of a trip indicates only that the trip will not be District-sponsored; disapproval does not prohibit travel on a private, personal basis at the discretion of students and their parents, and at their own risk.

Upon approval of a travel request, planning and execution (including fund-raising) of a trip may proceed in accordance with applicable District policies. Should the plans for a trip change after District approval in such a way that increases cost to the District, students, or staff, or which increases the absence of students from school, the trip shall be resubmitted for approval.

The Governing Board reserves the right to withdraw approval of travel based upon changes in circumstances which arise after its approval. In that case, the District shall not be responsible for refunds.

Compliance with Policies and Law District-approved travel must be arranged and carried out in full compliance with District policies and state laws. Applicable sources include, but are not limited to:

- Student Code of Conduct
- Staff Ethics Policy (GBEA)
- Staff Conflict of Interest Policy (GBEAA)
- Advertising in Schools Policy (KHB)
- State Procurement Code
- Procurement/Purchasing Policy (DJE)

- Tax Credit Policy
- District Liability Insurance Coverage

In planning before and after travel approval, staff should be aware of any bidding or other requirements mandated under the law and the time requirements for such processes. No travel contract shall be executed by any staff member prior to review and approval of the contract by the Superintendent.

Parental Participation

It is critical that parents be fully informed of all issues and facts that are relevant to their decision-making regarding their student's travel. The school principal shall be responsible for communicating with parents regarding travel issues which, at a minimum, should include those listed above for pre-planning. Parents should be provided sufficient information so that they can fairly assess the relative value and cost of travel. Additionally, parents shall be provided an explanation of travel costs, including any portion of their child's travel costs which will fund chaperone or staff travel.

Like that of parent volunteers in the classroom, the assistance of parent volunteers on travel events is valuable and should be encouraged. Accordingly, it is the policy of the District that parents be permitted to accompany students and staff on travel events. An appropriate student to certificated personnel ratio shall be maintained, regardless of the number of parent volunteers that may assist.

Fund-Raising

Extracurricular, District-sponsored travel which is so expensive that there is limited opportunity for all students to participate is discouraged. The impact that the inability to afford a trip can have upon a student's self-esteem is a chief concern. The mission of the District serves *all* students. Fund-raising efforts may be undertaken to defray the cost of travel for all students on an equal basis. No fund-raising shall begin until the Governing Board has approved the travel. *District staff involved in fund-raising efforts shall not make any representations or warranties as to eligibility of contributions for tax deductions or credits.*

Adopted: February 26, 2002

CROSS REF.: IJOA - Field Trips

KHB - Advertising in Schools

KHC - Distribution of Promotional Materials

DJE - Purchasing Procedures

GBEA - Staff Ethics

GBEAA - Staff Conflict of Interest

**J-4231
STUDENT TRAVEL
(Chaperones)**

The safety of students during travel is the paramount concern in travel matters. The presence of adult chaperones, whether staff members or volunteers, can help assure student safety by providing an adequate level of supervision. It is recognized that participation of chaperones is often encouraged through payment of chaperone expenses associated with travel. Such expenses may, but need not be, included in the student cost of travel.

While such incentives for chaperones may be necessary at times, they should not be automatic. In addition, they should not add excessive or disproportionate financial burden to participating students.

Prior to inclusion of any portion of chaperone expenses in the student cost for extracurricular travel, the following factors shall be considered or observed:

- Careful consideration should be given to the impact which assessment of chaperone costs upon students will have upon the ability of some students to participate in the activity.
- Chaperones should be encouraged to pay for their own travel expenses, because to include such expenses in the costs for student travel has a negative impact upon the ability of some students to afford to participate.
- The cost of airline travel expenses for chaperones may only be charged to students, in whole or in part, if the student travel is for the purpose of competition in an event or contest open to other school competitors. In all other cases, the percentage of a student's travel cost attributable to chaperone expenses should not exceed fifteen percent (15%).
- Chaperones who may travel with their expenses to be paid in whole or in part by students may not solicit or encourage students to participate in the travel. This may represent an inherent conflict of interest subjected to employment policies and Arizona Revised Statutes.
- Students and parents must be informed of the specific amount of their travel cost which is attributable to payment of chaperone travel expenses prior to any commitment being made by the student and parents to the travel. Disclosure of the full cost and nature of each chaperone's travel expenses must also be made.
- If the expenses of a chaperone's travel are to be included in the cost of the travel to the student, the nature of the expenses must be the same as the

students. For example, if the cost of the student's travel only includes certain meals or venue fees, the chaperone's expenses to be paid through the student cost may only include those same meals or venue fees.

4161 © JJG-R
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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.

J-4350 © JJIB
INTERSCHOLASTIC ACTIVITIES SPORTS

Interscholastic Competition

The Governing Board supports the concept of membership of the District in associations that will enable our schools to benefit from cooperative development and supervision of our educational program.

The Governing Board, in entering into any such membership, recognizes and agrees that any administrative or legal action contemplated by the Board in the name of the schools must conform to the published policies, rules, and regulations of the particular association.

If conflict between the policies, rules, and regulations of the District and those of any association in which the District maintains membership should arise, the Governing Board reserves the right to decide in the best interest of the School District whether its policies, rules, and regulations should be placed in harmony with those of the association or the membership should be terminated.

Objectives for Interscholastic Competition

The objectives for interscholastic competition shall be as follows:

- Primary emphasis is to be placed on providing educational experience for the participants rather than on producing winning teams or providing entertainment.
- Practices that tend to distort the importance of interscholastic activities in the school program are prohibited.
- Practice sessions and contests are to be scheduled so that the academic program of the school is not directly or indirectly interrupted.
- The interscholastic activities program is to be conducted so that desirable school citizenship and good sportsmanship are fostered among both participants and spectators.
- The interscholastic program is to supplement - rather than serve as a substitute for - an adequate program of required physical education, intramurals, and physical recreation for all students.
- The interscholastic program is to be under the administration and supervision of the appropriate school officials and is to be conducted by persons with adequate professional knowledge and training.

- To the extent practicable, interscholastic teams are to be supervised, preferably, by certificated teachers who are members of the staff of the school in which the coaching is done.
- Administrative regulations for the schools shall require that the teachers who supervise interscholastic teams give basic priority to their teaching duties.
- The interscholastic program is to be conducted so that participants' physical welfare is protected and fostered.
- Individual participants are allowed to take part in interscholastic contests requiring physical exertion only after three (3) weeks of physical conditioning and training, which should be supervised by the school's responsible administrator.
- A participant who has been ill or injured is to be readmitted to practice sessions or contests only upon the advice of a physician or school nurse.
- Certificated officials as required by the Arizona Interscholastic Association are to be engaged to officiate at all interscholastic contests.
- At all times the welfare of the individual student is the basic criterion upon which it is determined whether or not a student should participate in interscholastic activities.

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.
- **Participation on**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 teams shall be open to all students in all sports, except that the schools shall not offer the following sports on a mixed gender team basis:

- Archery.
- Badminton.
- Gymnastics.
- Softball.▪ Volleyballassociation.

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 **activitiesathletics** be developed, implemented, and enforced. Such regulations may, at the discretion of the Superintendent, be incorporated into this policy as an administrative regulation.

Adopted: **August 28, 2007** 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

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REGULATION REGULATION
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.

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EXHIBIT EXHIBIT
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, spiritline 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.

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J-4361

**INTERSCHOLASTIC ACTIVITIES
(ELIGIBILITY FOR ATHLETICS AND OTHER ACTIVITIES SPONSORED BY
THE ARIZONA INTERSCHOLASTIC ASSOCIATION)**

Age Limit

A student who becomes nineteen (19) years of age after September 1 is eligible to compete for the remainder of that school year. A student who becomes nineteen (19) years of age on or before September 1 is not eligible to compete for any part of that school year. A birth certificate or acceptable substitute is required of each student for varsity participation. Verification of birth can also be established when three (3) reputable sources of information acceptable to the A.I.A. agree as to date of birth.

Enrollment

A student must be enrolled in a minimum of five (5) courses the first six (6) semesters of high school. A senior student who has successfully completed sixteen (16) units prior to the senior year may enroll in a minimum of four (4) classes.

Date of Enrollment

In order to establish eligibility, a student's initial enrollment shall be no later than the fourteenth official school day of the semester. A student whose initial enrollment occurs after the fourteenth official school day of the semester is ineligible for that semester.

In case of initial enrollment after the first official school day and by the fourteenth official school day, a student shall have been in attendance for as many days as the student missed from the opening day of the semester before eligibility can be established.

Approval by Parents

For each school year of participation, before being permitted to practice for, or compete in, any interscholastic contest, parent/guardian written permission must be on file in the office of the principal, giving permission for the student to participate in interscholastic competition.

Attendance

Absence for more than ten (10) consecutive school days, except for the disabling sickness of the student or a member of the student's immediate family, automatically makes the player ineligible for the remainder of the semester, or until the student has attended for a time period equal to the number of days of absence.

Residence

A student is eligible to compete only at the high school in the attendance area in which the student's parents or guardians reside; or at the high school where the student's permanent records are maintained, if student and parents or guardians reside in a district that does not have a high school and student attends school in another district.

A student who is a ward of the court or state may participate in interscholastic activities by petitioning the A.I.A.

A foreign exchange student who is on a bona fide exchange program meeting domicile requirements is eligible to compete, with approval by the A.I.A.

Home Schooling

A child who resides within the attendance area of a school and who is instructed at home may be allowed to participate in interscholastic competitions. Rules adopted by the State Board of Education shall prescribe procedures for the participation of such students, including, if necessary, requiring the student to take a nationally standardized norm-referenced achievement test or academic evaluation for verification of academic performance.

The School District shall not contract with any private entity that supervises interscholastic competitions if the private entity prohibits the participation of students instructed at home in interscholastic athletic competition.

Amateur Standing

In order to represent the school in any A.I.A.-sanctioned event, a student shall be, and shall remain, an amateur. A student player must always compete under the student's own name and receive no money for playing. However, a student may receive awards, expenses, certain types of fees, or other compensation and still retain amateur standing, provided that all requirements for amateur standing stipulated in the A.I.A. bylaws are met.

Number of Semesters of Eligibility

A student shall be eligible to participate in interscholastic competition for no more than eight (8) semesters after having first enrolled in ninth grade. The seventh and eighth semesters must be consecutive. If a student has been

enrolled in classes for fifteen (15) or more school days of a semester, or plays in an interscholastic contest, then drops out of school, it shall count as a semester of attendance.

Physician's Statement

Proof must be provided that a student has been properly examined by a licensed physician and found to be physically fit to compete before the student may practice for, or compete in, an interscholastic activity, event or contest during the student's first year of competition. Annually, thereafter, a health questionnaire (as stipulated by the A.I.A.) must be completed and signed by the student and the student's parent or guardian.

Playing on a Nonschool Team

A member of a high school team cannot practice with or play on an outside (nonschool) team at the same time in the same sport during the interscholastic season of competition. For example, a member of a high school baseball team cannot be on a city baseball team from the time of the first regularly scheduled game until the final game of the school's baseball team.

Transfer

After enrolling and attending one (1) or more classes, a student changing enrollment from one school to another school shall be considered a transferring student. The student shall be eligible to participate in interscholastic competition for the new school provided there is a corresponding change of domicile of parent(s) or guardian(s).

♦ *Enrollment at the beginning of the semester.* A student who transfers from a school that has completed its most recent semester shall be eligible to participate in interscholastic competition at the new school providing:

- The student has completed one (1) day of attendance at the school to which the transfer was made; *and*
- All other eligibility requirements are met.

♦ *Enrollment during the semester.* A student who transfers from a school during the semester shall be eligible to participate in interscholastic competition at the new school providing:

- The student has completed ten (10) days of classroom attendance at the school to which the transfer was made; *and*
- All other eligibility requirements are met.

Recruiting

There shall be no recruiting of athletes. *Recruiting* is defined as the act of influencing a student to enroll in a school or to transfer from one school to another in order that the student may participate in interscholastic athletics. No school administrator, athletic coach, or employee of a high school district shall engage in recruiting either by direct contact with a student or indirectly through parents, legal guardians, common school employees, directors of summer athletic programs, or other persons who are in position to influence the student's choice of a school.

Auditions

Students who participate in more than two (2) auditions in any nonschool sport during that sport's school season of competition shall become ineligible for the remainder of that sport's season of competition.

Adopted: date of manual adoption

Revised: August 13, 2002

J-4550 © JJJ
EXTRACURRICULAR ACTIVITY ELIGIBILITY

The Governing Board acknowledges the importance of extracurricular activities insofar as they supplement and enrich the instructional programs in the District. Activities should be designed so as to positively impact the student's personal, social, emotional, and intellectual growth. For that reason, the Governing Board requires a diverse program of extracurricular activities for the students in the District.

Activities should promote and not hinder student learning. Because these activities are deemed important to the development of District students, it is important that eligibility for participation be regulated to assure maximum opportunities for that growth.

Definition

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.

For purposes of this policy, It is necessary to have the extracurricular activities are those in which a student represents the District and school as a member of a school competitive or performing team/program.

An activity in which competition or performance is only an incidental part of the activity, shall be excepted from this policy.

Eligibility for ParticipationIn order to represent the District and the school as a member of an extracurricular activity, students must meetfunction 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 requirements policy will be adhered to:

- *Academic Eligibility.* Students must demonstrate academic eligibility and be maintaining satisfactory progress toward graduation to be considered eligible for participation in 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.
- *Conduct Eligibility.* As determined by a hearing officer or the principal of a school, any violation or combination of violations of the Student Code of Conduct may be sufficient reason for removal of extracurricular eligibility. Any extracurricular activity participant who commits a violation of the District's drug or weapons policies will be immediately removed from the activity for the entire season. In addition, the Governing Board or its hearing officers may assign a longer period of time for exclusion from the activity. 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.
- *AIMS Test Requirements.* Students are required to take the Arizona Instrument to Measure Standards (AIMS) test. Senior status students who have failed to take the test will be ineligible until they take the test. 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.
- *Attendance Eligibility.* Student achievement is directly related to student attendance.

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 criteria for the eligibility of students based upon their attendance. Such criteria shall focus on uniformity and fairness and shall allow for discretion of administrators to address special circumstances.

Determination of Academic Eligibility

- Eligibility for participation in extracurricular activities will be evaluated in the following manner.
 - Before a student's initial participation in a specific activity, eligibility of that student shall be based upon the student's grade average from the last semester prior to that initial participation. Thereafter, a student's academic eligibility shall be determined using the cumulative grade average from each nine (9) week grading period.
 - A student who has a grade average below *C* or its equivalent or who receives a failing grade in any class in which the student was enrolled the previous grading period, is ineligible.
 - Individual class grades shall be determined on a cumulative basis, from the beginning of a course until the recording of a final grade for the course.
- *Notice of Academic Ineligibility.* A student who, based on academic performance, is determined to be ineligible at the end of a nine (9) week eligibility check period will be notified in writing, along with the parent/guardian, of ineligibility on the form adopted by the District and in a manner designed to protect the student's privacy.
- *Length of Academic Ineligibility.* Ineligibility shall continue until the student meets the requirements of eligibility as determined in the following manner.
 - The eligibility status of students declared ineligible shall be reevaluated no sooner than the fifth (5th) week of the next nine (9) week grading period.

- A student regains eligibility on the Tuesday following reevaluation, provided that the student: (1) has achieved a grade average of *C* or its equivalent, or better; (2) has received passing grades in *all* classes in which the student is enrolled, *and* (3) has maintained attendance and disciplinary standards as described above.
- A student who receives an *I* (incomplete) or similar mark will be ineligible until the incomplete is removed.
- *Educational support.* Each student notified of ineligibility shall be provided with educational support to help in correcting the academic deficiency that led to said student's disqualification for participation in extracurricular activities. Each school shall develop an educational support program and communicate availability of the program to all students.

Exceptional Circumstances

Exceptions to the rules for eligibility under this policy may be made when a student becomes ineligible due to exceptional circumstances beyond the student's control (hospitalization, serious illness, family death, et cetera). Such exceptions will be determined by the District Interscholastics Director and shall be reported to the Governing Board.

Special Education

Eligibility for special education students will be determined on a case-by-case basis, based upon individual needs as documented in the Individualized Education Plan (I.E.P.).

Supervision

Whenever or wherever held, when conducted under the name of the school or the District or any class or organization thereof, extracurricular activities shall be under the general supervision of the school authorities.

Nonsecret

Extracurricular groups shall not be secret in nature.

Nondiscrimination

All activities affiliated with the school shall be open to all students of that school without regard to gender, sexual orientation, race, color, creed, religion/religious beliefs, age, disability, political beliefs/affiliation, marital status, national origin, home language, family, social or cultural background. Notwithstanding the foregoing, a school may sponsor separate teams for members of each gender in a particular sport except that a school shall not offer the following sports on a mixed-gender team basis: archery, gymnastics, softball, badminton, and volleyball.

Cultural Traditions

Students' cultural traditions shall be considered in implementing this policy. Normally, such traditions should not affect participation.

AIA-Sponsored Activities

Any student participating in AIA-sponsored activities will also conform to the rules and regulations of the Arizona Interscholastic Association. 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: August 28, 2007 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

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J-4561

EXTRACURRICULAR ACTIVITY ELIGIBILITY

Extracurricular Activities at School

Students who have been absent during the school day are not eligible to participate in any school activity that takes place after school on the same day, unless permission of the principal is obtained.

Students shall not meet in or use a school building for the purpose of having a group practice for any play, program, or other student activity, or for any club or committee meeting, unless a faculty member or other District employee supervises the activity.

Arrangements for any special student activity or party shall be made by a sponsor or faculty member through the principal's office.

Extracurricular Activities Away from School

In general, actions of students away from school in non-school-sponsored activities are not the responsibility of the school. The administration feels, however, that the actions and conduct of District students, regardless of time, place, or circumstance, reflect upon our schools and what they represent. The administration and faculty members feel that students who have assumed roles of student leadership, by virtue of their participation in extracurricular non-school-sponsored activities, are representatives of their schools to the public. Students, therefore, have a special responsibility for proper conduct at non-school-sponsored activities away from school.

Student Attendance Requirements

Students who are absent for any portion of a school day may not participate in extracurricular activities that day, including but not limited to practices, meetings, travel, or competition. Any student who attends any interscholastic activity on a day during which he or she was absent any portion shall, at a minimum, be prohibited from participation in the next competitive event for that activity. Allowances to this policy shall be made for legitimate, excused absences and other circumstances outside the control of the student and/or the student's parents.

Adopted: date of manual adoption *Revised:* March 25, 2003

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J-4581

EXTRACURRICULAR ACTIVITY ELIGIBILITY

NOTICE OF INELIGIBILITY

To:

(Name of Student)

Notice is hereby given that, based on _____ academic performance, _____ conduct, _____ attendance, _____ failure to take the AIMS test, you are ineligible for participation in extracurricular activities until each deficiency that led to the ineligibility is corrected, but in no event before _____.

Ineligibility for participation in extracurricular activities is specifically based upon:

Educational support services are available to assist students in correcting academic deficiencies. You may contact the teacher on whom academic ineligibility is based to get information regarding assistance that is available in correcting the academic deficiency. If the academic deficiency is not corrected at the close of the next eligibility check period, ineligibility shall continue in the manner stated above.

Date

Signature of Teacher

Course of Study

cc: To the parent(s)/guardian(s) of the above-named student.

[This notice to be delivered or mailed to the student at the home address and to the student's parent/guardian.]

Adopted: date of manual adoption

Revised: August 27, 2002