

Welcome to Lowell Junior High School



STUDENT HANDBOOK

*At Bisbee Unified School
District, we will educate **all** of
our students for their futures.*

100 Old Douglas Road
Bisbee, Arizona 85603
Phone (520) 432-5391
Fax (520) 432-6106

Si necesita estos traducido en espanol, por favor llame al 432-5391.

Principal's Message:

Welcome to Lowell and welcome to school year 2021-2022! I am very happy to be the principal at Lowell Junior High School. I look forward to working with all families in helping all students reach their full potential. The only thing I take more seriously than high academic standards is student safety and student dignity. As such, I welcome the opportunity to speak to all parents and guardians about what I can do to make sure I produce a culture of respect and collaboration among teachers, parents, and administration. Please do not hesitate to contact me at 520-432-5391.

Curriculum

Our curriculum is aligned to the Arizona State Standards, which provides students with opportunities to participate in a variety of learning opportunities across the content areas. We align our teaching with the Beyond Textbooks scope and sequence. We use a data-driven model that includes action steps for reaching our school-wide improvement goals. We seek to provide a problem-based learning structure with student-driven experiences that will encourage students to collaborate, think critically, and connect their learning objective to real world situations.

High Quality Instruction

The teachers at Lowell are committed to meeting students at their current ability levels. We offer the academic supports necessary to ensure that every student will learn and grow in a culture of safety and mutual respect. Teachers utilize a wide variety of teaching strategies to meet the learning styles of all students. In addition, our schedule is structured to offer enrichment opportunities and interventions to meet the needs of all students. Our faculty meets weekly in their professional learning communities to continuously develop and improve upon research-based teaching strategies. We will use AVID and Capturing Kids Hearts systems to promote high standards in a culture of joy and dignity. AVID is a philosophy that holds students accountable to the highest standards. As an AVID school, we provide the academic and social supports necessary to help our students rise to the occasion. For more information on the AVID philosophy, please visit www.avid.org.

Community Connection

Families are the most important people in their children's lives. They are also the most valuable assets accessible to teachers when support and assistance are needed. Please let us know if you or family members are interested in volunteering for Lowell School. We would love to match their talent or area of interest to a need at our school.

Very Truly Yours,
Laura A. Miller, M.Ed.L

Mission

In recognition of middle school needs, we will build an environment that bridges the elementary and secondary education goals in support of college and career readiness for all students.

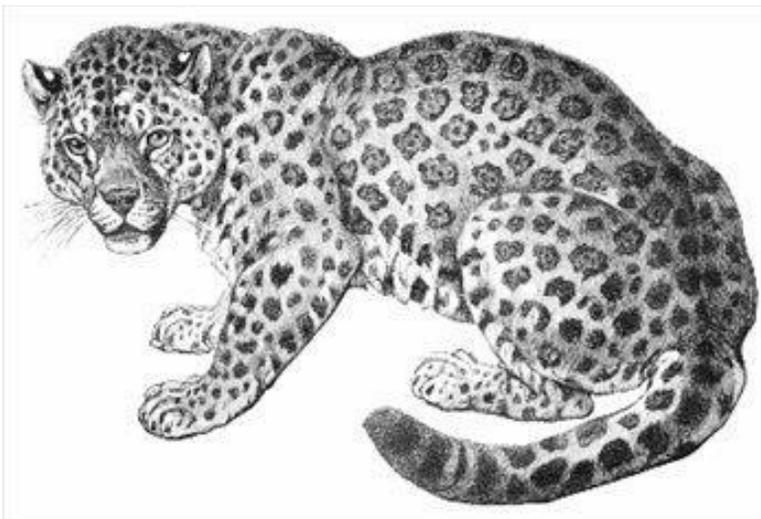
Values

At Lowell School, we value:

- Our students and their learning;
- The effective use of collaborative time;
- Being on time, listening to each other, and each pulling our own weight;
- The effective use of interventions, such as re-teach and enrichment time;
- Encouraging one another in all areas, both academic and social;
- The use of common assessment data to drive instruction

Goals

- Average 6th, 7th, 8th Math scores will increase by 24% from 21% to 45% as measured by the 2020 AzMerit scores.
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- We will achieve 70% of parent participation at open house and community events.



RAISING EXPECTATIONS

The following policies are intended to focus attention on the value of academic achievement, attendance and increased accountability for Grades 6 through 8:

REWARDS

- Students who receive all “A” grades on the quarterly grade report will receive recognition as a member of the Principal’s Honor Roll at our quarterly awards assembly.
- Students who receive all “A” & “B” grades on the quarterly grade report will receive recognition as a member of the Honor Roll at our quarterly awards assembly.
- Students with perfect attendance on the quarterly grade report will receive recognition at our quarterly awards assembly.
- Students will receive additional recognition at the year-end awards assembly for remaining on the Principal’s Honor Roll, the Honor Roll, or the Perfect Attendance List for the entire year.
- Students who show significant academic improvement, as identified by the teacher on the quarterly grade report, will receive recognition at our quarterly awards assembly.
- Students who “meet” or “exceed” the Reading, Writing, or Math sections of state testing will receive special recognition on a school bulletin board.
- Students who “meet” or “exceed” on the 8th Grade Science state testing will receive special recognition on a school bulletin board.
- Students who exceed all sections of our state testing will receive special recognition at the quarterly assembly and on the school bulletin board.

REQUIRED INTERVENTIONS

- Students who are more than a year behind in reading ability will be assigned Reading Intervention during the Intervention Block.
- Students failing a core class will be required to attend interventions including summer school.

CONSEQUENCES

- Students who fail to successfully complete required remediation and have two or more failing grades may be retained in the same grade.
- Any 8th grade student who fails a course for the year will not be permitted to participate in promotion ceremonies.

About Lowell School

Grades: 6-8

Colors: Red, Black, and

White Mascot: Jaguar

History: Lowell School was dedicated on August 3, 1931. At the time, it was one of the most state of the art schools in the country, and housed over 700 students. The following article appeared in the Bisbee Daily Review upon the school’s dedication:

“When school days begin next month for some 700 boys and girls of Lowell, South Bisbee, Johnson Addition and Tim Town, one of the finest buildings in Arizona will be at their disposal.”

The building is new Lowell School, located adjacent to the Douglas-Bisbee Highway, approximately one-eighth of a mile southeast of the intersection of Lowell-Warren-Douglas thoroughfares.

Erected at a cost of \$191,370.83, this magnificent educational institution was dedicated last Saturday morning with Cleon T. Knapp, Bisbee attorney, delivering the dedicatory address.

Standing as a monument to the citizens of the district who unstintingly voted a \$200,000 BOND issue to cover the site purchase and construction and equipment costs, Lowell is the first word in educational structures for grade school children.”

The original story also described some of the original features, which are still intact today:

“Turning into the entrance of the magnificent building, one is astonished by the beauty of the DOUBLE COPPER DOORS, which are among the outstanding individual features of the structure. The DOORS are constructed of solid COPPER and have a resemblance of materials used on the roof. The doors are absolutely fire proof, but form a rugged ornamental touch to the building... Without question the finest portion of the entire building is the spacious auditorium located on the west side of the first floor main corridor. It has seating capacity of 1,000 and has 900 individual theatre chairs on the main floor and balcony combined. Both balcony and main floor are constructed on a slope, which will enable spectators at school plays, musicals and programs to see and hear all that may be displayed or said from any portion of the auditorium. The auditorium fills a long felt need in this district. It far surpasses the auditorium in the high school and Horace Mann junior high school buildings. It rivals any theater or church auditorium in this section of the State and will provide an ideal place for community gatherings.”

Today, thanks in major part to community efforts, Lowell’s original structural design is in mostly original form. Specifically, and perhaps the highlight of the school, the copper doors continue to welcome students, parents, and staff daily. Also in original form is the auditorium. We are fortunate to host students in such a spectacular building, rich with history and memories of generations past.

Hours and Schedules

A regular school day begins at 7:35 a.m. and ends at 3:30 p.m. Students are expected to arrive no later than 7:30 to be on time. Students arriving earlier than the start time must not loiter in any area where adult supervision is not available. **Because staff is not required to report until after 7:00 a.m., parents/guardians should not drop off children until 7:15 a.m. to ensure proper supervision.** Students arriving before 7:30 may choose to eat their breakfast on the auditorium stage. No students should be outside the main building in an unsupervised area at any time prior to the first bell. All students must be out of the school building and off school property by 3:45 p.m., unless staying for a **supervised** activity, event, or performance or intervention day.

Grades 6, 7, 8 (Breakfast is served 7:15-7:40)

Period	Time
Morning Assembly	7:35-7:45
1	7:49-8:49
2	8:53-9:53
3	9:57-10:57
4	11:01-12:01
5 (lunch)	12:04-12:39
6	12:43-1:43
7	1:47-2:47
8	2:51-3:30

Delayed School Day

In the event that a regular school day is delayed, **bus and school starting times will be two hours later than usual.** Parents should be cognizant of the possibility of delayed or cancelled school days due to inclement weather by tuning in to local radio and news channels, or by accessing them online. The following stations will be notified by the school district:

- KVOA TV (5:30-6:30 a.m.)
- KWCD-92.3 FM (5:00 a.m.-6:30 a.m.)
- KTAN-1420 AM (5:00 a.m.-6:00 a.m.)
- KDAP-1440 AM (5:00 a.m.-6:30 a.m.)

Visitors/Guests

No passes will be issued for guests/visitors or pets on campus during the school day except for those authorized by the administration and/or the front office.

Communication

Chain of Command

The purpose of establishing chain of command guidelines is to facilitate communication within our school community. We believe it is important for parents to communicate their concerns, questions, and desires about the educational process and our school. By using the steps outlined below, we can work together to address any concerns that may arise:

- The parent will contact and/or meet with the teacher(s) to explain the concern and reach a resolution. A plan of action may be needed. Please schedule a follow-up meeting with the teacher(s) by phone, e-mail, or in person to check on progress.
- If the concern is not resolved, then it is appropriate to contact the school principal. The principal will then schedule a meeting with the parent/guardian and teacher(s), at which time, the concern and action will be reviewed. A new plan of action will be developed and carried out. The principal will schedule another meeting to check on progress.
- If the concern persists after the principal and teacher(s) have attempted a resolution, then the parents/guardians may contact the superintendent at the district office.
- If the concern is not resolved, then parents/guardians may contact the school board

Department

Principal
Secretary
Cafeteria

Name

Laura Miller
Tom Hill
Rachel Martinez

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English	Benverlyn Caverte	bcaverte@busd.k12.az.us
Math	Dave Fleming	dfleming@busd.k12.az.us
Nurse/Health Aide	Lynn Ortega	lortega@busd.k12.az.us
Physical Education	Mary Lou Herrera-Blakely	mherrerablakely@busd.k12.az.us
Art	Gideon Vickers	gvickers@busd.k12.az.us
Science	Coleen Keller	ckeller@busd.k12.az.us
Soc Studies (8)/AVID	Larry Smith	lsmith@busd.k12.az.us
Special Education	Shelly Moldrem	smoldrem@busd.k12.az.us
6 th Social/7 th Soc Studies	Vanessa O'Malley	vomalley@busd.k12.az.us
6 th ELA/Science	Frank Croix	fcroix@busd.k12.az.us
AVID/Algebra	Gayle Pisani	gpisani@busd.k12.az.us
ELD/Reading/Writing	Luz Escarcega-Smith	lescarcegasmith@busd.k12.az.us

Truancy

Unauthorized absence from school is considered truancy, and will be treated as such. This includes absence from any class or activity for which the student is scheduled during the school day. It also includes any lunch- time or after-school special-help session or disciplinary session that the student has been directed to attend.

Missing one class five or more times is considered a chronic truancy issue. Being tardy to one class five or more times is also considered to be chronic truancy. Habitual truanancies may be referred to local law enforcement agencies as per A.R.S 15-802, 15-803, 15-804, 15-841, and 15-843.

Reporting an Absence

Parents or guardians must call the school office at (520) 432-5391 to report a student absence before 8:30 a.m. on the day of the absence. Messages dealing with attendance can be left on the answering machine, stating the student's name, date, and reason for absence, at any time. If the school is not notified of an absence, the student must have a note or phone call from the parent or guardian within 24 hours of returning to school. If this procedure is not followed, a student's absence will be unexcused.

Anticipated Absences

An anticipated absence from school should be requested at least three (3) full days in advance of the absence, if possible. A dated note from home indicating the date(s) and the reason for absence should be brought to the main office. The student must obtain an "Anticipated Absence Form" from the office. The student's teachers will sign the form, and the student will return it to the office at the end of the day. Students are obligated to complete course work and assignments prior to, or during, anticipated absences. The principal will give final approval for such absences.

Attendance

Lowell School is striving for a 96% attendance rate for each student. This means that each student should not be out of school more than 3 days per semester. Please attempt to schedule appointments on Fridays whenever possible. In an effort to ensure that students successfully meet our 96% attendance goal, the following guidelines have been established:

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> • Surgery • Death in the family • Quarantine imposed by a public health officer 	<ul style="list-style-type: none"> • Family vacations • Hunting trips • Shopping trips

<ul style="list-style-type: none"> • Family emergency situations • Religious holiday/instruction • Medical, dental, or legal appointments • Out sick with doctor's verification • Family car won't start 	<ul style="list-style-type: none"> • Babysitting
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Tardiness

Students are expected to be prompt when reporting to class because the tardy student is missing valuable lesson introductions and bell work; in addition, tardy students disrupt the educational process of other students in the class. A student who is 10 minutes late for five classes has actually missed the equivalent of one whole class. These tardies and absences will be tracked by Lowell's Attendance Review Committee. Chronic tardiness during the school day could result in the student receiving a referral, with consequences as set forth in the District Discipline Matrix (see Appendix D). We appreciate your cooperation in helping us to promote the value of promptness as a necessary life skill.

Requesting Make-Up Work

When a student is absent, the student is responsible for making up school work that is missed during the absence. Parents/guardians may request make-up work in advance by calling the main office before 9:00 a.m. Parents/Guardians can pick up the requested work from the main office after 3:00 p.m. Students are permitted one day for each day of an absence to complete missing school work. If the student is absent due to a school activity, the student will be expected to be prepared for the following day's class work. Any student who is truant may receive no credit for the class work that is missed during the truancy.

Checking Student In and Out

When a student is late (7:35 a.m. or later), the parent/guardian is required to accompany the student to the main office to check in the student. At this time, the parent/guardian should provide documentation or reasons for the student's late arrival; otherwise, the student's missed time will be considered unexcused. Signing a student in late does not excuse him/her from our tardy policy guidelines, but will allow the student to go to class.

Release of Students

Students will not be released to anyone except their parents, or the responsible party as indicated on the emergency/demographic sheet. Identification will be requested. Parents/guardians must come to the office to check out a student. A note or telephone call is not sufficient to have a student released from school. In most cases, when parents are divorced, both parents continue to have equal rights where their child is concerned. If a parent has a court order that limits the rights of one parent in matters such as custody or visitation, a copy of that order must be on file in the school office. Unless a court order is on file, we must provide equal rights to both parents.

In the event that the parents/guardians leave their child in temporary custody of a relative or friend due to out-of-town business or vacation, the school must have a notarized note. Hospitals demand this information in the event of an emergency. In addition, parents/guardians should make sure that the relative or friend is listed as a responsible party on the student's "Emergency Contacts" in our powerschool system at school.

Withdrawal from School

All withdrawals require a parent's/guardian's signature and two forms. A copy of the

withdrawal form is then given to the parent/guardian. Correctly completing the withdrawal process will allow the student to register at another school.

Core Courses

Lowell School offers core courses in language arts, math, science and social studies. Courses are aligned with the Arizona State Standards to meet requirements set forth the Arizona Department of Education.

Electives

Lowell offers some elective courses to enhance the learning experience. Students may pick their elective options. Please note that there is an application process for AVID. Lowell currently offers:

- AVID (Advancement Via Individual Determination/College and Career Readiness)
- Art
- Band (optional)
- Physical Education
- Science Exploration
- Chess
- Yearbook
- Student Council (during lunch)

Students who need supplemental courses in math or English may not be eligible to participate in an elective course.

Student Council Requirements

In May of each year, 7th grade students will be eligible to run for student council office for the following year. In order to run for office, students must have maintained a 3.0 GPA or above, and must have zero referrals on record for that school year. 6th grade students can run for representatives roles, and are subject to the same criteria as those seeking office.

Student Council members are considered to be school-wide leaders, and thus must maintain high standards of conduct. Students receiving a referral for a minor act (this includes any behavioral infraction that does not result in a 3-day in-school suspension or a 3 day out-of-school suspension) during their service in Student Council will be placed on warning. A second minor act resulting in a referral will result in removal from student council. Students receiving a referral that results in a 3-day suspension or more will be automatically removed from Student Council. This may include (but is not limited to) fighting, bullying, etc.

Grading

Lowell's grading scale policy is as follows:

A: 90%-100% B: 80%-89% C: 70%-79% D: 60%-69% F: 0%-59%

Assessment Weighting

Fifty percent of a course grade will be based on assessment (for example, tests, quizzes, portfolio projects). Fifty percent will be daily classwork. Students' grades will be differentiated for those who are receiving special services, according to the Individual Education Plan.

Late Work

Please remember, academic achievement is of top importance at Lowell School, so refusing to complete assignments is absolutely NOT acceptable. If you're stuck, please advocate for yourself by asking a peer tutor or a teacher for assistance. You can even ask Mrs. Miller for help. The entire staff at Lowell is dedicated to helping you succeed, so please be sure to ask for help.

No late work accepted after four days. The exception to this is the "excused" absenteeism policy where a student has the same number of days to make up work that he or she was absent.

Report Cards and Progress Reports

Progress reports will be sent home with the student during the fifth week of every grading period. Report cards will be issued to the home address at the end of each quarter (every nine weeks). Awards ceremonies will be held during the first week of the following quarter for quarters one, two, and three and the last week of the fourth quarter.

PowerSchool

Parents/Guardians and students can access and monitor grades using PowerSchool. This online platform allows parents/guardians and students to view grades, attendance, and teacher comments. For parents/guardians without internet access, we will provide internet access to families in our computer lab. Parents/Guardians can request login information from the school office at any time.

Principal's List/Honor Roll

Academic rolls will be calculated after each quarter. Students receiving all A's will be on the "Principal's List." Students earning all A's and B's will achieve the "Honor Roll."

High Academic Honors

During the fourth quarter, 8th grade GPA's will be averaged to determine high academic honors. All scores are combined and divided to find an average. A Valedictorian and Salutatorian will be identified and all students with a cumulative average above 90% will be recognized at the awards ceremony and promotion with an honor cord.

Promotion and Retention

Students who fail two or more year-long academic core subjects may be retained unless, in the judgment of the teachers and principal, circumstances warrant assigning them to the next grade-level. Any student planning on attending summer school to make up a failed course must obtain prior approval of their program from the principal. Only programs held by a certified teacher at a school will be approved.

STUDENT SUPPORT SERVICES

- A. PLC's (Professional Learning Communities) will meet weekly to identify those students who need to master a standard per CFA data. Students will be assigned to after school intervention and reteach accordingly.
- B. Mandatory after school intervention for those students failing classes and needing to make up work
- C. Friday school "make up" hours for those students who need to make up time due to attendance contracts.

Universal Screening/Progress Monitoring

Lowell School will conduct Universal Screening and Progress Monitoring in 5 key areas: math, reading, writing, attendance, discipline. These records will be part of the placement process each year. Math and reading will be screened using the STAR Math and Reading Diagnostic. Parents will receive information regarding their child's placement through STAR Parent Reports. Writing diagnostics will take place in all core classes. PowerSchool data will be collected on discipline and attendance frequency. As a result, in addition to placement, some students may be asked to enter into an academic contract in order to ensure their attendance and discipline issues are kept to a minimum and maximize learning opportunities. In addition, Lowell will conduct progress monitoring using STAR Math and Reading at least two additional times per year.

District Formative Assessments

Bisbee Unified School District uses frequent formative assessments in Math and Reading to ensure each student is proficient in the knowledge and skills required by state standards. Formative assessments are quick snapshots of a child's ability on individual standards. Students who are not proficient will be flagged for additional help and support through services such as after school tutoring or reteach/enrichment opportunities within the classroom.

Benchmarks and Finals

Benchmarks are given toward the end of first, second, and third quarters. They are a form of assessment designed to determine each student's level of understanding of the quarterly learning objectives.

Reteach and Enrichment

Reteach

Based on their formative assessments, teachers will provide in-class reteach opportunities for students who did not master key objectives the first time around. Teachers will also require after-school learning opportunities for students who have a history of failing formative assessments. For students who are more than a year behind in their reading skills, we will provide reading intervention/Read 180 to help enhance their abilities.

Enrichment

For students who already demonstrate mastery early on, teachers will provide in-class enrichment opportunities so that advanced students can learn the required objectives at a level that is more meaningful and interesting to them. For students who are reading at grade level and above, we will provide additional electives during the Intervention period.

Student Resources

Media Center & Computer Lab

Students are encouraged to utilize the Media Center/Library to access books, research materials, study guides, etc. In addition, our computer lab houses a classroom set of computers with internet capability. Students and parents/guardians must agree to and sign the district "Electronic Information Services User Agreement" before they can access electronic resources at school. Students are expected to abide by the guidelines of the agreement or may lose privileges.

Special Instruction Programs

Special Programs

Pursuant to board policy and Federal Law, identifying and placing exceptional students is considered a duty of the schools. It is the responsibility of the District to identify and evaluate students who, with the intent Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education. Parents/guardians should refer to the district handbook for in-depth examination of special services.

Food Services

National Lunch Program/ School Breakfast Program

The Bisbee Unified School District takes part in the National School Lunch Program School Breakfast Program. Through the Arizona Department of Education, the USDA supports child nutrition by setting nutritional and regulatory standards.

- The USDA financially subsidizes meals for all students. The rate of support is determined by household income.
- All families are asked to submit an Application for School Meals at the beginning of each school year and throughout the year if one's household income changes.
- Meal applications will be sent home at the beginning of each year and are also available at each campus in the school office.
- The application information is used to determine which families are eligible for free or reduced meals.
- The applications are due within the first two weeks of school. Students who were eligible for free or reduced meals the prior year will remain in that status for the first two weeks of the new school year.
- New students will be required to pay for meals until their application has been processed.

General Food Service Information

Students may eat a hot lunch in the cafeteria, or may bring their own lunch. The meals provided are planned to meet the U.S. Dietary Guidelines for all Americans. Bisbee Schools offers a varied lunch menu and sends a menu home with each student at the beginning of each month. All school lunches include a half pint of 1% or fat free milk. If your child has a milk product allergy, juice may be substituted. Please contact the school cafeteria staff if this exception pertains to your child.

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE

Behavioral Expectations

Note: *Problems that may occur during the school year that are not specifically covered in this handbook will be governed by the Board Policy. A copy of the Board Policy Handbook is available upon request at the District Offices, or can be located at busd.k12.az.us under the Governing Board section.*

General Conduct

Any conduct that causes or creates a reasonable likelihood that it will disrupt the learning process of a student or his/her classmates is prohibited. This includes conduct that may cause a disruption with any school function, activity, or purpose taking place on school grounds, bus stops, or the school bus. Any activity that has the potential to interfere with the health, safety, or well-being of students or school personnel is also prohibited.

Inappropriate online behavior and/or harassment over social media will be subject to the Discipline Matrix, as this type of behavior creates a reasonable likelihood that it will

disrupt the learning process of one or more students, even when it happens outside of school hours.

The following is not an all inclusive list and consequences will be decided by the building principal, based on Board policy. The following list includes main areas that may lead to disciplinary action based on the Discipline Matrix:

- Use of violence, force, voice, coercion, threats, intimidation, fear, insubordination, harassment, sexual harassment, or similar conduct in a manner that constitutes interference with school purpose or violates another person's human rights;
- Abusive or profane language;
- Loitering on school grounds without direct supervision or permission due to an activity;
- False reporting of fire alarms, 911 calls, or other emergency situations;
- Destroying or defacing school property, or the personal property of others;
- Misconduct/horseplay in the hallways, buildings, or school grounds;
- Disrespect toward certified and non-certified staff;
- Leaving school grounds without being checked out by an authorized adult;
- False communication, written or verbal, of the presence of a bomb or other explosive device;
- Inappropriate use of a legal substance;
- Possession of illegal substance, intent to sell or consume an illegal substance, or being under the influence of an illegal substance while on school grounds or at a school-sponsored event (Board Policy J-3050-JICH);
- Possession of a weapon, dangerous item, or fireworks (Board Policy J-3100 JICI).

Interviews and Interrogations (Board Policy J-340 JIH)

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

School's Right to Search (Board Policy J-340 JIH)

Lockers, desks, or storage places provided by the school are, and remain at all times, property of the Bisbee Unified School District. These areas and their contents, therefore, are subject to random search at any time, pursuant to Board policy.

Gangs on Campus

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds, or that disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress (included, but not limited to, sagging) is prohibited. Grooming by virtue of color, arrangement, trademark, symbol, or any other attribute that implies membership/affiliation with a gang is prohibited because of the disruption to the educational activities that may result from such activities or dress.

Bullying

What Bullying Is:

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

and bullying can happen in person or via social media. Bullying will not be tolerated in any shape or form. Students participating in the act of bullying will be subject to consequences defined on the Discipline Matrix, to include possible suspension and police notification. Again, for behavior to be considered bullying, it needs to be reported as occurring over time. ***The student being bullied will need to report these events over time, as they occur, so that we can provide consequences to the bully. If the matter is only reported once, then we may believe the issue has resolved itself. Therefore, it is vital that these incidents get reported so we can document them as they occur over time.*** The first time bullying is reported, there will be a mediation between students and a warning to the student accused of bullying. If the behavior happens a second time, there will be a 3-day in-school suspension and parent notification. If the behavior happens a third time, there will be a 5-day in-school suspension and parent notification. If the behavior happens a fourth time, there will be an out-of-school suspension and a police report filed. We will then have established a pattern of bullying, which the parent of the bullied child can use in case they want to press charges against the perpetrator. Please remember that if you don't report it, we cannot help you, so please report bullying when it happens to you or when you witness it happening to another student. We want to help, and have zero tolerance for bullying, when we know it is occurring.

What Bullying Is NOT:

A one-time rude behavior or comment is NOT considered bullying. If the behavior matrix warrants a consequence, it will certainly be given once the incident is reported. However, this is not considered bullying if it is not being repeated over time, or if there is no perceived imbalance of power between the students.

Likewise, when two or more students are engaged in rude or mean behavior that goes back-and-forth (i.e., both students are harassing each other over social media; both students are spreading rumors about each other; both students are making threats to each other), this is NOT considered bullying. Again, consequences for the inappropriate behavior will be handed down based on the behavior matrix, but this type of situation does not fall under the auspices of bullying because both students are equal parts perpetrator and victim in such a case.

Students who are either witness or victim to bullying are encouraged to report bullying immediately to a teacher, the school nurse, or directly to the principal. Please do this every time you witness bullying so that we will know it is a repeated behavior.

Harassment-Sexual/Racial/Intimidation/Hazing

Please see the Appendix B for the complete Bisbee Unified School District Policy concerning Student Harassment and Bullying. A student who believes she/he has been the target of harassment should report the incident to any staff member for assistance. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. Racial harassment consists of any use of verbal or physical threat or any language that is racially defaming or offensive. These policies include district personnel and students. Harassment and related offenses are disproved and will subject offenders to discipline, which may include warning, censure, suspension, expulsion, or dismissal. Harassment of any kind is against the law.

"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.

There shall be no hazing, solicitation to engage 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.

Dating Abuse

**Please see Appendix C for the revised Dating Abuse Policy.*

STUDENT BEHAVIOR EXPECTATIONS AND DISCIPLINE

School Dances/School Sponsored Activities and Events

At Lowell School our number one commitment is to the academic program. All other school-sponsored activities, including sports, club membership, and school sponsored events, are considered secondary. To that end, behavioral expectations are strictly enforced in order to ensure that academics are held as the number one priority. Students receiving referrals will be subject to consequences that may involve removal from an athletic team or club, as deemed appropriate by the athletic director, coaching staff, and club sponsors.

End-of-Year Activities Exclusion:

Students receiving multiple referrals over the course of the school year will be excluded from participating in end-of-year activities. End-of-year activities include, but are not limited to 8th Grade field trip, end-of-year dance, and possibly even 8th grade promotion if the administration feels the student’s conduct would be a disruption at the promotion event.

Exclusion for In-school Suspension, Multiple Times:

A student who has earned 14 or more days of in-school suspension when referral consequences are added together will not be allowed to participate in end-of-year activities within the last two weeks of school. These activities include Spring Carnival, talent show, 8th Grade Field Trip, end-of-year banquet/dance, or the yearbook signing. These students will, however, be able to participate in 8th Grade promotion.

Exclusion for Out-of-school Suspension, Multiple Times:

When a student’s referrals are serious enough to cause the student to earn out-of-school suspension for six or more days when two or more referral consequences are added together, that student will be excluded from end-of-year activities. These activities include Water Wars, Spring Carnival, talent show, 8th Grade Field Trip, end-of-year banquet/dance, or the yearbook signing. Such a student will have committed more than one serious act, such as hitting/fighting, bullying, bringing dangerous items to school, or bringing/using harmful or illegal substances on campus.

Exclusion for Combination of Multiple In-school & Out-of school Suspension

A student who has earned 10 or more days of in-school and out-of-school suspension when referral consequences are added together will not be allowed to participate in end-of-year activities. These activities include Water Wars, Spring Carnival, talent show, 8th Grade Field

Trip, end-of-year banquet/dance, or the yearbook signing. These students will be able to participate in 8th Grade promotion, unless the administration determines the student would be a disruption.

Fourth Quarter Exclusions:

During the last quarter of school (from Spring Break until the final day) any student receiving a referral for any reason at all, will be ineligible to participate in any end-of-year activity.

These activities include Water Wars, Spring Carnival, talent show, 8th Grade Field Trip, end-of-year banquet/dance, or the yearbook signing. These students will, however, be able to participate in 8th Grade promotion.

Aggression/Fighting

Any student who hits another student will be suspended out of school. If both parties land a punch, they will both be suspended, regardless of who started the fight. Police notification is required by law when an assault occurs on school property. There will be no tolerance for fighting at Lowell School.

Cell Phones/Smart Watches

The use of cell phones/smart watches are not permitted on campus, bus, or on field trips unless deemed necessary by a staff member. All cell phones/smart watches must remain turned off and placed in the student's locker. Cell phones/smart watches can be confiscated if used without permission. The cell phone/smart watch will not be returned to the student, a parent/guardian must pick up the phone in the office.

Food/ Drinks/ Gum/Sun Flower Seeds

Food and drink, other than water, are strictly prohibited in the classroom. Students who bring lunch from home should keep their lunches in their lockers. Food is only allowed in the cafeteria area or during designated breakfast times in classrooms. Gum and sunflower seeds are not allowed while at school. Offenders will be assigned to lunch detention, followed by after-school detention for chronic offenders.

Public Display of Affection (P.D.A.)

Lowell students shall not engage in public display of affection, other than a friendly hug.

Hall Passes

Students are expected to remain in the classroom during academic time, except for medical issues or restroom emergencies. Please use the passing period for getting a drink, using the restroom, or using the office telephone. Students without a hall pass or found in a destination not indicated by the hall pass will be considered truant. Only in the case of an emergency or other special circumstance, should a student be out of a classroom without a pass. No more than one student at a time may be allowed out of class.

Unauthorized Items

Unless special permission has been granted, students should not bring personal items, such as money, toys, games, make-up cases, trading cards, etc. to school. Skateboards are strictly prohibited on school grounds. Lowell School is not responsible for items lost, stolen, or damaged at school.

Academic Dishonesty

Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched assignments, or give or receive unauthorized assistance on assignments. Students may not plagiarize their writing assignments. Students who commit academic dishonesty (whether giving the answers or receiving them) will receive no credit on the assignment. Repeat offenders will result in an office referral and possible failure of academic subjects.

Athletic Programs

Lowell School provides an opportunity for students to participate in interscholastic competition in many sports. All athletes and AJA participants must have a pre-participation packet on file and all forms completed for each season before participation. The following sports are sponsored by Lowell School and are offered at all grade levels:

- Volleyball
- Football (Possible)
- Cross Country
- Girls' Basketball
- Boys' Basketball
- Wrestling
- Track
- Baseball
- Softball

Activity/Accident Insurance

For the protection of the student and his/her family, school athletic activity insurance is required for all the students participating in a school-sponsored activities. The school district does not provide insurance.

Physical Requirements

AJA Bylaws: Article 15. Student Eligibility Rules. A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with his/her designee a record of physical examination performed by the doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician's assistant (PA-C) registered by the Joint Board of Medication Examiners and Osteopathic Examiners in Medicine and Surgery. The physical examination card on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined.

Athletic Eligibility

In order to be eligible to participate in the athletics that are sponsored by Lowell School, a student must be in good academic standing. According to board policy, students receiving a failing grade during eligibility checks will be considered ineligible. Eligibility checks will be conducted every two weeks during a sports season. If a student is failing (defined as below 65% by the campus) in any one or more classes the following guidelines will apply, per sport played. The student will be ineligible to participate in competition until the cumulative grade is improved to an average above the 65%.

Pay to Play

In order to maintain the athletic program, students must pay a \$25.00 (\$40 per family) activities fee to participate. This annual fee will cover the student for the entire academic school year.

Athletic Competition Conduct

Students at Lowell School are expected to maintain a high level of good sportsmanship and friendly competition at all times during a sport's season. Students are expected to maintain the same level of conduct during practices, trips, and competition that they maintain during school hours. Students who participate in any form of misconduct will be subject to the consequences of the Discipline Matrix.

At Lowell, the A-team program is considered competitive. Students are not guaranteed playing time. The goal of the B-team level is to build knowledge and skill of the sport and fair playing time is considered an expectation of all coaches.

Club Memberships and Guidelines

Lowell School offers a variety of clubs and activities for students looking to expand their experience. Clubs include: Student Council, Year Book, Robotics, and Knowledge Bowl. Students must maintain good standing in their classes to participate in activities connected to their club, and are expected to maintain the same level of conduct during club activities.

Assemblies/ Field Trips/ Special Activities

During the course of the year, students may have the privilege of attending assemblies ranging from celebrations of achievement to special performances connected to school curriculum. Students are expected to follow the same code of conduct during assemblies as they would in the classroom. Applause is the only acceptable form of appreciation for a performance, speaker, etc. Students who boo, whistle, yell, or disrupt in any other inappropriate manner will be removed and referred for disciplinary action. Students are expected to maintain the same level of conduct that they would in the classroom on field trips.

Dances

Dances at Lowell School are closed. Only students and authorized chaperones may be in attendance. Students must remain in the gym during the dance; no loitering outside of the doors or anywhere else on campus is allowed. Parents/guardians of students who do not remain in the gym will be notified to pick up their child. Students are expected to maintain the same level of conduct that they would in the classroom during dances. Students will not be released to anyone other than parents/guardians at the end of the dance.

Parents/Guardians are expected to pick up their child inside of the gymnasium at the end of the dance, rather than have their child go to the parking lot. Permission slips will be issued before each dance. Only students turning in permission slips will be granted admittance. Please refer to the discipline section of this handbook for a complete review of students who will be ineligible to participate in special activities.



BISBEE USD EVERY STUDENT, EVERY DAY



ALL CAMPUSES HANDBOOK INFORMATION

BISBEE UNIFIED SCHOOL DISTRICT STRATEGIC PLAN AND GOALS

Standard 1: Purpose and Direction

The culture of the school district fosters and promotes high expectations for teaching and learning.

GOALS:

- # 1 The district will prepare all students to graduate with academic, technical and employment skills to be productive citizens.
- # 2 The district will be a teaching and learning community that provides a safe and supportive academic environment.

Standard 2: Governance and Leadership

The school district operates under governance and leadership that promotes and supports student performance, parent involvement and school effectiveness.

GOALS:

- # 1 The district will follow a continuous improvement process by regularly reviewing and revising the district wide strategic plan.
- # 2 The district will operate under a transparent governance system that provides for open communication with all stakeholders.
- # 3 The district will make a concentrated effort to proactively reach out to all stakeholders to involve parents, community members, and student groups in order to solicit input and involvement to help improve school effectiveness.
- #4 Campus and District administrative teams will develop plans with measurable goals for each school year. Plans will be presented to the board by August and updated quarterly for the board and stakeholders.

Standard 3: Teaching and Assessing for Learning

District wide curriculum, instructional design, and assessment practices will guide student learning and ensure teacher effectiveness.

GOALS:

- # 1 The district will strive to meet or exceed state and national averages in all standardized assessments.
- # 2 The district's curriculum plan and instruction will be aligned for each grade level and between schools.
- # 3 The district will provide a strong, collaborative education system with clear expectations for student learning and systematic programs based on sound, current educational practices.

Standard 4: Resources and Support Systems

The school district's resources and services support its purpose and direction.

GOALS:

- # 1 The district will increase community involvement to include public meetings, forums and surveys.
- # 2 The district will operate financially in an efficient manner that will optimize alternative funding sources.
- # 3 The district's facilities will be maintained in good repair and utilized in an efficient manner.
- # 4 The district will hire highly qualified teachers and staff and provide training opportunities to ensure quality instruction and student success.

Standard 5: Using Results for Continuous Improvement

The district will have a comprehensive assessment system that measures school effectiveness and student performance and guides continuous improvement.

GOALS:

- # 1 The district will regularly evaluate and utilize observational and assessment data to support academic improvement and effectiveness.
- # 2 The district will work in collaboration with instructional leaders and teachers to establish instructional assessments for each grade and subject.

General Information

Bisbee Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations, and provides equal access to the Boy Scouts and other designated youth groups. Questions, complaints, or requests for additional information

regarding these laws may be forwarded to the designated compliance coordinator(s) at 519 W Melody Lane, Bisbee, AZ 85603, or at the phone numbers listed below.

Title IX Coordinator – Tom Woody, Superintendent
Section 504 Coordinator, Jennifer McBeth, Director of Instruction
520-432-5381

El Distrito Escolar Unificado de Bisbee no discrimina sobre la base de raza, color, origen nacional, sexo, edad, o incapacidad en la admisión a sus programas, servicios, o actividades, en el acceso a ellos, en el tratamiento de individuos, o en cualquier aspecto de sus operaciones, y ofrece la igualdad de acceso a los Boy Scouts y otro designado grupos juveniles. Preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden ser expedidas al coordinador (coordinadores) designado de cumplimiento en 519 W. Melody Lane, Bisbee, AZ 85603, o en los números de teléfono que se indican a continuación.

Título IX Coordinador – Tom Woody, Superintendente
Sección 504 Coordinador, Jennifer McBeth, Director de instrucción
520-432-5381

BISBEE USD

District Office Located at:
519 W Melody Lane
Bisbee, Arizona 85603

Telephone:
(520) 432-5381
Fax:
(520) 432-7622

Office Hours:
7:00 - 5:00pm
Monday - Thursday

School Days:
Monday – Thursday

Superintendent:
Mr. Tom Woody
twoody@busd.k12.az.us
(520) 432-5381

Director of Instruction:
Jennifer McBeth
jmcbeth@busd.k12.az.us
(520) 432-5381

Welcome to Bisbee Unified School District. As we enter a new school year, I am excited about the opportunity that we have to provide a strong academic and social environment for our students. We continue to build a strong foundation based on great staff and an engaged community

Our district motto is: Enriching Every Student, Every Day, this is exhibited daily in the endeavors of our teachers, staff, administration, and students. I know that Bisbee USD will continue to build on the excellence and great history of our district and community.

As we look ahead to the 2021-2022 school year, we remain committed to preparing our students for the potential challenges they may face in their educational journey. To assist them in meeting these challenges, we depend on our exceptional teaching staff to continue to raise the level of expectations in their classrooms and build a strong academic foundation for all of our students. I am proud of our many accomplishments, in our classrooms and in our extracurricular programs, and I look forward to creating more opportunities for student success with your help.

Bisbee has a lot to be proud of, including fully accredited schools, highly successful student clubs and athletics, as well as many learning opportunities to meet the needs and interests of all students.

I am blessed to serve as the Superintendent in a community that values education and supports programs that enables every student to maximize their potential in a caring community like ours.

Sincerely
Tom Woody

REGISTRATION

Every year a new registration packet must be completed to ensure all information is up-to-date. Registration can be completed using our online registration process which is linked on the homepage of the district's website. If you need assistance you can come to the District Office (519 W. Melody Lane). The packet includes: Registration, AZ Residency Documentation, Emergency Contact, Student Residency Questionnaire, Special Education Program, Request for Student Records, Health Information, and Home Language Survey.

Parents/guardians are required to present two proofs of residency, valid picture ID, current immunization and birth certificate. The school district will make copies of each document.

ATTENDANCE

Regular attendance promotes learning and achievement, and is an essential life skill for both school and career. As articulated in the Arizona Education Code 15-803:

- 1) It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 - a) The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
 - b) The child is accompanied by a parent or a person authorized by a parent.
 - c) The child is provided with instruction in a home school.
- 2) A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- 3) As used in this section:
 - a) "Habitually truant" means a truant child who is truant for at least five school days within a school year.
 - b) "Truant" means an unexcused absence for at least one class period during the day.
 - c) "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

BUSD offers 146 days of instruction during their academic year. Ten percent (10%) of that is 14.6 days.

- 1) At the *fourth absence* (excused or unexcused in any one single class): the parent/guardian will be contacted by phone with a notice of absences and the steps that will occur if absences continue. This will be informative in nature in the hopes of open and ongoing conversation between parents and the school.
- 2) At the *eighth absence* (excused or unexcused in any one single class): When a student has eight (8) absences in any one single class (excused or unexcused), the parent/guardian will be contacted to attend a meeting with the principal. At this time, the principal will gather information regarding the causes for the absences (excused or unexcused) and work in conjunction with the parent/guardian and student to develop a plan to improve the student's attendance
- 3) At the *twelfth absence* (excused or unexcused in any one single class): When a student has twelve (12) absences in any one single year-long class, or six (6) absences in a semester long class (i.e. – Government or Economics) (excused or unexcused), the parent/guardian will be contacted to attend a meeting with the campus attendance review committee. This is an opportunity for the parent/guardian and student to explain why they are experiencing an attendance problem. At this time, the attendance review committee will review all information presented and outline a plan for the student to recover attendance hours, and begin making up hours, if they go over 14 absences in the school year.
- 4) At the *fourteenth absence* (excused or unexcused in any one single class): When a student has fourteen (14) absences in any single class, or seven (7) absences in a semester long class (i.e. – Government or Economics) (excused or unexcused), the student has now missed the 10% required of learning time for the school year. This student will be in danger of not receiving credit for a course or not being promoted to the next grade level unless the student successfully completes the attendance

recovery plan set by the attendance review committee. All plan requirements must be completed by the student and submitted to the campus principal by December 1 for the Fall Semester and May 1 (for graduating classes), or the last instructional day of the Spring Semester for underclassmen.

- 5) When a student has been absent for ten (10) consecutive school days the student will be dropped from enrollment in Bisbee USD.

If a child is going to be absent, the student's parent/guardian must notify the school by 8:30 a.m. on the day of the absence to avoid the student receiving an unexcused absence (truancy). If notification is not received by 8:30 a.m., parents will be notified by our automated dialing system and the student's record will show an unexcused absence.

When calling the school to excuse an absence, the parent must give the dates of the expected absence. If the absence turns out to be longer or shorter than expected, the parent must call to inform the school of that change. Parents are legally responsible for supporting the need for regular school attendance and for supporting disciplinary actions taken by the school for attendance violations. Please refer to the section on Attendance and Truancy for a more detailed description of the law and its implications.

Doctor/dentist Appointments should be made outside of school hours whenever possible. Chronic medical conditions require documentation to receive exemption from grade reduction plan. Forms are available upon request in the campus office and if you are struggling with a chronic illness and need to discuss possible placement, please contact the Principal.

VISITORS AND VOLUNTEERS

We welcome adult visitors at any time. Parents may arrange to visit during class time by contacting either the teacher or the office. To ensure the safety of our students and staff, **all visitors must register in the office** before any visit on campus. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

Anyone interested in volunteering at the schools must complete an application, which includes a background check, and can be picked up at the District Office.

GENERAL HEALTH INFORMATION

The basic purpose of the health center is to promote and safeguard the health and well-being of each child. Cooperation between parents, staff, and school nurse is vitally important in achieving this goal. During the school year, screening for vision and hearing will be conducted at various grade levels. If any abnormalities are found, they will be reported to the parents.

Medication

If a child needs to take medicine at school, parents are requested to bring it to the nurse's office and complete the *Consent for Medication Form*. Medicine cannot be dispensed unless it's in the original, labeled container. Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines, because seemingly harmless drugs can be misused and cause severe reactions. Students should never bring medicine to school without the nurse's knowledge. For more detailed information please refer to BUSD Policy JLCD.

Immunizations

Arizona law requires that a child receives immunizations recommended by the Arizona Department of Health Services prior to initial enrollment. An immunization form indicating the month and year of the immunizations must be completed and on file before they may be enrolled. For more detailed information please refer to BUSD Policy JLCB.

Food Allergies / Celebrations

Due to the increasing number of food allergies, and in support of student safety food items will not be permitted to be brought to school. (i.e.- birthday cakes, cupcakes, etc).

FOOD SERVICES

The Bisbee Unified School District takes part in the National School Lunch Program / School Breakfast Program. Through the Arizona Department of Education, the USDA supports child nutrition by setting nutritional and regulatory standards.

The USDA financially subsidizes meals for all students. The rate of support is determined by household income.

- All families are asked to submit an Application for School Meals at the beginning of each school year and throughout the year if one's household income changes.
- Meal applications will be sent home at the beginning of each year and are also available at each campus in the school office.
- The application information is used to determine which families are eligible for free or reduced meals.
- The applications are due within the first two weeks of school.
- Students who were eligible for free or reduced meals the prior year will remain in that status while new applications are being processed or for the first thirty days of school.
- New students will be required to pay for meals until their application has been processed.

Students may bring their lunch or eat a hot lunch in the cafeteria. The meals provided are planned to meet the U.S. Dietary Guidelines for all Americans. Bisbee Schools offers a varied lunch menu and sends a menu home with each student at the beginning of each month and is also posted on the District's website.

The Governing Board establishes student and adult meal prices each year. See cafeteria pricing schedule for the current year's prices.

All school lunches include a half pint of 1% or fat free milk. If your child has a milk product allergy, juice may be substituted. Please contact the school cafeteria staff if this exception pertains to your child.

Bisbee Unified School District does not allow students or adults to charge their meals. Families should prepay for meals on a weekly or monthly basis with cash, money order, cashier's check or personal check. If a personal check is returned for non-sufficient funds, your personal check will no longer be accepted at any school site your children attend. Lunches may also be purchased daily.

- 1) Once a student's account is at a pre-determined amount, a notice will be sent home to remind parents that additional monies are required.
- 2) Once the student's account runs out of monies or your child forgets their breakfast/lunch money, your child will be provided a small snack and milk for one day.
- 3) Any additional days your child does not have breakfast/lunch monies, they will be required to call their parent.

Please take care of this situation when you receive notices, so that your child can continue to receive meals at school.

The Food Service Department's goal is to provide a quality, cost-effective child nutrition program. Any food service staff member as well as the District's Food Service Manager, Susan Leiendecker, welcomes your comments and suggestions.

BEHAVIORAL EXPECTATIONS

All discipline issues will be judged and handled according to the definitions and recommendations inherent to the State of Arizona's AZ SAFE system and the Bisbee Unified School District Discipline Matrix including but not limited to the following:

Bus Rules

Dress Code

Drug Violation Procedures

Electronics

Gang Policy

Harassment – Sexual/Racial

Student Conduct

Dress Code:

Pursuant to board policy J-2350 and J-2361, the board of education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The board has authorized the development and enforcement of school regulations prohibiting student dress or grooming practices that:

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

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

The following pertains to ALL articles of clothing:

- No representation of gang affiliation
- No vulgar or profane messages
- No advertisements related to alcohol, tobacco, drugs, weapons, or illegal activity
- No pajamas/nightwear or slippers will be permitted
- No clothing or accessories with spikes or chains

Head Covering & Sunglasses

Head coverings and sunglasses are not permitted to be worn indoors

Tops/Shorts

- All tops/shirts must have sleeves and cover undergarments, chest, midribs, and back
- Sheer, mesh, see through, fishnet, strapless, halter tops, spaghetti straps, and muscle shirts are not acceptable outerwear

Shorts/Pants/Skirts/Dresses

- All shorts/pants/skirts/dresses must be fingertip length
- All leggings/spandex/tights must be covered by an outer garment reaching fingertip length
- All shorts/pants/skirts/dresses must be worn above the hip. Underwear cannot be showing
- All shorts/pants/skirts/dresses cannot contain large rips/holes above fingertip length

Footwear

- Footwear must be worn at all times
- No flip flops, slippers, shower or beach shoes, and sandals without straps

Athletics

Uniforms and equipment issued for athletic events may be worn at school ONLY at the discretion of the coaches

**The final decision as to the appropriate or inappropriate dress will rest with site administration

DISTRICT LEVEL DISCIPLINE MATRIX

The District Discipline Matrix explains infractions and the minimum consequences. Please note that if an infraction is deemed serious and egregious enough, per administrative judgement, police will be notified, student may be short and/or long term suspended, and/or expelled depending on the seriousness of the infraction.

Level I Violations. Level I violations of the Guidelines for Student Behavior include: tardiness, insubordination, lying/cheating/plagiarism, dress code violations, gambling, and inappropriate display of affection, forgery, and bus violations. A Level I violation may be treated as a Level II violation if the

seriousness or repetitiveness of the violation is deemed of substantial magnitude. Level I violations will result in consequences administered by the school official most closely involved:

Level I - A Parent contact

Level I - B Detention

Level II Violations. Level II violations of the Guidelines for Student Behavior include: unexcused absence/ditching/truancy, defiance of authority, disorderly conduct, sexual conduct/sexual harassment, obscene materials/obscene behavior, threats and hazing, profanity or vulgarity, stealing, substance abuse, destruction or defacement of property, trespassing, vehicle violations, fighting/physical assault, bullying, arson, misuse of alarms, possession of a weapon, extortion; and the use, possession or sale of explosive devices. Level II violations will result in consequences administered by a school principal or assistant principal:

Level II - A Extended detention or community service

Level II - B One (1) to three (3) days suspension

Level II - C Four (4) to eight (8) days suspension

Level II - D Nine(9) day suspension and recommendation for long-term suspension or expulsion

In all cases when disciplinary action is applied, due process will be followed. Due process allows a student to explain his or her actions. In the case of long-term suspension or an expulsion, the student also has the right to a hearing before a hearing officer or the Board and in cases involving disabled individuals, relevant special education laws and safeguards will be followed. When student behaviors also violate federal, state or local law, law enforcement officials will be notified and charges may be filed.

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

The following chart shows the minimum consequence levels for unacceptable behaviors, Campus administrators do have the authority and flexibility to issue a verbal warning as a minimum consequence:

Behavior	Definition	Level	Level
		K-4	5-12
Arson	Intentional burning of property	II-B	II-B
Assisting or encouraging another to engage in misconduct	Inciting others to participate in any inappropriate, illegal, disruptive, dangerous or otherwise prohibited activity.	I-A	I-A
Bikes/Boards Violations	The inappropriate use of bikes or boards on school property.	I-A	I-A
Bus Violations	Not following bus rules	I-A	I-A
Defiance of Authority/ Insubordination	Refusal to comply with requests and/or disrespectful behavior towards school personnel.	I-B	II-A
Destruction of School Property/ Vandalism/	Destroying or mutilating school property; littering.	I-B	I-B
Disorderly Conduct/ Disrespectful	Failure to keep one's hands, feet to self; argumentative.	I-A	I-B
Disturbing the Peaceful Operation of an Educational Institution	Conduct which is disruptive to the orderly procedure of the school; assisting or encouraging others to participate in such conduct.	I-A	II-B
Dress Code Violations	Failure to follow the dress code.(see dress code policy)	I-A	I-A
Drug Paraphernalia	The possession of any kind of materials intended for use of or designed for the purpose of ingesting or inhaling an illegal substance.	I-A	II-B
Endangerment to Self/Others	Engaging in or threatening behavior or contact for the purpose of inflicting harm on self or others.	I-A	I-A
Explosive Devices	The use, possession or sale of explosive devices.	II-A	II-B

Extortion	The solicitation of money, or something of value from another person.	II-A	II-B
Fighting/Physical Assault	Engaging in or threatening physical contact for the purpose of inflicting harm on another person.	II-B	II-B
Forgery	Writing and/or using the signature or initials of another person.	II-A	II-A
Gambling	Participating in games of chance for the purpose of exchanging money or items.	I-A	I-A
Gang Material and Paraphernalia	Any reference of racial supremacy or gang affiliation on any type of clothing, jewelry, and or the body is expressly prohibited.	II-A	II-A
Hall Pass Violations/Loitering	Misuse of hall pass for any reasons other than those intended; being in an area of campus without authorization.	II-A	II-A
Inappropriate Display of Affection	Inappropriate physical contact.	I-B	I-B
Lying/Cheating/Plagiarism	Giving false information calculated to mislead; taking another's work as your own.	II-A	II-A
Misuse of Alarms	Misuse of evacuation alarms.	II-B	II-B
Obscene Materials/Obscene Behavior/Pornography	The use, possession or sale of sexually explicit materials and/or devices.	II-B	II-B
Possession of a Weapon	The possession of a deadly weapon, prohibited weapon, or object, or the use of a weapon to inflict bodily injury to another person; a threat to inflict harm with such a weapon.	II-D	II-D
Prior Misconduct	Continued disruptive or disorderly behavior.	II-B	II-B
Profanity, Derogatory Communication and Gestures	Statements or actions which intimidate, injure or offend another person.	I-B	I-B
Sexual Conduct/Sexual Harassment	Engaging in or using sexual language, activities, intimacies, or gestures; any form of persuasion to receive sexual favors.	II-A	II-A
Scope of rules off campus	When the motivation for misconduct arises out of the school environment and affects the educational function of the District or endangers/threatens members of the school community.	II-B	II-B
Substance Abuse (Drugs)	The use or possession of drugs, narcotics, or other noxious substances; inappropriate use of prescription/ non-prescription drugs (includes being under the influence).	II-C	II-C
Sale and Distribution (Drugs)	The sale or distribution of drugs, narcotics, or other noxious substances; inappropriate use of prescription/ non-prescription drugs.	II-D	II-D
Substance Abuse (Tobacco, Alcohol)	The use, possession or sale of tobacco or alcoholic substances.	II-B	II-B
Stealing/Burglary	Taking or concealing property that belongs to another.	II-A	II-A
Tardiness	Arriving late to class.	I-A	I-A
Technology Violations	Any violation of District technology policy.	I-A	I-A
Threats and Verbal Hazing	Statements or actions which intimidate, injure or offend another person.	II-A	II-A
Trespassing	The unauthorized presence of a student on campus.	I-A	II-A
Unexcused Absence/Ditching/Truancy	Any absence not excused by parent or legal guardian.	I-A	II-A
Vapor Releasing Substances	Possession of vapor releasing substances for sale/use/distribution containing toxic substances.	II-B	II-B
Vehicle Violations	The inappropriate use of a motor vehicle on school property.	N/A	II-B
Bullying	Bullying involves exploitation of another person.	II-B	II-B

LGBT Harassment	Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression	II-B	II-B
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J-4900 JKE EXPULSIONS OF STUDENTS

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

The Governing Board conducts expulsion hearings or may assign them to a hearing officer selected from a list of hearing officers approved by the Board.

Regular Education Students

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

Step 1: Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

Step 2: If the Superintendent concurs with the recommendation, the Superintendent shall present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board.

Step 3: In each case in which a recommendation for expulsion receives approval by the Superintendent, (*and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer*), the Governing Board will meet in executive session:

- To determine whether the nature of the accusations against the student justify an expulsion hearing.
- To determine whether the hearing will be held before the Governing Board or before a hearing officer.
- To designate a hearing officer if one will be used, and
- If the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during the initial executive session.

Step 4: The expulsion hearing should be scheduled so it may be resolved, if reasonably possible, during the period of any suspension.

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

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's expense.
- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.

- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

Step 6: The parent, guardian or emancipated student shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.
- The student may cross-examine witnesses presented by the District.
- The burden or proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses, and may be represented by an attorney.
- If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- If the hearing is held before the Governing Board, the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to the public attendance.

Step 7: A formal hearing will be held:

- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
- If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer) after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
- If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Step 8: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That the spokesperson will be given time to speak to the Board on appeal.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities Education ACT (IDEA) as revised in 2004 may not be expelled from school, unless a result of a manifestation determination it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

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

STUDENT HARASSMENT AND BULLYING

The district prohibits harassment and bullying of any student on school grounds, on a school vehicle, at a school bus, at a school-sponsored activity or while the student is traveling to or from school. The district will provide notice of this policy to students and district employees, investigate all reports of harassment and bullying, and take disciplinary or other appropriate action against any student or district employee who is found to have violated this policy.

“Harassment and bullying” means any severe or persistent or psychological abuse of a student by means of physical threats or assaults, verbal threats or insults, or other hostile or degrading acts.

“Harassment and bullying” include any hostile or degrading act inflicted because of the student victim's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability regardless of whether the act itself is severe or persistent.

“Harassment and bullying” includes sexual harassment, which means any unwelcome sexual advantages, requests for sexual favors, or other verbal or physical contact of a sexual nature made by a school employee to a student or by a student to another student when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student’s education, academic status or progress; or
- Submission to or rejection of such conduct by a student is used as a component of a basis for decisions affecting that student; or
- The conduct (1) substantially interferes with or will substantially interfere with a student’s educational benefits, opportunities or performance, or a student’s physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student’s performance within a course of study or other school-related activity.

“Harassment and bullying” includes retaliation, which means any adverse action, taken against a student for reporting a complaint or harassment and bullying when the reporter honestly believes harassment and bullying has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action includes any form of intimidation, reprisal or benefits, or other unwarranted disciplinary action in the case of students.

This policy will be interpreted and applied so as to comply with state and federal legal requirements, including without limitation, the Arizona Revised Statutes §15-341, the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

The Superintendent is authorized and directed to adopt administrative regulations for the implementation of this policy, including without limitation, procedures for the investigation of reports of harassment and bullying.

PROCEDURES FOR NOTICE, REPORTING, AND INVESTIGATING OF HARASSMENT AND BULLYING OF STUDENTS

1. Notice

The district will use its *Information & Guidelines* for student behavior to provide notice of this policy and encourage students to report harassment and bullying. Principals or their designees will review the district’s policy against harassment and bullying with students at the start of each school year and distribute written information about rights, protections, and services available to students who are alleged victims of harassment.

2. Reporting

- A. Students.** The district will encourage students and parents of students who are harassed or bullied, or who have first-hand knowledge of harassment and bullying, to report such incidents. Students and their parents should report an incident to any teacher, guidance counselor, or school administrator.
- B. Employees.** A school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment of a student at school or a school bus stop, on a school bus or while traveling to or from school, or during school-sponsored activities must immediately report it to the principal or the employee’s supervisor. An employee’s report will be documented in writing. An employee who fails to report harassment of a student is subject to disciplinary action pursuant to district policy GCPD or CDPD.
- C. Alternative Reports.** A student, parent, or employee may report harassment to any administrator or supervisor to whom the student or employee feels comfortable making the

report. A report of harassment may always be made to the Superintendent or, if necessary, the Governing Board President.

- D. Privacy.** Reports of harassment will be kept confidential to the extent possible, given the need to investigate and act on investigative results. No report will be disclosed to a person other than a school official or law enforcement agent unless the individually identifiable information has been redacted.

3. Response

- A. Principal.** The principal or designee is primarily responsible for receiving oral or written reports of harassment and bullying. The principal may request, but may not insist upon, a written report. If the report was given verbally, the principal will promptly reduce it to written form and maintain it as a record. All reports of harassment and bullying must be made on a Harassment or Bullying Report form JFD-R-F.

Upon receipt of a report of harassment, the principal or designee will give to the alleged victim written information about the rights, protections, and services available to students who are alleged victims of harassment.

Reports of harassment and bullying that create a reasonable belief that a student is a victim of child abuse must be immediately reported to the police of Child Protective Services in accordance with district policy JHG and the district's child abuse reporting protocol.

The principal will promptly forward reports of harassment and bullying that allege inappropriate conduct by a district employee or retaliation to the appropriate district office personnel or superintendent.

4. Informal Resolution

The principal may attempt to informally resolve a report of student-to-student harassment and bullying by meeting with the offended student and the offending student individually or together. The principal will promptly contact parents of the offended and offending students and inform them of the allegations. At the conclusion of attempts to achieve informal resolution, the principal will advise the offended student or his or her parent that the student may request a formal investigation of the report. If it appears to the principal that the offended student's concerns have been successfully resolved, the principal will document the informal resolution and maintain it as a record.

5. Formal Investigation of Student-to-Student Harassment and Bullying.

- A. Investigator.** The principal or a designee will conduct an investigation upon receipt of a report alleging student-to-student harassment that cannot be resolved with informal resolution. Ordinarily, the principal will conduct the investigation; however, a designee may be assigned, whenever necessary or appropriate, to expedite the investigation or remove a concern for bias or conflict of interest.
- B. Investigation.** The investigator will interview the offended and offending students and any other persons who may have knowledge of a circumstances giving rise to the report and may use other methods and documentation. Witnesses will be advised to keep their statements and knowledge of the matter confidential.
- C. Timeframe.** The investigator will complete the investigation as soon as practicable. If the investigation will require more than five school days, the investigator will contact the offended student's parents to inform them of the progress of the investigation.

- D. Findings.** Upon completion of the investigation, the investigator will decide whether harassment and bullying occurred or did not occur, or that the evidence is inconclusive. The investigator's findings will be entered on the form JFD-R-F.
- E. Notification of Alleged Victim.** Upon completion, the investigator will promptly notify the victim and the victim's parent of his or her findings and what disciplinary and remedial action, if any, will be pursued against the alleged perpetrator.
- F. Record Keeping.** A written record of any complaints of harassment and bullying and its resolution will be maintained by the principal for a period of at least six years. A record of harassment or bullying will not be maintained in the file of the offending student unless the investigator finds that the offending student harassed or bullied the offended student.

6. Formal Investigation of Employee-to-Student Harassment.

- A. Investigator.** The superintendent or a designee will conduct an investigation upon receipt of a report alleging employee-to-student harassment that cannot be resolved with informal resolution. Ordinarily, the investigator will be the superintendent; however, a designee may be assigned whenever necessary or appropriate to expedite the investigation or remove a concern for bias or conflict of interest.
- B. Investigation.** The investigator will interview the offended student and offending employee and any other persons who may have knowledge of the circumstances giving rise to the report and may use other methods and documentation. Witnesses will be advised to keep their statements and knowledge of the matter confidential.
- C. Timeframe.** The investigator will complete the investigation as soon as practical. If the investigation will require more than five school days, the investigator will contact the offended student's parents to inform them of the progress of the investigation.
- D. Findings.** Upon completion of the investigation, the investigator will decide whether harassment and bullying occurred or did not occur, or that the evidence is inconclusive. The investigator's findings will be entered on form JFD-R-F.
- E. Notification of Alleged Victim.** Upon completion of the investigation, the investigator will promptly notify the victim and the victim's parents of his or her findings and what disciplinary and remedial action, if any, will be pursued against the perpetrator.
- F. Record Keeping.** A written record of any complaints of harassment and bullying and its resolution will be maintained by the superintendent.

7. Disciplinary and Remedial Action

When the district determines that harassment and bullying have occurred, the district will take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Disciplinary action for violation of this policy will be taken in accordance with applicable district policy governing discipline of students or employees. The investigator may take remedial action to prevent further tensions between the offended student and the offending student if the investigator finds that the evidence is inconclusive.

8. Appeal

- A. Alleged Victim.** If an alleged victim is not satisfied with the results of an investigation, the student may appeal the matter to the appropriate district office personnel or superintendent for arbitration and review within five school days after the student or the student's parent is informed of the result of the investigation. The arbiter will review the investigation and decision and any relevant documents or statement submitted by the offended student. Based on this information, the arbiter will issue a decision to affirm, reverse, or modify the original decision within five school days.

The alleged victim may appeal the arbiter's decision to the superintendent within five school days after the student or student's parent are informed of the arbiter's decision. The superintendent will review the matter and issue a final decision within five school days.

B. Alleged Harasser. A person who receives disciplinary action as a result of a violation of this policy may appeal the determination and disciplinary action in accordance with the applicable district policy governing discipline of students or employees.

9. Retaliation and False Reporting

A. Retaliation. Any person who retaliates against an employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a harassment and bullying report will be subject to appropriate action and/or discipline by the school district.

B. False Reporting. Any person who knowingly makes a false report or harassment and bullying will be subject to disciplinary or other appropriate action.

ELECTRONIC USE POLICIES

Access is a privilege, not a right. Students are responsible for good behavior when using the District's electronic information services as well as their own personally-owned electronic devices. During class time use of any electronic device by students is limited to any and all school related activities. Inappropriate use may result in cancellation of access to the information services and/or appropriate disciplinary action.

Student's Personal Responsibility

As a student of the Bisbee Unified School District **I will...**

...adhere to all local, state and federal statutes and laws, all district policies and regulations, and all applicable contracts and licenses regarding the use of technology, the Internet, and personally-owned electronic devices.

...use the District's electronic information services in a manner that is ethical and consistent with the mission of the District.

- I will *not*, nor encourage others to access, upload, download, store, print, post, or distribute any language or materials that are abusive, obscene, pornographic, sexually explicit, threatening, inflammatory, defamatory, racially offensive or illegal.
- I will *not* post false or defamatory information about a person or organization or harass another person or engage in personal attacks, including prejudicial or discriminatory attacks.
- I will *not* conduct business transactions, or use the District resources for commercial activities, personal financial gain, or political lobbying.
- I will report any misuse of the electronic information services to a parent, teacher, or school administrator.

...use equipment responsibly and will not vandalize or damage in any form or manner hardware, electronic systems, or networks.

- This includes, but is not limited to, changing desktop settings, (such as changing wallpaper or screen orientation) downloading programs from the Internet, installing programs on any school computer or other electronic devices, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services.
- I will not dismantle or remove any school computer or other electronic device (including peripheral equipment such as mice).
- I will reimburse the school for any damage to a school computer or any other equipment that occurs because of my malicious or negligent actions. The District will decide who will carry out the repair or replacement of equipment.

...make every effort to ensure that the CDs, DVDs, USB drives, or any other media containing a file that I bring to school does not contain a computer virus. I will immediately stop using and notify a supervising teacher if a virus warning appears on any school desktop or laptop computer.

...respect the integrity of the network system and will not attempt to circumvent or subvert system security measures.

- This includes, but is not limited to, web filtering, firewalls, and virus protection.

...conserve resources including but not limited to educational technology materials, file storage, bandwidth, ink, and paper.

...respect the laws concerning copyrighted material, the intellectual property of others, and usage licensing agreements.

- I will *not* plagiarize, copy information or download files without the author's permission or proper citation.
- I will *not* download or exchange pirated software.

...respect the privacy of others.

- I will *not* use another's computer, files, or personally-owned electronic device without their consent.
- I will *not* read, delete, copy, change, or transmit files not created by myself.
- I will *not* transmit or use pictures of others without their consent.

...be safety-conscious while online.

- I will *not* reveal mine or another's name, home address, personal phone numbers, or any other identifying personal information.
- I will *not* meet with any stranger I have met online.
- I will *not* pretend to be someone else when sending or receiving information.

...report any information or messages that make me uncomfortable.

Consequences for Misconduct

Depending on the nature and degree of the violation, as well as the number of previous violations, unacceptable use of the computers, personally-owned electronic devices, and/or the Internet may result in one or more of the following consequences:

- Detention
- Confiscation of personally-owned electronic device
- Community service
- Temporary or permanent **loss of access to computers and/or the Internet**
- Payment for damages and/or repairs
- Discipline under other applicable school policies, including suspension and expulsion
- Civil or criminal prosecution under local, state, or federal laws

It should be noted that any loss of access to the District's electronic information services is a detriment to the student's academic performance as many assignments given by teachers require some form of electronic technology to complete them.

Filtering and Internet Safety

Access to the Internet will enable student to use countless websites, which can change frequently and without notice. While the District will provide technology protection measures against Internet access by both adults and minors to visual depictions that are obscene, pornographic, or harmful to students, it should be noted that no filter program is 100% effective. Students who access inappropriate sites should

immediately disclose the site to their teacher or a school administrator. Students may make written requests to the school's technology department if they believe the content filter is blocking access to appropriate sites.

Social Media

The District considers social media to be any electronic communication where users can create, share, and exchange information, ideas, and personal messages. Examples include Facebook, Twitter, Wikipedia, and YouTube. Use of social media is allowable for academic reasons at the teacher's discretion and direction; any activities that would not be appropriate in the classroom should not be conducted online.

Personally-Owned Electronic Devices

Electronic devices and/or cell phones vary by campus please refer to campus handbooks. The District assumes no responsibility for Internet use outside the District network, nor are they responsible for any personal property that is lost, stolen, or damaged. The District reserves the right to inspect, at any time, any personally-owned electronic device.

Access to the Wireless Network

The District does provide free wireless Internet access for personally-owned electronic devices through guest access. Please note that this access is filtered and may be monitored.

No Expectation of Privacy

The District retains control over materials on the system or contained in files on the system. No user should have any expectation of privacy when using the District's network. The District may monitor, inspect, copy, review and store information about the content and usage of the network, user files, folders and disk space utilization, user applications and bandwidth utilization, user Internet access, and any and all information transmitted or received in connection with network and e-mail use, at any time, without notice. Parents have the right to investigate or review the contents of their child's files and to request the termination of their child's access to the system at any time.

Limitation of Liability

Use of the District's electronic information services is at the user's own risk. The District does not assume liability for information retrieved via the District's electronic information services, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

BUS EXPECTATIONS

Philosophy

Student behavior on the bus plays a major role in the safety of the bus ride. It is essential that the bus driver be able to concentrate on driving and not be distracted by disruptive behavior. **RIDING THE BUS IS A PRIVILEGE AND IS CONDITIONAL ON EACH STUDENT'S APROPRIATE BEHAVIOR AND THEIR FOLLOWING OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS.** Riding a school bus is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the bus. If the school principal, in coordination with the transportation supervisor, determines that the action(s) of the student endangered the safety of the other students, the driver, or the bus, the student will lose their bus privileges. If a student loses bus privileges, permission to ride again may be granted when:

1. The student completes all assigned consequences as determined by the transportation supervisor and school principal, **and**
2. The parent/guardian agrees to ensure that the misbehavior will not happen again.

Safety and Behavior Code for Bus Riders

1. Be at the bus stop 10 minutes before bus arrival time. At the bus stop, stay away from the road and line up in a single file line.

2. Wait for the bus to stop completely before trying to get on the bus. If you cross the road to get on the bus, wait for the bus driver to signal for you to cross the road. Always cross at least 10 feet in front of the bus, so the bus driver can see you at all times.
3. All seats are assigned. You will always sit in your assigned seat. If necessary, three students will sit in one seat.
4. You must remain seated until the bus reaches your stop. You may not get off the bus at any stop other than your assigned stop.
5. Please use the handrails when getting on and off the bus.
6. Any damage to bus seats, windows, etc. must be paid for by the student(s) responsible for damage. (Bus privileges will be denied until payment for damages is made.)
7. Keep the aisles clear at all times. All personal items must be held in your lap or put on the floor in front of you.
8. At no time will a student place hands, head, or other body parts out of the bus window.
9. Don't be loud on the bus. Excessive noise will distract the driver and could result in a serious accident.
10. Absolute quiet at railroad crossings is required. The driver needs to listen for oncoming trains.
11. Do not throw paper or any other objects on the bus or out the bus windows.
12. No eating or drinking of anything is allowed on the bus. Papers, food, or liquid on the floor is a hazard.
13. ALL school rules and regulations apply while riding the bus. Bus drivers have the authority to enforce all rules regarding improper behavior (this includes improper language, unnecessary noise, etc.) and the rules for the safety and welfare of all bus riders. Any student refusing to obey these rules will be reported and the student may lose bus riding privilege.
14. Students have the responsibility to inform the bus driver about any problems he/she is having on the bus.
15. Remember your driver is human, greet your driver cheerfully each time you board the bus and give him/her the same respect you would like to receive.
16. Any complaints by drivers or parents, should be reported promptly to the Transportation Office at (520) 432-6112, or to the school administrator.
17. Riding the bus is a privilege, not a right; therefore, students need to be aware that bus privileges may be lost if they are abused.

Consequences for Bus Referrals

Students who choose to not follow the bus safety and behavior rules will earn the following consequences:

1. First referral: Warning
2. Second referral: loss of bus privileges for 2 days
3. Third referral: loss of bus privileges for 4 days
4. Fourth referral: loss of bus privileges for up to the remainder of the semester. If the third referral is earned by the student within the last two weeks of the first semester, their loss of bus privileges will continue through a portion of the following semester as determined by the school principal.

Any offenses deemed serious in nature such as fighting could result in higher level consequences

JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

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

- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

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

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

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student- provided particulars

determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

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

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

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

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

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

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

Adopted: December 13, 2011

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/Bullying

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

JII-R ©

REGULATION

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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 complaint or grievance will be investigated by a school administrator, a supervising administrator, or another person approved by the Superintendent. The student 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 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 student who submitted the complaint or grievance 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 principal and/or the Superintendent as circumstances warrant.
- A confidential record of each complaint and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the 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 official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

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

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

**JII-EA © EXHIBIT STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES
COMPLAINT FORM**

(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)

Additional pages may be attached if more space is needed.

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person, school (department), program, or activity _____

Address _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note all 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
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The projected solution

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

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

Signature of Complainant

Date Signed

Administrator or professional staff member
receiving initial complaint

Date initial complaint received

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

JII-EB © EXHIBIT 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 or grievance falls within this policy shall be determined by the Superintendent.

A student or 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.