

STUDENT & PARENT HANDBOOK 2022 – 2023

English and Spanish



ALHAMBRA ELEMENTARY SCHOOL DISTRICT

VISION

The Alhambra Elementary School District will promote knowledgeable, open-minded, and caring thinkers. Through equitable access to academics, athletics, the arts and activities, students will be cared for, enriched and immersed in intellectual and social experiences. With opportunities to experience leadership, students will develop the collaborative skills necessary for future civic engagement. Our measure of success will be students who advance with creative development, international awareness, and academic preparation to meet the demands of high school and beyond.

In the Alhambra Elementary School District, it is our goal to meet the full potential of all students through our vision of “Educating the Whole Child”. As students enter their school site each day we ask that they come to school on time with a positive attitude and prepared to learn. In return we offer outstanding staff and programs. Our goal is to develop relationships with your child(ren) for this is their home away from home.

MISSION

Alhambra Elementary School District will enrich the life of the whole child in collaboration with families and the greater community. We will promote a social and global consciousness that encompasses a profound respect for all humanity.

The 2022-2023 Selected Student Policies & Regulations Handbook can be found at: <https://www.alhambraesd.org/handbook>



Dear Alhambra Parent/Guardian,

On behalf of our entire team, I would like to welcome you and your child to the Alhambra Elementary School District! When it comes to educating your child I know you have many choices, that is why I am thankful that you have decided to be part of our community. In Alhambra, we are committed to developing the whole child which includes providing unique opportunities for our learners to explore, discover, and make connections through Academics, Arts, Athletics, and Activities.

This handbook contains important information about our district's academic and social expectations that will help ensure our district continues to provide a positive and safe learning environment for all our students. It also includes information that you may need throughout the school year, like important phone numbers and other resources. I ask that you please review this handbook with your child. Please do not hesitate to reach out to your child's teacher or principal if you have any questions, comments, or concerns.

Thank you for your partnership as we create a learning environment where our students are inspired, empowered, acknowledged, supported, and celebrated.

A handwritten signature in black ink, which appears to read 'Cecilia Maes', is located below the main body of text.

Dr. Cecilia Maes
Superintendent

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ALHAMBRA ELEMENTARY SCHOOL DISTRICT

4510 N. 37TH Avenue
Phoenix, Arizona 85019
Phone: 602-336-2920

SCHOOLS

ALTERNATIVE LEARNING CENTER	CATALINA VENTURA SCHOOL (K-8)	JAMES W. RICE ELEMENTARY SCHOOL (K-8)
6615 N. 39th Ave	6331 N. 39th Avenue	4530 W. Campbell Avenue
Phoenix, AZ 85019	Phoenix, AZ 85019	Phoenix, AZ 85031
Phone (602)-336-2622	Phone (602) 841-7445	Phone (623) 848-8420
ALHAMBRA PRESCHOOL ACADEMY	CHOICE LEARNING ACADEMY (6-8)	MADRID NEIGHBORHOOD SCHOOL (K-8)
4730 W. Campbell Avenue	5330 N. 23rd Avenue	3736 W. Osborn Road
Phoenix, AZ 85031	Phoenix, AZ 85015	Phoenix, AZ 85019
Phone (602)-246-5155	Phone (602) 246-0699	Phone (602) 336-2280
ALHAMBRA TRADITIONAL SCHOOL (K-8)	CORDOVA ELEMENTARY SCHOOL (K-8)	SEVILLA ELEMENTARY - EAST CAMPUS (K-4)
5725 N. 27th Avenue	5631 N. 35th Avenue	3801 W. Missouri Avenue
Phoenix, AZ 85017	Phoenix, AZ 85017	Phoenix, AZ 85019
Phone (602)-484-8816	Phone (602) 841-0704	Phone (602) 242-0281
ARIZONA K-8 ONLINE ACADEMY (K-8)	GLOBAL ACADEMY OF PHOENIX (K-8)	SEVILLA ELEMENTARY - WEST CAMPUS (5-8)
4730 W. Campbell Avenue	6615 N. 39th Avenue	3851 W. Missouri Avenue
Phoenix, AZ 85031	Phoenix, AZ 85019	Phoenix, AZ 85019
Phone (623) 455-7300	Phone (602) 336-2202	(602) 347-0232 Ext. 7005
BARCELONA ELEMENTARY SCHOOL (K-8)	GRANADA ELEMENTARY - EAST CAMPUS (5-8)	VALENCIA NEWCOMER SCHOOL (K-8)
6530 N. 44th Avenue	3022 W. Campbell Avenue	3802 W. Maryland Avenue
Glendale, AZ 85301	Phoenix, AZ 85017	Phoenix, AZ 85019
Phone (623) 842-8616	Phone (602) 589-0110	Phone (602) 336-2282
CAROL G. PECK SCHOOL (K-8)	GRANADA ELEMENTARY - WEST CAMPUS (K-4)	WESTWOOD ELEMENTARY SCHOOL (K-5)
5810 N. 49th Avenue	3232 W. Campbell Avenue	4711 N. 23rd Avenue
Glendale, AZ 85301	Phoenix, AZ 85017	Phoenix, AZ 85015
Phone (623) 842-3889	Phone (602) 841-1403	Phone (602) 242-2442
	FAMILY RESOURCE CENTER	
	4432 W. Maryland Avenue	
	Glendale, AZ 85301	
	Phone #: (602) 242-5828	

The Servant Leader

Alhambra Elementary School District leaders possess a servant leader's beliefs. The servant leader distributes leadership capacity among team members, puts the needs of others first, and helps people perform to their highest potential. The servant leader focuses primarily on the growth and wellbeing of people and the communities to which they belong. He/She supports stakeholders to progress towards bringing the District's mission and vision to fruition.

The Management of Students: A Restorative Approach

Alhambra Elementary School District leaders put the needs of students at the center of decision-making, including those decisions that pertain to the management of students. While student misconduct is a factor affecting the operation of all schools, Alhambra leaders recognize the need to address the factors that contribute to poor decision-making and the misconduct that can occur as a result.

The application of interventions, with the intent to address the factors that contribute to a student's misconduct, is a critical element of Alhambra's approach to student management.

Notice of Non -Discrimination: Alhambra Elementary School District does not discriminate on the basis of actual or perceived race, color, national origin, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression, or identity, or socioeconomic status, or any other prohibited factor in the admission or access to, treatment or employment in its educational programs or activities. Inquiries or complaints concerning discrimination, including Title VI, Title VII, and Title IX may be referred to the District's Compliance Officer: Dr. Maes, Superintendent, 4510 N. 37th Avenue, Phoenix, Arizona 85019, (602) 336-2920. Inquiries concerning Section 504 may be referred to Exceptional Student Services.

Annual Notice

The District intends to follow the recommendations of local and state health agencies regarding COVID-19 mitigation strategies. If an outbreak of COVID-19 occurs and mask wearing is recommended by either local or state health agencies as a mitigation strategy for in-person K-12 schools, the District may require masks of most students and staff. By signing this acknowledgement, the parent is providing express consent to have the parent's child, if under the age of 18, comply with this requirement should it occur. HB2616 (mask mandates; minors; parental consent)

ACTION REQUIRED: PARENT / GUARDIAN

All parents/guardians must sign and acknowledge that they have been informed of the Alhambra Elementary School District 2022-2023 Selected Student Policies and Regulations Handbook. Parents have been given the opportunity to read the Handbook and review it with their child/children. Parents/Guardians understand that they may contact the Principal if there are any questions about the information contained in this Handbook.

ACADEMICS AND EXTRACURRICULAR ACTIVITIES

Academic Integrity

Any form of deception including, but not limited to, the use of notes, text messaging, social media, obtaining answers ahead of time or sharing information with other students is cheating. All student work presented for credit shall be the original work of that student. Taking someone else's work and passing it off as one's own is plagiarism. Any student involved in academic cheating/plagiarism shall be subject to disciplinary action.

Arts Education

Arts education encompasses the visual and performing arts delivered using state standards by a highly qualified teacher as part of the core curriculum. Courses provided include: visual arts and general music, band and choir. The arts are a language made up of its own words, symbols, and ideas with unique origins. Understanding this language helps us to understand the arts. Through skill development, students apply reasoning, imagination, creativity and a positive image of self. Many sites also offer extracurricular arts clubs. See your site for more information.

Extended Day Tutoring

Extra academic support through tutoring classes is also offered at each site. These activities are held on various days and times depending on grade level and site schedule. After school bus transportation home is provided for students who regularly ride the bus. If your child is eligible to participate you will be notified and a permission slip to attend will be provided.

Identification of English Learners and English Learner Services

- The primary or home language for all new pupils who enroll in a school district or charter school shall be identified in a manner prescribed by the superintendent of public instruction.
- The English language proficiency of all pupils with a primary or home language other than English shall be assessed through the administration of English language proficiency assessment, **AZELLA**, in a manner prescribed by the superintendent of public instruction.
- If it is determined that a pupil is not English language proficient, the pupil shall be classified as an English language learner and shall be enrolled in an English language education program pursuant to section 15-752 or 15-753. Full text of the law regarding the responsibilities and the development of the SEI models is located in Title 15, Chapter 7, and Article 3.1. English Language Education for Children in Public Schools, 15-751 through 15-757, Arizona Revised Statutes.

If you need additional information regarding English language services, please contact the Supplemental Programs Director at (602)336-2200.

Homework

Assignment of homework within district sites shall be of a constructive nature, directly related to the grade level course of study and clearly serve a purpose. Homework shall not be considered as a disciplinary measure and shall be personalized whenever possible to meet the individual needs of the students. Assignments shall not require books or materials that are not available at home or where resource materials are limited. Homework activities may include:

- Unfinished class assignments or makeup work for classes missed due to absences.
- Reinforcement of skills learning in the classroom.
- Projects that supplement studies in the classroom.
- Written work that permits the application of skills being developed.
- Problem-solving skills.

Make-Up Work

Student attendance is important to ensure high levels of student learning. Absences should occur only when necessary. A student who is absent will be permitted the same amount of time of the absence to complete make-up work.

Move on When Reading – Required Parent Notification K-3 Students

Alhambra Elementary School District is focused on providing the best high-quality reading instruction to all students each day. Through a process called Multi-Tiered System of Supports (MTSS), all kindergarten through third grade students are screened for reading difficulties and characteristics consistent with dyslexia in the fall, winter, and spring using FastBridge. This universal screening process includes our English Learners and those who have a 504 and/or IEP. A universal literacy and dyslexia screener informs teachers of students on-track to meet grade-level benchmarks and students who need more instruction in order to be on-track.

In response to students' needs, explicit, evidence-based reading instruction and intervention support systems are provided in alignment to Arizona's Move On When Reading (MOWR) legislation. For students who need more than Tier 1 (core) instruction, a deeper diagnostic assessment is given as soon as possible (or within 2 weeks of the literacy screener). Tier 2 interventions are started right away, working to close the gaps. A change in intervention curriculum, group size, frequency, duration and level of intensity may be needed. This Tier 3 (intensive) intervention may or may not be provided by the classroom teacher. The progress of all students receiving intervention is closely and frequently checked. Parents are essential to this entire process. Following the universal literacy and dyslexia screener and diagnostic assessments, you will be notified if your child is not at benchmark.

Arizona Revised Statute (A.R.S. § 15-701) requires that a student not be promoted from third grade to fourth grade if he or she "does not demonstrate sufficient reading skills" on the statewide assessment. It is understood that each child is unique, therefore exemptions have been established for students to be promoted to 4th grade. There are four good cause exemptions to retention for 3rd grade students who fail to meet the MOWR cut score. These apply if a student:

- Is an English learner or a limited English proficient student and has had fewer than two years of English language instruction; OR
- Is in the process of a special education referral or evaluation and/or student has been diagnosed as having a significant reading impairment, including dyslexia; OR
- Has an identified disability and has an IEP and the IEP team (including parents) agrees that promotion is appropriate; OR
- Has demonstrated or subsequently demonstrates sufficient reading skills or adequate progress towards sufficient reading skills of the 3rd grade reading standards as evidenced through a collection of reading assessments approved by the State Board" (ADE, 2020).

"Does not demonstrate sufficient reading skills" indicates that the child is reading at a much lower level than is expected of a third grader and needs additional help. The primary and greatest impact of this legislation is in its focus on early identification of struggling readers so that they receive targeted interventions designed to have them reading at grade level by or before the end of 3rd grade and position them for long-term success both at school and in their future careers.

A variety of factors, in and outside of school, can influence a child's educational path and progress. Despite the best efforts of schools to remedy students' area of need, some students may not be able to attain the skills needed to make adequate progress in the general curriculum. If a disability is suspected as the underlying reason for this, a student may be referred for an evaluation. At any

time, a parent can request an evaluation if they believe their child has a disability and requires specially designed instruction.

Alhambra Elementary School District is committed to support your K-3 child's literacy development, we will provide written communication during the year about their current reading needs, interventions available to remediate the reading deficiencies, additional strategies to support them at home, and promotion/retention legislation. Please reach out to your child's teacher or for more information, visit: www.azed.gov/mowr

Student Progress and Grades

As students progress throughout the year towards meeting grade level expectations, it is important to highlight and celebrate your child's strengths and share difficulties they may experience. As partners in your child's educational journey, constant communication and involvement is necessary to your child's success. Throughout the year we will provide written mid-term progress reports and report cards during the four grading periods. The date of issue for report cards and mid-term progress reports is noted on the school calendar located in the beginning of the handbook.

We encourage you to attend Parent-Teacher Conferences at the end of each grading period during the first and second quarter when you will receive your child's report card. Your child's teacher will contact you with more information and to schedule an appointment. During the third and fourth quarters, report cards will be sent home with your child for your review. Contact your child's teacher at any time during the year if you desire a Parent Teacher Conference.

You may also monitor your child's progress and academic information, including attendance & grades, through the secure, online Parent VUE software program and mobile app. Access to Parent VUE requires account activation provided by the school. To view your child's grade visit: https://parentvue.alhambraesd.org/PXP2_Login.aspx

MTSS Framework

All Alhambra Elementary School District schools use a Multi-Tiered System of Supports (MTSS) to meet the academic, behavioral and social needs of our learners. Multi-Tiered System of Supports involves a continuum of high-quality, research-based instruction, enrichment, and intervention that is responsive and differentiated to learner needs. The MTSS framework relies upon data-based problem-solving practices that support a rapid response to your child's needs. The Alhambra Elementary School District MTSS includes a comprehensive system of assessments which are used to inform the actions we take to meet every learners' needs. These assessments include universal screenings, diagnostic testing, progress monitoring, and formative and summative tests. For more information on MTSS, please visit the Arizona Department of Education MTSS site at <http://www.zed.gov/mtss/whatismtss/>.

Testing

The Alhambra Elementary School District Multi-Tiered System of Supports MTSS includes a comprehensive system of assessments that inform the actions we take to meet every learners' needs. These assessments include universal screenings, diagnostic testing, progress monitoring, and formative and summative tests.

The district uses Illuminate DnA Benchmark tests to monitor student, class, school, and district achievement, and the FastBridge Universal Screener and Progress Monitoring to ensure progress. Benchmark tests, end-of-year reading or math exams, and the state end-of-year assessment, Arizona Academic Standards Assessment (AASA), allow students to demonstrate if they have mastered grade-level standards.

For Arizona testing information, please visit: <https://www.azed.gov/assessment/parents>

Student Recognition Programs

Celebrating student progress is meant to promote success in and out of the classroom. For a student to be a well-respected citizen, they must be able to balance many different areas of life. They must exemplify outstanding characteristics both as a student and as a citizen of the community. The student must be able to handle many different aspects of student life while maintaining excellence in the classroom. These student recognition systems outlined below are designed to nominate and select students who promote and take pride in the Alhambra Elementary School District community and in themselves.

Recognizing Students - All sites will recognize students as outlined below. Each child that meets the criteria will receive an award. How awards are distributed to students will be determined at the discretion of each school.

Quarterly Honor Roll

Students in fourth (4th) through eighth (8th) grade who meet the high academic and citizenship standards will be eligible for recognition:

- *Principal's List*: Students who receive a 4.0 GPA (all A's) on their report card for all subjects including elective classes.
- *Honor Roll*: Students who receive a 3.5 - 3.9 GPA on their report card for all subjects including elective classes.

Parent Resources/Volunteers

The Alhambra Elementary School District believes that education is a partnership that involves teachers, administrators, parents and the community working collaboratively to ensure the children in our schools reach their highest potential. We have established a Family Resource Center that offers a variety of services to support our families and community. You may contact the center at (602) 242-5828 for needs you may have.

Parent volunteers are encouraged. Each site has a parent volunteer coordinator that is happy to work with you on the many flexible opportunities to get involved and support your school whether it is assisting in creating instructional materials or participating in a field trip. Volunteers make valuable contributions to our education programs and support staff and we encourage you to get involved.

Promotion/Retention

The Alhambra Governing Board believes the success of students lies with the mutual cooperation of parents/guardians, staff members, and students. The Governing Board is dedicated to the total and continuous development of every student. Original grade-level placement of students in schools is determined by the students' academic, social, emotional and linguistic attributes, as well as chronological age. Promotion and retention is implemented according to District Policy IKE.

Promotion

Promotion requirements are an integral part of the educational plan for all students. Promotion requirements reflect the District's high expectation for student learning. Promotion from grade to grade is based on the following criteria. No one criterion may be utilized solely in determining grade to grade promotions.

- Student mastery of learning objectives set forth by the State Board of Education adopted curriculum.
- Successful completion of class assignments, projects, and tests.
- Achievement on District-wide standardized achievement tests.

- Attendance.
- Teacher recommendation for promotion. (A.R.S. 15-521.10)
- The child's previous educational history.

Retention

Student retention is a process that is followed when, in the judgment of the professional staff and after consultation with the parents/guardians, it is determined to be in the best interest of the student. The primary grades are suggested as the most appropriate time for student retention. Retention, however, may be considered at any other grade level, when documented evidence indicates that it is in the best interest of the student. A student who is being considered for retention will be referred to the school Child Study Team (CST). The following criteria will be included as determining factors regarding retention:

- The child's past educational history, academic achievement and mental ability.
- The child's physical and social characteristics.

Based on the collection of data, the CST will recommend to the teacher a program that will best serve the child's needs. The CST may recommend interventions other than retention.

Each student who is retained will have an individual learning plan (ILP) developed by the Child Study Team, teachers, and parents/guardians. This will ensure that the instructional and learning environment for the next school year is changed appropriately to meet the student's needs.

Exceptional Student Services

Public schools must provide a free, appropriate education to eligible children with disabilities. Exceptional student services and related services are described in Individualized Education Programs (IEPs) and are provided in the least restrictive environment. The law and its implementing regulations also provide methods to assure that your input is considered.

If children are having difficulty in school, parents should check with teachers to discuss interventions that may help their children succeed. If the interventions are unsuccessful or if a disability is suspected, parents may request a referral for special education evaluation. Contact the school administrator, school psychologist, or director of exceptional student services.

Special Education Evaluation

If special education disabilities are suspected, children are evaluated to identify and document any disabilities that affect learning. Parents and educators begin by reviewing existing information. If the team needs additional data, the assessments are completed within 60 calendar days of parents' written consent. The team reviews and discusses all of the information. If the team determines children are eligible, parents and educators meet to develop an Individualized Education Program (IEP). Parents may ask others to be present at the meeting.

District Issued Property (i.e. library books, textbooks, technology devices, and/or musical instruments)

All district-issued property is "loaned" to students and remains the property of the Alhambra Elementary School District. This includes but is not limited to: library books, textbooks, technology devices, and/or musical instruments. Students are expected to take proper care of these items and only "normal wear and tear" is acceptable. If loaned items are lost or damaged, the student to whom the item was issued may be required to reimburse the district for the lost or damaged item. Students/Parents may be required to sign documents or contribute a nominal "rental fee" for certain loaned district property (typically technology devices and/or musical instruments).

Technology Use and Digital Privacy

Technology has become an integral tool in learning. The Alhambra Elementary School District has linked student computers to the Internet. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, research, and communication when learning.

Each school year, all students must have a *Technology Use Agreement* form returned to the school, signed by both the student and the parent prior to using the Internet on our campus (Policy IJNDB-EA). Any violation of the terms stated in this agreement may result in disciplinary action and the revocation of the use of our technology information services.

Privacy rights are in place when using district technology. The District will comply with the federal Children's Internet Protection Act (CIPA) by using filtering technology to promote the safe and secure use of any online Internet network. Although you may be comfortable posting, emailing and sharing photos or video of your child other parents may not feel the same. Unless specifically authorized by the school administration, students are not to post, email or share photos or video while on a district device.

Personal Electronic Devices

Electronic devices often interfere with the orderly operation of the school and may cause a disruption to the learning environment. Students are discouraged from bringing electronic devices to school and the school is not responsible when these items are lost or stolen. Disciplinary action may result if inappropriate use of an electronic device causes a disruption within the school site. Unless previously authorized by the school's administration or designee, students are not to use a personal electronic device (cell phone) for the purpose of recording conversations, taking pictures or video footage of others at school, on the bus or at school-related activities.

Extracurricular Activities

The district is committed to meeting the needs of the "whole child". Extracurricular activities inspire students to explore different interests and talents. Each site offers a variety of after-school activities that may include Athletics, Engineering is Elementary, MESA, STEM Club, Student Council, Yearbook, Cheer, Drama and many others. These activities are held on various days and times depending on grade level and site schedule. Bus transportation home is provided for students who regularly ride the bus. If your child is selected to participate in the after-school program you will be notified and a permission slip to attend will be provided.

Athletic Participation

The health and welfare of our student athletes are most important. Athletic participation can positively enhance the learning in the classroom. Each school year before participation in athletics can occur, student and parent/guardian must completely read and fill out the athletic participation forms packet that include the Participation Consent, Code of Conduct, Health Insurance Form and the Sports Physical.

Eligibility

In order to be eligible to participate in extracurricular activities, a student must meet identified academic and behavior standards according to Board Policy JJJ:

- Students who, upon having their work checked on a cumulative basis at the beginning and mid-term of each 10 week sports season where applicable, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until

a subsequent check is performed unless ineligible for some reason other than academic performance.

- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled.
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement by the site administrator.
- If a student is absent from school, regardless of the reason, the student will not be allowed to participate in any extracurricular function on the evening of the day on which the absence occurs. Participation in weeknight activities is not an excuse for absence on the day following the activity.
- The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education plan.

ATTENDANCE

All students are required by Arizona State Law to attend school. Regular and on-time attendance is essential to success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Attending school each day is very important for learning. Students are expected to attend 90% of the instructional days. The Alhambra Elementary School District defines excess absences as absences more than 10% of the days in membership for the school year (eighteen [18] days), not to include excused absences.

Absence Procedures

Absences shall be excused only for necessary and important reasons that include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith. State law mandates that the school record the reason for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school attendance line on or before the day of the absence to advise the school as to the reason for the absence. The school may require documentation from a doctor to verify a medical condition when absences total more than 10% of the number of required attendance days. If your child is to leave early during school hours, the person picking up the student must be listed on their student information profile and show a valid picture I.D. Students may not participate in after-school extracurricular activities if they were not in attendance at school on the day of the activity.

Tardies

If a student is late for arrival to school, the parent should call or send a note and the student must report to the front office before going to the classroom. The student will be given a pass to take to the classroom teacher. If the student has continuous tardiness, parents will be notified to determine a course of action as excessive tardiness can lead to academic difficulties for the student.

Truancy and the Law - C.U.T.S. Program

Your child's future is important to us and the Alhambra Elementary School District is very proud of our educational programs and of the achievement of our students. One of the most important habits a student can develop is that of good attendance. School attendance is not only a good habit; it is also required by state law. In order to encourage school attendance, the Alhambra Elementary School District partners with the Maricopa County Juvenile Court and participates in the Court Unified Truancy Suppression Program (C.U.T.S.). The principals and school staff will work closely with Maricopa County Juvenile Court to refer, cite and prosecute students who have excessive truant absences. A truant absence is any absence for which the school has not received a phone call

or note from a parent or guardian to excuse the absence. This program is designed to assist the District in enforcing the mandatory school attendance laws.

Our goal is for every student to be in school, ready and willing to learn. If there is a problem that is interfering with your child's attendance, please contact your child's school principal so that the problem can be addressed in a timely manner and increase your child's chance for success.

SAFETY-STUDENT/SCHOOL

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

Arrival and Dismissal

For safety's sake, students are not allowed on campus in the morning until staff supervision is provided. Call the office if you are unsure of the time. When classes are dismissed, students who do not ride the bus or walk home must be picked up promptly. Unless students are in after-school programs, supervision after dismissal is not provided.

Bicycle and Safety

Students must obey traffic laws and should wear helmets when riding to and from school. Suspicious behavior observed along the way should be reported to a school administrator or police officer. Bicycles should be locked when parked at school. Alhambra Elementary School District is not responsible for loss, theft or damage.

Closed Campus/Visitors

Campuses of all schools in the Alhambra Elementary School District are considered to be closed campuses; that is, a student may not leave the school grounds during the hours school is in session. This includes lunch hours. Students shall not be permitted to leave campus until dismissal time except by a parent/guardian or person listed on the student's information profile signing them out through the school office. To protect the safety of students, all visitors to school campuses must report to the office to identify themselves and indicate the purpose of their presence on campus. Visitors must sign-in and obtain a visitor's badge, which must be worn while on campus. Upon departure, return the badge to the office and sign out.

Dress and Grooming

Dress and grooming standards promote school pride, self-esteem, the safety and welfare of students and staff, and the achievement of curriculum goals and educational objectives. Clothing, accessories and visible tattoos must not convey a message that:

- relates to tobacco, alcohol or illegal drugs
- appears sexually suggestive, vulgar, obscene or offensive
- advocates or promotes violence or terror
- expresses gang membership, affiliation or support
- causes a reasonable person to feel threatened, intimidated or harassed because of the person's race, color, national origin, religion, sex (including gender identity and sexual orientation) or disability

The district's minimum dress and grooming expectations are available in the school office and in Policy JICA.

Drug Free School Zone

The mission of the Drug Free School Zone is to guarantee a safe environment on and around the school campus. This will be accomplished through enhanced enforcement and prosecution of drug, weapon and other criminal laws as well as through the use of drug and gang awareness programs. With cooperation between local law enforcement, school districts, prosecutors, parents/guardians and the community-at-large, our children and their teachers will be afforded the fundamental right to a safe educational environment. Arizona law A.R.S.§13-3411 provides for stiffer penalties for those caught selling, using or possessing drugs within 1,000 feet of a school campus. Law enforcement authorities will be notified in any situation where a person is suspected of violating A.R.S.§13-3411.

Emergency Notification System

The Alhambra Elementary School District provides an automated parent notification system. This system alerts parents in emergency situations, if there's a change in the normal routine of the school day, or provides information for upcoming events. In the case of an emergency, parents/guardians will receive an automated phone call at home, at work, on a cell phone, by email, or by all four methods mentioned. To ensure that you are notified if there is an emergency at your child's school, the District needs current and accurate contact information. Please be sure to update this information by completing the Student Profile report provided each year. Also, if you move or change phone numbers, please notify the school and provide accurate contact information immediately.

Equal Opportunity

Policy prohibits discrimination based on race, color, ethnicity, national origin, religion, sex (including gender identity and sexual orientation), disability or age, and provides equal access to the groups and after school activities. Under certain conditions, such discrimination can include harassment by students or staff if the conduct creates a hostile learning environment under the law. Lack of English language skills is not a barrier to admission and participation in district programs and activities. See Policies JB for details on discrimination, complaint procedures and resolutions. Students may report discrimination to teachers, counselors or school administrators.

Open Enrollment

The District has an open enrollment program as set forth in Arizona Revised Statute (A.R.S. 15-816) that allows students the ability to attend a school outside their attendance boundaries without paying tuition. The Governing Board Policy JFB provides the guidelines for the Open Enrollment process within the Alhambra Elementary School District. Open Enrollment acceptance is made on a rolling basis, and application is subject to annual review to determine whether a student continues to be eligible.

Harassment, Bullying, Hazing and Threats of Harm (Governing Board Policies JICK, JICFA and JII)

Students have the right to be free from any form of harassment, bullying, hazing and threats of harm. These behaviors in any form will not be tolerated. Harassment and bullying conduct include, but is not limited to, oral, written, graphic, electronic or physical in nature. Bullying/cyberbullying is any behavior that subjects a student to insults, taunts or challenges and limits the ability of an individual to participate in or benefit from the District's programs or activities. Harassment categories include but are not limited to, gender, race, religion, physical condition, economic status, personal appearance, cultural background or sexual orientation. Threats include any form of verbal or written statements or any other behavior that suggest that a person may do harm to any student, staff or the school. These are serious offenses and students who engage in behaviors of harassment, bullying, hazing or threats of harm are subject to disciplinary consequences that may include warning, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses.

If you are being harassed, intimidated, bullied or threatened: Make your feelings clear and tell the person who is harassing, intimidating, bullying or threatening you to stop. A bully may think you support the behavior if you do not speak up. If the behavior continues after you tell them to stop, report the activity to a teacher, counselor, principal or other adult. You can do this verbally or by completing the Harassing, Intimidating or Bullying Victim Rights Report Form. The specific policies and reporting form are provided in the last section of this handbook.

If you see someone being harassed, intimidated, bullied or threatened: Never join in the harassing, intimidating or bullying behaviors. Resist any peer pressure to take part in this behavior. Help the person being bullied get out of the situation safely and encourage the student to report the harassment.

News Media and District Coverage

Students may be interviewed, photographed or recorded by the news media or district employees for print, radio, television or online content. Please refer to the Student Media Release form.

Possession of Knives, Firearms or Other Dangerous Items

The Alhambra Elementary School District prohibits any person from possessing, storing, or using knives, firearms, explosive devices, and/or other dangerous instruments on school premises, on school buses, and at activities sponsored by the district and/or district schools. Any student who violates this policy is subject to disciplinary action, including long-term suspension or expulsion from the District. Building Administrators will determine the appropriate disciplinary action to take against a student who violates this policy by possessing, storing, or using a knife, firearm, explosive device, and/or other dangerous instrument. In determining the appropriate disciplinary action, Building Administrators will consider various factors, including, but not limited to, the age and developmental stage of the student, the nature of the violation, the type of weapon possessed, the student's disciplinary history, and whether the student used the knife, firearm, explosive device, and/or other dangerous instrument to harm or threaten harm toward another person.

Custody

In cases where custody or visitation affects the school, the site shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court.

Reporting Child Abuse

By state law (A.R.S. 13-3620) school employees must report suspected cases of child abuse to the Arizona Department of Child Safety (DCS). Individuals required to report suspected abuse are protected by state law from civil or criminal liability.

CHILD NUTRITION AND SCHOOL MEALS

Children need healthy meals to learn. Alhambra Elementary School District offers healthy meals to all students at no cost every school day in the 2022-2023 school year. School menus and nutrition information can be found online ([click here for our online menus](#)). Your student (s) will receive free meals every school day regardless of your household income. However, we do require that families complete one of our Child Nutrition Forms, depending on your school in order to continue to offer meals **at no cost** to all students. This information may also be used for other programs, such as Federal and State funding for your school, discounted rates for internet services (check with your provider), and many more.

Please review our [Child Nutrition Form Flyer](#) for more information on whether your household will need to submit a [Meal Application](#) or an [Alternate Income Form](#) depending on your student's school. These forms can be completed from any computer or mobile device. For assistance, please visit your school office or cafeteria.

Meal prices

Student Breakfast	Free
Student Lunch	Free
Extra Milk	\$0.25
Student Second Lunch	\$2.70
Adult Breakfast	\$2.75
Adult Lunch	\$3.85

Meal Accounts

All students are eligible to receive a free breakfast and lunch each school day. Parents/guardians may also add extra money to their student's meal accounts online for additional milk (\$0.25), or second servings (\$2.70). Please visit <https://family.titank12.com> to manage account balances and set up alerts to receive low balance reminders.

Cafeteria Expectations

Students must follow the direction of the cafeteria staff, teachers, and teaching assistants. They are to use quiet voices, remain in their seats and not move around the cafeteria. Students are to leave their area in a clean condition, including the table, bench, and floor areas. Students are not to leave the cafeteria with food or beverages. Students are to dispose of trash in a proper manner.

Special Dietary Accommodations

The Child Nutrition Department has two Registered Dietitian Nutritionists (RDNs) on staff available to assist students with special medical needs that may require special dietary accommodations. A [Medical Dietary Accommodation Form](#) must be completed by the student's guardian and licensed provider.

Please visit our [Special Dietary Accommodations page](#) on our website for more information and access to the forms.

Foods Sold or Served on Campus

The Maricopa County Department of Environmental Services requires that food brought into the classroom for snacks and parties come from a commercial source. No homemade baked or prepared items are allowed. All foods sold or served on campus during the school day (defined as midnight the night before to 30 minutes after the final bell) are required to meet the USDA Smart Snack Guidelines. This includes foods sold for school fundraisers. Specific nutrient standards and portion sizes must be followed. All items must be pre-approved through the school office.

Contact Us

The Child Nutrition Department can be reached at 602-336-2980 or childnutrition@alhambraesd.org.

HEALTH INFORMATION

For SY 2022-2023, please refer to AESD's Healthy Teaching and Learning (HTL) plan and/or the Health Services department's AESD website for specifics regarding health services' most current

Covid-19 protocols. Some health office procedures have been changed to keep our schools safe during this pandemic.

The health office at each site is open thirty (30) minutes before school, during the school day and thirty (30) minutes after school. In the event of illness or accident, the student will be referred to the health office. When necessary, the health staff member will call the parent/guardian to discuss any health concerns. ***Parents/guardians who do not wish their child to use the school health office must schedule an in-person conference with school administration.*** In case of a health emergency, if parents/guardians cannot be reached, the school, acting in “loco parentis”, will do what is in the child’s best interest.

Health History and Emergency Contact Information

Please notify the school office immediately when there is a NEW health issue, or CHANGE to students’ emergency contact information. THIS IS FOR YOUR CHILD’S PROTECTION. **ALL** persons picking up a student will be asked for a picture ID and **MUST** be listed on the emergency contact information.

Chronic Illness

Any serious health problems such as diabetes, epilepsy, cardiac diseases, asthma, and severe allergies require school health care plans from licensed health care providers. These problems should be noted on the health history information form and discussed with the school nurse. We will develop a plan of care to ensure that staff understands and can assist with your student’s health needs.

Communicable Disease/Illness

For the well-being of all students, parents are expected to contact the school nurse when their student has contracted a communicable disease. Health staff follow guidance regarding school attendance in the Arizona Department of Health Services’ Infectious Disease flip chart, and collaborates with the Maricopa County Department of Public Health on care for students with reportable communicable diseases.

Because persons with fever are considered highly infectious, students sent home by the health office, with a fever, **MUST** be fever free for 24 hours* before returning to school, which means missing at least the next school day.

* This standard may change during outbreaks of communicable diseases.

Administering Medication

Whenever possible, medications should be administered in the home by a parent or guardian.

In order for medications to be administered at school, the following procedures must be followed:

- School Year Permission Form (JLCD-EA) **MUST** be completed, signed and submitted to health office.
- Medication must be dropped off to the school health office by parent/guardian.
- Medication must be in the prescription container as dispensed by the pharmacist, or unopened and labeled in English for over-the-counter medication.
- Written directions/instructions from the physician or pharmacist and states:
 - Name of the Patient
 - Dosage
 - Name of the Medication
 - Time and/or symptoms for which medication needs to be administered.
- School Health staff cannot receive/administer medication that has been prescribed and/or dispensed by providers from other countries.

- Non-FDA-approved medications and remedies will not be administered by health services staff

To protect student safety, school health staff do NOT administer opioids to students. Students taking opioids should stay home until their symptoms can be managed with non-narcotic pain medication.

Permission may be granted for students to carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day if the form ***Administering Medicines to Students/Consent and Release Policy (JLCD-EB)*** has been completed and is on file in the nurse's office. NOTE: Students who misuse medications or endanger others will not be allowed to carry their own medications.

Medication must be picked up on or before the last day of school. Medications cannot be stored over the summer and will be disposed of if not picked up.

Immunizations

Arizona Revised Statute 15-872 requires immunization and a student's immunization record must be current and submitted prior to enrollment and attending a District school. A student shall not be allowed to attend without submitting documentary proof of compliance, or a signed and dated medical or personal beliefs exemption. Parents/Guardians must show proof of immunizations and children will not be permitted to attend classes until the immunization history has been provided, although a student may be enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of any other required immunizations. Please NOTE: students with medical or personal beliefs exemptions may be excluded from school for their safety during an outbreak of vaccine-preventable illness.

Pediculosis (Lice)

Pediculosis is defined as live lice or viable nits ($< 1/4$ " from scalp). Alhambra Elementary School District policy JLC-R states that students diagnosed with live head lice shall be excluded from school until treatment has been initiated in accordance with recommendations from the National Centers for Disease Control. Students may return to class after appropriate treatment has begun. Alhambra Elementary School District health staff makes every attempt to provide free treatment products and parent/guardian education to ensure students return to school the next day.

Health Screening

Students receive periodic hearing and vision screening per state mandate and in accordance with recommended guidelines. If any abnormalities are discovered as a result of the screening, parents/legal guardians will be notified, and recommendations made for further evaluation. Parents/guardians may choose not to have their child screened; please submit a written note to the nurse to opt out of screening. Please be sure to note pre-existing hearing or vision problems on your child's health history.

Referral to Health and Dental Care Services

Our school health staff will be happy to help you connect to health, dental, vision or hearing services if needed. Please see your school nurse if you need help obtaining care for your child. Remember: healthy kids learn better!

ARIZONA STATE LAWS

JICFA-EB ©

HAZING

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

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

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

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

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

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

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

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

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

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

known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

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

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

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

JICK-EB ©

STUDENT BULLYING / HARASSMENT / INTIMIDATION (To be displayed in school buildings and in student handbooks)

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

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

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

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

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,

- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

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

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

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

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

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

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

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

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

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

JII-EB ©

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.

Expectations for Student Success

It is the philosophy of Alhambra Elementary School District to be proactive in helping students develop character by partnering with families. Alhambra Elementary School District is committed to the 5 Social Emotional Learning (SEL) Competencies of:

1. **Self-awareness:** Know your strengths and limitations, with a well-grounded sense of confidence, optimism, and a “growth mindset.”
2. **Self-management:** Effectively manage stress, control impulses, and motivate yourself to set and achieve goals.
3. **Social awareness:** Understand the perspectives of others and empathize with them, including those from diverse backgrounds and cultures.
4. **Relationship skills:** Communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiating conflict constructively, and seek and offer help when needed.
5. **Responsible decision-making:** Make constructive choices about personal behavior and social interactions based on ethical standards, safety, and social norms.

The behavior infractions guide below is a tool that will guide appropriate responses to behaviors while supporting the development of character in students. In alignment with the behavior infractions guide, staff can also assign interventions, giving students an opportunity to learn new skills and replacement behaviors. School administrators will consider factors affecting the whole child when using this guide and may assign responses to behaviors outside of the listed ranges of responses.

Maintaining a safe and orderly environment for students remains our priority. The list of behaviors below is not all-inclusive. A student committing an act of misconduct not listed is, nevertheless, subject to the discretionary authority of the school administrator or assistant superintendent. Any student who attempts to commit an act of misconduct or who knowingly assists another in committing an act of misconduct may be subject to disciplinary action.

Inappropriate conduct may also involve criminal violations of state or federal law. State law requires schools to report to police: (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or physical-threat incidents.

Please review these **Expectations for Success** with your children. Remind them to report any safety concerns to a teacher or school administrator.

SAFE STUDENT TRANSPORTATION PROTOCOL

Bus riders are under the authority of the school administrator and the bus driver. Students must observe classroom rules and dress code standards while riding the bus at any time. Video cameras and sound may be used to monitor behavior. The intent of Alhambra Elementary School District is to utilize restorative practices and interventions that assist in correcting student behavior, prior to removing students from the school or bus. When a student commits a bus violation, the school and/or district administration will consult the Alhambra Elementary School District Student Management Guidelines as a means of assigning an appropriate intervention and/or disciplinary action. Per policy EEAECE - Student Conduct on School Buses: Students are required to conduct themselves on the bus, prior to boarding the bus, and subsequent to leaving the bus in a manner consistent with established standards for classroom behavior.

Transportation

Students that must cross major traffic intersections to attend their home school are eligible to ride the bus. Please contact your school office or the District transportation department to determine if you reside in an area eligible for bus transportation. Students on open enrollment are NOT eligible for district transportation to and from school.

Field Trips/Extracurricular Activities

Parent/Guardian signed permission slips are required for student participation on field trips. The bus rules apply to field trips and activities. A student who rides a bus to an activity must return on the bus unless authorized to do otherwise.

Waiting for the Bus

- Walk safely to your designated bus stop.
- Be at the bus stop five (5) minutes prior to the scheduled pick-up time in the morning. Buses wait two minutes after the scheduled pick-up time and then continue on route. Be on time to the bus in the afternoon. Buses depart seven (7) minutes after the dismissal bell.
- Stand a safe distance from the curb and street.
- Respect property in the neighborhood.
- Be kind and courteous to other bus passengers.
- Form a single file line as the bus approaches.

Boarding the Bus

- Students are permitted to ride only their assigned bus.
- Let the bus come to a complete stop before approaching. The bus will stop ten (10) feet prior to the student line.
- Board the bus swiftly and orderly, one passenger at a time.
- Always be safe and use the handrail when walking up the steps.

- Properly sit quickly and quietly in the next available seat.
- The danger zone is ten (10) feet around a school bus, never chase, run up to or after a bus in motion.

On the Bus Rules

- Obey the driver at all times.
- Always identify yourself when asked by the bus driver.
- Remain seated facing forward in your seat while the bus is in motion.
- Keep the aisle clear at all times.
- Keep the bus clean, free of debris and damage.
- Keep your hands, arms, feet, legs and head to yourself and inside the bus at all times.
- Talk in normal tones. The use of loud, abusive, or vulgar language is prohibited.
- Throwing any objects inside the bus, from the bus or at the bus is prohibited.
- Refrain from chewing, eating, or drinking (except water) inside the bus.
- All items carried by students (i.e. band equipment, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap between seats or properly secured in a vacant seat. These items cannot occupy needed seating space or be placed in the driver's compartment or in the stepwell.
- Unless being used for acceptable educational or entertainment purposes with a headset or on silent mode, all personal electronic devices must be turned off and out of sight.
- Due to FERPA laws, audio and/or video recording is not permitted by students on the bus. Additionally, viewing and/or sharing explicit or inappropriate material is not permitted.
- Use of perfumes, colognes, and body sprays are NOT permitted on the bus. **Additionally, Balloons (Helium/Latex) are NOT permitted.**

Items Banned from Buses

State law prohibits the following items: weapons, explosive devices, fireworks, smoke or stink bombs, harmful chemicals, tobacco, alcohol, narcotic drugs, glass objects other than eyeglasses, skateboards, scooters, insects, reptiles and other animals, with the exception of service animals.

Bus Interventions/Restorative Practices

- RTP Questions
- Assigned Seating
- Bus Rider Reflection
- Bus Behavior Plan
- Student and/or Parent Conference

Progressive Discipline Measures: (follow the student discipline matrix)

The following progressive discipline measures will be taken for bus infractions:

1st Response: RTP Questions / Assigned Seat

2nd Response: Bus Rider Reflection

3rd Response: Bus Behavior Plan / Student and/or Parent Contact

Leaving the Bus and Crossing the Street

- Students may only exit at their assigned stop.
- Stay seated until the bus comes to a complete stop.
- Do not push or crowd others.
- Walk, don't run, down the steps.
- Walk ten (10) feet in front of the bus so that the bus driver can see you. Never cross behind the bus.
- Cross the street only when the bus driver has indicated that it is safe to cross.

- Keep looking to the right and left as you walk.
- Do not cross the street at an angle, the shortest distance across the street is straight across.
- Walk briskly across the street, but do not run.

Any changes to a student's assigned bus stop requires a parent's/legal guardian's written request, counter-signed by a school official. Kindergarten students may leave the bus with an older sibling. Kindergarten students without an older sibling will only be released to an authorized person 18 years or older. Identification may be requested to verify a person's authorization of custody. These expectations are taken from various regulatory sources including, federal laws and regulations, Arizona state laws and regulations, DPS regulations and Alhambra Elementary School District policies.

Community Link to Transportation Information

VISIT: infofinder.com

Our interactive map will provide you access to locate and view which school and bus stop your child is eligible to attend and utilize.

PARENT RIGHTS

Rights of Homeless Students

The Alhambra School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate opportunities as students who are not homeless.

A student is considered homeless if he or she is presently living:

- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- In an emergency shelter
- In transitional housing
- With another family in a house or apartment due to a loss of housing or economic hardship
- In a place not designed for ordinary sleeping accommodations (car, park, or campsite)

All homeless students have the right to:

- **Immediate school enrollment.** School must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency. Families have **5 days** to get immunizations according to A.R.S 15-872.
- **Enroll in one of the following:**
 - the school he/she attended before his/her family became homeless
 - the school in which he/she was last enrolled
 - the school in the same attendance area where he/she is currently residing
- **School choice.** A homeless student can remain enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Free school meals.** A homeless student automatically qualifies for free breakfast and lunch. No application is necessary.
- **Priority placement.** Schools must provide priority placement in certain preschool programs.
- **Equal participation.** Schools must offer equal participation in tutoring programs, special education services, gifted and talented programs, before and after school programs, school-related activities, and/or other support services.
- **Community information.** A homeless student has the right to be provided with information regarding

community resources available to assist homeless families.

- **Transportation services.** A homeless student has the right to receive transportation to and from the school they attended before their family became homeless or the school they last attended. This transportation can be provided for the remainder of the academic year even if the student becomes permanently housed.
-

Dispute Resolution Process:

If the parent/guardian disagrees with school officials about enrollment, transportation, or fair treatment of a homeless student, the parent/guardian may file a complaint with the school district.

- The complaint must be filed in writing with the District Homeless Liaison **within 5 days**.
- The school district must respond and attempt to resolve the dispute quickly.
- During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved.
- Whenever a dispute arises, the parent or guardian must be provided with a written explanation of the school's decision **within 7 days**, including the right to appeal through the Arizona Department of Education Dispute Resolution Process.

For further information, please contact the District Homeless Liaison (602)336-2200.

Annual Notification of Parent Rights

The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to their child's education records. A copy that details the policy can be found on the Alhambra Elementary School District website under Policies and Regulations. Educational records can be requested by contacting the school your child last attended. If more than 4 years have passed, please contact the Alhambra Elementary School District office. Student records request are processed as quickly as possible and in order in which they are received. There may be a small fee to cover the copying. Former students over the age of 18 must request their own records.

Child Find

Child Find is a component of the Individuals with Disabilities Education Act (IDEA 2004), that requires Public Education Agencies to locate, identify, and evaluate all children with disabilities aged birth through 21, located within their geographic boundaries who are in need of early intervention or special education services. The Individuals with Disabilities Education Act (IDEA) and its implementing regulations require that all children with disabilities who are in need of special education and related services, regardless of the severity of their disability, are identified, located, and evaluated. [20 U.S.C. § 1412(a)(3); 34 C.F.R. § 300.111(a)]

Interventions

Behavior/Social Contract	Positive Behavior Contract is developed by student and admin or designee to identify desired changes in behavior or social interactions (provide example contract - similar to RTC contract, Check-in/Check-out).
Bus Rider Reflection	Student will complete a bus rider reflection, with the intention of re-educating and correcting student behavior on the bus. Staff member will process with the student after the reflection is completed.

Conference	<p>-Student Conference: Admin. or designee meets with student(s) to discuss infraction and restorative conversation (What happened? What led to the incident? How do you feel now? What do you need to be able to move forward? Would you have done anything differently in retrospect?)</p> <p>-Parent Conference: Admin or designee meets with parent & student to discuss infraction and restorative conversation.</p> <p>-Staff Conference: This can occur at various levels/times when appropriate. It may be appropriate for staff and student to meet to have restorative conversation with admin or designee support. It is important to keep staff involved in order for process to be restorative.</p>
Counseling Referral	Student is referred to school counselor, which could include: site-based individual support services, social emotional learning groups, or outside agency referral.
Detention	Student spends time in an alternate location in response to behavioral infraction.
Loss of Privilege	Logical consequence is used when student behavior does not meet pre-established expectations. The student loses the privilege of participating in an activity or using materials for a brief time, usually a class period or a day. What's taken away must be directly related to the misbehavior, and the teacher must make sure that the child truly understands and can live up to expectations.
Mentoring (Counselor, teacher, staff member)	Student is assigned a mentor on campus for regular scheduled meetings; mentors develop positive relationships with student and help guide them to make positive, adaptive choices.
Positive Behavior Reinforcement	Ongoing, positive feedback and attention for appropriate behavior (highly effective to prevent future behaviors if attention seeking is the function of the behavior). For example, staff member(s) provide intermittent, positive feedback in areas the student is displaying growth.
Referral to Teacher Assistance Team (TAT)	Further analyze student data and make determinations for next steps in providing strategies and supports for student success (for example: BIP, possible FBA Lite, Check-In/Check-Out, etc.) Suggested for students with repeated referrals.
Responsible Thinking Classroom	After teacher has gone through questioning process (What are you doing? What are you supposed to be doing? What's going to happen if you continue doing what you're doing?), student will go to RTC to complete reflection with RTC Assistant.
Restitution	Restitution gives students an opportunity to repair harm for their behavioral infraction. This could include actionable or monetary compensation.
Safe Spot in Classroom	A quiet area removed from other activity in the classroom supporting social emotional learning by allowing students to be aware of and manage their emotions.
School Support/School Community Service	Student is assigned a specific task or role to support the school community; to build a higher sense of self-esteem, self-worth, and an understanding of how everyone can help each other, through a global view.

ACADEMIC MISCONDUCT / DISHONESTY

AESD Student Discipline Matrix

This matrix is a tool designed to help administrators decide the most appropriate response to student behavior and when alternative means of correction should be considered.

Notes below apply to all violations:

1. Student/Admin conversation. (Student opportunity to share perspective & administration opportunity to connect and provide supportive direction.)
2. A minimum of written parent notification will occur for infractions receiving an outcome less than ISD; all other infractions will **require** in-person or verbal communication by the administrative team.
3. Administration may exercise discretion when determining consequences depending on **grade level, frequency, duration, and intensity**. (For Example, 1st-time offenses and 3rd-time offenses will have a progression of consequences)
4. If the infraction occurs on the bus, the school administrator will assign and communicate the consequences outlined in the matrix for that infraction in collaboration with transportation.
5. For **students with disabilities**, refer to the **Behavior and Discipline** section of the [ESS Best Practices Handbook](#) for further guidance and considerations on the 10-day rule, manifestation determinations, etc.
6. Department of Child Safety [DCS report](#) **MUST** be filed when the infliction of physical, sexual, or emotional abuse, neglect, exploitation, or abandonment has occurred.
7. An asterisk (*) indicates that a police report and/or [DCS report](#) **MAY** be filed. **AND a referral to the counselor MUST be initiated.**
8. A double asterisk (**) indicates that a police report **MUST** be filed **AND a referral to the counselor MUST be initiated.**
9. Key:
 - ISD: In School Detention (on home campus) **WITH Services**
 - OSS: Out of School Suspension **WITHOUT Services**
 - IIS: Intensive Intervention Support K-4 Students Only (ALC)
 - ALC: Alternative Learning Center 5-8 Students Only (ALC)

AGGRESSION POLICY VIOLATION

This discipline matrix serves as the due process for behavioral standards in the Alhambra Elementary School District (AESD). The infractions and violations listed are aligned with Arizona Safe Schools, the Arizona State Reporting System, and AESD policies. Reasonable attempts are made to notify parents of all disciplinary referrals.

AGGRESSION					
Violation	Definition	Occurrence	K-2	3-4	5-8
Verbal Provocation	Definition: Verbal provocation use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.	<ul style="list-style-type: none"> • 1-3 • 4-6 • 7-9 	<ul style="list-style-type: none"> • 1-4 Lunch • 1-2 ISD • 2-4 ISD 		<ul style="list-style-type: none"> • 1-4 Lunch • 1-4 ISD • 1-4 OSS
Minor Aggressive Act	Definition: Students engage in intentional or unintentional non-serious but inappropriate physical contact, i.e., hitting, poking, pulling or pushing that may pose a safety or health risk to others. What about playground “horseplay” or schoolyard fights? •Attorney General’s opinions I07-006, say that playground injuries that you reasonably believe are non-accidental must be reported •Attorney General says that even if the injury is caused by a student who lacks the cognitive ability to control or understand right from wrong, their conduct is still a mandatory report situation. •The primary purpose of the Reporting Statute is not to punish the wrongdoer, but is, rather, to protect the child. •The key distinction—Was the physical injury caused by accident or was it non-accidental? •If non-accidental, make a report	<ul style="list-style-type: none"> • 1-3 • 4-6 • 7-9 	<ul style="list-style-type: none"> • 1-4 Lunch • 1-2 ISD • 2-4 ISD 		<ul style="list-style-type: none"> • 1-4 Lunch • 1-4 ISD • 1-4 OSS
Disorderly Conduct	Definition: Conduct that disrupts the peace or quiet, makes unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of a business, gathering, or class, or refusal to comply with staff member directive to disperse.	<ul style="list-style-type: none"> • 1-3 • 4-6 • 7-9 	<ul style="list-style-type: none"> • 1-4 Lunch • 1-2 ISD • 2-4 ISD 		<ul style="list-style-type: none"> • 1-4 Lunch • 1-4 ISD • 1-4 OSS

AGGRESSION**					
Violation	Definition	Occurrence	K-2	3-4	5-8
*Fighting	Definition: Mutual participation in an incident involving physical violence against a person or persons.	<ul style="list-style-type: none">1-23-45	<ul style="list-style-type: none">Police Report may be filed +8yrs old only1-3 ISD3-5 ISDK-4 IIS Intervention (ALC)		<ul style="list-style-type: none">Police Report may be filed1-3 Day OSS4-6 Day OSS9 day OSS Pending: Discipline Hearing /ALC Recommendation
AGGRESSION**					
Violation	Definition	Occurrence	K-2	3-4	5-8
*Assault	Definition: A physical attack on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault.	<ul style="list-style-type: none">123	<ul style="list-style-type: none">Police Report may be filed +8yrs old only1-3 ISD3-5 ISDK-4 IIS Intervention (ALC)		<ul style="list-style-type: none">Police Report may be filed1-3 OSS4-6 OSS9 OSS Pending: Discipline HearingALC Recommendation
**Aggravated Assault (Must be reported to law enforcement.)	Definition: A person commits aggravated assault if the person commits assault as defined in A.R.S. 13-204. This could include but is not limited to: 1. Causing serious physical injury to another, 2. Use of a deadly weapon or dangerous item, 3. Committing an assault knowing the victim is a teacher or other person employed by any school and the teacher or other employee is on the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting private home in the course of the teacher's or nurse's professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school ground.	Students <ul style="list-style-type: none">Police Report filedK-4 IIS Intervention (ALC) Students <ul style="list-style-type: none">Police Report filed9 OSS Pending: Discipline HearingALC Recommendation			

ALCOHOL, DRUGS, TOBACCO VIOLATIONS

ALCOHOL, TOBACCO, OTHER DRUGS					
Violation	Definition	Occurrence	K-2	3-4	5-8
*Alcohol – Possession, Sale or Distribution, Share or Use	<p>The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation.</p> <p>Use, possession, sale, purchase, or distribution of alcoholic substances. This violation includes being intoxicated at a school or school event. An alcohol violation preceded by a drug violation is treated as a repeated occurrence for disciplinary action.</p>	<ul style="list-style-type: none">• 1• 2• 3	<ul style="list-style-type: none">• Police Report may be filed +8yrs old only• Confiscation• 1-3 ISD• 3-5 ISD• K-4 IIS Intervention (ALC)	<ul style="list-style-type: none">• Police Report may be filed• Confiscation• 1-3 OSS• 4-6 OSS• 9 OSS Pending:• Discipline Hearing• ALC Recommendation	

CONTINUE- ALCOHOL, TOBACCO, OTHER DRUGS

*Drug – Possession, Sale or Distribution, Share or Use	Use, possession, distribution or purchase of illegal drugs, inhalants and other noxious substances. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use is treated as a drug violation (possession). A drug violation preceded by an alcohol violation is treated as a repeated occurrence for disciplinary action. Distribution (including possession in preparation for distribution), manufacture or sale of illegal drugs, inhalants, and other noxious substances. It also includes distribution, manufacture, or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances, including prescriptions.	K-4 Student <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) 5-8 Students <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation 		
*Drug Paraphernalia	On oneself - no intent to sell or distribute (no residue)	<ul style="list-style-type: none"> 1 2 3 	<ul style="list-style-type: none"> Police Report may be filed +8yrs old only Confiscation 1-3 ISD 3-5 ISD K-4 IIS Intervention (ALC) 	<ul style="list-style-type: none"> Police Report may be filed Confiscation 1-3 OSS 4-6 OSS 9 OSS Pending: Discipline Hearing ALC Recommendation
*Tobacco – Possession, Sale or Distribution, Share or Use	The use, distribution or possession of tobacco or paraphernalia including an electronic cigarette or vaporizer.	<ul style="list-style-type: none"> 1 2 3 	<ul style="list-style-type: none"> Police Report may be filed +8yrs old only Confiscation 1-3 ISD 3-5 ISD K-4 IIS (ALC) 	<ul style="list-style-type: none"> Police Report may be filed Confiscation 1-3 OSS 4-6 OSS 9 OSS Pending: Discipline Hearing ALC Recommendation
*Tobacco Paraphernalia	On oneself - no intent to sell or distribute (no residue)	<ul style="list-style-type: none"> 1 2 3 	<ul style="list-style-type: none"> Police Report may be filed +8yrs old only Confiscation 1-3 ISD 3-5 ISD K-4 IIS Intervention (ALC) 	<ul style="list-style-type: none"> Police Report may be filed Confiscation 1-3 OSS 4-6 OSS 9 OSS Pending: Discipline Hearing ALC Recommendation

ARSON POLICY VIOLATION

ARSON					
Violation	Definition	Occurrence	K-2	3-4	5-8
*Arson of Structure or Property	Of a Structure or Property: Damaging or attempting to damage a structure or property by fire or combustible device.	K-4 Students <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) 			

CONTINUE-ARSON

**Arson of an Occupied Structure (Must be reported to law enforcement)	<p>A.R.S. §13-1703. Arson of a structure or property; A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. Of an Occupied Structure: Damaging or attempting to damage an occupied structure by fire or combustible device.</p> <p>A.R.S. §13-1704. Arson of an occupied structure; A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion.</p> <p>A.R.S. §13-1701.2. <u>Occupied structure</u> means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any swelling house, whether occupied, unoccupied, or vacant.</p>	5-8 Students <ul style="list-style-type: none"> • Police Report filed • 9 OSS Pending: Discipline Hearing ALC Recommendation Expulsion 			
Combustible	<p>Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.</p>	<ul style="list-style-type: none"> • Every time • 1 • 2 • 3 	<ul style="list-style-type: none"> • Confiscation • 1-3 ISD • 4-6 ISD • 7-9 ISD 	<ul style="list-style-type: none"> • Confiscation • 1-5 ISD • 6-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Confiscation • 1-5 OSS • 6-9 OSS • 9 OSS Pending: Discipline Hearing /ALC Recommendation

HARASSMENT, THREAT, INTIMIDATION OR BULLYING

HARASSMENT, THREAT, INTIMIDATION

Violation	Definition	Occurrence	K-2	3-4	5-8
*Harassment, Nonsexual	<p>HARASSMENT, NONSEXUAL THREAT AND INTIMIDATION (ETHNIC/RACIAL SLURS) Harassment is abusive conduct, whether physical, verbal or psychological, that is (1) directed at a student because of his or her real or perceived race, color, ethnicity, national origin, religion, sex (including gender identity or sexual orientation), disability or age and (2) sufficiently severe, pervasive or persistent so as to interfere with or limit the student's ability to participate in or benefit from the services, activities or opportunities offered by the school.</p> <p><u>A.R.S. §13-2921. Harassment; classification; definition</u> A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person: 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3. Repeatedly commits an act or acts that harass another person. 4. Surveils or causes another person to surveil a person for no legitimate purpose. 5. On more than one occasion makes a false report to law enforcement, credit, or social service agency. 6. Interferes with the delivery of any public or regulated utility to a person. Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.</p>	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 	<ul style="list-style-type: none"> • Mediation • 1-2 ISD • 3-4 ISD • 5-6 ISD • K-4 ISS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 4-6 ISD • 7-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 1-3 OSS • 4-6 OSS • 9 OSS Pending: Discipline Hearing/ ALC Recommendation

CONTINUE- HARASSMENT, THREAT, INTIMIDATION

*Bullying (includes cyberbullying)	<p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p> <p>Bullying is aggressive, intentional behavior carried out by a student or students repeatedly and overtime against a victim who cannot easily defend himself or herself.</p>	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 	<ul style="list-style-type: none"> • Mediation • 1-2 ISD • 3-4 ISD • 5-6 ISD • K-4 ISS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 4-6 ISD • 7-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 1-3 OSS • 4-6 OSS • 9 OSS Pending: Discipline Hearing/ ALC Recommendation
*Harassment/Bullying, Religion (includes cyberbullying)	<p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p> <p>Bullying is aggressive, intentional behavior carried out by a student or students repeatedly and overtime against a victim who cannot easily defend himself or herself.</p>	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 	<ul style="list-style-type: none"> • Mediation • 1-2 ISD • 3-4 ISD • 5-6 ISD • K-4 ISS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 4-6 ISD • 7-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 1-3 OSS • 4-6 OSS • 9 OSS Pending: Discipline Hearing / ALC Recommendation
*Threat or Intimidation AESD Threat Assessment Flow Chart	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202)</p> <p><u>A.R.S. §13-1202. Threatening or intimidating; definitions</u> A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct: 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise. B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.</p>	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 	<ul style="list-style-type: none"> • Mediation • 1-2 ISD • 3-4 ISD • 5-6 ISD • K-4 ISS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 4-6 ISD • 7-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 1-3 OSS • 4-6 OSS • 9 OSS Pending: Discipline Hearing/ ALC Recommendation
*Hazing	<p><u>A.R.S. §15-2301. Hazing prevention policies; definitions</u> A. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following: 1. Customary athletic events, contests or competitions that are sponsored by an educational institution. 2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program. B. For purposes of this section: 2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in</p>	<ul style="list-style-type: none"> • 1 • 2 • 3 • 4 	<ul style="list-style-type: none"> • Mediation • 1-2 ISD • 3-4 ISD • 5-6 ISD • K-4 ISS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 4-6 ISD • 7-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Mediation • 1-3 ISD • 1-3 OSS • 4-6 OSS • 9 OSS Pending: Discipline Hearing/ ALC Recommendation

CONTINUE- HARASSMENT, THREAT, INTIMIDATION

	<p>concert with other persons, against another student, and in which both the following apply:</p> <p>(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an education institution.</p> <p>(b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.</p> <p>3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consist primarily of students enrolled at that educational institution.</p>				
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LYING, CHEATING, FORGERY, PLAGIARISM

LYING, CHEATING, FORGERY, PLAGIARISM					
Violation	Definition	Occurrence	K-2	3-4	5-8
Cheating/ Plagiarism	<ol style="list-style-type: none"> To deprive something valuable by the use of deceit or fraud. To influence or lead by deceit, trick or artifice. <p>To steal and pass off the ideas or words of another as one's own.</p>	<ul style="list-style-type: none"> Every time 4-6 7-9 	<ul style="list-style-type: none"> Loss of credit for assignment 1 Lunch 1-3 ISD 	<ul style="list-style-type: none"> Loss of credit for assignment 1-2 Lunch 3-5 ISD 	<ul style="list-style-type: none"> Loss of credit for assignment 1-2 ISD 3-5 ISD
Forgery	Falsely and fraudulently making or altering a document.	<ul style="list-style-type: none"> 1-3 4-6 7-9 	<ul style="list-style-type: none"> 1 ISD 1 ISD 3 ISD 	<ul style="list-style-type: none"> 1 ISD 1 ISD 3-5 ISD 	<ul style="list-style-type: none"> 1-3 ISD 1-2 OSS 3 OSS
Lying	<ol style="list-style-type: none"> To make untrue statement with intent to deceive. To create a false or misleading impression. 	<ul style="list-style-type: none"> 1-3 4-6 7-9 	<ul style="list-style-type: none"> Conference 1 ISD 2-3 ISD 	<ul style="list-style-type: none"> Conference 1-2 ISD 3-5 ISD 	<ul style="list-style-type: none"> Conference 1-3 ISD 3-5 ISD

OTHER VIOLATIONS

OTHER VIOLATIONS OF SCHOOL POLICY					
Violation	Definition	Occurrence	K-2	3-4	5-8
Defiance, Disrespect Towards Authority, and Non-Compliance	<p>Student engages in refusal to follow directions, talks back or delivers socially rude interactions.</p> <p>Failure to comply with reasonable request of school officials or other disrespectful behavior</p>	<ul style="list-style-type: none"> 1-3 4-6 7-9 	<ul style="list-style-type: none"> 1-2 Lunch 1-2 ISD 3-5 ISD 	<ul style="list-style-type: none"> 1-4 Lunch 1-2 ISD 3-5 ISD 	<ul style="list-style-type: none"> 1-2 ISD 3-4 ISD 1-2 OSS
*Disruption	<p>Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-the-seat behavior.</p> <p><u>A.R.S. §13-2911. Interference with or disruption of an educational institution; violation; classification; definitions</u></p> <p>A person commits interference with or disruption of an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: <ol style="list-style-type: none"> Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution. Threatening to cause damage to any educational institution, the property of any educational institution, 	<ul style="list-style-type: none"> 1-3 4-6 7-9 	<ul style="list-style-type: none"> 1-4 Lunch 1-2 ISD 2-4 ISD 	<ul style="list-style-type: none"> 1-4 Lunch 1-2 ISD 3-4 ISD 	<ul style="list-style-type: none"> 1-2 ISD 3-4 ISD 1-2 OSS

CONTINUE- OTHER VIOLATIONS OF SCHOOL POLICY

	<p>or the property of any employee or student of an educational institution.</p> <p>2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.</p> <p>3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.</p>				
Dress Code	<p>Student wears clothing that does not fit within the dress code guidelines stated by the school or district policy.</p> <p>Failure to comply with district and school dress standards.</p>	<ul style="list-style-type: none"> • Every time • 1-2 • 3-4 	<ul style="list-style-type: none"> • Students may change into dress code compliant clothing. • 1 Lunch • 1 ISD 	<ul style="list-style-type: none"> • Students may change into dress code compliant clothing. • 1 Lunch • 1 ISD 	<ul style="list-style-type: none"> • Students may change into dress code compliant clothing. • 1 Lunch • 1 ISD
Gambling	<p>To play games of chance for money or to bet a sum of money.</p> <p>To play games of chance for money or to bet a sum of money or other items of value.</p>	<ul style="list-style-type: none"> • Every time • 1-2 • 3-4 • 5 	<ul style="list-style-type: none"> • Restitution • 1 ISD • 2-3 ISD • 4-5 ISD 	<ul style="list-style-type: none"> • Restitution • 1-2 ISD • 3-4 ISD • 5-6 ISD 	<ul style="list-style-type: none"> • Restitution • 1-3 ISD • 1-2 OSS • 3-4 OSS
INAPPROPRIATE LANGUAGE DIRECTED AT OTHERS	<p>Students deliver verbal messages that include swearing, name-calling, or use of words in an inappropriate way.</p> <p>The use of profanity, swearing or any derogatory language is written or stated publicly to an adult (A.R.S. §15-50).</p>	<ul style="list-style-type: none"> • Every time • 1-2 • 3-4 • 5 	<ul style="list-style-type: none"> • Apology • 1 ISD • 2-3 ISD • 4 ISD 	<ul style="list-style-type: none"> • Apology • 1-2 ISD • 3-4 ISD • 5 ISD 	<ul style="list-style-type: none"> • Apology • 1 OSS • 2-3 OSS • 4-5 OSS
INAPPROPRIATE LANGUAGE NOT DIRECTED AT OTHERS	<p>Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar, or plainly offensive speech.</p>	<ul style="list-style-type: none"> • Every time • 1-2 • 3-4 • 5 	<ul style="list-style-type: none"> • Apology • 1 ISD • 2-3 ISD • 4 ISD 	<ul style="list-style-type: none"> • Apology • 1-2 ISD • 3-4 ISD • 5 ISD 	<ul style="list-style-type: none"> • Apology • 3 ISD • 1 OSS • 2-3 OSS
Public Display of Affection	<p>Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.</p> <p>Kissing, or other inappropriate displays of affection in violation of school policy.</p>	<ul style="list-style-type: none"> • 1-2 • 3-4 • 5 	<ul style="list-style-type: none"> • 1 ISD • 2-3 ISD • 4-5 ISD 	<ul style="list-style-type: none"> • 1-2 ISD • 3-4 ISD • 5-6 ISD 	<ul style="list-style-type: none"> • 1-3 ISD • 1-2 OSS • 3-4 OSS
Other School Violations	Any violation that does not align with any specific violations in the current AESD matrix.	Please seek guidance with leadership team and/or district officials.			

VANDALISM OR CRIMINAL DAMAGE

VANDALISM OR CRIMINAL DAMAGE

Violation	Definition	Occurrence	K-2	3-4	5-8
*Vandalism or Criminal Damage (Graffiti or tagging; vandalizing personal property; vandalism of school property)	<p>Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers).</p> <p><u>A.R.S. §13-1602. Criminal damage:</u> A person commits criminal damage by recklessly:</p> <ol style="list-style-type: none"> 1. Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water; or 4. Drawing or inscribing a message, slogan, sign, or symbol that is made on any public or private building, structure, or surface, except the ground, and that is made without permission of the owner. 	<ul style="list-style-type: none"> • 1 • 2 • 3 	<ul style="list-style-type: none"> • 1-3 ISD • 4-6 ISD • 7-9 ISD 	<ul style="list-style-type: none"> • 1-5 ISD • 6-9 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • 1-5 OSS • 6-9 OSS • 9 OSS Pending: Discipline Hearing ALC Recommendation

CONTINUE- VANDALISM OR CRIMINAL DAMAGE

	<p>Examples: Destroying school computer records, carving initials or words in desktop, spray paint on walls, or damaging vehicles.</p> <p>Destroying or defacing property of the district, staff, or students. This violation includes graffiti.</p>				
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ATTENDANCE POLICY VIOLATION

ATTENDANCE POLICY

Violation	Definition	Occurrence	K-2	3-4	5-8
Attendance	<p>Arizona Revised Statute 15-802 requires a student between the age of six and sixteen to attend public school unless he/she is being homeschooled. A court of law may impose penalties against both the student and his/her parents/legal guardians if a school-aged student is deliberately not attending school or is not enrolled in a private school. A complaint against the parent/legal guardian may be filed in court if the student is not attending school or is attending school but has excessive absenteeism. It is the parent's and students' responsibility to make sure that the student arrives and leaves campus at the correct times. Unexcused absences will result in participation in CUTS/CUTS-lite in accordance with the Arizona state and federal e with the Arizona state and federal regulations. <u>15-901 "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates the decision of family vacations as an excused absence to individual school districts and charter holders.</u></p>	<ul style="list-style-type: none"> • < 5 • < 10 • < 15 • > 18 	<ul style="list-style-type: none"> • Conference/ Letter/ Parent Contact • Mediation/ Letter/ Parent Contact • CUTS-lite/ Letter/ Parent Contact • CUTS/Ticket/Letter/Parent Contact 		
Leaving School Grounds without permission	Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.	<ul style="list-style-type: none"> • 1-3 • 4-6 • 7-9 	<ul style="list-style-type: none"> • Conference 1-2 Lunch • Mediation 3-4 Lunch • 5-8 Lunch 	<ul style="list-style-type: none"> • Conference 5 Lunch • Mediation 10 Lunch • 15 Lunch 	
Ditching	Not in the appropriate place at the appropriate time on campus.	<ul style="list-style-type: none"> • 1-3 • 4-6 • 7-9 	<ul style="list-style-type: none"> • Conference RTC • Mediation 1-2 Lunch • 3-5 Lunch 	<ul style="list-style-type: none"> • Conference RTC - 1-3 Lunch • Mediation 4-6 Lunch • 7-10 Lunch 	

TECHNOLOGY USE POLICY VIOLATION

TECHNOLOGY

Violation	Definition	Occurrence	K-2	3-4	5-8
Computer	<p>Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use.</p> <p>Inappropriate use of electronic devices, such as computers, cellphones, cameras and audio/video recorders, and other information systems devices, such as the internet and email. This violation includes the use of any recording or video device in such a way that it violates the privacy of others. This violation includes copyright violations.</p>	MAXIMUM	<ul style="list-style-type: none"> • Loss of technology privileges • 1 ISD • Restitution 	<ul style="list-style-type: none"> • Loss of technology privileges • 1-3 ISD • Restitution 	<ul style="list-style-type: none"> • Loss of technology privileges • 1-3 OSS • Restitution
Network Infraction					

CONTINUE- TECHNOLOGY

Telecommunication Device/ Other Technology	Defined by policy JK-R Student Discipline (inappropriate use of electronic device or cell phone) Inappropriate use of electronic devices, such as computers, cellphones, cameras and audio/video recorders, and other information systems devices, such as the internet and email. This violation includes the use of any recording or video device in such a way that it violates the privacy of others. This violation includes copyright violations.	MAXIMUM	<ul style="list-style-type: none"> Confiscation Student pick-up Confiscation Parent pick-up 1 ISD 	<ul style="list-style-type: none"> Confiscation Student pick-up Confiscation Parent pick-up 1 ISD 	<ul style="list-style-type: none"> Confiscation Student pick-up Confiscation Parent pick-up 1 ISD
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SCHOOL THREATS

SCHOOL THREATS					
Violation	Definition	Occurrence	K-2	3-4	5-8
**School Shooting Threat	Threatening to cause harm using a gun.	K-4 Students <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) 5-8 Students <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation 			
**Bomb Threat (Must be reported to law enforcement)	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee, or another person on district property; or threats to cause damage to district property or the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.	K-4 Students <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) 5-8 Students <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation 			
**Chemical or Biological Threat (Must be reported to law enforcement)	Threatening to cause harm using dangerous chemicals or biological agents.	K-4 Students <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) 5-8 Students <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation 			
**Fire Alarm (Must be reported to fire department)	Intentionally ringing the fire alarm when there is no fire.	<ul style="list-style-type: none"> 1 2 3 	<ul style="list-style-type: none"> 1-3 ISD 4-6 ISD 7-9 ISD 	<ul style="list-style-type: none"> 1-5 ISD 6-9 ISD K-4 IIS (ALC) 	<ul style="list-style-type: none"> 1-5 OSS 6-9 OSS 9 OSS Pending: Discipline Hearing/ ALC Recommendation

SEXUAL OFFENSES

SEXUAL OFFENSES					
Violation	Definition	Occurrence	K-2	3-4	5-8
*Sexual Materials	Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes the possession or distribution of pornographic materials, which are defined as the sexually explicit depiction of persons, in words or images.	<ul style="list-style-type: none"> 1 2 3 	<ul style="list-style-type: none"> Confiscation Conference 1 Lunch 1 ISD 	<ul style="list-style-type: none"> Confiscation 1-2 Lunch 1 ISD 2 ISD 	<ul style="list-style-type: none"> Confiscation 1-2 ISD 3-4 ISD 1-2 OSS
**Indecent Exposure or Public Sexual Indecency	<p><u>A.R.S. §13-1402. Indecent exposure; exception; classification</u></p> <p>A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.</p> <p>B. Indecent exposure does not include an act of breastfeeding by a mother. 13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</p> <p>A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act:</p> <ol style="list-style-type: none"> 1. An act of sexual contact. 2. An act of oral sexual contact. 3. An act of sexual intercourse. 4. An act of bestiality. <p>B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.</p>	<ul style="list-style-type: none"> Call Executive Director of Equity and Inclusion/Title IX Coordinator 			
**Harassment, Sexual	<p>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or kindergarten teacher's consoling hug for a child with a skinned knee. Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> The degree to which the conduct affected one or more students' education. The type, frequency, and duration of the conduct. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment. The number of individuals involved. The age and sex of the alleged harasser and the subject or subjects of the harassment. 	<ul style="list-style-type: none"> Call Executive Director of Equity and Inclusion/Title IX Coordinator 			

CONTINUE- SEXUAL OFFENSES

	<ul style="list-style-type: none"> Other incidents at the school. Unwelcome conduct of sexual nature, regardless of whether the conduct is verbal or physical.	
**Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact with non-sexual body parts (includes areas not covered in A.R.S.) Unwelcome conduct of sexual nature, regardless of whether the conduct is verbal or physical.	<ul style="list-style-type: none"> Call Executive Director of Equity and Inclusion/Title IX Coordinator
**Sexual Abuse or Sexual Conduct with a Minor or Child Molestation (Must be reported to law enforcement)	<u>A.R.S. §13-1404. Sexual abuse; classifications</u> A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. <u>A.R.S. §13-1405. Sexual conduct with a minor; classifications</u> A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. <u>A.R.S. §13-1410. Molestation of child; classification</u> A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age. Sexual harassment may also constitute sexual abuse/assault *law enforcement	<ul style="list-style-type: none"> Call Executive Director of Equity and Inclusion/Title IX Coordinator
**Sexual Assault (Rape) (Must be reported to law enforcement)	<u>A.R.S. §13-1406. Sexual assault; classification; increased punishment</u> A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person. Sexual harassment may also constitute sexual abuse/assault *law enforcement	<ul style="list-style-type: none"> Call Executive Director of Equity and Inclusion/Title IX Coordinator

THEFT VIOLATIONS

THEFT					
Violation	Definition	Occurrence	K-2	3-4	5-8
Petty Theft	Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.	<ul style="list-style-type: none"> Every time 1-2 3-4 5 	<ul style="list-style-type: none"> Restitution 1 ISD 2-3 ISD 4-5 ISD 	<ul style="list-style-type: none"> Restitution 1 ISD 2-3 ISD 4-5 ISD 	<ul style="list-style-type: none"> Restitution 1-2 ISD 3-4 ISD 5-6 ISD

CONTINUE- THEFT					
Theft	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. Value of item exceeds \$100 <u>A.R.S. §13-1802. Theft; classification</u> A. A person commits theft if, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> 1. Controls property of another with the intent to deprive the other person of such property; or 2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services, or 4. Comes into control of lost, mislaid, or misbelieved property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or 5. Controls property of another knowing or having reason to know that the property was stolen; or 6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so. <p>The solicitation of money or property in return for protection or under threat to inflict harm. Taking or concealing property that belongs to others. This violation includes passing counterfeit money</p>	<ul style="list-style-type: none"> • Every time • 1-2 • 3-4 • 5 	<ul style="list-style-type: none"> • Restitution • 1 ISD • 2-3 ISD • 4-6 ISD 	<ul style="list-style-type: none"> • Restitution • 1-3 ISD • 4-6 ISD • K-4 IIS (ALC) 	<ul style="list-style-type: none"> • Restitution • 1-3 ISD • 1-3 OSS • 4-6 OSS
*Extortion	<p><u>A.R.S. §13-1804. Theft by extortion; classification</u> A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against anyone. 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt, ridicule, or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. 8. Cause anyone to part with property. <p>The solicitation of money or property in return for protection or under threat to inflict harm. Taking or concealing property that belongs to others. This violation includes passing counterfeit money</p>	<p>K-4 Students</p> <ul style="list-style-type: none"> • Police Report filed • K-4 IIS Intervention (ALC) <p>5-8 Students</p> <ul style="list-style-type: none"> • Police Report filed • 9 OSS Pending: Discipline Hearing ALC Recommendation 			

CONTINUE- THEFT

*Robbery	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.</p> <p><u>A.R.S. §13-1902. Robbery:</u> A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens to use force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>	<p>K-4 Students</p> <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) <p>5-8 Students</p> <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation
** Armed Robbery (Must be reported to law enforcement)	<p><u>A.R.S. §13-1904. Armed robbery:</u> A person commits armed robbery if, in the course of committing robbery as defined in section 13-902, such person or an accomplice:</p> <ol style="list-style-type: none"> Is armed with a deadly weapon or a simulated deadly weapon; or Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. 	<p>K-4 Students</p> <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) <p>5-8 Students</p> <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation

WEAPONS AND OTHER DANGEROUS ITEMS

WEAPONS AND DANGEROUS ITEMS					
Violation	Definition	Occurrence	K-2	3-4	5-8
**Firearm (Including Destructive Devices) (Must be reported to law enforcement)	<p><u>A.R.S. §13-3101. Definitions</u></p> <p>Firearm: Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p>Destructive Device: Any category of firearm that includes an explosive, combustible, or poisonous gas. This includes bombs, grenades, mines, and rockets. Any type of weapon (other than a shotgun or shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device which is designed or redesigned for use as a weapon.</p>	<p>K-4 Students</p> <ul style="list-style-type: none"> Police Report filed K-4 IIS Intervention (ALC) <p>5-8 Students</p> <ul style="list-style-type: none"> Police Report filed 9 OSS Pending: Discipline Hearing ALC Recommendation 			
**Other Weapons (Must be reported to law enforcement)	Other weapons include, but are not limited to, Billy Club, Brass Knuckles, Knife with blade length at least 2.5 inches, Taser or Stun Gun, Tear Gas, throwing stars, Nunchucks.	<ul style="list-style-type: none"> Every time 1 2 	<ul style="list-style-type: none"> Confiscation 1-3 ISD 4-6 ISD 	<ul style="list-style-type: none"> Confiscation 1-5 ISD K-4 IIS (ALC) 	<ul style="list-style-type: none"> Confiscation 1-5 OSS 9 OSS Pending: Discipline Hearing /ALC Recommendation
*Dangerous Items	Dangerous items include, but are not limited to, AirSoft Gun, B.B. Gun, Knife with blade length less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Razorblade or Box Cutter, Simulated Knife, Other Dangerous Item.	<ul style="list-style-type: none"> Every time 1 2 3 	<ul style="list-style-type: none"> Confiscation 1-3 ISD 4-6 ISD 7-9 ISD 	<ul style="list-style-type: none"> Confiscation 1-5 ISD 6-9 ISD K-4 IIS (ALC) 	<ul style="list-style-type: none"> Confiscation 1-5 OSS 6-9 OSS 9 OSS Pending: Discipline Hearing

CONTINUE- WEAPONS AND DANGEROUS ITEMS

Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm. (Can NOT fire a projectile.)	<ul style="list-style-type: none"> • 1 • 2 • 3 	<ul style="list-style-type: none"> • Confiscation • Conference • 1 Lunch • 1 ISD 	<ul style="list-style-type: none"> • Confiscation • 1-2 Lunch • 1 ISD • 2 ISD 	<ul style="list-style-type: none"> • Confiscation • 1-2 ISD • 3-4 ISD • 1-2 OSS
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TRESPASSING

TRESPASSING					
Violation	Definition	Occurrence	K-2	3-4	5-8
Trespassing	Trespassing: To enter or remain on a public-school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus of function (SDFS Terms and Definitions). <u>A.R.S. §13-1503.</u> Unauthorized presence on district property. Including a student who is placed on short or long- Term Suspension/ALC suspended.	<ul style="list-style-type: none"> • 1 • 2 • 3 	<ul style="list-style-type: none"> • Conference • Parent Talk • Law Talk <u>A.R.S. §13-1503.</u> 	<ul style="list-style-type: none"> • Conference • Parent Talk • Law Talk <u>A.R.S. §13-1503.</u> 	<ul style="list-style-type: none"> • Conference • Parent Talk • Law Talk <u>A.R.S. §13-1503.</u>

**Surveys; Student Information; Parental Permission;
Informed Consent; and Definitions**
(A.R.S. § 15-117)

SURVEYS: At the beginning of every school year, every school district shall obtain written informed consent from the parent of a pupil to participate in any survey. Notwithstanding any other law, each school district shall obtain consent from the parent of a pupil before administering any survey that is retained by a school district, or the department of education for longer than one year and that solicits personal information about the pupil. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey. All surveys conducted shall be approved and authorized by the school district. The school district is subject to the penalties prescribed in subsection L of A.R.S. 15-117. A school district shall provide an alternative educational activity for any pupil whose parent does not consent for that pupil to participate in a survey conducted. *Alhambra Elementary School District Policy JRR – Student Surveys - Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations. The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and the Protection of Pupil Rights Act (PPRA).*

STUDENT DIRECTORY INFORMATION: The District is required to obtain your written consent prior to releasing educational records or personally identifiable information concerning your student. Federal law provides a number of exceptions to this requirement, for example, when releasing information to other school and District officials, to the Arizona and United States Department of Education, to other schools where your student seeks to enroll, and for other exceptions provided by law. The District may also release “directory information” (specified below) concerning your student without your written consent, unless you have provided the District notice of your desire to opt-out of directory information.

NOTE: Your student’s home address, home telephone number, e-mail address, will ONLY be released as “directory information” under the following circumstances and to the following individuals and groups without your written consent: (1) notification of scholarship offers, and similar purposes; or (2) Alhambra Elementary School District-affiliated and approved groups or vendors [e.g. student groups and clubs (yearbook; student athletic teams; parent clubs; site council; parent-teacher groups, and the like. This information will not be considered “directory information” if being requested by an individual or group that does not conform to the requirements above (e.g. for-profit business that are not District-approved vendors, outside media groups, and the like). In those circumstances, your student’s home address, e-mail address, will not be released unless the District has obtained written consent provided by the parent/guardian.

STUDENT MEDIA RELEASE: Throughout the school year, students may be recognized or displayed in various District or School sponsored publications (print, electronic, film, video, audio, etc.) to promote AESD activities and achievements or to inform the community about school and District matters. The District may also prepare press releases for outside media groups to recognize students and their achievements or to inform the community about school and District matters. On rare occasions, the District may also authorize various non-District groups (including outside media or other *third parties*) to film, make other recordings, or conduct student interviews on District or school property during the school day. In these circumstances, a District or School administrator is present to supervise the activity, and when possible, parents will be notified in advance of any recording or interview. **PLEASE NOTE:** The District has no control over recordings made of your student outside of school or District property, at public events and activities, after school hours, or by unauthorized students or third parties.

MESSAGE TO PARENTS/GUARDIANS

REGARDING STUDENT/PARENT HANDBOOK

The purpose of the Student/Parent Handbook is to establish a standard of conduct for Alhambra Elementary School District No. 68 students which will provide the best possible educational climate for the students, faculty, staff and general public.

This handbook outlines the District's standards and procedures for student discipline. Following the rules will ensure an atmosphere of safety and courtesy for all children. Also included are the attendance procedures, annual notification regarding confidentiality of student education records, (including directory information; student surveys), Technology User Agreement, student discipline, health and general guidelines, and promotion, retention, and Governing Board policies.

Please review the information in this handbook and talk about it with your child. If you have questions, please contact your child's school. **You and your child must sign the Parent/Guardian/Student Agreement below and return it to school as soon as possible.**

Please complete and submit one agreement for each AESD student.

PARENT/GUARDIAN/STUDENT AGREEMENT 2022-2023

My child and I have read and discussed the following handbook provided by the District:

My child and I agree to comply with all the provisions of this Student/Parent Handbook while my child is enrolled in Alhambra Elementary School District, including student attendance, annual notification regarding confidentiality of student education records, (including directory information, student surveys), Technology User Agreement, student discipline, health and general guidelines, and promotion, retention, and Governing Board policies.

I have been given the opportunity to ask for clarification and ask questions regarding the discipline program and other topics included in this handbook. I understand I may contact the school for more information.

☐ I give permission for my child to participate in any survey described in A.R.S. § 15-117 subsection A and PPRA. Details can be found on page 43 of this handbook.

☐ I **DO NOT** give permission for my child to participate in any survey described in A.R.S. § 15-117 subsection A and PPRA. Details can be found on page 43 of this handbook.

Student's Name

Grade

Student's Signature

Parent/Guardian Name

Parent/Guardian Signature

Teacher Name

Date

Please visit www.alhambraesd.org for the latest information.