



**FREEDOM**  
TRADITIONAL ACADEMY

## **Student and Parent Handbook**

# **2023-2024**

This book contains resources and expectations of the Dysart Unified School District #89.  
Please read it and keep on hand for future reference.

**Governing Board**

Chrystal Chaffin  
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**Superintendent of Dysart Schools**

John Croteau, Ed.D.

District Office: 15802 N. Parkview Place, Surprise, Arizona 85374, 623-876-7000



# **Dysart**Schools

Dysart Unified School District has established a Safe Schools Hotline. To help students, parents, and community members report threats, bullying or other criminal actions. A message may be left on the hotline 24/7. The hotline number is 623-876-7009. All members of our community - including students - are urged to play an active role in school safety by reporting all threats, bullying situations, violent acts, or other similar behavior for investigation by school and law enforcement officials.



The Dysart Unified School District No. 89 does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The lack of English language skills shall not be a barrier to admission or participation in the District's programs and activities. This notice is provided as required by Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1072; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Please forward inquiries and requests for additional information regarding these laws to the designated compliance officer:

Compliance Title VI, Title IX: Jayne Wieferich, Director of Human Resources, Dysart Unified School District, 15802 N. Parkview Pl., Surprise, Az 85374 (623) 876-7876

Compliance Title II: Ashley Longoria, Director of Federal Projects, Dysart Unified School District 15802 N. Parkview Pl. Surprise, Az 85374 (623)876-7066

Compliance Section 504: Corey Montano, Director of Special Education, Dysart Unified School District, 15802 N. Parkview Pl. Surprise, Az 85374 (623) 876-7985



# Dysart Schools

## Parent Acknowledgement and Disclosure Form

School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Student's Name/Grade: (List all that attend)

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

By signing below, I certify that I have received the following district parental acknowledgement forms:

- Student-Parent Handbook/Discipline Procedure 2023-24

Student Signature: \_\_\_\_\_

- EIS Electronic Services User Agreement
  - Your signature below acknowledges and verifies that you have received, and take responsibility to review with your child, the section entitled Electronic Information Systems User Agreement.

Do you have internet connectivity in your home? YES\_\_\_ NO\_\_\_

Do you have a mobile device that has access to internet service, which is available for your student's use?

YES\_\_\_ NO\_\_\_

- Hearing and Vision Screening Information

Children in these groups will be tested UNLESS parents opt out below:

- All students enrolled in Preschool, Kindergarten, 1st, 3rd, 5th, 7th, and 9th grades
- All student who are newly enrolled to Dysart Unified School District
- All students with special education services as required by A.R.S. § 15-7-4 and A.A.C. R7-2-401

\_\_\_ I DO NOT wish for my child to have Vision/Hearing screenings.

- If you wish to opt out of releasing directory information for your child, which includes any school programs (dramatic, athletic, graduation, academic recognition, etc.), publications, yearbooks, newsletters, websites, social media, etc, please contact your local school. (See page 5 in the handbook)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use Only

Recorded in Infinite Campus? ☐

Recorded by: \_\_\_\_\_

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

## **Student & Parent Handbook/Discipline Procedures Acknowledgements and Verification**

By signing the acknowledgement page or completing it online using the parent portal, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the Annual Notification regarding confidentiality of student education records (FERPA) and the District's policy on the designation of directory information, participation in student surveys, school bus privileges, due process and dress code. Administrators may determine site specific practices that support campus goals and school climate.

### **Discipline Procedures – Discipline Expectations and Consequences**

As a parent in Dysart Unified School District, you have the right to a quality education for your children. To make sure that every student enjoys that right, the District has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and they are the same at each school. We ask that you carefully read the infractions and consequences. Dysart Unified School District #89 has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency, in addition to school consequences, such as suspension or expulsion.

### **Notification of Hearing and Vision Screening**

Hearing and Vision is vital to your student's academic success in school. Pursuant to A.R.S. § 36-899.01 and § 36-899.10 and A.A.C. R9-13-104, state law and administrative regulations require schools to administer hearing and vision screenings to the following groups of students each school year:

- All students enrolled in Preschool, Kindergarten, 1st, 3rd, 5th, 7th, and 9th grades.
- All students who are newly enrolled to Dysart Unified School District
- All students with special education services as required by A.R.S. § 15-7-4 and A.A.C. R7-2-401

Pursuant to A.R.S. § 36-899.04 and A.A.C. R9-13-102, students will be excluded from hearing screenings for the following reasons:

- The student is deaf or hard of hearing and/or wears a listening device (will be referred to an audiologist)
- The parent completes and submits the Objection to Screening Form

If your student has documentation of medical vision and/or hearing testing within the last 12 months, we request that you provide a copy of the results to your school's health office.

## **Electronic Information Services User Agreement Acknowledgements and Verification**

By signing the acknowledgement page or completing it online using the parent portal, you are acknowledging and verifying that you have received, and take the responsibility to review with your child, the information referenced below which can be found in this handbook, including, without limitation, the policy/procedures for due process, email and internet use expectations, electronic devices expectations, cheating/plagiarism and disciplinary consequences for such, and electronic information systems user agreement.

### **Electronic Information Systems Expectations and Consequences**

As a parent in Dysart Unified School District, you have the right to a quality education for your children, including access to technology and innovative instructional practices. To make sure that every student enjoys that right, the District has established procedures regarding use of electronic devices. The procedures for student use of electronic devices are designed to create a rich learning environment that is safe and productive for all students and staff. The expectations are reasonable and fair, and they are as consistent as possible at each school. We ask that you carefully read the expectations, guidelines and consequences. Dysart Unified School District #89 has severe consequences for misuse of electronic devices and electronic information systems. Any violations may result in suspension, long-term suspension, expulsion, and/or referral to a local law enforcement agency.

### **Student & Parent Software Agreement**

The student agrees to abide by the terms and conditions of all software and end user license agreements that are in place or that may be required for each piece of software issued and used for the student's specific use in the classroom or at home. This includes, but is not limited to, products provided by Adobe, Microsoft, Google, Apple Inc., and others not listed here that may have been or shall be provided at any future period by DUSD and its schools. Under this agreement, students will abide by the license agreement associated with such software. Additional information regarding software and end user license agreements can be found at [www.dysart.org/applications](http://www.dysart.org/applications).

Please Note: The District is NOT responsible for the loss, damage and/or theft of any of these types of technology.

# Electronic Information Services (EIS) User Agreement

Internet access and email are available to students and teachers in Dysart Unified School District. DUSD believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, communication and educating minors about digital citizenship including appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness, and response.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

To that end, Dysart Unified School District Governing Board has adopted the following policy:

## Acceptable Use - Each user must:

- Use Electronic Information Services (EIS) to support personal educational objectives consistent with the educational goals and objectives of Dysart Unified School District.
- Immediately inform their teacher if inappropriate information is mistakenly accessed.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons.
- Follow the district's code of conduct.
- Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.
- Publish information/student work only on DUSD servers or district approved web hosting vendors. Users placing information on the Internet using the district's EIS are publishing information on behalf of the district.
- Be responsible for the appropriate storage and backup of their data.
- Follow existing district policies and have appropriate administrative approval for information collection (online surveys, email, etc.).
- In addition, acceptable use for district employees is extended to include requirements to:
  - Maintain supervision of students using the EIS
  - Agree to directly log on and supervise the account activity when allowing other to use district accounts
  - Take responsibility for assigned personal and district accounts, including password protection.
  - Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.
  - Follow established student data privacy practices and obtain necessary permissions when considering the use of internet resources.

## Unacceptable Uses:

- Users must not share their Dysart network credentials with any other individual.
- Users shall not submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material.
- Users shall not use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the District's EIS without the prior approval of the District Information Technology Department.
- Users shall not post information that could cause damage or pose a danger of disruption to the operations of the EIS or the District.
- Users shall not access the network for any non-educational purposes.

- Users shall not use the EIS in any way that would disrupt the use of the EIS by others.
- Users shall not use the EIS for commercial or financial gain, political lobbying, or fraud.
- Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- Users must not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. games/animations, audio and other visual files.)
- Users must not attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Users will not possess any data, which may be considered a violation of these regulations, in paper, electronic storage or any other form.
- Users will not display name or photo to personally identify an individual without receiving written permission.
- Users shall not cheat using technology devices or plagiarize works that are found on the Internet or any other electronic resource.
- Users will not harass, insult, threaten, attack others or use obscene language in written communications, including social media.
- Users will not post anonymous messages.
- Users may not use free web-based email, messaging, video conferencing, or chat services without permission from DUSD Information Technology.
- Users shall not use personal social media accounts for district business. Users shall only use District approved social media technologies when communicating with students, parents, staff or community.
- Users shall not copy student or employee personal identifiable information (PII) to external storage devices (USB Drive, external Hard drive or local device hard drive).
- Users shall not store critical documents to local hard drive of any district device.

#### **Resource Limitations:**

- Activities that are deemed by the Information Technology department to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education or professional development.
- Users shall not use the District's EIS for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. District approved purchases will be made following District approved procedures
- The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours.

#### **Personal Responsibility:**

- I will report any misuse of the EIS to the administration or Information Technology department.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.
- I understand that when I am logged on to District computers or electronic devices, that I am ultimately responsible for any activity that occurs on the computer or electronic device under my log-in.

#### **Network Etiquette:**

- I am expected to abide by the generally acceptable rules of network etiquette. Therefore:
- I will be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- I will respect privacy. I will not reveal any home addresses, or personal phone numbers, or personally identifiable information.
- I will avoid disruptions. I will not use the EIS in any way that would disrupt the use of the systems by others.

**When communicating electronically, I will observe the following considerations:**

- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons.

**Services:**

- Dysart Unified School District specifically denies any responsibility for the accuracy of information. While Dysart Unified School District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the EIS is used and bears the risk of reliance on the information obtained.



# **FREEDOM**

TRADITIONAL ACADEMY

## **Mission**

Freedom Traditional Academy is committed to providing a well-rounded educational experience in which students develop great citizenship and achieve academic excellence through rigorous, accelerated, and purposeful curriculum while supported by an engaged and involved family community.

## **Vision**

Preparing all students to be successful, productive citizens and lifelong learners.

## **At Freedom Traditional Academy, we believe in...**

- High expectations for academics and behavior
- High quality instruction
- Students who are accountable for their own learning
- Active parent and community involvement
- Opportunities for academics, arts, and athletics
- Fostering a passion for lifelong learning
- Developing critical thinkers and problem solvers
- Exceptional level of citizenship and patriotism
- Students who demonstrate leadership qualities
- Safe and respectful learning environment for all





# **FREEDOM**

TRADITIONAL ACADEMY

## **FREEDOM TRADITIONAL ACADEMY (FTA) FAMILY COMMITMENT FORM**

Please review the following FTA Family Commitment carefully with the understanding that students must maintain good grades, behavior, and attendance to remain enrolled at Freedom Traditional Academy.

As a parent/guardian and the responsible family member in the FTA community, I commit to these standards of behavior and shall meet the minimum requirements as follows:

- ❖ I will strive to communicate the importance of education to my child(ren) enrolled at FTA and promote their interest in learning.
- ❖ I will consistently and actively monitor my child(ren)'s progress at FTA with respect to their academic, social and character development and promptly respond to all communications from FTA staff and faculty regarding the same. Further, I will promptly notify my child(ren)'s teacher, the FTA administration or both, as appropriate, whenever I have a concern regarding my children's education or their behavior at FTA.
- ❖ I understand that my child must maintain good grades in order to remain enrolled at Freedom Traditional Academy.
- ❖ I understand that my child must have good behavior in order to remain enrolled at Freedom Traditional Academy.
- ❖ I understand that my child must maintain good attendance (including tardies) in order to remain enrolled at Freedom Traditional Academy. I understand my child accrues more than 18 excused or unexcused absences, my child's enrollment may be revoked.
- ❖ I will provide my child(ren) enrolled at FTA with a home environment that will be conducive to daily learning and study, including adequate time for homework and a suitable workspace.
- ❖ I understand that FTA is accelerated in mathematics. Students are taught one grade level ahead in math.

I have reviewed and will support the Discipline Matrix as described in the FTA Handbook and agree that all children enrolled in FTA are subject to its provisions and acknowledge its guiding tenet: any student (as a result

of their behavior) which repeatedly disrupts the educational process in the classroom may be in jeopardy to have their open enrollment privileges revoked from FTA.

I will abide by the rules and regulations established by FTA regarding the student placement and the daily school schedule, including, but not limited to, the procedures governing prompt and regular attendance, tardiness, the timely picking up of my child(ren) at the end of the school day and the scheduling of conferences with teachers and faculty.

## ACKNOWLEDGEMENT

I acknowledge that I have reviewed and understand the contents of this FTA Family Commitment Form and hereby accept the responsibilities to meet these expectations.

Mother or Guardian's Name (please print): \_\_\_\_\_

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

Father or Guardian's Name (please print): \_\_\_\_\_

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

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

Child: \_\_\_\_\_ Date: \_\_\_\_\_

# Guide to Solving Problems and Getting Answers Fast

The Dysart Unified School District has established procedures to effectively and efficiently respond to questions and suggestions from parents and community members. This guide is meant to serve as a resource for parents and community members to identify the district staff that would have the most information to provide answers to questions and concerns. If you have any questions or concerns related to the school district or your child's progress, please do not hesitate to call. The Dysart Unified School District is here to meet the needs of all students, staff, parents and community members.

## Phone Numbers

Athletics.....	623-876-7016
Business Services.....	623-876-7018
Community Education.....	623-876-7056
Curriculum & Assessment.....	623-876-7173
Exceptional Student Services.....	623-876-7022
Finance.....	623-876-7018
Human Relations .....	623-876-7076
I.T.....	623-876-7080
Maintenance.....	623-876-7087
Nutrition Services .....	623-876-7086
Public Relations .....	623-876-7195
Student Services.....	623-876-7908
Superintendent.....	623-876-7000
Transportation.....	623-876-7030

# Guide to Solving Problems

<p><b>K-8, Middle Schools and High Schools</b>  Step 1– Classroom teacher; if not resolved...  Step 2– School Principal; if not resolved...  Step 3– Director of Student Services; if not resolved...  Step 4– Assistant Superintendent of Education, or Assistant Superintendent for Support Services; if not resolved...  Step 5– Superintendent</p>	<p><b>Gifted Education</b>  Step 1– Gifted Cluster Classroom Teacher; if not resolved...  Step 2– School Principal; if not resolved...  Step 3– Exceptional Student Services District Gifted Coordinator; if not resolved...  Step 4– Director of Exceptional Student Services; if not resolved...  Step 5– Assistant Superintendent of Education; if not resolved...  Step 6– Superintendent</p>
<p><b>Curriculum Questions</b>  (State standards, material being taught, textbooks and materials)  Step 1– Classroom teacher; if not resolved...  Step 2– School Principal; If not resolved...  Step 3– Director of Curriculum and Assessment; if not resolved...  Step 4– Assistant Superintendent of Education; if not resolved...  Step 5– Superintendent</p>	<p><b>Section 504</b>  Step 1– General Education Classroom Teacher; if not resolved...  Step 2– 504 School Site Team; if not resolved...  Step 3– School Principal/Site 504 Coordinator*; if not resolved...  Step 4– Director of Exceptional Student Services/District 504 Coordinator, if not resolved...  Step 5– Assistant Superintendent of Education; if not resolved...  Step 6– Superintendent</p> <p>*Site 504 Coordinator – Building Assistant Principal</p>
<p><b>Medical Questions and Concerns</b>  Step 1– School Nurse; if not resolved...  Step 2– School Principal; If not resolved...  Step 3– District Lead Nurse; if not resolved ...  Step 4– Director of Exceptional Student Services; if not resolved...  Step 5– Assistant Superintendent of Education; if not resolved...  Step 6– Superintendent</p>	<p><b>Athletics</b>  Step 1– Coach; if not resolved...  Step 2– Assistant Principal (Athletics); if not resolved...  Step 3– School Principal; if not resolved...  Step 4– Assistant Superintendent for Support Services; if not resolved...  Step 5– Superintendent</p>
<p><b>Transportation (Bus Stops, Route Problems, etc.)</b>  Step 1– Transportation customer service; if not resolved...  Step 2– Transportation Administrator; if not resolved...  Step 3– Director of Transportation; if not resolved ...  Step 4– Executive Director of Business Services; if not resolved...  Step 5– Superintendent</p>	<p><b>After School Activities (Clubs, etc.)</b>  Step 1– Activity Sponsor; if not resolved...  Step 2– School Principal; If not resolved...  Step 3– Director of Student Services; if not resolved...  Step 4– Assistant Superintendent for Support Services; if not resolved...  Step 5– Superintendent</p>
<p><b>Student Behavior (Including Bus Behavior)</b>  Step 1– Classroom teacher; if not resolved ...  Step 2– School Principal; if not resolved...  Step 3– Director of Student Services; if not resolved...  Step 4– Assistant Superintendent of Education, or Assistant Superintendent for Support Services; if not resolved...  Step 5– Superintendent</p>	<p><b>Budget and Finance Questions</b>  Step 1– Director of Finance; if not resolved...  Step 2– Assistant Superintendent of Business Services; if not resolved...  Step 3– Superintendent</p>
<p><b>Special Education</b>  Step 1– Special Education/General Education Teacher; if not resolved...  Step 2– Special Education Lead Teacher or School Psychologist; if not resolved...  Step 3– School Principal; if not resolved...  Step 4– Exceptional Student Services District Coordinator; if not resolved...  Step 5– Director of Exceptional Student Services; if not resolved...  Step 6– Assistant Superintendent of Education; if not resolved...  Step 7– Superintendent</p>	<p><b>Facility Usage</b>  Step 1– Director of Community Education; if not resolved...  Step 2– Assistant Superintendent for Support Services; if not resolved...  Step 3– Superintendent</p>

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# ANNUAL NOTIFICATION

The Dysart Unified School District No. 89 does not discriminate on the basis of race, color, national origin, religion, sex, age or disability in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts and other designated youth groups. The lack of English language skills shall not be a barrier to admission or participation in the District's programs and activities. This compliance includes the Career and Technical Education department of the Dysart Unified School District and its programs which include: Marketing, Communications Media, Public Service Careers, Education and Training, Engineering Science & Information Technology, Construction Science, Family Consumer Sciences, Health Careers and Transportation Technologies. The Dysart Unified School District No. 89 does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Please forward inquiries and requests for additional information regarding these laws to the designated compliance officer:

## Compliance Title VI, Title IX

Dr. Jayne Wieferich • Director, Human Resources  
Dysart Unified School District  
15802 N. Parkview Pl. Surprise, Az 85374  
(623) 876-7876

## Compliance Title II

Ashley Longoria • Director, Federal Projects  
Dysart Unified School District  
15802 N. Parkview Pl. Surprise, Az 85374  
(623)876-7066

## Compliance Section 504

Dr. Corey Montañó • Director, Special Education  
Dysart Unified School District  
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(623) 876-7985

## **Family Educational Rights and Privacy Act (FERPA)**

Annual Notification to Parents Regarding  
Confidentiality of Student Education Records  
[34 C.F.R. 300.561 And 300.572]

Dear Parent:

The Family Educational Rights and Privacy Act (FERPA), affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;
- Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);
- Every Student Succeeds Act (ESSA);
- The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and
- Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include, but are

not limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior written consent of the parent [34 C.F.R. 99.7].

Parents/guardians shall be informed when personally identifiable information (PII) collected, maintained, or used is no longer needed to provide educational services to their child. The information must be maintained for four years after the date their child was last enrolled in this school district, except for those documents that are required to be permanently maintained.

Parents/guardians have the right to inspect and review any and all records related to their child within 45 days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents/guardians who wish to review their child's records should contact the principal for an appointment or submit to the principal a written request that identifies the records they wish to inspect. School personnel will make arrangements for access and notify the



parent/guardian of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to the parent/guardian. Copies of student education records will be made available to the parent/guardian when it is not practicable for them to inspect and review the records at the school. Charges for copies of the records may be applied.

Parents/Guardians have the right to request that an amendment be made to the student's education records and to add comments of their own if they believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. Parents/guardians should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested by parent/guardian, the school will notify them of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to parent/guardian when notified of a right to a hearing.

Parents/guardians have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on a school board. A school official also may include a contractor, or consultant who, while not employed by the schools, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee), or assisting another school official in performing their his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. The District has agreements with the City of El Mirage and the City of Surprise that specifically address the responsibilities of school resource officers as "school officials" and may only use PII from education records for the purposes for which the disclosure was made, e.g., to promote school safety and the physical security of the students.

Parents/guardians have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the school to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the office administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

# Annual Notification - Student Records

## DESIGNATION OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Dysart Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dysart Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school or district to the contrary in accordance with Dysart Unified School District procedures. The primary purpose of directory information is to allow the Dysart Unified School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to educational and occupational organizations without a parent's prior written consent. The District will not disclose directory information, except as required by law, to any organization other than school-related organizations. "School related organization" means (a) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (b) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Education Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

**In addition, federal laws require the District to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.**

**A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must notify the District in writing within two weeks after enrolling in the Dysart Unified School District.** If the School District does not receive this notification from you within two weeks after enrollment, *it will be assumed that your permission is given to release your child's designated directory information* listed below:

- **Name**
- **Address**
- **Telephone listing**
- **Date and place of birth**
- **Electronic mail address**
- **Photograph/video**
- **Grade level**
- **Major field of study**
- **Dates of attendance**
- **Enrollment status (e.g., part time or full time)**
- **Participation in officially recognized activities and sports**
- **Weight and height if a member of an athletic team**
- **Honors or awards received**
- **Most recently attended educational agency or institution**

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, videos, applications for scholarships and honors, and responses to military recruiters.

## **DISTRICT NEWS AND GENERAL MEDIA**

The Dysart Unified School District regularly posts stories, photos, and videos on our website, social media, and marketing materials, to highlight the positive successes happening every day in schools. On occasion, we share these positive stories with the media, or they will request to cover an event or story. To ensure student safety and welfare, all media requests must be approved by the Dysart Unified School District Communications and Public Relations office in advance, so that the District can assure that the best interests of our students, the school, and district are protected as much as possible. Please note that the District cannot control media access to your student for events that are open to the public, or take place in a public setting such as field trips, athletic events, or performances.

Your student may be photographed or otherwise included in news shared by the district or media, unless you direct otherwise. A parent who does not want their student included in school, district, or media news without prior written consent must notify the district in writing after enrolling in the Dysart Unified School District. Please contact the school for the opt-out form. If the District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to include your student in school, district or media news.

## **Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Dysart Unified School District has policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Dysart Unified School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Dysart Unified School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Dysart Unified School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202-5920

### **Annual Notification - 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 all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the following which are listed in A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.

#### 14. Voting history.

A parent of a pupil that has a reasonable belief that a school district has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
Telephone number: (800) 872-5327

#### **Annual Notification**

At least seven days before administering any survey to a pupil, every school district and charter school shall provide a copy of the survey to the pupil's parent along with a written informed consent from the pupil's parent for the pupil to participate in the survey pursuant to subsection A of this section. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school

# ATHLETIC PROGRAMS

The administration and coaching staff of Dysart Unified School District #89 consider interscholastic athletics a vital part of the total educational process. The Athletic Department is committed to the democratic process, which recognizes an equal opportunity for all students, regardless of race, color, religion, sex, age, national origin, disability, or economic status. The district's philosophy is to provide students with an environment that is safe and encourages active participation in a variety of activities under different teacher/coach role models. As members of Dysart Unified School District Athletic Staff, we strive to foster positive experiences and guide our student-athletes toward realizing their full potential. Through practices, games and examples the staff works toward preparing students to succeed rather than merely to win games. **"Win or lose, our students should learn lessons of a lasting and positive nature."**

## Middle School Athletics

- Baseball (Boys)
- Softball (Girls)
- Soccer (Boys/Girls)
- Basketball (Boys/Girls)
- Cheer
- Flag Football
- Volleyball (Girls)
- Cross Country (Boys/Girls)

For detailed information regarding athletic programs offered in the district, and the athletic academic eligibility requirements, please refer to the Athletics Handbook, for Middle Level Athletics and High School Athletics.

## ATTENDANCE PROCEDURE

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Dysart Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as those defined by the Arizona Department of Education.

If your child has a chronic health condition, he or she may be eligible to pursue homebound instruction or to receive modified instructional services as a student with a chronic health condition. Please contact your building principal for more information regarding those options or review Governing Board Policy Section 9.17 regarding homebound instruction and Section 10.19 and Procedure 10.19 regarding exclusions and exemptions from school attendance for students with chronic health conditions, all of which are available online at [dysart.org](http://dysart.org).

Further, Dysart Unified School District #89 values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-802 and 15-803, however, firmly place the responsibility for attendance on a child's parents/guardians. Arizona State Law § 15-802 and 15-803) states that every person who has custody of a child between the ages of six and 16 years shall make sure the child attends school for the full-time school is in session

Pursuant to A.R.S. §15-901(A)(1), "...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. All absences in excess of a cumulative 10% of the instructional days for the school year may be reported as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive unexcused absences. However, once a student crosses the 10% threshold, all absences may be reported as unexcused regardless of multiple enrollments within the same district.

1. Any time your child will not be in school on any specific day, you must place a phone call to 623- 523- 8350 or submit an excusal note to the FTA front office within 24 hours of the absence.
2. All unreported absences will be documented as “unexcused” absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (A.R.S. § 15-807).
3. Pursuant to A.R.S. § 15-803, a child can only be excused when he/she is accompanied by a parent or a person authorized by a parent.
4. Pursuant to A.R.S. § 15-901, excused absences are identified by the Department of Education. The Department of Education defines an excused absence as an absence due to illness, doctor/mental or behavioral health appointment, bereavement, family emergencies, out-of-school suspensions. Armed Forces processing and Principal approved family vacations. Absences for religious purposes are also excused. If an absence occurs relating to any other term or condition, the absences shall be counted as unexcused.
5. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, or in writing to the school office within 24 hours of a student returning to school from an absence.
6. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
7. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as “Unauthorized Absence/Truancy/Leaving Campus without Authorization” on the Discipline Matrix, included in the Parent/Student Handbook.
8. Arizona Revised Statute 15-803 defines absences as “excessive” when the number of absent days exceeds 10% of the number of required attendance days. For example, on a 180-day school calendar, excessive absences would equal 18 or more days absent. These include both excused and unexcused absences.
9. When a student is excessively absent, disciplinary action will occur based on the Discipline Matrix provided in the Parent/Student Handbook. Extreme absenteeism and/or tardiness, regardless of the reason, may result in the loss of open enrollment from Freedom Traditional Academy.
10. If your child is leaving school early for an appointment, he/she must check out through the attendance office with parent sign out, or parent permission for student drivers.
11. Parents will be notified of absences via phone call or auto dialer and may receive letters after accumulated days of absences. Parents can select communication preferences in the Parent Portal (explained on page 24).

### **Make-up Work**

When a student is absent, classwork will be provided upon his/her return and the student will be provided one day for each day missed to make up any missed work. For absences exceeding three days, parents may request classwork at the time the call is made to report the child’s absence. Please allow teachers 24 hours to compile necessary materials and assignments. All work can be picked-up in the school office after 3:00 p.m. the following day

1. When a student is excessively absent, disciplinary action will occur based on the Discipline Matrix provided in the Parent/Student Handbook.
2. If your child is leaving school early for an appointment, he/she must check out through the attendance office with parent sign out, or parent permission for student drivers.
3. Parents of a child between the ages of six and 16 years may be notified by letter when students accumulate 3, 5, 10, 15 and 18 absences.

## Tardy Procedure – Elementary

Students receive more than three tardies

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<u>Tardies four (4) and five (5):</u> <ul style="list-style-type: none"><li>• Notify Parent</li><li>• Student Conference</li><li>• Detention</li></ul>	<u>Tardies six (6), seven (7) and eight (8):</u> <ul style="list-style-type: none"><li>• Notify Parent</li><li>• Student Conference</li><li>• Detention</li><li>• One (1) Day OCR</li></ul>	<u>Tardies nine (9) or greater:</u> <ul style="list-style-type: none"><li>• Notify Parent</li><li>• Student Conference</li><li>• Three (3) Day OCR</li></ul>

OCR = On Campus Reassignment

## BICYCLES, etc....

Bicycles must be locked in a designated area on campus. Schools WILL NOT store skateboards or scooters in the office or classroom areas. If a student chooses to use this mode of transportation to/from school, the item must be able to be secured with a locking mechanism in the designated area. **The school will not be responsible for the loss or theft of any of these items.** Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles and scooters must be walked in crosswalks and once on the school grounds. Motorized vehicles, including bikes and scooters, are not allowed on campus at any time.

## BIRTHDAY CELEBRATIONS

All student birthdays will be celebrated on Fridays during lunch or the last 15-20 minutes of the day.

- Please notify the teacher prior to the celebration.
- The teacher is responsible for the equitable treatment of all students.
- If food is to be a part of the activity, it must be store-bought and/or professionally prepared according to County Health guidelines. Parents should check with the school in case there are restrictions with students who have food allergies or food restrictions.
- Balloons, flower bouquets, etc. will not be delivered to students during the regular school day. A message will be communicated to the student and the delivery will be held in the front office until the end of the school day where students may pick it up.

## BULLYING/HARASSMENT/INTIMIDATION

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

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

### Definitions

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

- A. 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.

B. 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.

C. Occurs when there is a real or perceived imbalance of power or strength.

D. Or may constitute a violation of law

**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 the 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 to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Anyone who believes that harassment, bullying or hazing has occurred should report the behavior to a teacher, counselor, school nurse or school administrator. Bullying reporting forms are located on the district website, and available at the front office of every campus.

### **Right to Freedom from Bullying/Harassment/Intimidation**

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent. In accordance with the state's anti-bully laws, students may make confidential reports of harassment, intimidation or bullying to any school employee or via Dysart's Safe Schools Hotline 623-876-7009 or by using the online Dysart Safe Report <https://schoolweb.dysart.org/SafeReport/> .

Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected bullying, harassment, or intimidation.

The District will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences. All members of our community - including students - are urged to play an active role in school safety by reporting all threats, bullying situations, violent acts, or other similar behavior for investigation by school and law enforcement officials.

## **CAFETERIA**

As part of the National School Lunch and Breakfast programs, all schools will offer meals for free or at the reduced price for qualifying families. Free and reduced-price meal applications are available online, in the school office or the Nutrition Services Department. Parents are encouraged to submit free and reduced meal applications online at [www.schoolcafe.com](http://www.schoolcafe.com) . Only one application is required per family. Every District family is encouraged to complete an application.

Please refer to the Nutrition Services webpage at [www.dysart.org](http://www.dysart.org) for additional resources such as special diet accommodation procedures, school menus, nutritional information and Smart Snacks in Schools information and guidance.

Breakfast will be served approximately 30 minutes prior to the start of school. Breakfast in the Classroom is offered to students at no charge at Dysart Middle School, El Mirage Elementary, Riverview School, Surprise Elementary and Thompson Ranch Elementary. Please check with your school's front office for Breakfast in the Classroom service times.

Students will be allowed to charge their meal a maximum of three times before receiving an alternate meal, consisting of a sandwich, fruit, vegetable and choice of milk. Alternative meals may be provided until the student's charge account is satisfied. Students will not be permitted to make cash purchases for a la carte items if they were provided an alternate meal during the same meal service period. Negative balance reminders will be provided to parents or guardians no less than once per week either electronically, written, or both.

Student meals can be paid for by cash or check at the individual school sites. Also, online payments are accepted through School Café at [www.schoolcafe.com](http://www.schoolcafe.com). School Café may also be used to view account balances, receive low balance alerts and review daily spending or transactions. and restrict student accounts. Parents are encouraged to utilize schoolcafe.com to monitor account balances.

Dysart Unified School District highly encourages healthy eating habits and physical activity. Schools may request that children not share food with others, especially when the particular food or drink does not meet USDA guidelines. The District strongly discourages consumption of unhealthy foods and energy drinks at our school sites. Please note, at both our elementary and high school sites, the cafeteria follows USDA guidelines for sales of a la carte food and drinks.

K-8 parents who wish to eat lunch with their child at school will sign in at the office as a visitor, will sit at a designated family table in the cafeteria, and will not be sitting with students at their class/grade table. If parents would like to purchase a meal, please note that the adult price is different from the student price. Please check with your school's cafeteria staff on current adult pricing.

## **CHARACTER PROGRAMS**

Universally accepted character traits, such as kindness, compassion, diligence, integrity, sincerity, truthfulness, trustworthiness, respect, responsibility, fairness, caring, citizenship, etc. are part of the school culture in Dysart. Character education will be non-partisan and non-religious. Individual schools will determine the best approach or program that fits within their community.

Freedom Traditional Academy promotes the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, citizenship. Students who exhibit exceptional character will be recognized during the monthly community flag ceremony.

## **CHRONIC HEALTH PROCEDURE**

A.R.S. § 15-346 provides for adjunct accommodations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound."

A.R.S. § 15-901 provides for at-home (Homebound) instruction for students with chronic health problems. This is defined as "...a pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months, or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during a school year."

Additional information regarding chronic health procedures may be found in Governing Board Policy Section 9.17 regarding homebound instruction and Section 10.19 and Procedure 10.19 regarding exclusions and exemptions from school attendance for students with chronic health conditions, all of which are available online at [dysart.org](http://dysart.org).

Students with existing chronic health conditions should obtain chronic health condition forms from the health

office at the beginning of the school year. When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic health condition forms. The Medical Certification Report form must be completed by a health professional who is licensed pursuant to title 32, chapter 7, 8, 13, 14, 17, 25 (M.D., D.O., Podiatric, Chiropractic) or a Registered Nurse Practitioner and is returned to the health office. Once received, a meeting will be scheduled by the school to write the Chronic Illness Instructional Plan. Once approved, a chronic illness plan is effective for one calendar year.

In order for chronic illness status to override the excessive absence rule the parent must report the absences according to the regular attendance reporting procedures (see Attendance Procedures). This status allows teachers and the student to work out a manageable method for completing work.

If your student is absent from school due to chronic illness it would be expected that the parent will specifically notify the school that the student is ill due to chronic illness. The student would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

## **CLASSROOM OBSERVATIONS**

These guidelines apply to visits, for the purposes of extended observations in the classroom, or campus areas, etc. When parents/visitors request to visit the school and/or their child's classroom or school building during the school day, the following procedures shall be followed:

1. The parent/visitor will complete and submit a written request on the Request for Classroom Observation Form. The form must be submitted to the school administration at least two business days prior to the intended visit.
2. Teacher/Staff members along with school administration will review the request to determine the educational relevance and appropriateness of the visit.
3. The administrator will approve or deny the visit based on the review.
4. If approved, the front office will contact the parent/visitor and review the classroom visitation guidelines including that the parent/visitor will sign-in at the front office on the date of their visit.
5. The school administrator will accompany the parent/visitor and remain with them for the duration of the observation (no longer than one hour in duration).
6. If not approved, the administrator will contact the parent and discuss alternative means of gathering the information the parent is seeking, if possible.

## **CLOSED CAMPUS**

Elementary and Middle Schools are closed campuses from the time of student drop off/arrival to pick up/dismissal. High School campuses are closed to all students throughout their scheduled day, including lunchtime. Consequences for violation are determined by the administration in accordance with the discipline matrix.

Students who need to leave for medical reasons or special circumstances must be signed out by a parent or guardian or obtain administrative permission in advance and may not leave campus without a pass from the front office or the nurse's office. High school student drivers cannot leave campus for lunch, unless physically signed out by a parent/guardian.

The principal (or designee) will have discretion to grant students permission to leave the campus during the school day.

## **COMMUNITY SERVICE**

Some school clubs may require community service as a part of their membership. Please contact individual club sponsors for more information.

## **COMPLAINT PROCESS**

Complaints are best handled starting at the school level and, when necessary, should proceed through the various administrative levels. Please see the Guide to Solving Problems page in the introduction section of this handbook.

For complaints related to discrimination, equal opportunity or other issues, please refer to page 12 of this handbook or Board Policy at [Dysart.org](http://Dysart.org)

## **CURRICULUM**

Freedom Traditional Academy accelerates a grade level in Math and offers acceleration opportunities in English Language Arts (ELA). Sequential curriculum is used in Math and ELA where all material builds upon previous skills and concepts.

### **Language Arts**

Freedom Traditional Academy's language arts program is based on the Spalding Method using The Writing Road to Reading. As a total language arts program, Spalding integrates direct instruction in listening, speaking, spelling, writing, and reading. The Spalding mission is to develop skilled readers, critical listeners, and accomplished speakers, writers, spellers, and lifelong learners. Into Reading, Open Court and Pearson are the foundation texts for the reading program. The language arts program has the following components:

#### **Spelling**

Spelling will be a phonics-based program with emphasis on daily written and oral phonics drill. Phonics with Spalding manuscript and/or cursive handwriting will be directly taught.

#### **Vocabulary**

Vocabulary development will be implemented during spelling and in other content areas. Dictionary skills will also be taught.

#### **Composition**

In accordance with grade level expectations, each student will participate in creative writing experiences as well as writing book reports and/or research papers. Teachers will encourage students' creativity while maintaining high expectations for grammar, spelling, punctuation, and neatness. Rubrics will be used as a scoring tool to evaluate students' composition pieces.

#### **Reading/Literature**

Reading skills will be developed using quality literature and the classics along with the phonic skills learned in spelling and handwriting.

#### **Oral Communication**

Grade level appropriate listening, speaking, and memorization exercises shall be required at each grade level. Students will memorize and recite approved material. The teacher may select quality poetry or prose, or sections from the Constitution or other patriotic memory pieces.

### **Mathematics**

Since Freedom Traditional Academy accelerates in math, all students will be taught one grade level ahead using Saxon-like Math. Saxon-like Math scaffolds instruction of each concept and continues to review information introduced earlier. This allows students the time and practice to retain math concepts to the level of mastery. The use of calculators to complete class work or homework shall occur only when directed by the teacher.

### **Science**

Freedom Traditional Academy will utilize the Discovery Education Science program adopted and approved by the Dysart Unified School District.

### **Social Studies/History/Geography/Government**

Freedom Traditional Academy will utilize social studies materials adopted and approved by the Dysart Unified School District. The history/government program will consist of world history, U.S. history, Arizona history, and geography. Citizenship and patriotism will be emphasized in the study of history, geography, and government.

## **Special Area Classes**

### **Kinder through 4th grade**

Spanish, Music and Physical Education are taught by certified teachers and are required for all K-4 students. Students will receive 40 minutes daily instruction in each area, twice every six days. Library is also available for student use and will be incorporated into instruction by the classroom teacher. Art will be infused into classroom lessons aligned with state standards.

### **5th through 8th grade**

Spanish, Music, Orchestra, Band, and Physical Education will be offered for 5-8 students. 8th grade students will have the opportunity to earn high school Spanish credit. Orchestra, Music, and Physical Education will be elective options.

## **Technology**

Technology will be utilized as a resource that offers the student quality practice or for reference or communication as related to a specific subject. Computer skills, such as keyboarding will be taught where developmentally appropriate.

## **CURRICULUM/INSTRUCTION PROCEDURES**

The following procedures are established to make certain that Freedom Traditional Academy will continue to meet the expectations of parents, teachers and administrators. Classroom teachers and administrators will utilize the following procedures as a guide for classroom organization, planning and instructional expectations:

- Students are taught at an accelerated pace and teachers maintain high expectations for academic performance and behavior.
- Grades K-5 are self-contained classrooms established by the teachers and the administration.
- Grades 6-8 are departmentalized.
- Students' desks face the teacher's primary instructional area to create an environment that fosters learning.
- Positive discipline techniques, which focus on positive reinforcement of appropriate behavior, are used to maintain a structured, calm and orderly classroom environment.
- Each teacher utilizes direct instruction (whole-group teaching). Students are expected to be engaged from bell to bell. Classroom activities not directly related to academic tasks are kept to a minimum in all grades.
- In 2<sup>nd</sup> grade, students will be taught cursive handwriting. Grades 3-8 will be required to write using cursive handwriting.
- Teachers strive to provide academic challenges for all students. Parents are encouraged to provide extended learning activities for their children.
- Teachers have high expectations for neatness, spelling, grammar, punctuation, and accuracy for all written assignments.
- Teachers establish a predetermined routine for testing. Students are seated quietly and shall remain seated during testing. Teachers monitor students during the administration of a test. All necessary materials are provided and interruptions shall be kept to a minimum.
- Teachers shall help students gain the necessary skills to become productive citizens by modeling and discussing the meaning of good citizenship, courtesy, honesty, and respect for personal and public property, and expect students to follow their example.
- Whole school announcements, visitors/guests/observers, and individual messages to students shall not interfere with instructional time.

## CUSTODY

In cases where custody/visitation affects the school, the school 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.

## DELIVERIES TO SCHOOL

Food or drink deliveries from outside companies will not be accepted for students during the school day.

## DUTY TO REPORT, MANDATORY REPORTING

Per state law and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, abuse, and/or non-accidental injury, or sexual offenses must report suspected activity to Department of Child Safety (DCS) and/or local law enforcement agencies. **Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. DCS and law enforcement agencies are responsible for notification.** Should the alleged perpetrator be other than a member of the child's family, volunteer and school personnel shall follow reasonable notification procedures.

Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Schools shall comply with requests by DCS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The DCS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. DCS also has the authority, upon written request, to obtain school records. **(A.R.S.§13-3620).**

## ELECTRONIC DEVICES

When a student brings cell phones, wearable technology, or other electronic devices (see definition) to school, please remember:

1. Freedom Traditional is not a Bring Your Own Device (BYOD) campus.
2. All devices must be turned off or on silent, and out of sight during the school day.
3. In case of emergency, the student will be allowed to use the school phone to contact parents or guardians.
4. The Freedom Traditional Staff will confiscate cell phones during the academic day if they see or hear them. Confiscated cell phones will be sent to the front office and will be picked up by the student at the end of the day. After the second offense, parents will be required to come to the school and pick up their student's cell phone.
5. The district is NOT responsible for the loss, damage and/or theft of any of these types of devices.
6. Other use of electronic devices, including unauthorized video/sound recordings, or Bluetooth speakers may be considered misuse and may result in consequences as outlined in the disciplinary matrix.
7. Any violation of the Internet and Email User Agreement may result in disciplinary consequences.
8. Examples of misuse include, but are not limited to: text or other electronic messages that contain harassment, bullying, threatening, intimidation, hate/bias, extortion, endangerment, gang activity, instigation, cheating, sale/distribution of any prohibited substances or items, sexual harassment; electronic images or access to any of the above as well as to any access in violation of sexual materials or sexual misconduct; unauthorized video/sound recordings.

**SOCIAL MEDIA:** Students must use social media responsibly. Students will be subject to school consequences if administration determines that they use social media to bully, harass, attack, or demean students or staff. Please report harassing online behavior to the administration.

## FLAG CEREMONY

To encourage patriotism and enhance school unity, spirit, and pride, Freedom Traditional Academy will hold classroom and school-wide flag ceremonies.

**Classroom Ceremony:** Each day students will be involved in a daily patriotic activity, which will include the Pledge of Allegiance and a Moment of Silence. Each classroom may also choose to sing a patriotic song or to recite a patriotic poem. 4<sup>th</sup> through 8<sup>th</sup> grades will recite the Preamble of the Declaration of Independence.

**School Ceremony:** Every Tuesday of the week, there will be a school-wide flag ceremony. During this ceremony, the National Anthem, Pledge of Allegiance, Moment of Silence, and announcements will be held.

**School and Family Ceremony:** On the first Tuesday of each month, families are invited to attend a school-wide flag ceremony. During this ceremony, the National Anthem, Pledge of Allegiance, Moment of Silence, student recognitions, and announcements will be held.

## FUNDRAISING AND STUDENT TRAVEL

There may be opportunities for students to participate in field trips or other extracurricular/athletic activities outside of the normal school day. Such opportunities are often presented to students with an understanding that additional fees and/or conditions for their participation may be required. As such, students may be asked to participate in fundraising campaigns. All fundraising is done on behalf of the club/extracurricular activity/field trip and will benefit the club/extracurricular activity/field trip as a whole and not be attributed to any one participant. Likewise, there is no minimum sales requirement for participants. The expectation of a monetary contribution from students, for student travel, is not to exceed \$150 (per event) for students in grades K-8. If a student has an extenuating circumstance and cannot meet the monetary expectation, the issue should be brought to the attention of the Freedom Traditional Academy administration. As with all school-sponsored events, expectations for academic eligibility and behavioral guidelines will be adhered to.

## GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. A **Gang** is an activity or affiliation of an ongoing, loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang activity. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

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

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

Legal Ref.: A.R.S. § 13-2308, 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 15-843, 15-727 A.G.O. 78-218, 80-055, 84-36, A.A.C., R7-2-401, R7-2-405.

## GRADING PROCEDURES/PROGRESS REPORTS/REPORT CARDS

The report card is aligned with the Arizona Academic Standards and has been designed to provide the maximum

amount of information in a clear format. The Parent Portal allows parents/guardians to track their student's progress in real time. Printed grade reports will be sent quarterly for K-8. For High School, only the final grades are recorded on the official transcript.

The district grading scale on report cards reads:

- A – 90%
- B – 80%
- C – 70%
- D – 60%
- F – below 60%

### **Grading Guidelines**

The purpose of the Grading Guidelines is to provide a shared understanding of grading practices. They also provide a framework for teachers to measure and report student mastery of essential concepts, while providing alignment of student grades with student achievement. Grading guidelines also provide a consistent practice across teachers, grade levels, and schools. Please visit the Grading Guidelines webpage on the Dysart.org website for more information.

## **HAZING**

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

### **Definitions**

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

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

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accordance with statute, violations of this policy do not include either of the following:

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

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

### **Reporting/Complaint Procedure**

Students and others may report hazing to any staff member. 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. 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 accordance with school policies. The staff member shall preserve the confidentiality of those involved,



disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, which includes possible child abuse or violations of statutes known to the staff member, shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

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

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

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

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

## **HEALTH OFFICE**

The Health Office hours on each campus are compatible with school hours. The staff on hand will provide medications when appropriate, monitor immunization requirements, perform hearing and vision screenings and treat minor injuries.

Parents/guardians are expected to complete a yearly health history form documenting written consent to give over-the-counter medications. Parents should alert health office staff of any child who may have a condition that affects participation in school classes.

### **Allergies**

If your child has allergies (bee sting, food, plant, etc.) asthma, a medical alert or related medical information of which the school should be aware, please bring this information to the health office.

### **III Child at School**

If the student has a temperature of 100.4 or higher, the student will be sent home and may return to school once they have been fever-free for 24 hours without the use of fever-reducing medication. If the student has two or more episodes of vomiting, the student will be sent home and may return to school when vomiting has resolved. If the student has two or more episodes of diarrhea, they will be sent home and may return to school 24 hours after the last episode of diarrhea.

### **Arizona Immunization Requirements**

For admission to kindergarten through 12<sup>th</sup> grade, children must be current with the following immunizations:

- Diphtheria, Tetanus, Pertussis (DtaP, or DT or DTP)

- Polio (IPV)
- Measles, Mumps, Rubella (MMR)
- Hepatitis B (HepB)
- Varicella (or documented history of chickenpox)
- Tetanus and Diphtheria Booster (Td/Tdap) – Required every five years beginning on the student's 11<sup>th</sup> birthday
- Menactra/MCV4 (Meningococcal) – Required for students upon turning 11 years of age.

### **Communicable/Infectious Diseases**

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. §36-621 *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

### **Pediculosis (Lice Infestation)**

Students with pediculosis shall be excluded from school until treated with a pediculicide. On readmission to school, the student will have a head check with the parent/guardian present. If there are no live lice or nits, the student will be given clearance to return to class. If nits are still present, the child will be sent home and excluded from school until there are no nits present.

## **HOMEWORK/ASSIGNMENTS**

Homework is assigned to reinforce daily learning activities, as well as help each student with time management, personal responsibility, study skills development, and fostering independent learning.

Homework is assigned Monday through Thursday with the exception of completing long-term assignments. Daily homework is due at the beginning of the next school day for K-6 students and at the beginning of each class period for 7<sup>th</sup> and 8<sup>th</sup> grade students.

### **Daily Homework Guidelines**

The average daily guidelines for homework are:

- K-2<sup>nd</sup> Grade: 15-30 minutes per day, in addition to spending 15 minutes of daily reading.
- 3rd-5th Grade: 30-50 minutes per day, in addition to spending 15 minutes of daily reading.
- 6th-8th Grade: 60-80 minutes per day, in addition to spending 15 minutes of daily reading.

K-8 students will have daily math and reading homework. In addition, students are expected to spend a minimum of 15 minutes of daily reading. The student may be read to, may read silently, or may read to parents or others in the home.

### **Absent and Late Work**

When a student is absent, classwork will be provided upon his/her return and the student will be provided one day for each day missed to make up any missed work, not including long-term assignments. For absences exceeding three days, parents may request classwork at the time the call is made to report the child's absence. Please allow teachers 24 hours to compile necessary materials and assignments. The classwork can be picked-up in the school office after 3:00 p.m. the following day.

Late work procedures will vary by grade level. Please consult with your child's teacher regarding their grade level procedures on late work.

### **Long-term Assignments** (assigned more than one week in advance)

Examples of long-term assignments include, but are not limited to, book reports, poems/recitations, science projects, research papers, and current events. Failure to turn in a long-term assignment by the due date shall result in a failing grade (59%) for students at all grade levels.

When a student is absent, long-term assignments are due at the beginning of class the first day the student returns.

### **Parent Responsibilities Regarding Homework**

- Check their child's homework for complete, neat and accurate responses
- Provide a homework routine
- Provide a place for homework free from distraction
- Ensure proper materials and supplies are available for completing assignments
- Show interest in the assignment
- Daily agenda check
- Utilize teacher weekly email blasts and websites as resources
- Communicate with the teacher in a timely manner if a homework concern arises
- Check child's grades on Parent Portal regularly

### **Student Responsibilities**

- Keep an accurate record of assignments
- Have necessary materials to complete assignment
- Complete assignments on time
- Do their own work
- Apply and practice skills learned in class
- Strive for the highest quality work possible
- Do their homework to the best of their abilities
- Communicate to parents when concepts are new and difficult
- Utilize teacher web sites as a resource

### **Teacher Responsibilities**

- Provide appropriate feedback
- Assign meaningful and grade level appropriate homework
- Make every attempt to keep homework consistent at each grade level
- Take into account long-term assignments when they assign the daily homework
- Ensure that all work is a review of classroom assignments
- Communicate well in advance on long-term assignments
- Respond in a timely manner when homework concerns are brought to their attention
- Regularly update their web pages to reflect the monthly activities
- Communication through weekly email blasts
- Contact parents on a bi-weekly basis of students who have D's and/or F's via email

## **HONOR ROLL & PRINCIPAL'S LIST**

Honor Roll and other awards are presented to students quarterly (grades 4 - 8). These are awards of distinction that all students should strive for throughout their academic career. Parents are welcomed and encouraged to attend all awards assemblies.

### **Honor Roll**

Based on all "A" and "B" grades. All special area grades are included when determining honor roll/principal's list status.

### **Principal's List**

Based on all "A" grades. All special area grades are included when determining honor roll/principal's list status.

### **Perfect Attendance**

Students must be present every day of the quarter with no absences for any reason. Perfect Attendance awards will be given each quarter and annually at the end of the school year or as determined by the school.

### **"Firebird" Award**

This is awarded to one student per class per quarter who Shows respect, Owns their actions, is Always safe and is Ready to learn (SOARs)

## **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) SPECIAL INSTRUCTIONAL PROGRAMS**

The District will ensure that all children, including children attending private schools, within the District's jurisdiction who have suspected disabilities are identified, located and evaluated. The process of identifying, locating and evaluating students with disabilities is important to the provision of educational opportunities for all students. Children, aged birth through three years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services. Children aged 2.9 years – 5 years are screened by the School District. It is the process of identification, evaluation, development of program, placement, and the provision of services – its sensitivity, its accuracy - that will determine much of what happens with students during the remainder of their educational lives. This process is guided by a variety of laws and regulations regarding identification, evaluation, development of program, placement, and the provision of services enacted at both the state and federal levels.

### **Procedural Safeguards:**

Children with disabilities and their parents are guaranteed procedural safeguards with respect to the provision of free appropriate public education. A copy of the procedural safeguards notice shall be given to the parent upon initial referral for evaluation. If a parent suspects their child of having a disability, birth – age 22, they should contact the administration at the local campus.

If the District and parent/guardian do not agree on the identification, evaluation, educational placement of a child with a disability, and provision of FAPE (free appropriate public education), either the District or parent/legal guardian may request any of the following through the Arizona Department of Education - Exceptional Student Services:

- Mediation – The Arizona Department of Education (ADE) will provide a facilitator trained in the mediation process to assist both the District and parent/legal guardian in resolving the issues.
- Early Resolution – The Arizona Department of Education will provide trained staff to assist both the District and parent/legal guardian in resolving the issues. This is normally handled by phone and the final resolution provided in writing by ADE.
- State Complaint – The Arizona Department of Education provides trained investigators to review all records when a parent/legal guardian files a state complaint in writing. ADE will determine if the District is or is not in compliance and issue the findings in writing.

- Due Process – A parent/legal guardian or the District may initiate a due process hearing. A due process is overseen by a hearing officer and is the most formal method of resolution.

## **INSURANCE**

The District does not carry insurance for students' medical and/or dental expenses. Parents/Guardians are responsible for their child's insurance medical and/or dental expenses if their child is injured while at school or during a school sanctioned event.

An optional K-12 Voluntary Student Accident policy is offered with various coverage options; e.g. 24-Hour coverage, at School coverage and High School Football coverage is made available through a private agency. The Parents/Guardians should review the coverages offered as there are limitations and exclusions that apply. Information and a link to the insurance company is available on the Dysart.org website. During the school year, additional forms are available at the school and Parents/Guardians can apply by mail or online at the link on the Dysart.org website. The optional K-12 Voluntary Student Accident policy is offered throughout the school year. The application and payments are made directly to the insurance company by the Parents/Guardians. The Parents/Guardians must directly contact the insurance company with any and all questions regarding the policy and/or coverage.

If a student is transported by ambulance, helicopter or other means as requested by medical responders, the Parents/Guardians are responsible for those transportation charges. If a student is injured by another student, the victim or the Parents/Guardians may pursue restitution through a civil action and the legal process.

## **LAW ENFORCEMENT**

The District may notify appropriate law enforcement agencies of violations of the law. School Resource Officers (SROs) are located at each of the high schools in the Dysart Unified School District. SROs are sworn law enforcement officers who provide security and crime prevention services to the four middle and four high schools. They work closely with administrators in an effort to create a safer environment for both students and staff. SROs have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. School resource officers also have additional duties that include mentoring and conducting presentations on youth-related issues.

## **MEDICATIONS**

All prescriptions and over-the-counter medications must be stored in the Health Office. Forms are available in the Health Office if prescription medications are needed during the school day. Prescription medication must be in a pharmacy labeled, original container with name of student, medication name and dose with specific instructions on how to administer the medication on the package. Out-of-state medications prescribed by a licensed healthcare provider will only be given for 60 days before an Arizona licensed provider is required to provide updated prescriptions and medical management plans. Out of country medications and prescriptions will not be administered at school. Over the counter medication, brought in by a parent/guardian, must be in an unopened, original container with the student's name on it.

All medications must be brought in by a parent/guardian; the appropriate forms must be completed and signed before any medication is given. Herbal and homeopathic medication will not be administered unless the need is documented by a physician order/note and ample information about the purpose, ingredients, prescribed dosage, and potential side effects are available. They must be in the original container and labeled with the students name and directions for use.

The annual student update found in the Parent Portal form must be completed and signed in order to provide a student with (stocked) over the counter medication, including Tylenol and Motrin. These medications will only be administered up to three times in a two-week period without a doctor's note per manufacturer's recommendations. Over the counter medications are given to students near the end of the school day ONLY, in addition to written consent, the parent has been contacted and given verbal. The administration parameters for

grades K-8 are four hours prior to dismissal; for high school one hour prior to dismissal. No over-the-counter medication will be given within one hour of the end of the school day.

Unless specifically authorized by a Primary Care Provider and approved by administration, students are not to be in possession of any medication; please contact the health office for further information. *Notice: Medication may not be shared with others. Failure to follow these rules could lead to consequences, which could result in suspension or expulsion as outlined in the discipline matrix infraction "OTC/Over the Counter".*

## OPEN ENROLLMENT

In accordance with Arizona Revised Statute (A.R.S. §15-816.01) all school districts must have an Open Enrollment Policy in place to afford students the ability to transfer to a school outside of their attendance boundaries without paying tuition. The Governing Board of a school district determines the guidelines for such policy.

Please see the Governing Board policy pertaining to Open Enrollment 10.12.

**Freedom Traditional Academy is a "school of choice" and has no boundaries. FTA accepts students based on the grades, behavior, and attendance criteria. Criteria will be reviewed yearly.**

## PARENT LIABILITY

Under Arizona law, upon complaint of the Governing Board, the parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See A.R.S. § 15-842

## PARENTAL INVOLVEMENT IN EDUCATION - PARENT PORTAL

By law, parents have a Parent's Bill of Rights. Specific information regarding the Parent's Bill of Rights and Parental Involvement in Education can be found in Governing Board Policy Section 1-401.

Parent involvement is crucial to student academic success. The Parent Portal is a tool for you to stay informed and engaged in your child's education. The Parent Portal provides parents and guardians access to:

- One login to access all of their students in the Dysart Unified School District
- 24/7 access to their student's data such as attendance, grades, assignments, schedule, contact information, scores

Additional features: It is imperative that parents/guardians receive communication from the school and district. Parents can select to receive notifications via voice, email, and/or text. Visit [www.dysart.org/parentportal](http://www.dysart.org/parentportal) where Contact Preferences can be selected or changed.

- Announcements - both district and school announcements
- Inbox
- To Do Lists - quick look at assignments due in each course
- Reports (missing assignments, progress reports, unofficial high school transcripts)
- Contact Preferences - select/modify how you prefer to receive attendance, general, and teacher notifications. Options include Email, Voice and Text (message and data rates may apply)
- Notification Settings for attendance, grade changes, assignment score

High School parents can also view

- Academic Planner
- Graduation Progress

Per ARS 15-802 all parents/guardians are required to update or reaffirm student information annually. This can be done through our Parent Portal at [www.dysart.org/parentportal](http://www.dysart.org/parentportal). If you do not have a parent portal account you

may create one at [www.dysart.org/parentportal](http://www.dysart.org/parentportal). If you do not have capability you may visit any Dysart school and they may assist you in this process. ADE's Residency Guidelines-see Verifiable Documentation section.

## **PARENT RESOURCES**

To view resource websites for parents and teens on topics such as bullying, drug prevention and intervention, internet safety, cyberbullying, and tips about raising healthy kids, visit the Parent Resources page on the Dysart website:

## **PERSONAL PROPERTY**

### **School-Provided Storage Space**

Students have no reasonable expectation of privacy in school-provided storage space, such as athletic lockers and desks. Such storage space, which is provided as a convenience to students, remains the property of the school and is subject to its control and supervision. Thus, school authorities may inspect randomly at any time, with or without reason, without notice, without student consent, and without a search warrant, lockers, desks, and other school-provided storage space. However, personal belongings contained in backpacks or purses and stored in school-provided storage will be searched only if reasonable suspicion exists for such a search as provided below.

Students who accept lockers or desks assume full responsibility for the security of their lockers or desks. Whenever a student is required to or exercises an option to provide his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority who issued the storage space.

### **Student's Person and Personal Belongings**

Students have a reasonable expectation of privacy in the personal belongings they carry with them at school on their person or in items such as backpacks and purses. However, a search of a backpack, purse, or similar item is permissible when school authorities have a reasonable suspicion that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove garments, such as jackets, sweaters, belt, shoes, or socks, but such a search will not include removal of other clothing. Strip searches are prohibited.

## **PESTICIDES**

Schools periodically apply pesticides. Schools post notices 48 hours prior to application. Information concerning these applications may be obtained by calling your school office.

## **PRODUCT SALES**

Groups wishing to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal and student council. All funds collected must be deposited in the school's student funds account or recognized parent organization.

## **Safe Schools Hotline and online Safe Report System**

The Dysart School District takes all aspects of safety seriously and wants to ensure everyone feels safe when on our campus or attending school events. Students, staff and parents have the option to use our Safe Schools Hotline to make a report regarding any safety concerns they may have. Our online Safe Report System also allows all individuals to report safety concerns from a computer or internet connected device. These systems should be used as a method to alert appropriate staff in order to investigate or potentially prevent a dangerous situation which could result in emotional or physical injury. Please speak to your students to inform them of these options as they may not always feel comfortable reporting them to a parent or guardian. Also remind students the system is for serious

concerns only and all other minor concerns should be reported to their teacher or office staff through a different mechanism as determined by their individual campus.

If you are physically present at a site when there is a concern of a serious threat or other serious incident, please contact the site administrator or responsible manager immediately. If it is after hours or you can not identify who to make the report to, please consider contacting the appropriate Law Enforcement jurisdiction through either 911 or their respective non-emergency phone numbers.

Safe Schools Hotline: 632-876-7009

Dysart Safe Report: [dysart.org/safereport](https://dysart.org/safereport)

Emergency dial 911

Surprise Police non-emergency 623-222-4000

El Mirage Police non-emergency 623-500-3000

MCSO non-emergency 602-876-1602

## **SCHOOL CLUB/ACTIVITIES GUIDELINES**

It is necessary to have all school activities function within a realistic framework of control, guidelines and adherence to academic and behavioral expectations. In addition, school clubs and activities should not be placed as a higher priority than the academic program or the behavioral expectations. For athletic academic eligibility requirements, please refer to the Code of Conduct for High School Athletics, and Code of Conduct for Elemiddle Athletics.

### **Academics**

- All students who participate in extracurricular activities, including clubs, must maintain passing grades in all subjects and/or in all classes in which that student is enrolled. The expectation for passing grades would commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- If a student has a failing mark in any class, he/she is placed on a pending eligibility list and notification is provided to the parents and activity sponsor.
- If the student is still failing at the next two-week notice, that student will be placed on an ineligibility list and allowed to attend meetings but NOT PARTICIPATE IN ANY CLUB/ACTIVITY- SPONSORED EVENT until the student receives a passing grade. Notification is sent to the parents and activity sponsor.
- Ineligibility shall be determined at the conclusion of each two-week period to be reported on Fridays and any change in eligibility status shall begin on the next Monday following the last day of the previous eligibility period.
- Failure to raise a failing grade twice in the same class during the club or activity period will result in the removal from the activity for the remainder of the academic quarter for K-8 schools and for the remainder of the academic semester for high schools.
- Appeal procedures will be outlined in the club/activity by-laws.

### **Behavior**

- All behavioral and disciplinary infractions outlined in the DUSD Student and Parent Handbook shall apply to students when they choose to participate in any club or extracurricular activity including when the event or activity does not take place on school grounds.
- Consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook will apply to students while they are participating in the club or extracurricular activity and will commence upon tryouts/running for any office/or at the beginning of any process of selection for the club or extracurricular activities.
- In addition to consequences for violating any of the infractions outlined in the handbook or otherwise referred to in the handbook, student participants may also be suspended or removed from club or extra-



curricular activity.

- Behavioral infractions that are otherwise considered civil or criminal offenses will be reported to the authorities and handled by the school administration in a manner consistent with the handling of such situations during the regular instructional day.
- If a student is suspended from school and/or absent from school during the time when a disciplinary investigation is occurring, the student may not participate in any club or extracurricular activities.
- Any appeal of the disciplinary consequences imposed on a student while he/she is a member of a club/activity, shall follow the appeal procedures outlined in the Student and Parent Handbook when the consequences are related to the academic day.
- When consequences apply to participation in the club/activity, the appeal processes will be outlined in the club/activity by-laws.

### **Expectations**

- Students who desire to participate in or who are participating in clubs or extracurricular activities are expected to demonstrate good citizenship at all times. Students who do not do so, may lose club membership and/or the privilege of participating in the extracurricular activity.
- Any decisions regarding removal from a club or extracurricular activity will be made in coordination with the club sponsor and Administration.
- Students are expected to abide by all District expectations for tolerance, diversity and a bully-free environment.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students.

Purpose: The purpose of Section 504 is to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity. Section 504 is not an aspect of special education.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the School's Section 504 Coordinator or your child's school counselor.

Section 504 and Student Discipline: When a student, who is eligible under Section 504, violates the discipline code of the school and/or School District and is recommended for a suspension of more than 10 days during the school year, a manifestation determination conference must be held.

- 504 Coordinator for Elementary schools are the Assistant Principal
- 504 Coordinator for High Schools is the student's Academic Counselor
- 504 District Coordinator is Director of Exceptional Student Services

## **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Students may present a formal 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.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

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 professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy 11.10 on Public Concerns and Complaints.

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

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.

A.R.S. § 15-341, Governing Board Policy Sections 5-305 and 5-306.

## **STUDENT UNIFORM DRESS CODE**

The Freedom Traditional Academy encourages students to take pride in their attire as it relates to the school setting. Students are to dress in a manner that, in addition to the following guidelines, takes into consideration the academic environment, safety, health, and welfare of self and others.

To attend class, all students must be in compliance with all aspects of the Uniform and Dress Code policy. It is the responsibility of both parents and students to understand and comply with all Uniform and Dress Code standards. Extremes of clothing, hairstyles, and make-up are not appropriate to the academic environment.

FTA teachers ensure that students are in compliance with the Mandatory Uniform and Dress Code daily. When instances of non-compliance are identified, the school will notify parents. Parents may be required to bring appropriate dress or footwear to the school for their child(ren).

All students must be in accordance with the following dress code.

## **MANDATORY UNIFORM DRESS CODE OPTIONS**

### **Bottoms**

- The bottoms must be plain, uniform style, navy blue or khaki pants, skorts, shorts, skirts, or capris that are to be worn at the natural waistline. Cargo pants, leggings, and sweatshirt type materials are not allowed.
- Jeans may be worn on Friday with an FTA spirit shirt. Jeans may not have any holes, shredding, logos, or embellishments.
- If belts are worn, they must be brown, khaki, or black of any material and cannot have embellishments or be a distraction
- Shorts, skorts, and skirts must not be shorter than 3" above the knee.
- Tights and leggings must be in a solid color of white, navy blue, black, or red and must be accompanied by a skort/skirt.
- It is requested that shorts be worn underneath all skirts and jumpers for modesty during play. Skater type dresses are allowed as long as a collared shirt is worn underneath and there are pleats in the skirt.
- No polo style dresses are allowed.

### **Tops**

- All shirts must be a solid color (No Pinstripes or logos of any kind are allowed). The only exceptions are solid colored shirts with the FTA logo.
- All shirts and visible undershirts must be a solid red, white, or navy blue.
- A collar and sleeves are required.
- Tucking in shirts is optional.
- No undergarments are to be visible.

### **Outerwear**

- Outerwear can be of any color.
- Any outerwear worn inside the classroom (i.e. jackets, sweaters, sweatshirts, and hoodies) must be in a single, solid color of red, white, navy blue, or gray and be plain or have no larger than 1 x1 logo.
- No caps or sunglasses may be worn at school except for sun protection outside.
- Bandanas are not permitted.

### **Footwear**

- Shoes must be closed toe and adhere securely at the heel and be tied properly if they were designated to do so.
- Flip-flops, shoes made solely of flip flop material, Crocs, slippers, heels, wedges or any other footwear are not permitted.
- Shoes or boots can be no more than 3" above the ankle. No UGG style boots are allowed.
- "Heelies" or roller shoes can only be worn if the wheels are removed.
- Socks that are visible must be in a solid color of red, white, navy blue, or black. No embellishments or "crazy" socks are allowed. Socks may have a 1"x1" logo. Socks cannot extend above the knee.
- Socks that are not visible can be of any color.

### **Jewelry**

- Minimal jewelry is permitted. Jewelry cannot be vulgar, lewd, profane, offensive, or that carries a veiled sexual, gang, or violent message is prohibited.
- Jewelry is worn in the manner designed.
- Accessories must not be a distraction to the academic environment. All jewelry remains on the owner.

- Jewelry on pierced body parts other than the ear is not allowed. Any jewelry deemed to be a safety issue will be asked to be removed.
- Hair bows must be no larger than 2"x3" (credit card/ID size) and be in a solid color of red, white or navy blue.
- Headbands must lay flat to the head and be red, white, blue. Cat ear/unicorn type of headbands are not allowed.

### **Cosmetics**

- Face or eye makeup is not to be worn at school by students in grade K-6.
- For girls in grades 7-8, light face makeup that is natural looking may be worn in grades 7-8. It should not be excessive or disrupt the academic process.
- Visible tattoos (ink or temporary) must be covered.
- Nail color and nail length must not be a distraction to the academic environment. No artificial nails are allowed.

### **Hair Code Policy**

Hair is to be well groomed and out of the face. Hair length in front (for boys and girls) should not fall below the eyebrows or otherwise interfere with or obstruct student vision. Extreme hair designs and unnatural hair colors are not permitted. No mohawks of any length, or shaved designs in the hair, and any other hairstyle that is tall enough or long enough to be distracting or disruptive to the student or to others in the academic setting. Dysart Unified School District does not discriminate on the basis of gender, race, color, or national origin in its administration of this hair policy.

### **Friday- Spirit Days**

Spirit days will be celebrated every Friday and students may wear a Freedom Traditional Academy t-shirt or regular uniform shirt with jeans. Jeans may not have any holes, shredding, logos, or embellishments

### **Picture Days**

On picture days, students are allowed to wear what they would like as long as jeans do not have any holes or shreds. Leggings are not allowed.

## **STUDENT AND STAFF SELF-DEFENSE**

### **Student Use of Physical Force in Self-Defense**

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable:

1. When made in response to verbal provocation alone;
2. When seeking or obtaining assistance from a school staff member is a reasonable alternative;
3. When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
4. When the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself or to others.

### **Use of Physical Intervention by Supervisory Personnel**

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

## **STAFF RESPONSIBILITIES**

When a Dysart employee observes a student engaged in behavior that violates District policy, the employee is expected to intervene, either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Each teacher will have a classroom management plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee. When the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the parent/guardian, other education supportive services and other professional community agencies may be utilized.

## **SURVEILLANCE**

Dysart Unified School District authorizes the use of surveillance cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and to safeguard District facilities, vehicles and equipment. Video and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, during certain circumstances, may become a part of a student's educational record.

## **TELEPHONE MESSAGES**

Due to the disruptive impact on staff and the operations of the school, except in emergencies, telephone messages for students will not be accepted.

## **THREAT MANAGEMENT TEAM**

Every threat of violence toward others or self must be taken seriously. Every instance of threat behavior will be examined individually. In determining whether a threatening situation exists under this process, school administrators and other personnel will be guided substantially by the provisions of A.R.S. § 13-1202 and 13-2911. In general, a threat situation will be deemed to exist when, following an investigation by school administration, a student has been determined by admission or reliable information/evidence to have:

- Communicated a death threat against self or others
- Communicated a threat of mass violence
- Communicated a threat involving weapons or explosive devices
- Communicated a threat against school property
- Engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat

School and district administration will utilize the Threat Assessment Process to evaluate threats made towards others or self to determine whether or not a threat situation exists. Depending on the outcome of the assessment, a plan for options and support may be put into place for the offender, victim(s), or both.

Parents need to discuss with their children the ramifications of making any type of threat. Every infraction that impacts the safety and health of students will be dealt with to maintain a secure learning environment for students. We fully intend to assign consequences to those students who engage in behaviors that disrupt the learning and safety of others. This includes making false reports or deliberately disrupting the learning environment with rumors or fabricated information. When situations warrant, police will be contacted and criminal charges may be filed.

## **TRIP REDUCTION**

As required by the Maricopa County Trip Reduction Plan, this serves as formal notification that DUSD supports ride sharing. For more information go to: [www.sharetheride.com](http://www.sharetheride.com).

## **VISITORS TO SCHOOL**

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. All visitors will be issued a visitor's badge, and leave one form of ID with the front office when they sign in. IDs will be returned when signing out and leaving campus.

For those who wish to visit a classroom during the school day, it is expected that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be violating District procedures. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

## **Abuse of Staff**

To maintain a safe and orderly school environment, the authority of school staff members acting in their official capacity must be respected. Both adults and students are prohibited by both District policy and state law from engaging in any form of physical or verbal abuse to a staff member and from disrupting the educational environment. Any person who knowingly abuses a school employee on school grounds or while the employee is engaged in their official duties may be prosecuted criminally. The District may take action to prevent violators from being on District property via a trespass order or injunction against workplace harassment. Students may also be subject to discipline under the Student Code of Conduct. If a concern about a staff member's exercise of authority cannot be satisfied in a direct, appropriate discussion with the individual, the concern should be brought to the attention of the administration.

## **VOLUNTEERS**

A Dysart volunteer is an individual who has been given a scheduled, pre-arranged activity by a district staff member to assist in one of the district schools. Any person who volunteers more than five (5) hours per year must be fingerprinted. All potential volunteers, including parents of students attending schools within Dysart Unified School District, must complete the forms listed below and be cleared before they can begin volunteering. For more information, visit [www.dysart.org](http://www.dysart.org)

- Volunteer Application
- Volunteer Confidentiality Form
- Volunteer Statement of Understanding
- Volunteer Handbook & Orientation Requirement Form

For more information, visit [www.dysart.org/volunteer](http://www.dysart.org/volunteer)

## **VOLUNTEERS/PARENT INVOLVEMENT**

Aligning with the Freedom Traditional Academy's mission, all families are highly encouraged to volunteer.

Volunteers are always needed for classroom projects and activities, PTA events, and field trips. To avoid disruption to the learning environment, individuals are not allowed to visit and/or volunteer in their child's classroom unannounced. Teacher permission must be obtained prior to volunteering in a classroom.

A Dysart volunteer is an individual who has been given a scheduled, pre-arranged activity by a district staff member to assist in one of the district schools. Any person who volunteers on campus for more than five (5) hours per year must be fingerprinted. All potential volunteers, including parents of students attending schools within Dysart Unified School District, must complete the forms listed below and be cleared before they can begin volunteering.

- Volunteer Application
- Volunteer Confidentiality Form
- Emergency Contact Information
- Volunteer Handbook & Orientation Requirement Form

For more Information, visit <https://www.dysart.org>



**Dysart**Schools

## **DISCIPLINE PROCESS**



# INTRODUCTION TO DISCIPLINE PROCEDURES

Success in school occurs when there is close cooperation between its students, staff and parents. The purpose of the discipline procedures is to communicate the expectations of Dysart Unified School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities. Administrators may determine site specific practices that support campus goals and school climate, in accordance with current Governing Board Policy.

The discipline procedures were developed through the input of parents, teachers, staff and administrators in Dysart Unified School District. This handbook addresses only specific areas of District policy. Additional information can be found in the Dysart District Policy Manual.

## PREAMBLE

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events. To meet these goals, we enlist the support of our community.

Dysart Unified School District implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the District, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not necessarily listed as a potential consequence on the matrix for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts.

Dysart Unified School District uses a progressive discipline philosophy. The purpose of this handbook is to ensure consistency in discipline consequences District wide. However, the District administrator, the hearing officer(s) and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Dysart Unified School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District, the consequences will automatically progress to the next infraction level and not begin at the 1<sup>st</sup> offense from year to year. For example, if a student receives a long-term suspension for drug possession during his/her freshman year and is found to be in possession of drugs during their sophomore year, or if a student is under the influence of drugs in the first semester and then is under the influence of alcohol in the second semester, that student's consequence would be derived from at least higher than the minimum consequences. Discipline will be progressive for students in grades K-12 including, but not limited to, the following infractions:

- Alcohol
- Aggravated Assault
- Arson
- Assault
- Death Threats
- Drugs
- Drug/Tobacco Paraphernalia
- Dangerous Instruments
- Fights
- Weapons

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

**Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.**

## **ADMINISTRATION RESOLUTION OPTIONS**

### **Alternative Consequences/Loss of Privileges/Removal from Celebration/Graduation Ceremony**

Administration may assign a range of consequences for behavior. These may include but are not limited to, detention, reassignment of class schedule, safety plans, as well as removal from participation in extracurricular activities, class trips, dances/prom, celebration/recognition programs, or promotion ceremonies.

### **Denial of Bus-Riding Privileges**

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

### **Restitution (Liability)**

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in a charge to the student's account and any unpaid balances being submitted to a collection agency per Dysart District procedures

### **Mediation**

Intervention between conflicting parties to promote reconciliation or compromise

### **Conference**

A meeting of two or more people for discussing matters of concern

### **Behavior Contract**

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

### **Skill Based Intervention (SBI) (K-8)**

A skill-based intervention may be assigned for a period, day, or until an assignment is completed, depending on the need and grade level of the student.

### **Diversion Program**

An online program that may be used at participating high schools that addresses behaviors that meet certain legal requirements. This is managed by the SRO in cooperation with administration and the parent/guardian.

### **On-Campus Reassignment**

Temporary assignment to an on-campus reassignment (OCR) is an alternative to off-campus suspension. OCR

may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an OCR. The parent will be notified.

### **Short-Term Suspension**

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on any Dysart property during the school day or at school/district functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

### **Long-Term Suspension**

In addition to a short-term suspension, the school administrator may recommend to District-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any off-campus suspension, a student is not permitted on any Dysart property during the school day or at school/district functions/events.

### **Alternative School Assignment**

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long-term suspension or in lieu of a long-term suspension.

### **Expulsion**

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parent/guardian will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on any Dysart property during the school day or at school/district functions/events.

## **CLASSROOM MANAGEMENT PLAN**

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is approved by the school administration and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

### **Informal Talk**

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

### **Discipline Conference with Student**

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent/guardian may be notified.

### **Time-Out (K-8)**

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In time-out, the student is assigned, by the teacher, to a supervised location isolated from his/her classmates. Time-out generally will not exceed 30 minutes.

## **Conference with Parent**

The parent/guardian is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

## **Restriction of Privileges (K-8)**

Inappropriate behavior may result in a restriction of a student's privilege to participate on the playground, cafeteria, common areas or specific special activities. The parent/guardian will be notified. For example, a teacher may assign and monitor his/her own after school detention or lunch detention.

## **Removal from Classroom (in extreme circumstances)**

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. (Board Policy Section 10.42 Student Discipline Policy & Procedures and A.R.S. § 15-841.A.2)

# **DEFINITIONS**

Throughout this handbook, unless the context otherwise requires, the following definitions apply:

**At School** includes time in a school building, on school property (school parking area, play area, etc.) or school bus. Includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

**Bus Misconduct** includes any inappropriate conduct at bus stops, while riding buses, or in the process of boarding or disembarking from a bus. Definitions for infractions that might occur at school apply equally to infractions that might occur on school buses.

**Detention** is time where students are made to stay in class at a break or at school outside of normal school hours.

**District Sponsored Event** is any event that is sponsored or supervised by the District or District personnel either on or off campus.

**Expulsion** is the permanent removal of a student from school and District. Expulsion requires action by the Governing Board.

**Long-Term Suspension** is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.

**On-Campus Reassignment (OCR) HS/K-8** where available, is when a student is assigned to remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member. Students may be assigned an OCR for various infractions, which are assigned at the discretion of the building-level administrator. In the Discipline Matrix portion of this handbook, an underlined infraction indicates that an administrator may opt to use an on- campus reassignment as a possible disciplinary action in lieu of off-campus suspension (SUS).

**Organization** includes 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.

**School Day** includes a day in which school classes/activities are in session in school buildings, on school grounds, and places that are holding school sponsored events/activities. This also includes the time of school bus rides, on the way to or from school.

**School Grounds/Property** includes the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities.

**School Official:** is any school/district administrator or designee.

**Serious Offense** is any offense that results in discipline that removes a student from one or more classes during any given school day.

**Short-Term Suspension** is a student's removal from school for one to ten days, but not to exceed 10 days. Students may be suspended from school by administrators, the District Superintendent, and/or other administrative officials granted this power by the District's Governing Board. SUS is the disciplinary code for a suspension. Suspensions may be in-school or out-of-school suspensions.

**Staff** is any employee of Dysart Unified School District who works as an employee of the District (i.e., teacher, bus driver, coach, etc.). This shall also include approved volunteers for the District.

**SUS** is the disciplinary code for a suspension. Suspensions may be in-school or out-of-school suspensions.

**Tardy** is the failure to be at a designated location at a specified time. This could include arriving at school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.

**Threat Management Team (TMT)** is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TMT.

**Truancy** is an unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802.

**Under the Influence** is the result of consumption of alcohol or drugs, which may or may not affect a student's behavior or change in mood.

#### **References to A.R.S. Regarding Student Behavior**

- A school may refuse to admit any student who has been expelled from another public school (A.R.S. § 15-841.C)
- A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. § 15-341.A.13)
- A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (A.R.S. § 15-507)

## **INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) - STUDENT DISCIPLINE**

When a student who is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held if an analysis determines that a change of placement has occurred due to the suspensions.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible

suspension and/or expulsion is being considered.

Upon request, the parent/legal guardian will be provided with an additional copy of the procedures/safeguards at any time during a disciplinary procedure with the student.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).
- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parent/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the District may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

## **STUDENT DUE PROCESS-SUSPENSION/EXPULSION DISCIPLINARY RECORD KEEPING**

### **Discipline**

Discipline is administered by the principal/designee, the faculty and the staff.

## **Referral**

Students will be referred to the principal/designee for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

## **Due Process**

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

1. Be informed of accusations against them
2. Have the opportunity to accept or deny the accusations
3. Have explained to them the factual basis for the accusations
4. Have a chance to present an alternative factual position if the accusation is denied

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions.

## **Short-Term Suspension**

If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights, including the opportunity to present to the principal/designee his/her defense or position concerning the alleged violation. At the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A parent may request a campus administrative review of the discipline data and decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the principal for a suspension of 10 days or less.

### **Short Term Suspension Appeals**

This process provides a guideline of steps that a parent/guardian and the administration would follow under the direction of the Principal. The suspension would still take place during the appeal process unless otherwise determined by the Principal.

#### **Steps Involved**

- Parent submits in written form reasons for appealing the short term suspension within 24 hours of the consequence being communicated to the parent. Reasons for an appeal should address a violation of due process.
- Once the appeal is submitted, the Principal or designated administrator hearing the appeal will need to respond within 24 hours and set up a hearing within 1 to 2 days.
- The short term suspension hearing will involve the parent, student if decided by the parent, the administrator that conducted the investigation and the Principal or designated administrator.
- A decision is to be rendered and communicated within 24 hours of the hearing.
- There is no level of appeal higher than the principal for a suspension 10 days or less.

## Long-Term Suspension

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing. The notice shall contain:
  - The time, date and place of the hearing.
  - The name of the hearing officer.
  - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
  - A copy of Policy 5-305, 5-306 and A.R.S. §15-840 through §15-844.
  - A statement that the student and their parent/legal guardian are entitled to various procedural rights as described in this policy.
  - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or their parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fail to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent/legal guardian within five (5) working days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date the student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

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



- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) working days after the written decision of long-term suspension has been mailed. The letter must describe, in detail, any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

### **Suspension Due to Clear and Present Danger**

If in the best judgment of the principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

### **Expulsion**

The hearing officer may recommend that a student be expelled from the School District. That recommendation will be forwarded to the Governing Board, who will act on it.

Parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice to the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.
- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action. The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.

The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

### **Readmission**

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

### **Student Disciplinary Record-Keeping**

Each principal or designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited

to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for student's subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to affect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

### **Principal/Designee Review**

In case of a discipline consequence other than a long-term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the principal/designee. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

## **STUDENT CONDUCT**

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

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

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. §13-2911 and §15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and procedures. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and procedures shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and procedures focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein,

nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

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

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S. §13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

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

## **STUDENT CONDUCT ON SCHOOL BUSES**

Each student who is provided transportation services is expected to obey the rules as established for the safety and welfare of all who ride the buses. A school bus is an extension of the school campus. Misconduct on the school bus will be treated in the same manner as it is treated at the schools.

Students who do not follow the safety rules for school bus passengers will be disciplined in accordance with the Board adopted Discipline Procedures. Unacceptable offenses, serious offenses, and severe offenses, as well as the administrative options of consequences for each category described in the Student and Parent Handbook will apply to the school bus in the same manner as they do to the classroom or other school setting. A suspension or termination of bus-riding privileges may be assigned in lieu of, or addition to consequences outlined in the discipline matrix for infractions that have occurred on the bus.

Bus Drivers shall report offenses to his/her supervisor through a disciplinary referral. Prior to completing a referral, the bus driver will talk with the student about their behavior, explaining the reason for the rule and providing an opportunity for the student to take corrective action.

In addition to the offenses listed in the student code of conduct, the following are examples of unacceptable, serious, and severe offenses that are specific to inappropriate or unsafe behavior on the school bus. Consequences for these offenses will be consistent with the administrative options as listed in the Student and Parent Handbook.

All of the infractions listed in the Student and Parent Handbook apply to the bus in the same manner as at the school. Expectations include, but are not limited to:

- Ride on an assigned bus and get on/off at designated stops.
- Obey the driver and follow their directions.
- When asked, provide name and accurate information
- Be respectful to adults and students on the bus/at the bus stop.
- No pushing, shoving, using loud voices, littering
- Remain in seat when bus is in motion, no changing seats.
- Remain in the assigned seat as requested.
- Keep the aisle clear of feet, school supplies, musical instruments, etc.
- Do not bring unacceptable/dangerous items on the bus, such as animals, glass objects, skateboards, etc.
- Hands, arms, any body parts, must remain inside windows at all times.
- Water can be brought to drink; however, eating is not allowed.
- Do not throw any object in the bus or out of the windows

- Do not tamper with or open the emergency door of the bus.
- Do not damage or vandalize bus
- No smoking or use of tobacco or other prohibited substances (includes vaping)

**Before or after getting on/off the bus:**

- Do attempt to touch or strike the bus.
- Go directly home or to your assigned location.
- Refrain from vandalizing property at bus stop
- **Crossing the roadway:**
  - **If you must cross the road, walk to a point about ten (10) feet in front of the bus but do not cross until you can see that the driver has indicated that it is safe to do so.**
  - **As you cross the road, look continuously to the right and left. At an intersection, look in all directions.**
  - **Cross at right angles. Never cross the roadway diagonally.**
  - **Walk briskly across the road, but do not run.**
  - **Never cross the road behind the bus.**

***Note:** Any offense that may occur that is not listed in the Student and Parent Handbook will have its severity and consequence decided by the school official.*

## **STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS**

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

**When child abuse is alleged:**

If a child protective services worker or peace officer enters the campus requesting to interview an attending student, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody, in accordance with A.R.S. § 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview an attending student on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

**Searches**

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

Items provided by the District, such as lockers, desks, storage areas, etc. or personal items, are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a District/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall generally be limited to:

- Searches of the pockets, shoes, socks, jackets, belts, etc.
- Any object in the student's possession, such as a purse, backpack or briefcase.

School and District officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the District or school, or at a school activity when there is reasonable suspicion that the search will result in the discovery of:

- "Contraband" includes all substances or materials prohibited by District/school policy or state law including, but not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness, and/or
- any materials otherwise not properly in the possession of the student involved.

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

Contraband materials, as identified in the introduction above, may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent/guardian of the student from whom the items were seized,
- offered as evidence in any suspension or expulsion proceeding, if they are tagged for identification at the time seized,
- turned over to law enforcement officers, or
- destroyed.

### **Search Warrants**

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

### **Arrests**

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

### **Police Presence on Campus**

Through a partnership with the cities of Surprise and El Mirage, Dysart Unified School District utilize police officers to provide an added layer of safety on high school grounds. It is expected that police officers will maintain a professional presence as law enforcement while on school facilities or attending school events. Additionally, it is expected that police officers will be professionally equipped with standard issued gear and may use such equipment when necessary to maintain the safety of themselves and those they are employed to protect.

### **School Safety Reporting**

In accordance with A.R.S. § 15-153 School Safety Reporting, a school administrator, or designee must report to local law enforcement any suspected crime against a person or property that:

- Is a “serious offense” or involves a “deadly weapon” or “dangerous instrument” or “serious physical injury,” and
- Any conduct that poses a threat of death or “serious physical injury” to an employee, student or other person on school property.

A school administrator, or designee will report such incidents to the parent or guardian of each student involved in a suspected crime or any conduct described above.

## **STUDENT RIGHTS & RESPONSIBILITIES**

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

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and procedures established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and procedures of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students. These guidelines will be reviewed annually by a committee of stakeholders and updated when required

### **Rights:**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and procedures may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school procedures.
- Students have the right to express their viewpoints in accordance with District Policy Section 10.26 - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and procedures of the school.

**Responsibilities:**

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

# K-12 Discipline Matrices

- **An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction.**
- K-1 includes all students under the age of 7 only, which for most infractions receives alternate consequences. Only severe safety violations can constitute a reason for suspension.
- Alternate Consequences is defined as but not limited to detention, relocation, check-ins, or anything that is determined as appropriate for the infraction that maintains the student on campus.
- Parent notification should take place for infractions receiving consequences.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An asterisk (\*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team
- Confiscation may occur of any item that is an educational disruption and is not allowed on campus and/or part of an investigation

Infraction	Minimum	Maximum
<b><u>*Aggravated Assault</u></b> <ul style="list-style-type: none"> <li>• Mandatory TMT</li> </ul> <p>An assault (as defined below) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity. (A.R.S. § 13-1204)</p>	Short Term Suspension/ Restitution	Expulsion/ Restitution
<b><u>*Alcohol</u></b> (Use/Possession/Under the Influence, Distribution/Sale) Use, possession, or being under the influence of alcohol on school property, at school sponsored events, and on school sponsored transportation. Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol as defined above on District property, at a District-sponsored event, or on District-provided transportation.	Short Term Suspension	Expulsion
<b><u>*Arson</u></b> (Occupied/Unoccupied) <ul style="list-style-type: none"> <li>• Possible TMT</li> </ul> <p>Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion. (A.R.S. § 13-1704, A.R.S. § 13-1701)</p>	Short Term Suspension/ Restitution	Expulsion/ Restitution
<b><u>*Assault</u></b> <ul style="list-style-type: none"> <li>• Possible TMT</li> </ul> <p>(1) Intentionally, knowingly or recklessly causing any physical injury to another person; (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. § 13-1203)</p>	Short Term Suspension	Long Term Suspension/ Restitution
<b><u>Bullying</u></b> Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical in form (i.e., pushing, hitting, kicking, spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships). Cyber-bullying includes bullying through the misuse of technology. (A.R.S. § 13-1202) See page 10	Alternate Consequences	Long Term Suspension
<b><u>Bus Violation</u></b> Failure to comply with rules established for bus riders, such as changing seats, keeping aisles clear, bringing dangerous items (animals, glass, skateboards, etc.), putting any body parts out the window, eating, throwing objects, or tampering with/opening emergency exits.	Alternate Consequences	Long Term Suspension



<b>Infraction</b>	<b>Minimum</b>	<b>Maximum</b>
<b><u>Cheating or Plagiarism</u></b> Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.	Alternate Consequences	Short Term Suspension/Loss of Credit for Class/Assignment
<b><u>*Combustibles</u></b> (Use/Possession/Distribution/Sale) Includes objects that are readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.	Alternate Consequences	Long Term Suspension
<b><u>Contract Violation</u></b> Failure to comply with the guidelines of an agreed upon contract	Short Term Suspension	Long Term Suspension
<b><u>*Dangerous Instruments</u></b> (Use/Possession/Distribution/Sale) <ul style="list-style-type: none"> <li>Possible TMT</li> </ul> Includes items that are used, attempted or threatened to be used, and/or is readily capable of causing death or physical injury to any person. Dangerous instruments include, but are not limited to, airsoft guns, B.B. guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser/stun gun, pepper spray or tear gas, or other dangerous items Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property, at a District-sponsored event, or on school sponsored transportation. (A.R.S. § 13-105.12)	Alternate Consequences	Expulsion
<b><u>Defiance/Insubordination</u></b> Refusal to comply with school rules and regulations, refusal to obey reasonable directions or instructions of school personnel, or refusal to identify self when requested to do so. This includes failure to cooperate with school personnel when a reasonable search is needed.	Alternate Consequences	Long Term Suspension
<b><u>Disrespect (verbal)</u></b> Offensive language, talking back, derogatory comments, or treating District personnel or any others with contempt or rudeness.	Alternate Consequences	Long Term Suspension
<b><u>*Disorderly Conduct</u></b> <ul style="list-style-type: none"> <li>Possible TMT</li> </ul> Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. § 13-2904)	Short Term Suspension	Long Term Suspension
<b><u>Disruption</u></b> Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences (dialing 911)	Alternate Consequences	Long Term Suspension
<b><u>Dress Code</u></b> The act of non-compliance with the established student dress code guidelines. See page 26	Change of Clothes	Short Term Suspension
<b><u>Drug Paraphernalia</u></b> Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug on District property, at a District-sponsored event or on District sponsored transportation. (A.R.S. § 13-3415 F.1.) (Examples include, but are not limited to: rolling papers, pipes, and electronic cigarette devices/vapes or products.) Also includes any items which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each.	Short Term Suspension	Expulsion
<b><u>Drugs</u></b> (Over The Counter) Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication.	Alternate Consequences	Long Term Suspension

<b><u>Infraction</u></b>	<b>Minimum</b>	<b>Maximum</b>
<b><u>*Drugs</u></b> (Sale/Distribution) Sale or Distribution is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs, paraphernalia, over the counter drugs, or anything presented as a drug on District property, at a District-sponsored event or on transportation. (See drug definition below) (A.R.S. § 13-3415 F.1.)	Short Term Suspension	Expulsion
<b><u>*Drugs</u></b> (Use, Possession, Under The Influence) Chemical substances, narcotics, prescription or non-prescription medications, vapor products which include electronic devices/vapes or other vaping products (cartridges) inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances on District property, at a District-sponsored event, or on sponsored transportation. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." (A.R.S. § 13-3415 F.1.)	Short Term Suspension	Expulsion
<b><u>Electronic Devices</u></b> Includes cell phones, hand-held devices, media players, watches, or other electronic items. These items must be in the off position and not be displayed for use during the school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. The District is not responsible for the loss, damage and/or theft of any of these types of devices. See page 14	Confiscation	Short Term Suspension
<b><u>*Endangerment</u></b> • possible TMT Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfare of students and staff. Endangerment can include risk of injury, harm and death. Consequences depend on the potential severity of the endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory. (A.R.S. § 13-1201)	Short Term Suspension	Expulsion
<b><u>*Extortion</u></b> The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. § 13-1804)	Short Term Suspension	Expulsion
<b><u>Failure to Follow School Rules</u></b> School policies, rules, and procedures as outlined by the school and the district are to be followed and complied to by all students.	Alternate Consequences	Short Term Suspension
<b><u>*Fire Alarm Misuse</u></b> Intentionally ringing the fire alarm when there is no fire.	Short Term Suspension	Long Term Suspension
<b><u>*Fighting</u></b> (with weapon/without weapon) Mutual participation in an incident involving physical violence.	Short Term Suspension	Expulsion
<b><u>*Firearm</u></b> (Use/Possession/Distribution/Sale) • mandatory TMT Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes any handguns, pistol, revolver, rifle, shotgun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the	Long Term Suspension	Expulsion

<b>Infraction</b>	<b>Minimum</b>	<b>Maximum</b>
<b><u>*Forgery/Falsification</u></b> The act of falsely or fraudulently making or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying, filing a false report).	Alternate Consequences	Long Term Suspension
<b><u>*Gambling</u></b> Is to risk money or anything of value on the outcome of anything involving chance.	Alternate Consequences	Short Term Suspension
<b><u>*Gang Activity/Negative Group Affiliation</u></b> An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in negative group activity. See page 15	Alternate Consequences	Expulsion
<b><u>*Harassment</u></b> The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals. 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 graphics, and social media posts. See page 7. (A.R.S. § 13-2921)	Mediation/Alternate Consequences	Expulsion
<b><u>*Hate/Bias Related Incidents</u></b> Any written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.	Short Term Suspension	Expulsion
<b><u>Hazing</u></b> Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, committed in connection with an initiation into an affiliation or membership in any organization, that is affiliated with an educational institution or when the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. See page 17 (A.R.S. § 15-2301)	Short Term Suspension	Expulsion
<b><u>Horseplay/Roughhousing/Recklessness</u></b> Includes rough, boisterous play or behavior.	Alternate Consequences	Short Term Suspension
<b><u>*Indecent Exposure or Public Sexual Indecency</u></b> Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S. § 13-1402, § 13-1403)	Alternate Consequences	Expulsion
<b><u>Instigation</u></b> Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Social media posting, spreading rumors, harmful gossip, recording/videotaping, and use of language or gestures that may incite another person or other people to fight are also considered forms of instigation.	Alternate Consequences	Long Term Suspension
<b><u>Pass Violation</u></b> The use of a pass for reasons other than specified including extended time out of class or eloping out of an assigned area.	Alternate Consequences	Short Term Suspension
<b><u>Physical Aggression</u></b> The act of tussles, minor confrontations, pushing, shoving, slapping, hitting, kicking or other physical provocation.	Alternate Consequences	Long Term Suspension

<b>Infraction</b>	<b>Minimum</b>	<b>Maximum</b>
<b><u>Public Display of Affection</u></b> The act of kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create a disturbance.	Alternate Consequences	Short Term Suspension
<b><u>Rape/Attempted Rape</u></b> Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	Long Term Suspension	Expulsion
<b><u>*Robbery</u></b> (With Weapon/Without Weapon) The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent to either coerce surrender of property, or to prevent resistance to such person taking or retaining property.	Short Term Suspension/ Restitution	Expulsion/ Restitution
<b><u>Sale/Distribution of Personal Property</u></b> The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property, goods or services on District property, at a school or District-sponsored event or on District provided transportation.	Alternate Consequences	Long Term Suspension
<b><u>*Sexual Harassment</u></b> (With or Without Contact) <ul style="list-style-type: none"> <li>possible TMT</li> <li>Must go through HR Title IX process</li> </ul> Sexual harassment includes unwanted physical contact of non-sexual body parts. It also includes the 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.	Short Term Suspension	Expulsion
<b><u>Sexual Materials</u></b> Includes pictures, items, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes possession or distribution of pornographic materials.	Alternate Consequences	Expulsion
<b><u>Tardy</u></b> The failure to be at a designated location at a specified time. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation. See page 8	Alternate Consequences	Short Term Suspension
<b><u>*Technology Misuse</u></b> The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use. See Electronic Information Systems (EIS) User Agreement. (A.R.S. § 13-2316)	Alternate Consequences/ Loss of Technology/ Restitution	Long Term Suspension/ Loss of Technology/ Restitution
<b><u>*Technology/Computer Tampering</u></b> Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network. See Electronic Information - Systems (EIS) User Agreement. (A.R.S. § 13-2316)		
<b><u>*Theft</u></b> The taking of property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.  NOTE: The District is NOT responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by District liability insurance.	Alternate Consequences/ Restitution	Long Term Suspension/ Restitution

<b>Infraction</b>	<b>Minimum</b>	<b>Maximum</b>
<b><u>*Threat, Bomb</u></b> <ul style="list-style-type: none"> <li>Mandatory TMT</li> </ul> Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. (A.R.S. § 13-2911)	Short Term Suspension	Expulsion
<b><u>*Threat, Chemical or Biological</u></b> <ul style="list-style-type: none"> <li>Mandatory TMT</li> </ul> Threatening to cause harm using dangerous chemicals or biological agents. (A.R.S. § 13-2911)	Short Term Suspension	Expulsion
<b><u>*Threat, Other</u></b> <ul style="list-style-type: none"> <li>Mandatory TMT</li> </ul> The incident cannot be coded in one of the above categories but did involve a school threat. This includes Death Threats. (A.R.S. § 13-2911)	Alternate Consequences	Expulsion
<b><u>*Threatening/Intimidating Behavior</u></b> <ul style="list-style-type: none"> <li>Possible TMT</li> </ul> When a person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property. Repeated acts of threatening, intimidating behavior shall be considered Bullying. See page 10 (A.R.S. §13-1202)	Alternate Consequences	Expulsion
<b><u>*Tobacco</u></b> (Use/Possession OR Distribution/Sale) Includes use, possession of tobacco products of any kind smoke or smokeless on District property, at a District-sponsored event, or on District-sponsored transportation. (i.e., cigarettes, cigars, dip, chew, snuff, twist, etc.) <b>THIS DOES NOT INCLUDE VAPE PENS.</b> (A.R.S. § 36-798.03)  <b>NOTE:</b> Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.	Short Term Suspension	Long Term Suspension
<b><u>*Trespass/Loiter</u></b> When a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration, or when a person is intentionally present on school grounds, after a reasonable request to leave, does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission. (A.R.S. 13-2905)	Alternate Consequences	Long Term Suspension
<b><u>*Unauthorized Absence/Tuancy/Leaving Campus without Authorization</u></b> An unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to. Also known as ditching or skipping class/school. Dysart schools are closed campuses which means that students must remain on the school campus, attend all assigned classes and lunch periods unless otherwise authorized by school administration. (A.R.S. § 15-802) See page 7	Alternate Consequences	Short Term Suspension
<b><u>*Vandalism/Destruction of Property</u></b> (Personal/School) The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.	Alternate Consequences/ Restitution	Expulsion/ Restitution
<b><u>Vehicle Violations</u></b> Includes improper driving, operation, or parking of a vehicle on school District property without permission, parking in prohibited areas, and/or improper driving to or from campus.	Loss of Parking Privileges	Short Term Suspension
<b><u>Verbal Abuse/Profanity/Obscenity</u></b> The use of profanity, swearing or any derogatory language written or stated publicly.	Alternate Consequences	Short Tem Suspension
<b><u>*Verbal Abuse/Profanity/Obscenity to an Adult</u></b> <ul style="list-style-type: none"> <li>Possible TMT</li> </ul> The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. §15-507)	Alternate Consequences	Long Term Suspension

Infraction	Minimum	Maximum
<p><b>*Weapon – Simulated</b> (Use/Possession/Distribution/Sale)</p> <ul style="list-style-type: none"> <li>Possible TMT</li> </ul> <p>Any instrument displayed, presented, or simulated as a weapon. This includes 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.</p>	Alternate Consequences/ Confiscation	Long Term Suspension/ Confiscation
<p><b>*Weapons – Other</b> (Use/Possession/Distribution/Sale)</p> <ul style="list-style-type: none"> <li>Mandatory TMT</li> </ul> <p>Includes (but not limited to) a dagger, dirk, stiletto, knife with a blade at least 2.5 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, bully clubs, Chinese stars, nunchakus or any incendiary devices. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) a weapon on District property, at a school or District-sponsored event or on District provided transportation. (A.R.S. § 13-3101)</p>	Short Term Suspension	Expulsion

- An administrator may choose any or all of the consequences between minimum and maximum or an alternative, depending on severity of the infraction.**
- K-1 includes all students under the age of 7 only, which for most infractions receives alternate consequences. Only severe safety violations can constitute a reason for suspension.
- Alternate Consequences is defined as but not limited to detention, relocation, check-ins, or anything that is determined as appropriate for the infraction that maintains the student on campus.
- Parent notification should take place for infractions receiving consequences.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
- The principal is the highest level of appeal for a suspension of 10 days or less.
- An asterisk (\*) indicates that a police report and/or DCS report may be filed.
- TMT = Threat Management Team
- Confiscation may occur of any item that is an educational disruption and is not allowed on campus and/or part of an investigation

## Governing Board Policies

POLICY TITLE	REFERENCE NUMBER	POLICY TITLE	REFERENCE NUMBER
Absences & Excuses	5-409	School Violence/Harassment/ Bullying/ Intimidation	5-305
Attendance	5-103	Sexual Harassment	5-305
Bus Safety Program	3-302-	Student Automobile Use And Parking	5-305
Care of School Property by Students	5-305	Student Conduct	5-305
Drug and Alcohol Use By Students	5-305	Student Conduct on School Buses	5-305
Equal Educational Opportunity	5-306	Student Discipline	5-306
Expulsion	5-302	Student Dress	5-305
Gang Activity/Secret Societies	5-305	Student Fund-Raising Activities	5-212
Hazing	5-408	Suspension	5-306
Medicine/Administering To Students	5-404	Tobacco Use by Students	5-305
Public Conduct on School Property	3-203	Use of Technology Resources	5-305
Restitution for Personal Property Damage	5-306	Vandalism	5-305
Rights & Responsibilities	5-300	Visitors to Schools	3-203
Searches & Interrogations	5-304	Weapons in School	5-305

To access DUSD Governing Board Policy, please visit: <https://www.dysart.org/Sites/Default.aspx?pgid=33> The policies listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all DUSD Governing Board Policies.

## Arizona Revised Statutes

Statute Title	Statute Number
Alcohol	A.R.S. § 4-244
Assault	A.R.S. § 13-1203
Aggravated Assault	A.R.S. § 13-1204
Arson	A.R.S. § 13-1704, 13-1701
Bullying, Threatening/Intimidating	A.R.S. § 13.1202, 15-341
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct	A.R.S. § 13-2904 A.R.S. § 13-2911
Discipline	A.R.S. § 15-341.13
Drugs/Drug Free Zone	A.R.S. § 13-3411
Suspected Child Abuse	A.R.S. § 13-3620
Endangerment	A.R.S. § 13-1201
Extortion	A.R.S. § 13-1804
Fire Alarm Misuse	A.R.S. § 13-2911
Harassment	A.R.S. § 13-2921
Hazing	A.R.S. § 15-2301
Loitering	A.R.S. § 13-2905
School Day	A.R.S. §15-341, 15-901 ADOT R17-9-104
Suspension	A.R.S. § 15-843 A.R.S. § 15-841-15-844
Threat	A.R.S. § 13-2911
Smoking and Use of Tobacco Products	A.R.S. § 36-798
Vapor Products	A.R.S. § 13-3622B
Abuse of Staff	A.R.S. § 15-507
Weapons	A.R.S. § 13-3101

To access Arizona Revised Statutes, please visit: <http://www.azleg.state.az.us/arizonarevisedstatutes.asp> The statutes and references listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all state and federal laws or all District procedures.



## Other References

DUSD ATHLETIC HANDBOOK	<a href="https://www.dysart.org/Sites/Default.aspx?siteID=27">https://www.dysart.org/Sites/Default.aspx?siteID=27</a>
ESTABLISHED SCHOOL PROCEDURES	Please navigate to the school's home page from <a href="http://www.dysart.org">www.dysart.org</a>
ESTABLISHED CLASSROOM PROCEDURES	Please navigate to the teacher's homepage from the school's homepage or contact the classroom teacher directly



2023-2024 School Year

Dear Parents / Guardians:

Maintaining a safe learning environment is one of our highest priorities. Our school and the school district regularly plan and practice various responses to emergency situations. This letter serves to inform you of some of the procedures we will follow to protect our students during an emergency.

**What happens during an emergency?** School administrators, along with support from district office and city/county agencies, will evaluate the incident and initiate the appropriate response to either evacuate outside or away from buildings, or secure the campus in a lockdown, modified lockdown, or shelter in place. School personnel works closely with public safety officials during emergencies.

**Students may be kept on campus.** In the event of a hazard or other immediate danger to health and safety outside of the school, public safety officials may direct the school to keep students on campus, even after school hours, until it is safe enough for the all-clear signal to be given.

- If such an emergency occurs and when the all-clear is given, the school will begin a controlled release dismissal, in which students will be released only to an adult who has been identified as a parent, guardian or emergency contact. Please keep your emergency contacts updated through Parent Portal.
- The school district is prepared to provide food, water and the medications listed on your child's Medication Administration Release form to your child if we are directed to hold students on campus.

**Students may be relocated off campus.** An emergency situation may require students to be relocated to a location different from their home school. Our district high schools will serve as relocation sites for all K-8 schools. Updated information sent by telephone auto dialer, email and text messaging will provide parents with the off-site reunification details.

**What to do if your child is kept on campus during an emergency.**

1. To keep phone lines free for emergency use, PLEASE DO NOT CALL THE SCHOOL. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in lockdown, staff members will NOT be available to answer the phone as they will be working to protect your children and themselves from any danger. The district will keep parents informed and updated regarding specific school responses through phone calls and emails during an emergency situation. Information and updates will also be shared via [www.dysart.org](http://www.dysart.org) and social media on Twitter, Facebook, and Instagram on @DysartUSD.

2. Do not come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lots clear for any necessary emergency vehicles.

3. If you speak with or text your child, please remind them that it is important to follow the directions of their teachers and public safety officials.

Dysart works hard to keep diligent safety protocols in place and appreciates your cooperation and support. If you have questions about this letter or aspects of the school's safety procedures, please contact us.

AUGUST 2023						
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SEPTEMBER 2023						
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OCTOBER 2023						
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DECEMBER 2023						
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31						

First Day for Students - Aug. 3

Labor Day - Sept. 4

K-8 Parent/Teacher Conferences - Oct. 5-6  
(½ days for K-8)

Fall Break - Oct. 9-13

Veterans Day (Observed) - Nov. 10

Thanksgiving Recess - Nov. 20-24

High School/ Middle School Final Exams

Dec. 21-22

(½ days for high school/middle school)

Early Release - Dec. 22 (½ days K-8)

Winter Break - Dec. 25-Jan. 8

School Resumes - Jan. 9

Martin Luther King Jr. Day - Jan. 15

K-8 Parent/Teacher Conferences - Feb. 8-9  
(½ days for K-8)

Presidents Day - Feb. 19

Spring Break - March 18-22

Spring Holiday - Apr 26

Graduation Day - May 15 (½ day for HS)

High School/ Middle School Final Exams -  
May 22-23

(½ days for high school/middle school)

Early Release- May 22 (½ day for K-8)

Last Day for Students - May 23 (½ day for K-8)

**K-8 Quarter End/Days**

October 6 - 46 Days

December 22 - 44 Days

March 8 - 43 Days

May 23 - 47 Days

**High School Semesters End/Days**

December 22 - 90 Days

May 23 - 90 Days

Students are dismissed early every Monday beginning  
Aug 7 to provide time for teacher professional  
development.

JANUARY 2024						
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FEBRUARY 2024						
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MARCH 2024						
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APRIL 2024						
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MAY 2024						
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# DUSD Emergency Response Guide

The Dysart Unified School District has a detailed emergency plan which has been developed in collaboration with our local law enforcement and fire-medical agencies to respond effectively and efficiently to any situation. Should a critical or emergency situation arise, the appropriate response will be initiated. **Please be advised that students WILL NOT be released during any emergency response.**



**SAFETY  
UPDATE**



**EVACUATE**



**MODIFIED  
LOCKDOWN**



**LOCKDOWN**



**SHELTER IN  
PLACE**



**REUNIFICATION**

## Safety Update

When necessary, a Safety Update will be sent to keep parents informed of events or issues that may arise at or in proximity to their child's school.

## Evacuation

An Evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the buildings to an outside location and assemble at predetermined locations.

## Modified Lockdown

A Modified Lockdown is initiated when there may be a danger outside of the buildings or off campus. Students and staff are moved (or remain) in classrooms and perimeter doors remain locked, including the front office.

## Lockdown

A Lockdown is initiated when there may be an immediate threat or hazard near or on the school campus. Students and staff are moved (or remain) in classrooms, sit away from sightline of the doors or windows, and doors and windows are locked and covered. The office will be closed and phones will not be answered.

## Shelter in Place

A Shelter in Place is initiated when students and staff need to be inside the building for safety. Students and staff are moved (or remain) in their classrooms. The front office is unlocked and open for anyone seeking shelter.

## Parent-Student Reunification

Parent-Student Reunification is a process where parents will be asked pick up their children from school or an alternate location in a formalized, controlled release. Students will be released ONLY to parents/guardians or other adults who are listed as emergency contacts and who present a picture ID such as a driver's license, military ID or passport.

*We encourage all parents/guardians to speak with their children about what to do in the event of an emergency or safety situation. This would include the best way to communicate and who or where to meet in the event that an incident occurs before or after school, or as they are going to or coming from school.*