

2014-15 Elementary Students



Information & Guidelines

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Welcome to

MESA PUBLIC SCHOOLS

Our Vision

Mesa Public Schools
Unprecedented Excellence in Education

Our Mission

The mission of Mesa Public Schools is to develop a highly educated and productive community, one student at a time.

Our Core Values

In Mesa Public Schools, we believe...

- ...each child is important.
- ...learning is our focus.
- ...collaboration and innovation are indispensable.
- ...sound fiscal stewardship is essential.
- ...diversity increases our opportunities.
- ...success is expected and celebrated.

This districtwide handbook contains a wealth of information parents need to help their children succeed in MPS. For details on any topic, parents may:

- Contact their children's teachers, school secretaries or school administrators
- Visit www.mpsaz.org/parents for an online version of *Information and Guidelines* and links to all policies, programs and services featured in this handbook
- Call (480) 472-0200 for policy information over the phone, or stop by the Administrative Services Center and review the *MPS Policy Manual* in person
- Send an email to info@mpsaz.org

DEFINITION OF TERMS THROUGHOUT THIS HANDBOOK

"Parent" means a parent (*unless parental rights have been judicially limited or severed*), a legal guardian or an individual acting as a parent in the absence of a parent or guardian.

"Policy" refers to an MPS Governing Board policy and administrative regulation.

"School administrator" means a school principal, principal's designee, assistant principal, team leader, school coordinator or district administrator.

"Assistant superintendent" means an assistant superintendent or an assistant superintendent's designee.

Information and Guidelines and the *MPS Policy Manual* may not cover every situation. In the absence of specific direction, school administrators have the authority to use their discretion.

Una version en español de este document está disponible en la oficina de la escuela o llamando la Línea de Ayuda, al (480) 472-9832.

MESA PUBLIC SCHOOLS
ADMINISTRATIVE SERVICES CENTER • 63 EAST MAIN STREET #101 • MESA, ARIZONA 85201-7422
(480) 472-0000



STUDENT RESPONSIBILITIES

All students have the responsibility to:

Respect the rights of others to study and learn.

Students come to school for an education. No one has the right to interfere with the education of others.

Attend school daily unless ill or excused by the school.

Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society. Students who maximize their opportunities to learn are more successful in school and later in life.

Be on time for all classes.

Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

Complete all in-class and homework assignments, and meet deadlines.

The primary responsibility for learning belongs to the student. Since everything that must be learned cannot be accomplished during the school day, there will be homework assignments. Education is an ongoing process that doesn't stop when the school day ends.

Come to class with necessary books and materials.

A teacher should not have to delay class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study. Getting an education requires more than merely being in class; students are expected to actively participate in their learning.

Respect public property, and carefully use and return all materials and equipment.

Schools are a community's gift to its young people. It is wrong to abuse that gift. Responsible use of materials and equipment will preserve them for future students.

Obey school rules.

Rules are designed to ensure schools and classrooms are learning environments where students are safe and successful. Students have a responsibility to obey these rules so each student has the proper environment in which to learn.

Volunteer information, and cooperate with school staff in disciplinary cases.

Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff members are the obligations of a good school citizen.

See that school documents and correspondence to parents reach home.

Education requires a partnership between the home and the school. For the partnership to work, those involved must know what is happening. Teachers regularly offer documents, for parents to review, that outline the academic progress of their children. Students, parents and teachers should work together to maximize learning.

Comply with legal responsibilities.

Students are to comply with policies and regulations, pursue the required course of study and respond appropriately to the authority of the teachers, administrators and Governing Board members.

Elementary Students **2014-15** INFORMATION & GUIDELINES

ARRIVAL AND DISMISSAL

For safety's sake, students are not allowed on campus in the morning until staff supervision is provided. Call the office if you are unsure of the time.

When classes are dismissed, students who do not ride the bus or walk home must be picked up promptly. Unless students are in after-school programs, supervision is not provided.

ATTENDANCE

We count on parents to ensure that children attend school and arrive on time.

Absences

Parents are expected to inform the school when their children will be absent. If children are absent without prior notice, the school will make reasonable efforts to notify parents within the applicable time periods prescribed by law.

It is important that parents let the school know right away if their phone numbers change.

Please provide notes from doctors and dentists to excuse children for appointments, illnesses or injuries.

If parents do not authorize absences

within one day after their children return to school, absences are unexcused.

Parents who anticipate extended absences should contact the school. If they do not, children are withdrawn from school after missing 10 days in a row.

Tardiness

Students are tardy if they are not seated when the bell signals the start of class.

Truancy

Attendance officers may talk to parents about the legal consequences of truancy. MPS also sends parents warning letters. If students are habitually truant or excessively absent, parents and students may be cited and referred to the court.

Students are habitually truant if they have five or more unexcused absences. They are excessively absent if they have 18 or more excused or unexcused absences.

BICYCLE AND WALKING SAFETY

Students must obey traffic laws, and they should wear helmets when riding to and from school. Suspicious behavior observed along the way should be reported to a school administrator or police officer.

Bicycles should be locked when parked at school. MPS is not responsible for loss, theft or damage.

CAFETERIA

Our nutritious, affordable meals follow MPS Wellness Policy JL and the U.S. Department of Agriculture's Dietary Guidelines for Americans.

Parents may place money in their children's accounts by check or cash at school, or by credit or debit card at www.mylunchmoney.com.

Free and reduced-price meal applications are available at school and online.

For applications, menus, prices, and information on nutrition, allergies and student accounts, see "Cafeteria" at www.mpsaz.org/parents.

CHILD ABUSE

To ensure student safety, school employees report suspected physical abuse, neglect and sexual abuse to Child Protective Services or the police. All reports are confidential records.

The reporting law applies most often to adults abusing children. When students are accused of sexual harassment, fighting or bullying, we review each incident carefully for indications of abuse. The accusations may be investigated by the police for possible criminal charges — regardless of the age and maturity of the alleged abuser.

Please review the problem areas and consequences in *Guidelines for Student Behavior* with your children. Remind them to report any safety concerns to a teacher or the school administrator. You'll find *Guidelines for Student Behavior* in the back of this handbook.

COMMUNICATION WITH PARENTS

We share news of personal and schoolwide interest and importance via the website, parent newsletters and U.S. mail. We also communicate through telephone, email and text-messaging notification systems.

Please help us stay in touch with you by updating your mailing addresses, email addresses and phone numbers. We also invite you to join our followers on Facebook and Twitter.

CUSTODY AND VISITATION

We do our best to respect the child-custody and visitation rights of separated or divorced parents, as prescribed in state laws and valid court orders.

Custodial parents or parents with joint custody are responsible for providing MPS the most recent court order if child custody or visitation issues affect the school. See Policy JH.

DRESS AND GROOMING

MPS dress and grooming standards promote school pride, self-esteem, the safety and welfare of students and staff, and the achievement of curriculum goals and educational objectives.

Clothing, accessories and visible tattoos must not convey a message that:

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

The district's minimum dress and grooming expectations are available in the school office and in Policy JFCA. Schools may adopt additional standards based on School Improvement Advisory Council recommendations. See your school handbook.

EMERGENCY RESPONSE

School emergencies, such as power outages, threats or neighborhood incidents, may require precautionary lockdowns or evacuations. Schools practice emergency response procedures regularly.

Our first concern is always the safety of students and staff. Parents can count on MPS to provide resources, such as security, transportation, food, water, and the added protection of police and fire officials.

The first information parents hear from the media or others may be inaccurate. Please do not contact the school. We will provide parents information via the district's automated telephone system as quickly as possible.

Do not call or send text messages to your children. If they contact you, direct them to follow instructions from school officials.

Lockdowns

Lockdowns take place when there are safety concerns on campus or in the vicinity. During a lockdown, students and staff are secure in their classrooms. Do not go to the school. Office and classroom doors are locked, and no one is allowed in or out.

Children are not released from school without the authorization of police and/or fire officials. Please be patient, and follow directions from the staff.

Evacuations

If emergency responders believe students and staff would be safer off campus, school officials follow established evacuation procedures for relocation to a predetermined site. The district provides additional supervision, and students remain with their classes.

Sometimes, evacuations are brief, and students quickly return to the normal school schedule. Parents should not go to the evacuation site. Additional individuals add confusion to the emergency situation and take the staff's attention away from students.

Reunification

The school cares for students in lockdowns or evacuations during the school day and beyond, if necessary. But there may be times when parents are contacted and asked to pick up their children.

In a reunification, students are released to parents or other adults designated on emergency contact forms. Photo identification is required.

EQUAL OPPORTUNITY

MPS policy prohibits discrimination based on race, ethnicity, national origin, gender, sexual orientation, religion or disability.

Under certain conditions, such discrimination can include harassment by students or staff if the conduct creates a hostile learning environment under the law.

Lack of English language skills is not a barrier to admission and participation in MPS programs and activities.

See Policies JB and JFD for details on discrimination, complaint procedures and resolutions. Students may report discrimination to teachers, counselors or school administrators.

The associate superintendent is the district's compliance officer for:

- Title IX (*gender-based discrimination*)
- Title VI (*discrimination based on race, ethnicity, national origin and religion*)

The executive director of special education is the district's compliance officer for disability-based discrimination:

- Section 504 of the Rehabilitation Act
- Americans With Disabilities Act
- Individuals With Disabilities Education Act

If you have questions or complaints that cannot be addressed at school, call (480) 472-0205. Or write to Associate Superintendent, Mesa Public Schools, 63 E. Main St. #101, Mesa, AZ 85201.

Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

FEES FOR STUDENTS

Schools charge fees for extracurricular activities, field trips and community education programs. School administrators may waive or reduce fees for economic hardship.

For fee schedules and information on tax credits for extracurricular activities, see “Fees for Students” at www.mpsaz.org/parents.

FIELD TRIPS

Only students who are approved for a particular activity, and their assigned sponsors, teachers, coaches and school- or district-approved chaperones may participate in field trips.

FOOD SAFETY

All food brought onto campus for students to share at classroom celebrations or other group activities must originate from stores or commercial kitchens certified to comply with Maricopa County Environmental Services regulations.

County regulations also apply to school-sponsored functions, such as barbecues, pancake breakfasts and carnivals. See Policy JL.

GANG ACTIVITY

Students may not engage in any gang activity, no matter where or how it occurs, if it has a substantially detrimental impact on school activities, students or staff in relation to school attendance, school operations or the school environment.

Students who engage in gang activity are subject to disciplinary action. See Policy JFCE.

GRADING PROCESS

The following scale ensures common, consistent reporting in fourth- through sixth-grade subjects assigned achievement grades:

ACHIEVEMENT GRADE %		EFFORT	
A	Outstanding Achievement (90-100)	4	Outstanding
B	High Achievement (80-89)	3	Satisfactory/Consistent
C	Satisfactory Achievement (70-79)	2	Improving/Not Consistent
D	Minimal Achievement (60-69)	1	Area of Concern
F	Serious Difficulty (0-59)		
Z	Individual Program*		

The following scale is used to evaluate skill performance in kindergarten through sixth grade:

SKILL PERFORMANCE	CODE
Proficient in concepts/skills; complete understanding; strong performance	4
Developing Proficiency in concepts/skills; consistent understanding	3
Limited Proficiency in concepts/skills; beginning to grasp concepts/skills	2
Does not yet understand concepts/skills that have been introduced	1
A blank indicates the skill was not emphasized this grading period.	
Individual Program*	Z

* Z's indicate students are graded a different way.

HARASSMENT, BULLYING AND HAZING

Harassment, bullying and hazing are prohibited at school, during school-related activities, and on the way to and from school.

Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assaults, verbal

threats or insults, or other hostile or degrading acts.

Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in or remain in a school-affiliated organization or activity.

Verbal insults and attacks via email, text messaging or social networks that substantially hinder another student's right to attend school or participate in school activities constitute harassment and bullying.

Electronic communications that cause problems between students on campus are dealt with as serious discipline matters.

Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.

Harassment and bullying also include sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal or physical conduct of a sexual nature may constitute sexual harassment. Sexual harassment that meets the legal definition of sexual abuse is referred to the police.

Students who believe they have been harassed, bullied or hazed should report the behavior to a teacher, counselor, nurse, health assistant or school administrator. All school employees must report such incidents. All reports are investigated and confidential.

Students who engage in harassment, bullying or hazing are subject to disciplinary action. See Policies JFD and JFCM.

HOMEWORK

School Improvement Advisory Council members — including parents, teachers and the school administrator — develop a plan at each campus.

Generally, homework should not exceed 20 to 30 minutes. More homework may be assigned if

students need to make up or complete classroom work.

Homework is not given as a penalty. Children who master regular classroom lessons need not make up work missed while they are in special classes for gifted students.

Exceptions to the guidelines are worked out with parents at each school.

ILLNESS AND DISEASE

Sick children should stay home to rest, recover and minimize the spread of disease.

Students should not attend school if they have a fever, diarrhea, vomiting, a severe sore throat or a draining wound. Students should be fever free without medication before returning to school.

Parents are notified and asked to pick up children who become ill at school.

If you detect head lice, treat the condition with head lice shampoo, and remove the nits (*egg sacks on hair shafts*) with a fine-tooth comb. Children may return to school after treatment. Contact the health office for more information.

IMMUNIZATIONS

Arizona law requires children to be up to date on their immunizations to attend school. Documented proof is required for students entering MPS.

Medical, Personal and Religious Exemption Forms are available in the school health office. Exempt students are excluded from school if there is an outbreak for which they have not been immunized.

INSURANCE

MPS does not carry medical or dental insurance for students who become ill or are injured during school activities. Parents are responsible for their children's insurance and related expenses.

An optional school-day accident and health policy is available for purchase through a private agency. See "Insurance" at www.mpsaz.org/parents.

LANGUAGE LINE

Over-the-phone interpretation enhances home-school communication with parents. Language Line features three-way interpreter conversations from English into more than 170 languages. All calls are confidential. This service is free for parents and schools.

Call your school secretary to request Language Line interpretation. Or contact the district's English Language Acquisition Department, (480) 308-7500.

LIABILITY FOR VANDALISM

If students damage or destroy school property, they may be suspended or expelled. Parents may be liable for their children's vandalism.

MEDICATION AND DIETARY SUPPLEMENTS

School personnel may administer medication to students during school hours if:

- Medication is in its original container
- There is an unaltered pharmaceutical label attached to prescription medication
- Over-the-counter medication and dietary supplements are labeled with the student's name, medication name, dosage directions and time of day to be taken
- A Parent's Consent for Giving Medication at School Form is completed at the beginning of each school year and when the medication or dosage changes
- Medication is administered and stored in the health office

Parents are notified when more medication is needed and when unused or discontinued medication is to be picked up from school.

Students may carry and self-administer prescribed emergency medication or inhalers if they are properly labeled and if parents provide written consent to the nurse or health assistant.

No other medications, including over-the-counter medications and dietary supplements, may be carried unless the school nurse and administrator have signed an Individualized Health Care Plan. Self-medication plans may be developed for diabetic students with physician approval. See Policy JHCD.

NEWS MEDIA AND DISTRICT COVERAGE

Students may be interviewed, photographed or recorded by the news media or MPS employees for print, radio, television or online content.

Opt Out Form

Parents may submit Media Opt Out Forms to the office within the first two weeks of school or enrollment, whichever is later. The form is available at school and under "Opt Out" at www.mpsaz.org/parents. **A new Opt Out form must be submitted each year.** Parents should also share their opt out decisions with their children's teachers.

OPEN ENROLLMENT

Our schools welcome open-enrollment students from other MPS attendance zones and other Arizona districts. Applications are available at all schools and online. See "Open Enrollment" at www.mpsaz.org/parents.

Applications for enrollment the next school year are due before March 1 for notification of the acceptance decision by April 1. If applications are returned on or after March 1, parents will be notified as soon as possible.

Parents and students must agree that students will honor all school rules and regulations, including standards for academic effort, conduct and attendance. Failure to comply with school rules may result in reassignment to another school.

OVERCROWDED CLASSROOMS

In some schools, space may not be available at particular grade levels for new students who live within the attendance zone. They will be transported to the closest school with available space.

PARENT INVOLVEMENT AND VOLUNTEER OPPORTUNITIES

Parent participation shows children that education is a family priority:

- Read to or with your children.
- Check their backpacks, and read all communications from the school.
- Talk with them about homework assignments.
- Make sure they come to school each day and arrive on time.
- Attend school events with them, such as field trips, concerts and parent-teacher meetings.

Parents may volunteer at the schools their children attend. All others must contact the school of their choice for a referral to the MPS Volunteer Services Office.

Nonparent volunteers complete application packets and undergo background investigations. See “Volunteer Services” at www.mpsaz.org/parents.

School administrators have the authority to determine the suitability of all prospective volunteers. Volunteer service is governed by Policy GEA.

PARENT RIGHTS

Parental Involvement Policy KBAA explains a variety of rights on a range of educational issues. The information is available at schools and under “Parent Rights” at www.mpsaz.org/parents.

PERSONAL PROPERTY

Students should not bring valuable personal property to school unless it’s necessary for school activities.

Protection of personal property is the responsibility of students and parents. MPS is not responsible for loss, theft or damage.

PHYSICAL EDUCATION EXCUSES

All students are expected to participate in PE. Parents may write notes to excuse children briefly. Doctors’ notes are required for extended excuses and may be required to resume participation in PE.

POLICE VISITS

Police may ask to interview students at school. If parents are being investigated for suspected child abuse or other criminal activity, we cannot notify parents without police approval.

In all other cases, we make reasonable efforts to notify parents in a timely manner. If we cannot reach parents, we allow the interviews unless students refuse to be interviewed or wish to speak with parents first.

If police want to take students into custody, the school must comply. We notify parents unless the police direct otherwise.

PRIVACY AND SURVEYS

The Protection of Pupil Rights Amendment gives parents and eligible students (*emancipated minors or students who are 18 or older*) rights regarding protected personal information, instructional materials, physical exams and health screenings:

1. To provide written consent before students participate in any survey funded by the U.S. Department of Education that requests protected information:
 - Political affiliations
 - Family mental or psychological problems
 - Sexual behavior or attitudes
 - Illegal, anti-social, self-incriminating or demeaning behavior
 - Critical appraisals of family members
 - Privileged relationships recognized by law, such as with attorneys, doctors and ministers
 - Family religious practices, affiliations or beliefs
 - Income, unless required by law to determine program eligibility
2. To be notified and choose to opt out of certain activities, surveys and exams, including:
 - Activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others
 - Surveys requesting protected information, regardless of funding
 - Any nonemergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students’ health and safety — except for hearing, vision or scoliosis screenings, or any exam or screening permitted or required by state law
3. To inspect the following material, upon request, before the district administers or uses:
 - Surveys and instructional material involving protected information
 - Instructional material in the educational curriculum
 - Documents to collect students’ personal information for marketing, sales or other distribution purposes
4. To receive notification at the start of each school year, and after substantive changes are made, about the district’s policy for complying with the Protection of Pupil Rights Amendment
5. To report any violation of rights by filing a claim with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202

PRODUCT SALES

Official school organizations may conduct sales on campus with the approval of the Student Council and/or the school administrator. All proceeds must be deposited in the student funds account.

No other sales are permitted on school property without the district's prior authorization.

REPORT CARDS AND CONFERENCES

Report cards are issued four times a year, after each nine-week grading period.

We schedule conferences twice a year. We urge all parents to attend. This is the time to discuss children's progress and special needs.

Parents and school personnel may request additional conferences at any time.

SPECIAL EDUCATION

Public schools must provide a free, appropriate education to eligible disabled children. Special education and related services are described in Individualized Education Programs (IEPs) and are provided in the least restrictive environment.

Children with disabilities from age 3 to 22, and their parents, are guaranteed certain educational rights, known as procedural safeguards. Children who are being provided special education services at the time they reach age 22 will continue to receive special education services

from the school district until the end of the school year. The law and its implementing regulations also provide methods to assure that your input is considered.

For the procedural safeguards, see "Special Education" at

www.mpsaz.org/parents. Or call the Special Education Department at (480) 472-0710 to receive a copy.

If children are having difficulty in school, parents should check with teachers to discuss interventions that may help their children succeed.

If the interventions are unsuccessful, parents may request a referral for special education evaluation. Contact the school administrator, school psychologist or area special education director.

Child Find

Public schools are required to identify, locate and evaluate all children with disabilities who need early intervention or special education services and who reside within its geographic boundaries.

Parents of children under age 3 are referred to the Arizona Early Intervention Program. Phone (602) 532-9960.

Parents of children age 3 through 5 are referred to the district's Special Education Department. Phone (480) 472-0703.

Children as young as age 2 years 9 months may benefit from speech, hearing, vision and developmental screening to determine if further evaluation is necessary. MPS offers eligible children with significant delays enrollment in free special education programs.

Parents of children in kindergarten through 12th grade should contact their school.

SCHOOL AGE

Kindergartners must be 5 years old by Aug. 31. If they reach age 5 before Jan. 1, parents may request testing for early admission. See "Kindergarten Admission" at www.mpsaz.org/parents.

To enter first grade, children must be 6 years old by Aug. 31. Children who reach 6 years of age before Jan. 1 may be admitted if it's in their best interest. Contact school administrators for more information.

SILENT WITNESS AND TIPSOFT

Students are encouraged to report anything that threatens the safety or security of people or property at school or school-sponsored activities:

- In an emergency, call 911.
- Talk to any school staff member.
- Leave a message on the MPS Silent Witness line. Call (480) 472-STOP (7867).
- See www.tipsoft.com for information on reporting incidents to the police via Web tips, text tips and real-time text conversations.

Special Education Evaluation

If special education disabilities are suspected, children are evaluated to identify and document any disabilities that affect learning.

Parents and educators begin by reviewing existing information. If the team needs additional data, the assessments are completed within 60 calendar days of parents' written consent. The team reviews and discusses all the information.

If the team determines children are eligible, parents and educators meet to develop an IEP. Parents may ask others to be present at the meeting.

Parent Rights and Responsibilities

STUDENT EDUCATION RECORDS

Parents have the right to inspect and review all education records and all other rights guaranteed by the Family Educational Rights and Privacy Act.

DESTRUCTION OF EDUCATION RECORDS

MPS destroys all special education records five years after students leave special education, withdraw from the district or graduate. Parents who prefer to obtain the records may write to Mesa Public Schools, Special Education Records, 1025 N. Country Club Drive, Mesa, AZ 85201.

PRIOR NOTICE OF

UNILATERAL PRIVATE PLACEMENT

Parents who disagree with the district must provide MPS written notification 10 business days before enrolling children in private special education schools. The notice must indicate rejection of the placement MPS offered, concerns about the offered placement, and the intent to enroll a child in a private school at public expense.

CONSENT TO SERVICES

Parents may withhold or withdraw consent for special education services, which cease once parents have withdrawn consent and received notice of their procedural rights. Thereafter, children have the same rights and responsibilities as students without disabilities.

MORE INFORMATION

For more information about special education programs and procedures, contact:

- your school or the MPS Special Education Department, at (480) 472-0710
- Parent Information Network Specialists, consultants provided by the Arizona Department of Education, at (480) 607-3030
- the Arizona Department of Education's Exceptional Student Services Division, at (602) 364-4000

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents, and students over 18 years of age, certain rights regarding education records:

1. The right to inspect and review education records within 45 days after schools receive requests for access:

The parent or student writes to the school administrator and asks to inspect the record. The school administrator arranges for access and notifies the parent or student of the time and place.

2. The right to request the amendment of an education record that a parent or student believes is inaccurate, misleading or otherwise in violation of privacy rights under FERPA:

A student or parent who is concerned about the accuracy of grades, attendance records or other school records talks to the teacher first. If the matter is not resolved, the parent or student speaks to the school administrator.

If the matter remains unresolved, the student or parent writes to the

school administrator, specifies what should be changed and explains why.

If the school administrator decides not to amend the record, the parent or student is notified and advised of the right to a hearing. The notification includes information on hearing procedures.

3. The right to privacy of personally identifiable information in education records, except to the extent that FERPA authorizes disclosure without consent:

One exception is disclosure without consent to school officials, with legitimate educational interests, who are fulfilling their professional responsibilities. School officials are:

- District administrators, supervisors, instructors or support staff members (*including health or security personnel*)
- Governing Board members
- People or companies with whom the district outsources services or functions it would otherwise use
- its own employees to perform (*such as attorneys, auditors or therapists*)
- Parents or students serving on official committees
- Parents, students or other volunteers assisting school officials in performing their tasks

4. The right to file a complaint with the U.S. Department of Education about the district's alleged failure to comply with FERPA requirements:

Write to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202.

Education records, located in student files, consist of two major areas:

(1) permanent records, such as grades, attendance reports and health records, and (2) discipline records.

Noncustodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Upon request, education records are forwarded without consent to officials in another school or another district if a student seeks or intends to enroll there. The records include records regarding any out-of-school suspension or expulsion, as required by state and federal law.

Directory Information

MPS may disclose directory information without written consent unless parents opt out, in accordance with district procedures.

Directory information includes the student's name, address, email address and telephone number; the parents' names, addresses and telephone numbers; the student's photograph; date and place of birth; class/grade level; enrollment dates; weight and height if the student is a member of an athletic team; awards received; and extracurricular participation.

MPS discloses information that is generally not considered harmful or an invasion of privacy if the primary purpose is to allow the district to include this type of information in certain school publications, such as yearbooks, newsletters, playbills or honor rolls.

MPS does not disclose directory information unless the district or school will use the information in a publication or a third party has requested the information for a reason that, in the judgment of the district, serves the student's best interests.

The district complies with directory information requests from another school in which a student seeks to enroll, universities and colleges, law enforcement and Child Protective Services.

MPS provides directory information for commercial purposes only if beneficial to students, such as yearbook or class ring sales.

Directory Information Opt Out Form

Parents may submit Directory Information Opt Out Forms to the school office within the first two weeks of school or enrollment, whichever is later. **A new Opt Out Form must be submitted each year.** The form is available in the school office, or see "Opt Out" at www.mpsaz.org/parents. In addition, please inform your children's teachers.

Student Name

Absent a compelling reason, the district will use students' legal names in all permanent records. If requested by parents, staff members will use informal or preferred names in nonpermanent records and communications with students and their families.

STUDENT RETENTION

Governing Board standards comply with state guidelines. Contact school administrators for the essential skills required for promotion from grade to grade.

If teachers think children will benefit from retention, they meet individually with parents, school administrators and other appropriate staff members.

State law provides that classroom teachers make final decisions. If parents do not agree, they may write to the Governing Board and request a review.

STUDENT SPEECH

Students have certain free-speech rights at school. They are not automatically the same as the rights of adults in other settings, due to the special characteristics of the school environment. See Policy JFH.

Prohibited student speech includes, among other things:

- Speech that causes a material and substantial disruption
- Speech that is vulgar, lewd, obscene or plainly offensive
- Speech that harasses, bullies or otherwise substantially interferes with another student's right to attend school or participate in school activities
- Speech that advertises or promotes alcohol, tobacco or illegal drugs
- Fighting words or threats of violence
- Racial, ethnic, sexual or religious slurs

TEACHER RÉSUMÉS

Contact your school office to request the educational background and teaching experience of our instructional personnel.

TECHNOLOGY DEVICES AND INTERNET USE

Students may bring personal devices, such as cellphones, smartphones, audio or video recorders, readers, tablets and laptops. Unless being used for acceptable educational purposes, all devices must be turned off and out of sight.

Devices may not be used to violate the privacy of others or disrupt the learning environment.

If students violate the rules, devices may be confiscated and held for parent pickup from the school administrator.

MPS provides access to Internet service through school and personal electronic devices to enhance curriculum and learning opportunities.

We make reasonable efforts to manage appropriate use of the Internet. Our efforts include the use of a content filter on district-provided Internet access, and guided supervision, in compliance with the

federal Child Internet Protection Act.

MPS cannot prevent access to all inappropriate content. We cannot filter content accessed via third-party services.

The district does not provide technical support for personal electronic devices, including network/Internet connectivity, hardware, operating systems or installed applications.

We are not liable for data-plan charges students may incur while using personal devices for educational purposes. MPS is not responsible for loss, theft or damage.

Internet Opt Out Form

Parents may deny Internet access for their children at any time by submitting an Opt Out Form to the office. The form is available at school and under "Opt Out" at www.mpsaz.org/parents. **A new Opt Out Form must be submitted each year.**

Acceptable Uses

The same rules and expectations that govern student conduct and communication apply to student use of technology and the Internet. Students must follow network etiquette rules, Internet guidelines and district policies during school and school-related activities.

Students who have questions about appropriate uses should ask the teacher. For complete information, see Policy JFCH.

Prohibited Uses

Students are responsible for any misuse of school or personal devices, Internet access, electronic files, passwords and accounts.

Failure to comply may result in loss of Internet-access privileges, device-use privileges or other disciplinary actions. Examples of unacceptable uses include:

INAPPROPRIATE MATERIALS: accessing, displaying, transmitting or posting materials, including imagery or language that is defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal

ILLEGAL ACTIVITIES: using the school's computers, networks and Internet services for any illegal activity or activity that violates district policies and/or school rules

VIOLATING COPYRIGHTS: unauthorized copying or downloading of copyrighted materials

PLAGIARISM: representing as one's own work any materials obtained on the Internet, such as term papers, articles, etc.

COPYING SOFTWARE: unauthorized copying, downloading or installing of software

NONSCHOOL-RELATED USES: using the school's computers, networks and Internet services for nonschool-related purposes

MISUSE OF PASSWORDS/UNAUTHORIZED ACCESS: sharing passwords, using other users' passwords without permission and/or accessing other users' accounts

MALICIOUS USE/VANDALISM: any malicious use, disruption or harm to the school's computers, networks and Internet services

UNAUTHORIZED COMMUNICATIONS:

unauthorized accessing of communication tools, such as chat rooms, forums and social networks

services owned or leased by the school. We reserve the right to monitor all Internet activity by students.

Student Security

Students are not to reveal their full names, addresses or phone numbers on the Internet.

Students should never meet anyone they contact through the Internet without parent permission. Students should inform their teachers if they access information or messages that may seem dangerous or inappropriate.

Viruses and Malicious Software

MPS is not responsible for any virus or malicious software transmitted from its computer system.

TESTING

MPS uses criterion-referenced tests to monitor achievement at student, class, school and district levels.

Criterion-referenced tests, end-of-year reading or math exams or Arizona's Instrument to Measure Standards (AIMS), show us if students have mastered classroom material.

Tests Administered by MPS

TEST	GRADES	WHEN TESTED
MPS tests in reading, math, writing	K-6	Students are tested several times each year.
AIMS science	4	April
National Assessment of Educational Progress*	Varies	January-March (<i>small sample of students</i>)
DIBELS*	K-3	Students are tested several times each year.

**Required by the state of Arizona*

Copying answers, stealing tests and other activities that would result in inaccurate scores can lead to penalties imposed by MPS and the Arizona Department of Education.

VISITING SCHOOL

MPS encourages parents to visit their children's schools and to observe the following guidelines while school is in session:

- Sign in at the office and pick up a visitor's badge upon arrival.
- Complete the log in the lobby before taking children off campus.
- Make appointments with teachers and school administrators to avoid conflicting schedules.
- With the exception of public events, such as plays and concerts, do not photograph, or make video or audio recordings of students or teachers without prior approval from teachers or school administrators.
- Comply with staff members' requests and instructions.

All visitors must conduct themselves in a civil and respectful manner.

Students from other schools are not allowed on our campus during the school day, unless the school invites them to participate in a school-sponsored activity.

Except in unique circumstances or isolated instances, school facilities are not available for private-service providers, such as psychologists and therapists, to meet with students. Please schedule private services outside the school day.

Guidelines for **Student Behavior**

To protect the rights of all children, it is important that parents and students understand the consequences of misbehavior. Mesa Public Schools guidelines promote consistency in discipline at all schools and provide a safe and pleasant environment for all students.

Please understand that Arizona law allows the district to hold students accountable for their behavior on school property at any time, at school-sponsored activities, at school bus stops, on the way to and from school, and in other locations off school grounds if their behavior has a negative impact on other students, teachers or school activities.

First, in all student discipline matters, the school administrator, speaks with students to gather information about what happened and whether the district's *Guidelines for Student Behavior* were violated.

This discussion may occur without parent participation or consent. The parent is notified if the school takes any disciplinary action other than an informal talk or conference with the student.

When an eligible student with disabilities engages in misconduct that could result in suspension or expulsion, the district follows state and federal laws governing suspension and expulsion of such students.

Procedures are set forth in Governing Board Policy JGD.

DISCIPLINARY ACTIONS

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities.

Actions Usually Involving the Teacher

Informal Talk

A teacher or school administrator talks 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 conducted with the student, the school administrator and/or the teacher to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.

Conference With Parent

The parent is asked to attend a conference with the student, school administrator and other school officials to develop a plan for changing the student's inappropriate behavior. The parent and student receive a written copy of the plan.

Timeout

Classroom teachers may use a technique similar to the alternative learning classroom imposed by the school administrator. In timeout, the student is assigned by the teacher to a location isolated from his or her classmates. This is usually another classroom.

Restriction of Privileges

Inappropriate behavior may result in the restriction of a student's privilege to participate in playground, cafeteria or specific special activities. The parent is notified.

Detention

A student may be detained after school to make up work or for disciplinary reasons. The parent is notified about a student's detention, and arrangements for travel from school to home are discussed with the parent before a student is placed in detention.

Removal From Classroom

State law allows a classroom teacher to remove a disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. The placement of a disabled student is not affected by this procedure.

Actions Usually Involving School and/or District Administrators

Denial of Bus-Riding Privileges

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

Restitution (Liability)

Under Arizona law, parents may be liable for damage to school property done by their children.

Alternative Learning Classroom

Temporary assignment to an alternative learning classroom (ALC) is an alternative to off-campus suspension.

An ALC 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. This may be another location on campus or another campus.

Class assignments are given to a student placed in an ALC. The parent is notified.

Remainder-of-Day Release to Parent

The student is released to the custody of the parent for the duration of the school day.

Short Suspension

School administrators may suspend a student for 10 school days or less. The student is informed of the alleged violation of school rules and is given an opportunity to respond. There is no right to appeal a short suspension to any person other than the school administrator.

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 district property or at district functions.

Long Suspension

In addition to a short suspension, the school administrator may recommend to district-level administration that a long suspension be imposed. Suspensions exceeding 10 school days may be imposed by the assistant superintendent.

The student and parent are informed of the district's due process procedures. During any off-campus suspension, a student is not permitted on district property or at district functions.

Alternative School Assignment

Under certain circumstances, the district may reassign the student to an alternative school in place of a long suspension, with or without the agreement of the student or parent.

If a student is assigned to an alternative school in place of a long suspension, there is no right to a formal hearing on the incident.

Additionally, under Arizona law, the district may reassign to an alternative school any student who refuses to comply with rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student.

The student's parent is notified in writing that expulsion is recommended. Notification includes instructions regarding due process procedures. Expulsion does not become effective until due process procedures have been completed. If expelled, a student is not permitted on district property or at district functions.

Your Due Process Rights

Relative to student discipline, due process means that students are entitled to certain notice and hearing procedures before they can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions.

If a student faces possible suspension or expulsion, the appropriate due process procedure is implemented. The following summary provides an overview to acquaint students and parents with the existing procedures.

Short Suspension

A short suspension is 10 school days or less. The notice and hearing required for a short suspension are more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension to any person other than the school administrator.

The school administrator has the authority to suspend a student for 10 school days or less. When a short suspension is the anticipated disciplinary action, the school administrator provides the student the opportunity to participate in an informal hearing between the school administrator and student, which may include other people associated with the incident.

The school administrator verbally informs the student of the alleged behavior that is considered a violation of the rules. The student is given an opportunity to respond and present his or her version of the situation. If, after these procedures are completed, the school

administrator decides that a short suspension is appropriate, the suspension begins, and the parent is notified.

The school administrator may, in addition to imposing a short suspension, recommend to the assistant superintendent that a long suspension be imposed. The short suspension, nevertheless, takes place.

The school administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for a short suspension are initiated.

A parent/student may appeal, to the school administrator, the disciplinary action taken by an administrative designee within two school days of its imposition. The school administrator acts upon the appeal within two school days of its receipt.

During the appeal process, suspended students are assigned to an alternative learning classroom unless the offense involves assault/fighting, drug possession/distribution, dangerous instruments/deadly weapons or any other offense that presents an immediate threat to safety. Appeals made after completion of a disciplinary action are not subject to review.

Long Suspension

A long suspension is 11 school days or more. In addition to imposing a short suspension, the school administrator may recommend that a long suspension be imposed.

The assistant superintendent has the authority to impose a long suspension following appropriate due process.

Notice is given to the student and parent that the school administrator is recommending to the assistant superintendent that the student be suspended for 11 school days or more. The student and parent are given notice of applicable due process procedures.

If the assistant superintendent believes that a long suspension may be appropriate, the student and parent are provided the opportunity to meet with the assistant superintendent to discuss the situation in an informal setting. The assistant superintendent then determines whether a long suspension should be imposed or, if good cause exists for a

long suspension, whether the student should be assigned to an alternative educational program of the district in place of a long suspension.

If a student is assigned to an alternative school in place of a long suspension, there is no right to a formal hearing. If the assistant superintendent imposes a long suspension, a formal hearing may be requested by the parent. A request for the formal hearing must be made to the assistant superintendent within two working days after notification that a long suspension has been imposed.

If a formal hearing is requested, the hearing is conducted at the district

level by an appointed hearing officer. The parent and student are given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

A long suspension takes effect upon receipt of the hearing officer's decision, subject to appeal to the Governing Board. The hearing officer's decision may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer's decision. The notice of appeal must be received no less than 24 hours prior to the meeting where the appeal will be heard.

Your Due Process Rights

Drug Education and Counseling Programs

Education and counseling programs are combined with a suspension for students who use or possess drugs or alcohol on campus if it is their first offense.

Expulsion

Expulsion means the permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion takes effect only after a formal hearing is conducted and the Governing Board has made a decision to expel. If the assistant superintendent believes that expulsion is appropriate, the assistant superintendent gives written notice to the student and parent that expulsion is being recommended and that a hearing on expulsion will take place. The student and parent are given notice of applicable due process procedures.

The parent and any student subject to expulsion are given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

All expulsion hearings are conducted by an independent hearing officer who hears the evidence, prepares a report and brings a recommendation

to the board for action. The hearing is closed to protect the privacy of the student unless the parent requests that it be open to the public.

The hearing officer's recommendation may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer's recommendation.

The notice of appeal must be received no less than 24 hours prior to the board meeting or session where the hearing officer's recommendation and any appeal are considered. The board is the ultimate authority in the district and is not bound to accept the hearing officer's recommendation.

Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents are contacted unless otherwise directed by a law enforcement officer. Any action taken by law enforcement officers is separate from disciplinary action taken by the school district.

Problem Areas

This list is not all-inclusive. A student committing an act of misconduct not listed is, nevertheless, subject to the discretionary authority of the school administrator or assistant superintendent. Any student who attempts to commit an act of misconduct or who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

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

Academic Misconduct/Cheating

Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Short suspension/ALC*
MAXIMUM	Long suspension	Expulsion

Alcohol Violation

Use, possession, sale, purchase or distribution of alcoholic substances. This violation includes drunkenness at a school event. An alcohol violation preceded by a drug violation is treated as a repeated occurrence for disciplinary action.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC* and intervention program	Suspension for two semesters/ASA †
MAXIMUM	Expulsion	Expulsion

Arson

Damaging or attempting to damage property by fire or incendiary device.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Assault

A physical attack on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Bus Violation

Violation of bus rules.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Warning	Denial of bus-riding privileges
MAXIMUM	Denial of bus-riding privileges	Denial of bus-riding privileges

Dangerous Weapon/Instrument

Use, display or possession of a knife, ice pick, CO2- or spring-powered pellet or BB gun, laser-beam pointer, brass knuckles, nunchakus, club, fireworks, explosive ammunition or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Deadly Weapon/Firearm

Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns and flare guns.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Expulsion	Expulsion
MAXIMUM	Expulsion	Expulsion

The Governing Board may, on a case-by-case basis, impose a lesser disciplinary action after consideration of all relevant circumstances.

Defiance of Authority/Disrespect

Failure to comply with reasonable requests of school officials or other disrespectful behavior. Physical resistance to school officials may result in expulsion, regardless if such resistance is a first occurrence.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Conference	Parent involvement
MAXIMUM	Expulsion	Expulsion

*ALC - Alternative Learning Classroom

† ASA - Alternative School Assignment

Discrimination

Mistreatment based upon race, ethnicity, gender, religion or disability. This violation includes false accusations of discrimination or harassment.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Disorderly Conduct

Conduct that disrupts the orderly operation, educational environment or mission of the school. This violation may include profanity, obscene gestures and excessive public displays of affection.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal talk	Parent involvement
MAXIMUM	Short suspension	Expulsion

Dress Standard Violation

Failure to comply with district and school dress standards.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal talk	Conference
MAXIMUM	Short suspension	Short suspension

Drug Violation (*Distribution*)

Distribution (including possession in preparation for distribution), manufacture or sale of illegal drugs, inhalants and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances, including prescription medication. Distribution of a medication or a dietary supplement for recreational use is treated as a drug violation (distribution).

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Suspension for two semesters/ASA †	Suspension for two semesters/ASA †
MAXIMUM	Expulsion	Expulsion

Drug Violation (*Possession/Use*)

Use, possession or purchase of illegal drugs, inhalants and other noxious substances. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use is treated as a drug violation (possession). A drug violation preceded by an alcohol violation is treated as a repeated occurrence for disciplinary action.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension and intervention program	Suspension for two semesters/ASA †
MAXIMUM	Expulsion	Expulsion

Fighting

Mutual participation in physical violence against a person or persons.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement/short suspension	Short suspension/ASA †
MAXIMUM	Short suspension	Expulsion

Forgery

Using the signature or initials of another person.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal talk	Short suspension/ALC*
MAXIMUM	Short suspension	Expulsion

Gambling

Participating in games of chance for money or other items of value.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Parent involvement
MAXIMUM	Short suspension	Long suspension

Gang Activity/Association

Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement/ALC*	Short suspension/ALC*
MAXIMUM	Expulsion	Expulsion

Harassment/Bullying/Hazing

Physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based upon race, ethnicity, gender, sexual orientation, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Information Systems/Electronic Device Violation

Inappropriate use of electronic devices, such as computers, cellphones, cameras and audio/video recorders, and other information systems devices, such as the Internet and email. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Short suspension/ALC*
MAXIMUM	Expulsion	Expulsion

Lying/False Accusation

Knowingly giving false or misleading information, including false accusations against others.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal talk	Parent involvement
MAXIMUM	Short suspension	Long suspension

*ALC - Alternative Learning Classroom

†ASA - Alternative School Assignment

**Medication or Dietary Supplement
(Unauthorized Possession)**

Unauthorized possession of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use is treated as a drug violation.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Short suspension/ALC*
MAXIMUM	Expulsion	Expulsion

Robbery/Extortion

The solicitation of money or property in return for protection or under threat to inflict harm.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Long suspension	Expulsion

Sexual Abuse

Sexual contact without consent.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Sexual Harassment

Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Sexual Offense

Sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure; sexual intercourse; lewd phone calls, text messages, photos or email messages; and possession of sexually explicit materials.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Student Speech

Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar or plainly offensive speech; "fighting words;" threats of violence; and racial, ethnic, sexual or religious slurs.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Short suspension/ALC*
MAXIMUM	Expulsion	Expulsion

Tardiness

Late arrival to a scheduled class or appointment.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal talk	Parent involvement
MAXIMUM	In-school discipline	In-school discipline

Theft

Taking or concealing property that belongs to others. This violation includes copyright violations and passing counterfeit money.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Parent involvement
MAXIMUM	Long suspension	Expulsion

Threats/A.R.S. §13-2911

Threatening the safety of persons or property. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Short suspension/ALC*	Long suspension/ASA †
MAXIMUM	Expulsion	Expulsion

Tobacco Violation

The use, distribution or possession of a tobacco product or paraphernalia including an electronic cigarette.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Parent involvement
MAXIMUM	Short suspension	Long suspension

Trespassing

Unauthorized presence on district property.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Informal talk	In-school discipline
MAXIMUM	Short suspension	Long suspension

Truancy/Unexcused Absence

Any absence that is not excused by the student's parent and approved by the appropriate school official.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Parent involvement
MAXIMUM	Short suspension	Long suspension

Vandalism

Destroying or defacing property of the district, staff or students. This violation includes graffiti.

RANGE	FIRST OCCURRENCE	REPEATED OCCURRENCES
MINIMUM	Parent involvement	Parent involvement
MAXIMUM	Expulsion	Expulsion

*ALC - Alternative Learning Classroom

† ASA - Alternative School Assignment

Bus Rules

Bus riders are under the authority of the school administrator and the driver. Students must observe classroom rules and dress standards while riding the bus. Video cameras may be used to monitor behavior.

Waiting for the Bus

1. Walk to the bus stop with a parent or in groups of two or more students.
2. Be at the bus stop 10 minutes before the bus is scheduled to arrive.
3. Stay out of the street and away from traffic.
4. Respect property in the neighborhood.
5. Be kind and courteous to others.
6. Form one line as the bus approaches.

Boarding the Bus

1. Let the bus come to a complete stop before boarding.
2. Enter the bus one person at a time.
3. Board quickly, but carefully, without crowding or pushing. Use the handrail. Walk, don't run, up the steps.
4. Go directly to a seat, and sit upright facing the front.

On the Bus

- Be courteous, and obey the driver's instructions.
- If seats are assigned, sit in your assigned seat.
- Keep the aisle clear. Stay seated until your stop.
- Keep your hands, arms, feet, legs and head away from others and inside the bus.
- Talk quietly. Do not yell or use vulgar or abusive language.
- Do not throw anything inside the bus or from the bus.
- Eating is not permitted on the bus. Do not drink on the bus unless the bus driver allows you to do so.
- Unless being used for acceptable educational or entertainment purposes with a headset or on silent mode, all personal electronic devices must be turned off and out of sight.
- Do not abuse or deface the bus or bus equipment.
- Keep cases, band instruments and other belongings under control at all times.

Items Banned From Buses

Prohibited items include weapons, explosive devices, harmful chemicals, tobacco, alcohol, drugs, glass objects other than eyeglasses, skateboards, insects, reptiles and other animals, with the exception of service animals.

Leaving the Bus

1. Stay seated until the bus comes to a complete stop.
2. Do not push or crowd others.
3. Walk, don't run, down the steps.

Crossing the Road

- Cross the street only when the driver has indicated the way is safe. Walk 10 feet in front of the bus so the driver can see you. Never cross behind the bus.
- Keep looking to the right and left as you walk.
- At an intersection, look in all directions.
- Do not cross the street at an angle.
- Walk briskly across the road, but do not run.

Loss of Bus-Riding Privileges for Infractions Documented in Writing

Riding the bus is a privilege, not a right. Disciplinary action may result if students misbehave or fail to respond appropriately to reasonable requests.

The driver may warn students to correct their behavior before taking disciplinary action. Infractions documented in writing may result in the loss of bus-riding privileges for:

FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION	FOURTH INFRACTION	SERIOUS INFRACTION
at least one day	at least three days	at least five days	one month or the remainder of the semester, whichever is longer	an entire school year

Contact Us

For more information, see "Transportation" at www.mpsaz.org/parents. You will find Policy JFCC, phone numbers for our regional transportation satellite centers, school bus safety tips and answers to parents' frequently asked questions.

Search and Seizure

Students possess the right to privacy of person, as well as the right to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

A student's person, backpack, cellphone or other belongings may be searched if there is reasonable suspicion that the search will produce evidence that the student has violated a law, school board policy or school rule.

A desk or locker is district property and may be inspected at any time as part of a student search or to ensure that the desk or locker is in sanitary condition and proper working order.

Items searched will be promptly returned to the student, unless the school must take temporary custody of an item, such as a cellphone, to obtain evidence from it or a law enforcement officer requires possession of the item as part of a criminal investigation.

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