

**WELCOME  
TO  
Elfrida Elementary School  
Home of the Mustangs!**



**Vision Statement**

Elfrida Elementary School will be an A+ school with high academic expectations in a hands-on standards-based learning environment. All students will be educated in a safe learning environment that promotes responsibility, self-esteem, communication and lifelong learning.

**Mission Statement**

The mission of Elfrida Elementary School is to provide a safe, positive, engaging learning environment where all students are respected as learners and independent thinkers, who become future leaders and positive contributors, and will successfully tackle the world.

**Directory Information:**

**Elfrida Elementary School**

**4070 W. Jefferson Rd.**

**Elfrida, AZ. 85610**

**Ph. (520) 642-3428**

**<https://www.elfridaschools.org/>**

Facebook Page: **<https://www.facebook.com/ElfridaElementarySchool>**

## **Message from the Superintendent**

Welcome to a new school year! At Elfrida Elementary School, it is my sincere honor to support our students, families, staff, and the wider community. We are a Mustang family, and Mustangs are known for their strength, resilience, teamwork, and unwavering spirit—qualities we strive to cultivate in every student, every day.

This Student Handbook contains important information about our school policies, expectations, and procedures. It is essential that parents and students review these guidelines together. Understanding our shared rules helps us maintain a safe, respectful, and productive learning environment for every child. If you ever need clarification or have questions, please reach out. We are here to help, support, and partner with you.

A complete set of official school policies is available for review in the Boardroom and online. Please keep this handbook as a helpful reference throughout the year.

I also want to emphasize that my door is always open. I welcome your questions, concerns, and conversations, and I am committed to fostering an open-door environment where every voice feels heard and valued. Together, we can continue building a positive and supportive school community.

Elfrida Elementary School is deeply committed to providing each student with a nurturing, safe, and academically enriching environment. We are grateful for the opportunity to educate the children of this wonderful community and surrounding areas. Your trust in us means everything. Together—as Mustangs—we can accomplish incredible things. Thank you for your ongoing partnership and support.

Warmly,

**Elizabeth Hawkins**

Superintendent, Elfrida Elementary School

## **ELFRIDA ELEMENTARY SCHOOL STAFF**

### **SCHOOL BOARD MEMBERS**

Mrs. Michelle Hibbits - President

Mrs. Sara Sonke - Member

Mrs. Glenna Brazeal - Member

### **SUPERINTENDENT**

Mrs. Elizabeth Hawkins

## **PRINCIPAL**

Mrs. Elizabeth Hawkins (Acting Principal)

## **TEACHERS**

## **GRADE/POSITION**

Erin Gilbreth Kindergarten

Allana Essary 1<sup>st</sup>

Charesa Claussen 2<sup>nd</sup>

Amy Hill 3<sup>rd</sup>

Laura Alvarado 4<sup>th</sup>

Gloria Zamora 5th

Michelle Seal ELA 6<sup>th</sup> - 8<sup>th</sup>

Jessica Evans Science 6<sup>th</sup> - 8<sup>th</sup>

David Fleming Math 6<sup>th</sup> - 8<sup>th</sup>

----- Special Education

Trina Enriquez Title I Computer/PE Instructor

Gilbert Acedo ELL Instructor

## **SCHOOL COUNSELOR**

Dean R. Jolly School Counselor

## **PARAPROFESSIONALS**

Irene Chavez English Language Learners

Tonia Lusby Special Education Aide

## **OFFICE STAFF**

Alma Garcia Business Manager

Yari Garay Human Resources/ELL Director

## **TRANSPORTATION & MAINTENANCE**

Lupe De La Cruz

Maintenance/Transportation

## **SCHOOL HOURS**

Grades K – 8	8:00 a.m. – 3:00 p.m.
Office	7:30 a.m. – 3:30 p.m.

## **REGISTRATION**

You are required to bring the following documents to the school the first time your child registers:

- *certified birth certificate or original baptismal certificate,*
- *current immunization records, and*
- *proof of residency*

Only children whose parents or legal guardian lives in the district have the right to enroll in Arizona schools without paying tuition.

Children whose parents or legal guardian do not live in the district have to apply for out-of-district acceptance. *Notarized letters from parents changing their parental rights will not be accepted as guardianships.*

Homeless children are treated with respect and will have the same free and appropriate educational opportunities as students who are not homeless.

**We must have an emergency contact person/number other than  
parents/guardians on file in the office.**

## **I. IMMUNIZATIONS**

Effective January 1, 1992, all Arizona schools implemented new immunization requirements. Verifiable documentation of immunization is required of all new entrants to Arizona Schools. The documentation must show the date and type of each dose administered. Exemptions will be permitted for personal reasons with the parent's signature or for medical reasons with the signature of a parent and physician. Those who do not comply with the law will not be allowed to attend school until at least one dose of the required immunizations had been received and they submit a schedule for completing missing doses. (A.R.S. 15-872)

## II. ARRIVAL AND DISMISSAL

Students being delivered to or picked up from school must use the **south gate** by the Elementary building. The drop-off/pick-up works very well when you drive forward as much as possible to wait for your child.

Please inform your children in the morning BEFORE arriving at school how they will get home. Please call the school office before **2:30 p.m.** for alternate bus arrangements.

Due to the number of students transported on school buses and the concern for safety, **students will only be allowed to ride their assigned bus. In an emergency, if a child needs to get off at a different stop, prior arrangements must be made through the school office.** Daily requests, such as birthday parties and visits for students to ride a bus other than the assigned bus will be denied.

Siblings of athletes are not allowed to stay at school while your child is at practice or participating in other extracurricular activities.

**Tardiness: Students who arrive late to school will be considered tardy. Valid excuses include illness, a dentist or doctor's appointment.**

## III. ATTENDANCE

Regular attendance is essential to a student's success in school. Absences create a genuine hardship for the student and the teacher. Absences are regarded as a very serious problem. Arizona State Law requires the school to drop a student after ten (10) consecutive unexcused absences and the student must re-enroll.

**A.R.S. 15-807 requires districts with students in grades K-8 to notify parents' that it is the parents' responsibility to authorize any absence of the student in advance or at the time of the absence. When the absence exceeds three (3) days, a medical excuse is required for an excused absence.**

**A.R.S. 15-803 "Habitually truant" means a truant child who is truant for at least five days within a school year."**

The following list of circumstances are the only recognized excuses for school absences: *illness, death in the immediate family, medical or dental appointment, necessary family trips where the family makes prior arrangements with the school, and other unusual circumstances.* Excused absences must be authenticated by a call or note from the parent/guardian.

**Please note that the state of Arizona requirement is that students not miss more than 10% of the educational time during the semester and year. This DOES include excused absences as well. For Elfrida Elementary students this means that they may not miss more than 8 days of school each semester.**

When a student is unable to attend school, parents should call 520-642-3428 between 7:30 and 8:30 a.m. Parents should give the student's name, teacher's name, and reason for absence. If a parent does not notify the school at the time of the absence, the school will attempt to notify the parent that the child is absent. If for some reason, a child arrives at school tardy, it is necessary for the parent to bring the student into the office to check them in. It is important for the students to be on time for all classes as interruptions can cause a disturbance in the educational process.

**Chronic Absenteeism:** In an effort to curb chronic absenteeism and ensure that students are still learning, Elfrida Elementary may require students to remain after school to make up missed work or come in for a special

Friday School in order to make up missed academic time. This may be required to promote into the next grade and to prove that the student is academically ready.

## IV. HOMEWORK & MAKE-UP WORK

- Homework may be requested through the office **after the second full day of absence**,
- Requests must be made **before 12:00 p.m.**, so that teachers have time to prepare materials. Work will be available for pick-up **after school**.
- **Late make-up work will not be accepted for credit.** Turning work in on time is the student's responsibility

### Excused Absences:

- Students with excused absences **may make up all missed assignments**.
- Students are responsible for getting and completing all missed work.
- If needed, students may be required to stay after school (3:00 – 5:00 p.m.) to complete missed work and may ride the activity bus home.

## V. WITHDRAWALS

Only a parent/guardian may withdraw a student from the school. No information regarding a student will be released to another school until the student has turned in all books and has met all financial obligations.

## VI. BOOKS AND SUPPLIES

Elfrida Elementary School will provide textbooks to all students. In the event a book is lost, damaged, or written in, the student will be charged for the book. The standard charge for a textbook is \$75.00, a hardback book is \$30.00 and \$7.50 for a paperback book. Teachers will release individual supply lists prior to the start of the school year.

## VII. BREAKFAST AND LUNCH PROGRAMS

### MEAL PRICES

	Breakfast	Lunch
<u>Student</u>	<b>\$2.50</b>	<b>\$3.50</b>
<u>Reduced</u>	<b>\$0.30</b>	<b>\$0.40</b>

Payment for meals will be accepted at the Elfrida Elementary School office. All student accounts are maintained in PowerSchool, and parents can have 24-hour access by acquiring a password from the school office.

## **VIII. CELL PHONES and WIFI**

Students may bring a cell phone to school but per HB2484:

- Student cell phones may not be used during the school day;
- Cell phones should remain off and kept in the students backpack until the end of the school day.
- All wireless devices may only be used at the teacher's discretion.
- Parents need to contact the office at 520-642-3428 and should not expect to be able to text their children during the school day.
- School WIFI will blacklist all known social media sites.

## **IX. DISCIPLINE**

### **1. DISCIPLINE WITHIN THE CLASSROOM**

Teachers have the responsibility to maintain an educational atmosphere in their classrooms at all times.

Teachers have the discretion to create their own set of rules and handle minor disciplinary incidents in their classrooms in order to maintain order.

### **2. DISCIPLINE REFERRALS TO THE OFFICE**

Should the need arise, teachers have the right to remove students from their classrooms to maintain order or if an event is so severe that it needs to be dealt with immediately by administrations, students will be sent to the office and the teacher will provide details of the incident within a timely manner. The Principal shall have disciplinary discretion at that time but shall utilize the chart in Appendix A as a reference point to start disciplinary action.

## **X. BUS BEHAVIOR**

Riding the bus is a privilege given by the district and not the right of any student. We can and will remove any student from the bus pick-up schedule for causing a disruption on the bus that keeps the driver from concentrating on the traffic. All bus students will be expected to conduct themselves in an acceptable manner at all times including while riding the bus, prior to boarding the bus, and after leaving the bus. If a bus driver decides that a student is not behaving as such, the student will be referred to the office. The student may be suspended from riding the bus, and parents will be responsible for getting their students back and forth to school. Serious or continual misbehavior on the bus may be cause for suspension or expulsion from school.

### **BUS RULES**

1. Students may only ride his/her assigned bus.
2. Students shall wait in a safe place, clear of traffic and away from where the bus stops.
3. Orderly behavior is required at the bus stop.
4. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the bus driver.

5. Students shall remain seated, facing front, when the bus is in motion.
6. Students shall talk quietly and make no unnecessary noise.
7. Students shall not litter the inside of the bus or throw anything out the windows.
8. Students shall respect the rights and safety of others.
9. Students shall not leave or board the bus at locations other than the assigned stops at home or school.
10. Students shall keep their heads and arms inside the bus at all times.
11. Students shall not distract the driver through misbehavior or talking to the driver.
13. Buses are public property. Willfully damaging or destroying this property is cause for disciplinary action and parents will pay for the damage, as stated in *District Policy ECAB, Vandalism*.

## **XI. BULLYING**

**Definition:** Bullying is the use of force, coercion, hurtful teasing or threat, to abuse, aggressively dominate or intimidate. The behavior is often repeated and habitual. One essential prerequisite is the perception of an imbalance of physical or social power. This imbalance distinguishes bullying from conflict.

The District does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely, and responsive action. Any student who is the victim of bullying or witnesses a student being bullied shall report it to an adult or request to speak with the principal.

## **XII. HAZING**

In accordance with A.R.S 15-341 and 15-2301: There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing any person who is enrolled or thinking of enrolling in our district. Hazing is any intentional, knowing or reckless act committed by a student, whether individually or in concert with other person, against another student and in which both of the following apply:

- “ *The act was committed in connection with an initiation into, and 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.*

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

## **XIII. TOBACCO, ALCOHOL AND OTHER DRUGS**

Elfrida Elementary School District has policies prohibiting the possession, sale, and use of tobacco, alcohol, and/or other controlled substances on school grounds, buses, and at school sponsored activities. Any student who violates these policies may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

All schools are NO SMOKING anywhere on campus by Arizona Revised Statutes. No tobacco products will be permitted on campus. Electronic cigarettes are not permitted on campus or at school sponsored events.

## **XIV. WEAPONS**

The District also has a policy which prohibits the possession or use of a firearm, explosive weapon, knife, and any other dangerous or illegal instrument represented as such on school premises (In other words, no toy weapons either).

## **XV. SUSPENSION**

Suspensions from school are given by the administrator for severe infractions of school rules and policy. It signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Suspension should send the message to the student and their parents that what they did will not be tolerated at school. Due process will be followed in dealing with the discipline problems. An investigation will be conducted to determine the circumstances.

## **XVI. DRESS CODE**

Students attending Elfrida Elementary School will be expected to dress and groom in a manner becoming to young ladies and gentlemen. Our behavior patterns are affected by what we wear. One objective of a school is to help students prepare for life in the business and social worlds. Therefore, our school should help our students learn to dress in a way the public finds appropriate. Students should not be indecent, disruptive to the learning situation, or draw undue attention to their apparel while being allowed to grow and become individuals.

### ***A. STUDENTS ARE NOT ALLOWED TO WEAR OR HAVE POSSESSION OF:***

1. Brief garments that show bare midriffs such as halter tops, tube tops, net/mesh tops, tank tops, spaghetti straps, plunging necklines (front or back).
2. Short shorts and miniskirts. (Skirt or shorts should be of a modest length and not revealing).
3. Pajama bottoms may only be worn on spirit days.
4. Top garment and pants or shirt must meet. No exposed belly, bottom, or midriff.
5. Oversized clothing such as pants that sag.
6. Garments or jewelry with: "suggestive" vulgar or obscene statements, slogans or pictures promoting use of drugs, alcohol, tobacco, or any type of substance abuse.
7. Rings or other jewelry which may present a safety hazard. For example, some body piercing jewelry such as eyebrow piercing and nose rings may cause you to be excluded from certain activities.
8. Sunglasses in buildings.
9. Hats may be worn outside of buildings. Hats that are worn inappropriately will be confiscated and returned to a parent.

10. Music devices and cell phones may be carried by students and will be utilized at teacher discretion. Music devices or cell phones used inappropriately will be confiscated and can be picked up by the parent in the office.
11. Gang identification paraphernalia (Example: gloves, bandannas, certain colors) may not be worn.
12. Flip flops and high heeled shoes are not appropriate for school children expected to participate in physical activities such as running. Bedroom slippers are for wear at home. Shoes must be worn on school property for health and safety reasons.
13. Appropriate shoes must be worn for P.E. (i.e. court shoes).

**If a student chooses to violate this dress code:** See the discipline matrix at the end of the handbook.

## **XVII. EXTRACURRICULAR ELIGIBILITY POLICY**

### **FIELD TRIPS**

See Elfrida Elementary Field Trip Policy Board Approved July 2024. Available in the Office.

### **ATHLETICS**

For all grades 5<sup>th</sup> through 8<sup>th</sup>, interscholastic activities that are: (1) of a competitive nature and involve more than one school where a championship, winner, or rating is determined, and (2) endeavors for which no credit is earned in meeting graduation or promotional requirements that are of a continuous and ongoing nature, organized, planned or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy.

The eligibility criterion for non-athletic extracurricular participation shall be a passing grade (60% or better) at the end of each weekly period in all classes in which the student is enrolled leading to graduation or promotion, consistent with Arizona statutes, State Board rules, and local District policy.

Elfrida Middle School views the athletic program as a vital component to the total education of a student.

The coaching staff will strive to help student-athletes achieve as much success as possible; however, proper sportsmanship, ethical conduct, and playing by the rules are the primary objectives. Disregard for sportsmanship, conduct, and rules cannot and will not be tolerated by any Elfrida Middle School athletic program. To help ensure fairness and uniformity minimal guidelines will be followed.

- Students participating in grades 5-8 interscholastic athletics must be determined by a physician to be physically fit. **NO EXCEPTIONS WILL BE MADE - YEARLY PHYSICALS ARE REQUIRED.** Physicals are good for one calendar year.

***\*\*\* ONLY PHYSICALS FROM THE U.S. WILL BE ACCEPTED \*\*\****

- Proof of Insurance
- Parent Permission Form
- The League requires that all athletes be under the age of 15 prior to the start of any season.

- An athlete must attend school on the day of a practice or a game. If school is not in session the athlete must be in attendance on the school day prior to the game. Approved medical, legal or dental appointments shall serve as exceptions considering that **PRIOR** notice and arrangements are made with the appropriate person. Verification must be provided upon arrival at school.
- Athletes must attend the last practice prior to a game. If an athlete has an **UNEXCUSED** absence he/she will not be allowed to participate in the game. **Excused absence:** Any excused absence due to medical appointments, school field trip, etc. when **PRIOR** arrangements have been made. Written verification by a medical professional treating the student needs to be presented.
- Athletes must travel with the team on the bus to the games. An athlete may ride home with a parent if the coach is given a hand-written notice that they are taking the student with them.

## **XVIII. ACADEMIC ELIGIBILITY**

To be eligible athletes must be passing **ALL** of their subjects with a 60% or better at the beginning of each week starting the second week of practice. An athlete who is ineligible will **NOT** be allowed to participate in games that week. Even if grades improve during the week the athlete is ineligible until the following Monday when new grade checks are conducted by the athletic director.

The athlete may attend practice but should be in an after-school study hall to improve grades and ensure future eligibility.

### **Behavior Eligibility**

- An athlete may not be able to participate when the principal has determined that their behavior warrants such action.

### **Special Eligibility Circumstances**

- The Principal with the teachers' agreement may decide to override academic eligibility for students involved in special circumstances including individualized education plan or special behavioral plans.

## **XIX. STATEMENT OF INTENT TO COMPLY WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1872**

Elfrida Elementary School states its intent to comply with the spirit of the law and the regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities which receive federal funds, extending to employment in and admission to such programs and activities. The school further commits itself to take remedial action, if it is necessary, to eliminate any existing discrimination on the basis of sex or to eliminate the effects of any past discrimination.

## **XX. EMERGENCY DRILLS**

In case of a fire or other emergency:

- **The signal to evacuate the building will be a continuous sound of the fire bell.** Be sure to familiarize yourself with the evacuation plan posted in each room. In case of an alarm, walk quickly (do not run) to the fire exit planned for your room. The all clear signal will be a single ring of the bell system. All students are asked to cooperate with their teachers during these drills and follow the procedures for evacuation of the building when the fire alarm sounds. *ANYONE pulling the fire alarm and creating a false alarm emergency can be subject to suspension and referral to the authorities.*
- **Should a school evacuation be necessary students can be picked up at the Chiricahua Community Center next to the health clinic.**

## XXI. FOOD AT SCHOOL

School snacks are provided each afternoon in the classroom. Snacks may be brought from home with permission from the teacher, but should be healthy snacks. Food or drinks may not be stored in the classroom. This rule is in place to prevent the problem of mice and insects invading the classrooms. Pure water, not flavored water, is available in the classroom and playground areas for the students.

**We encourage parents who wish to send food for their child's birthday celebration in class to send healthy alternatives to cupcakes or other sweets. We have a list of healthy alternatives in our office.**

## XXII. GRADING SYSTEM

Students shall be graded on a four-point scale as described below:

LETTER GRADE	POINT VALUE	DESCRIPTION	Kindergarten
A	4.0	90 – 100%	E = 90-100%
B	3.0	80- 89%	S = 70-89%
C	2.0	70-79%	N = 61-74%
D	1.0	60-69%	U = 0-60%
F	0	0-59%	
P	N/A	Passing	
I	N/A	Incomplete	
S	N/A	Satisfactory	

U	N/A	Unsatisfactory but passing	
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**Report cards are issued on a quarterly basis.**

## **A.) HONOR ROLL**

Students in grades K – 8 are recognized on the Principal’s List if they have All A’s. Honor Roll status will be given to those students with all A’s and B’s. Kindergarteners can make Principal’s list with all E’s and Honor Roll with E’s and not more than one S.

## **B.) VALEDICTORIAN AND SALUTATORIAN**

Each year the eighth-grade student with the highest-grade point average for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade will be recognized as class Valedictorian. The student with the second highest grade point average will be Salutatorian. Both students must have attended at least one consecutive year at Elfrida Elementary School.

## **C.) PROMOTION AND RETENTION**

According to Board Policy, a student shall be promoted if the student receives a teacher’s recommendation for promotion. The teacher must base this recommendation on the following criteria:

- *Achievement of the grade level academic standards in reading, written communication, mathematics, science, and social studies as adopted by the Arizona State Board of Education.*
- *In addition to these standards, test scores, grades, teacher-administrator recommendation, and other pertinent data will be used to determine promotion.*

The principal will make the promotion/retention determination according to board policy and state law. If a parent does not agree, he/she may appeal the decision to the district governing board. Parents do not have authority to overturn the principal’s decision. Only the governing board may do that.

## **XXIII. LEAVING CAMPUS**

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the school office. Permission to leave the school grounds will only be granted upon a verbal request from the student’s parent or guardian. Valley Union High School is NOT part of our campus and permission must be granted to visit their school.

## **XXIV. MEDICATION**

Students who require medication must bring it to the office and take it in front of office staff. Students who request non-aspirin will have to have a signed parental request form on file in the office.

Inhalers are permitted but may be carried only with parental request on file. Non-aspirin is the only medication that Elfrida Elementary School provides. Cough drops, eye drops, throat lozenges and other medicine must be provided by parents.-

**ALL** students are required to have updated emergency phone numbers on file at all times. Elfrida Elementary School does not have a school nurse and students who have fevers, throwing up, or are in physical distress will need to be picked up from school.

## **XXV. PLAYGROUND RULES**

The school playground is supervised during recess only. All students will go to the cafeteria in the morning, there is no more recess prior to school.

- Use playground equipment safely.
- If it looks dangerous, it probably is, stop the activity.
- Keep balls away from all windows and doors.
- Swings: Back/forth motion only, sit one to a swing, no side-to-side swinging, no standing or jumping from swings, no twisting. No one is allowed under/near the swings while in use.
- Slide: One at a time down, feet first, make sure the bottom has cleared before the next person goes. No hanging off the top of the slide or tube. Only one on the ladder at a time and one at the bottom of the ladder. No pushing while in line. No game playing like tag or racing on the slide. No graffiti on the slide. No climbing up the ramps. No jumping off the ladders. No stopping in the middle of the slide. Keep the slide clean. Be proud of the slides and take good care of them.
- Jungle Gyms: No playing chicken, dropping from the top of the fire pole, sitting on the top rails.
- Balls: Balls are not allowed near the swings or jungle gym. Students may use the following: soccer balls, basketballs, volleyballs, footballs, tennis balls, softballs, or other playground equipment as provided.
- Other objects: rocks, small objects are not to be thrown.

### **Equipment Use:**

Pre-K - 1	<b>Kinder play yard:</b> only kinder may use this yard during their recess in the afternoon
K-2	<b>Are allowed to use the following:</b> Slide, tetherball, swings, funnel basket, basketball court.
3-8	<b>Are allowed to use the following:</b> Tetherballs, swings, funnel basket, basketball courts, slide and jungle gyms.

#### **Field Use:**

2 -8	<b>Are allowed to use:</b> soccer fields up to the softball drinking fountain. Nobody is allowed on the softball field/bleachers, etc. unless the class is under direct supervision.
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## **XXVI. SCHOOLWIDE TITLE I**

Elfrida Elementary has a School/Wide Title I designation. This means we utilize our federal funding grants to benefit all students. Computers, programs, assessments and other learning tools are paid for with Title I monies from the federal government. This funding cannot replace local funding but must be utilized to supplement local funding.

## **XXVII. SPECIAL EDUCATION**

**Children who have special needs will be evaluated & served at Elfrida Elementary School as indicated in their IEP's.** Through the Child Find portion of the Individuals with Disabilities Education Act, parents, teachers, or community members who have a concern regarding a child between the ages of Birth through 22 may refer the child for services through the district office. The process for identifying a student for special education is available through our office.

## **XXVIII. STUDENTS RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. The District shall foster a climate of mutual respect for the

rights of others. Such an environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the District.

## **XXIX. STUDENT RECORDS ACCESSIBILITY**

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. These rights are:

- 1.) The right to inspect and review the student’s education records within 45 days of the day Elfrida Elementary receives a request for access.
- 2.) The right to request an amendment of the student’s education records that the parent believes is inaccurate.
- 3.) 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.
- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Elfrida Elementary School District to comply with the requirements of FERPA. The name and address of the office that administers FEPRA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington DC, 20202-4605

Parental consent and notification will be required if your child is asked to participate in a student survey, analysis or evaluation that concerns one or more of the following eight areas (“protected information surveys”): a.) political affiliations or beliefs of the student or student’s parent, b.) mental or psychological problems of the student or student’s family, c.) sexual behavior or attitudes, d.) illegal, anti-social, self-incriminating, or demeaning behavior, e.) critical appraisals of others with whom respondents have close family relationships, f.) legally recognized privileged relationships, such as lawyers, doctors, or ministers, g.) religious practices, affiliations, or beliefs of the student or parents, and h.) income, other than as required by law to determine program eligibility.

### **Student information will not be given out for marketing purposes.**

Elfrida Elementary School has designated the following information as appropriate to disclose about your child:

- 1.) Name of child and grade level for awards or special activities.
- 2.) All information required by the State of AZ. Department of Education for the Student Information System.

By state law, Elfrida Elementary School District #12 must collect and maintain administrative records on all students who reside and attend school in the district. Administrative records include birth date, sex, names and addresses of parents, academic work completed. Standardized and intelligence scores, aptitude tests, immunization data and attendance records.

Directory information on students which includes the student’s name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, and grade level will be utilized or released to certain agencies unless a parent notifies the school, in writing, (within two weeks of enrollment) that such information should not be released.

The principal of the district is the custodian of the active student records. All requests for access to the records should be directed to him/her. When a student leaves the school district (graduates, moves away, withdraws) copies of the Cumulative Records folders are forwarded to other school districts which request them. The parents or adult student shall have the opportunity for a hearing to challenge the contents of the record.

Access is limited to the following: Parents, Guardians, School Officials, Law Enforcement (with a court order), Juvenile Probation and other schools when the student transfers.

### **Parent Rights**

Parents have the right to review their student's teacher's resume and certification. A written request can be made to the administration. The administration will provide the opportunity within 3 school days.

## **XXX. VALUABLES**

Students should **NOT** bring toys, electronic games, or valuables of any kind to school. The school is not responsible if these items are lost or stolen and administrative time will not be spent investigating the loss of these items.

*\* Please, do not bring valuable/sentimental items for show-n-tell without parental consent or supervision.*

## **XXXI. VISITORS**

State law requires visitors to stop by the office and register. This includes parents and siblings who want to drop materials at the student's room.

Students are not allowed to bring visitors to school without prior administrative approval.

Members of the community are always encouraged to visit school and see the many activities planned for and by the students. The staff and students are proud of our school and like to share their learning with you. We also invite volunteers who have some extra time to come and help. If interested, please contact the school office. Parents conferences are encouraged, but we ask that you schedule those in advance with the teacher or through the office.

- Keep our buildings as clean and attractive as possible.
- Refer to teachers as Mr., Mrs., Ms., or Miss before their last name.
- Show consideration and respect for staff and classmates.
- Pay attention in class and listen carefully to all announcements.
- Speak courteously at all times to staff and each other.
- Are considerate of others possessions. If you find anything of value, turn it into the office.
- Students must "sign out" at the office before leaving school early for any reason.
- Are considerate of others in halls and classrooms.
- Do not use vulgar language to students or staff.
- Leave school buildings after dismissal unless under supervision of a teacher.
- Want to learn every day and realize that "free time" is after school.
- Are proud of our school; support high academics and competitive athletics.
- Are always striving to be the very best they can be.
- Understand that actions have consequences; sometimes they are good and sometimes they are bad.

## **Handbook Certification**

**(Pursuant to A.R.S. 15-843 N.)**

I certify that I received the 2025-2026 Mustangs Handbooks, and that my teacher has gone over the contents of the book with me on the date below. I understand that it is my responsibility to read and follow the rules and regulations as outlined in the Handbook.

I also understand that it is my responsibility to take this handbook home for my parents/guardians to review. I agree to have the parent Certification sheet signed and returned to the school office within three (5) days.

---

Student Signature

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Date

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Teacher Signature

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Date

## **Parent Certification**

**(Pursuant to A.R.S. 15-843 M.)**

**Por favor firme esta pagina, o llamar al (520) 642-3428, si necesita mas informacion.**

I have reviewed the 2025-2026 Mustang Handbooks

I understand that my child will be expected to follow these rules and regulations. I also understand that infraction of these rules and regulations will result in penalties as outlined in them. I understand a full set of Elfrida Elementary School Policies are available in the office, when and if I need more information.

---

Parent/Guardian Signature

Date

## Appendix A - Discipline Violation Definitions

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

**Aggravated Assault** is 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.

**Alcohol** is any intoxicating element.

**Arson** is knowingly damaging property by knowingly causing a fire or explosion.

**Assault** is (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (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.

**At School** means 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, including public or private locations that are holding school sponsored events or activities. Field trips and extracurricular practices and competition are specifically included in this definition.

**Bullying** is the verbal, written, physical, or psychological abuse of another student by means of threats, intimidation, insults, taunts, challenges or other aggressive behavior while on school grounds, buses, or at school sponsored events or activities.

**Bus Misconduct** is any inappropriate behavior at bus stops, while riding on 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.

**Cheating or Plagiarism** is intentionally using information or property of another, without permission of the school, to obtain an unfair advantage.

**Computer Tampering/Misuse** is 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; using a computer or computer system to threaten, alarm, harass or cause another person to suffer substantial emotional distress; and using Elfrida Elementary School District technology for uses outside of legitimate educational purposes.

**Contraband** are items prohibited because they may disrupt the learning environment.

**Dangerous Instruments/Explosive Devices** means anything that under the circumstances in which it is used, attempted to be used, or threatened to be used, and/or is readily capable of causing physical injury (e.g., air soft gun, B.B. gun, knife with blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter simulated knife, Taser or stun gun, tear gas, or any other dangerous item).

**Death Threat** is the act of stating an intended action whether written, oral, or electronic that could cause death.

**Defiance** is intentionally resisting or disregarding the authority of district personnel. This includes, but is not limited to, the failure to respond to a reasonable request, or the refusal to identify self when requested to do so.

**Disorderly Conduct** is any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment.

**Disrespect** is treating district personnel or any others with contempt or rudeness.

**Disruption** is creating disturbances in class, on campus or at school sponsored events. Continual or repeated disruptions may warrant more severe consequences.

**District/School Sponsored Event** is any event which is sponsored or supervised by the district/school or district/school personnel.

**Drugs** are chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs.

**Drug Paraphernalia** is any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug.

**Electronic Devices** cannot be used from the point students arrive on school grounds, until the time they exit school grounds. Electronic devices are cell phones, pagers, handheld computers, game systems, media players, or other electronic items. Electronic devices may not interfere with the learning, safety, or well-being of others. **The district is not responsible for the loss and/or theft of any of these types of devices.**

**Endangerment** is recklessly or intentionally creating a risk of injury or imminent injury or death to another or posing a threat to the health, safety and/or welfare of students, staff or others. Consequences are dependent on the offense's potential severity of harm.

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

**Extortion** is 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.

**Fighting** is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner.

**Firearm** is 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 guns, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms, or similar devices designed to explode and capable of causing bodily harm or property damage.

**Forgery/ Falsification** is the act of falsely or fraudulently marking 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)

**Gambling** is to risk money or anything of value on the outcome of anything involving chance.

**Gang** is an activity or affiliation of an ongoing loosely organized 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.

**Harassment** is the persistent or repeated annoying or tormenting of another.

**Hate Speech** is any written, oral, or electronic communication that manifests malice towards others based on their race, gender or ethnicity. This includes, but is not limited to, racial slurs, oral or written speech that could be deemed offensive by any individual or audience.

**Hazing** is any act meant to humiliate, degrade, harm, or injure and committed in connection with an organized team, club, or group connected to the educational institution.

**Horseplay/Roughhousing** means rough, boisterous play or behavior.

**Instigation** includes observing, video-taping, provoking or antagonizing a fight, posting on social media and/or sharing information or videos with others regarding a fight or other inappropriate incident.

**Insubordination** is being disobedient, refusing to identify self, or failing to follow directions of authority.

**Leaving Campus without Authorization/Unauthorized Absence** is when a student who leaves the school campus or school sponsored and supervised activity without express authorization of the teacher, administrator or responsible school employee.

**Loitering** occurs if a person is intentionally present on school grounds after a reasonable request to leave and does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission.

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

**Minor Aggressive Act** is when a student engages in non-serious but inappropriate physical contact or low-level hostile behaviors.

**Other Firearm** (other than handguns, rifles, or shotguns) is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile, the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile.

**On-Campus Reassignment (OCR)** At the direction of the building level administrator, students may be assigned an OCR for various infractions. Students assigned to an OCR remain in a classroom/258specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a school staff member.

**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.

**Physical Aggression** is tussles, minor confrontations, pushing, shoving or other physical provocation.

**Profanity/Obscenity** are the use of inappropriate or obscene language or gestures to the extent that it disturbs the educational process.

**Public Display of Affection** is kissing, hugging, fondling, or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.

**Recklessness** is unintentional or careless behavior that may pose a safety or health risk for others.

**Refusal to Identify Self** is the refusal of a student to give correct name upon request of school personnel, or the use of another person's name or identity. Student in grades 9 through 12 are required to carry school issued I.D. cards.

**Restitution** is providing an equivalent replacement or compensation for damages or loss of personal or district property and/or time. (The District can facilitate and encourage but is not responsible for enforcing monetary replacement of a loss)

**Robbery** is the taking, or attempting to take, any property of another from his/her person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property.

**Sale or Distribution of Alcohol** is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on district property, at a district sponsored event, or on school sponsored transportation.

**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. **Sale or Distribution of Drugs** is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on district property, at a district sponsored event, or on school sponsored transportation.

**School Day** includes activities happening in school buildings, on school grounds, on school busses and before, during, and after the school day.

**School Grounds/Property** include the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities and the District-owned contents of those buildings, stadiums, gymnasiums and other facilities. It also includes any public or private facility being used by the District for a school function, activity, and/or extracurricular event and the personal property located in those facilities.

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

**Sexual Harassment** is discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity)

**Sexual Materials** is the use or possession of pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment.

**Sexual Misconduct** is the use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical conduct, lewd comments, touching private areas, depantsing, pulling another's underclothing, possession or distribution of pornographic materials.

**Short Term Suspension** is a removal from school for one to ten days, but not to exceed ten 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.

**Simulated Weapon** is an instrument displayed or represented as a weapon including toys that resemble weapons.

**Staff** is any employee of the School District and those working as contracted employees of the District, including bus drivers, volunteers, and coaches.

**Tardy** is failure to be at a designated location at a specified time.

**Technology Misuse** is 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.

**Theft** is taking property that belongs to another without personal confrontation, threat, violence, bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school.

**Note: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by District insurance.**

**Threat Assessment Team (TAT)** 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 TAT.

**Threatening/Intimidating Behavior** is to frighten, compel or deter by actual or implied threats. This includes, but is not limited to, bullying.

**Tobacco** refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g., dip, chew, snuff, or twist) and electronic cigarettes.

**Note: 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.**

**Tobacco Paraphernalia** is any apparatus or equipment used or capable of being used in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, lighters, or vaping devices.

**Trespass** occurs when a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration.

**Under the Influence** occurs when a student's behavior or mood has changed as a result of consumption of alcohol or drugs.

**Vandalism/ Destruction of Property** are the willful act of defacing or destroying any building, fixture, vegetation or property either intentionally or unintentionally.

**Vehicle Violations** include improper driving or parking of a vehicle on school district property without permission, parking in prohibited areas, and/or improper driving to or from campus.

**Verbal Abuse/Profanity** are the use of profanity or any derogatory language stated publicly.

**Verbal Provocation** is the use of language or gestures that may incite another person or other people to fight.

**Weapon** is (includes but is not limited to) a bomb, firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two- and one-half inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, Billy clubs, Chinese stars, or any incendiary device.

**Notes: In the Discipline Matrices:**

- An asterisk (\*) indicates that a report can be made to the police.
- An administrator may choose any or all of the consequences for any level of infringement.
- The superintendent is the highest level of appeal for a suspension of 9 days or less

## **Appendix B - Grades K-3 Discipline Matrix**

**Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.** An administrator may choose any or all of the consequences at any infraction level. An underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of out of school suspension. An asterisk (\*) indicates that the violation must be reported to ADE and a police report may be filed. TAT = Threat Assessment Team. The Superintendent is the highest level of appeal for a suspension of nine (9) days or less.

**Potential Aggravating Factors:**

1. The severity of the actual result of conduct.
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.

4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.

### **Potential Mitigating Factors:**

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property.
4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. Reasonableness of use of physical force in self-defense, defense of others, and defense of property.

### **The threat or use of physical force by a student is not reasonable when:**

1. Made in response to verbal provocation alone.
2. Assistance from a school staff member is a reasonable alternative.
3. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

<b>Discipline Procedures- Grades K-3</b>			
	<b>1<sup>st</sup> Admin Intervention</b>	<b>2<sup>nd</sup> Admin Intervention</b>	<b>3<sup>rd</sup> Admin Intervention</b>
* <u>Alcohol</u> (possession and/or use)	<ul style="list-style-type: none"> <li>• Conference</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
* <u>Alcohol</u> (distribution and/or sale)	<ul style="list-style-type: none"> <li>• Conference</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
* <u>Arson</u> ARS 13-1703 • Mandatory TAT	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> <li>• Expulsion</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• Restitution</li> </ul>	
* <u>Assault</u> ARS 13-1203 • Possible TAT	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>

* <u>Aggravated Assault</u> ARS 13-1204 • Mandatory TAT	• Conference • One to Two (1-2) Day Suspension	• Two (2) Day Suspension • Four (4) Day Suspension	• Four (4) Day Suspension • Nine (9) Day Suspension
<u>Bullying</u>	• One to Two (1-2) Day Suspension	• Three to Four (3-4) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Bus Misconduct</u> <b>Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.</b>	• Parent Contact • Warning • One to Two (1-2) Day Suspension	• Parent Contact • Four to Eight (4-8) Day Bus Suspension	• Parent Contact • Up to Nine Week Bus Suspension • Complete Loss of Bus Riding Privileges
<u>Cheating/Plagiarism</u> <b>Subject to loss of credit on assignment</b>	• Conference	• Conference • Detention	• Detention • OCR or Suspension
<u>Contraband</u>	• Conference • Detention	• Detention • One to Two (1-2) Day Suspension	• One to Two (1-2) Day Suspension
* <u>Dangerous Instruments/Devices/Substances</u> ARS 13-105.12 • Possible TAT	• Conference • Detention • One to Two (1-2) Day Suspension	• Three (3) Day Suspension	• Four to Eight (4-8) Day Suspension
* <u>Death/School Threat</u> ARS 13-1202 • Mandatory TAT	• Nine (9) Day Suspension • Long term Suspension • TAT • Expulsion	• Long-term Suspension • TAT • Expulsion	• Long term Suspension • Expulsion • TAT
<u>Disorderly Conduct</u> ARS 13-2904	• Conference • Detention • One to Two (1-2) Day Suspension	• Three to Four (3-4) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Disrespect/Defiance/Insubordination</u>	• Conference • Detention	• Detention • One to Two (1-2) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Disruption</u>	• Conference • Detention	• One to Two (1-2) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Dress Code Violation</u>	• Change Clothes • Call to Parent	• Change Clothes • Detention	• Change Clothes • Detention
* <u>Drugs</u> (use and/or possession) ARS 13-3415	• One to Two (1-2) Day Suspension	• Four (4) Day Suspension	• Nine (9) Day Suspension
* <u>Drugs</u> (distribution and/or sale) ARS 13-3415	• One to Two (1-2) Day Suspension	• Four (4) Day Suspension	• Nine (9) Day Suspension
* <u>Drug/Tobacco Paraphernalia</u> ARS 13-3415	• One to Two (1-2) Day Suspension	• Four (4) Day Suspension	• Nine (9) Day Suspension

<u>Electronic Devices</u>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Student Pick Up</li> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Parent Pick Up</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Parent Pick Up</li> <li>• OCR</li> </ul>
* <u>Endangerment</u> ARS13-1201	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
* <u>Extortion</u> ARS 13-1804	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
* <u>Fighting</u> ARS 13-2904	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
* <u>Hate Speech</u>	<ul style="list-style-type: none"> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• One (1) Day Suspension</li> </ul>
<u>Horseplay/Roughhousing</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>
<u>Instigation</u>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
<u>Minor Aggressive Act</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>
<u>Physical Aggression</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>
<u>Public Display of Affection</u>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>
<u>Recklessness</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>
* <u>Sale or Distribution of Dangerous Instruments</u> • Possible TAT ARS 13-105.12	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>
* <u>Sale or Distribution of a Weapon</u> ARS 13-3102 • Mandatory TAT	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
* <u>Sexual Harassment</u> • Possible TAT ARS 13-2921	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>
<u>Sexual Materials</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Confiscation</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Conference</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three to Four (3-4) Day Suspension</li> </ul>
<u>Sexual Misconduct</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Three (3) Day Suspension</li> </ul>

* <u>Simulated Firearm or Weapon</u> • Possible TAT	• Conference • Detention • One to Two (1-2) Day Suspension	• Three to Four (3-4) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Tardy</u>	• Conference • Detention	• Conference • Detention	• Conference • Detentions
<u>Technology Misuse/Computer Tampering</u>	• Conference • Loss of Technology Privileges	• Loss of Technology Privileges	• Loss of Technology Privileges • One to Two (1-2) Day Suspension
<u>Theft</u> ARS 13-1802	• Conference • Restitution • One (1) Day Suspension	• Restitution • Detention • One to Two (1-2) Day Suspension	• Three to Four (3-4) Day Suspension • Restitution
<u>Threatening/Intimidating Behavior</u> ARS 13-1202	• Mediation • Detention • One (1) Day Suspension	• One to Two (1-2) Day Suspension	• Four to Eight (4-8) Day Suspension
* <u>Tobacco/Electronic Cigarettes</u> ARS 36-798.03	• Conference • Detention • One (1) Day Suspension	• One to Two (1-2) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Truancy/Leaving Campus without Authorization/Unauthorized Absence</u> ARS 15-803	• Conference • Detention	• Detention • One to Two (1-2) Day Suspension	• One to Two (1-2) Day Suspension
* <u>Vandalism/Destruction of Property</u> ARS 13-1602	• Conference • Detention • One (1) Day Suspension • Restitution	• One to Two (1-2) Day Suspension • Restitution	• Four to Eight (4-8) Day Suspension • Restitution
<u>Verbal Abuse/Obscenity/Profanity</u>	• Conference • Detention	• One to Two (1-2) Day Suspension	• Three to Four (3-4) Day Suspension
<u>Verbal Abuse/Profanity to an Adult</u>	• One (1) Day Suspension	• Two (2) Day Suspension	• Four to Eight (4-8) Day Suspension
<u>Verbal Provocation</u>	• Conference • Detention	• Detention • One to Two (1-2) Day Suspension	• One to Two (1-2) Day Suspension
* <u>Weapon/Other Firearm</u> • Mandatory TAT ARS 13-3102	• Nine (9) Day Suspension • Long Term Suspension	• Long Term Suspension • Expulsion	• Long Term Suspension • Expulsion

## Appendix C - Grades 4-5 Discipline Matrix

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An administrator may choose any or all of the consequences at any infraction level. An underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a

possible disciplinary action in lieu of out of school suspension. An asterisk (\*) indicates that the violation must be reported to ADE and a police report may be filed. TAT = Threat Assessment Team. The Superintendent is the highest level of appeal for a suspension of nine (9) days or less.

### **Potential Aggravating Factors:**

1. The severity of the actual result of conduct.
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.
4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.

### **Potential Mitigating Factors:**

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/ or safety of others and their property.
4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. Reasonableness of use of physical force in self-defense, defense of others, and defense of property.

### **The threat or use of physical force by a student is not reasonable when:**

1. Made in response to verbal provocation alone.
2. Assistance from a school staff member is a reasonable alternative.
3. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

## **Discipline Procedures- Grades 4-5**

<b>1<sup>st</sup> Admin Intervention</b>	<b>2<sup>nd</sup> Admin Intervention</b>	<b>3<sup>rd</sup> Admin Intervention</b>
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* <u>Alcohol</u> (possession and/or use)	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
* <u>Alcohol</u> (distribution and/or sale)	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
* <u>Arson</u> ARS 13-1703  • Mandatory TAT	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>Expulsion</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Expulsion</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> <li>Restitution</li> </ul>
* <u>Assault</u> • Possible TAT ARS 13-1203	<ul style="list-style-type: none"> <li>Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
*Aggravated Assault ARS13-1204 • Mandatory TAT	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
<u>Bullying</u>	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Eight (8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> </ul>
<u>Bus Misconduct</u>  Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> <li>One to Two (1-2) Day Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Detention or OCR</li> <li>Four to Eight (4-8) Day Bus Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Up to Nine Week Bus Suspension</li> <li>Complete Loss of Bus Riding Privileges</li> </ul>
<u>Cheating/Plagiarism</u>	<ul style="list-style-type: none"> <li>Conference</li> <li>Loss of Credit for Assignment</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) Day Suspension</li> <li>Loss of Credit for Assignment</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Credit for Assignment</li> <li>Four (4) Day Suspension</li> </ul>
<u>Contraband</u>	<ul style="list-style-type: none"> <li>Conference</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>One to Two (1-2) Day Suspension</li> </ul>
* <u>Dangerous Instruments/ Devices/Substances</u> ARS 13-105.12 • Possible TAT	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Eight (8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
* <u>Death/School Threat</u> • Mandatory TAT ARS 13-1202	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long term Suspension</li> <li>TAT</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Long term Suspension</li> <li>TAT</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> <li>TAT</li> </ul>

<u>Disorderly Conduct</u> ARS 13-2904	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> <li>• Long Term Suspension</li> </ul>
<u>Disrespect/Defiance/Insubordination</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> <li>• Long Term Suspension</li> </ul>
<u>Disruption</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> <li>• Long Term Suspension</li> </ul>
<u>Dress Code Violation</u>	<ul style="list-style-type: none"> <li>• Change Clothes</li> <li>• Call to Parent</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Change clothes</li> <li>• Detention</li> <li>• Conference</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Change clothes</li> <li>• One to Two (1-2) Day Suspension</li> </ul>
* <u>Drugs</u> (use and/or possession) ARS 13-3415	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
* <u>Drugs</u> (distribution and/or sale) ARS 13-3415	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
* <u>Drug/Tobacco Paraphernalia</u> ARS 13-3415	<ul style="list-style-type: none"> <li>• Up to Nine (9) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>
<u>Electronic Devices</u>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Student Pick Up</li> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Parent Pick Up</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• One to Two (1-2) Day Suspension</li> </ul>
* <u>Endangerment</u> • Possible TAT ARS 13-1201	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
* <u>Extortion</u> ARS 13-1804	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Eight (8) Day Suspension</li> </ul>
* <u>Fighting</u> (Note: Please refer to section on Student and Staff Self Defense) ARS 13-2904	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Eight (8) Day Suspension</li> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
<u>Forgery/Falsification</u>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>
* <u>Gambling</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>

* <u>Gang Activity</u> ARS 13-1202	<ul style="list-style-type: none"> <li>Two (2) Day Suspension</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
* <u>Harassment</u> ARS 13-2921	<ul style="list-style-type: none"> <li>Mediation</li> <li>Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
* <u>Hate Speech</u>	<ul style="list-style-type: none"> <li>Two (2) Day Suspension</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>
<u>Horseplay/Roughhousing</u>	<ul style="list-style-type: none"> <li>Conference</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Two to Four (2-4) Day Suspension</li> </ul>
<u>Instigation</u>	<ul style="list-style-type: none"> <li>One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>
<u>Minor Aggressive Act</u>	<ul style="list-style-type: none"> <li>Conference</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>One to Two (1-2) Day</li> </ul>	<ul style="list-style-type: none"> <li>One to Two (1-2) Day Suspension</li> </ul>
<u>Physical Aggression</u>	<ul style="list-style-type: none"> <li>One (1) Day Suspension</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Three (3) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> <li>Long Term Suspension</li> </ul>
<u>Public Display of Affection</u>	<ul style="list-style-type: none"> <li>Warning</li> <li>Conference</li> <li>Notify Parents</li> </ul>	<ul style="list-style-type: none"> <li>Parent Conference</li> <li>One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Three (3) Day Suspension</li> </ul>
<u>Recklessness</u>	<ul style="list-style-type: none"> <li>Conference</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>One to Two (1-2) Day Suspension</li> </ul>
* <u>Robbery</u> ARS 13-1902	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Restitution</li> </ul>
* <u>Sale or Distribution of Dangerous Instruments</u> • Possible TAT ARS 15-105.12	<ul style="list-style-type: none"> <li>Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> </ul>
* <u>Sale or Distribution of a Weapon</u> ARS 13-3102 • Mandatory TAT	<ul style="list-style-type: none"> <li>Long Term Suspension</li> <li>Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> </ul>	
* <u>Sexual Harassment</u> • Possible TAT ARS 13-2921	<ul style="list-style-type: none"> <li>Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>Long Term Suspension</li> </ul>

			• Expulsion
<u>Sexual Materials</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>
<u>Sexual Misconduct</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>
<u>*Simulated Firearm or Weapon</u> • Possible TAT	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
<u>Tardy</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> </ul>
<u>Technology Misuse/Computer Tampering</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Loss of Technology Privileges</li> <li>• One (1) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of Technology Privileges</li> <li>• Two to Four (2-4) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> <li>• Loss of Technology Privileges</li> <li>• Restitution</li> </ul>
<u>Theft</u> ARS 13-1802	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> <li>• Restitution</li> </ul>
<u>Threatening/Intimidating Behavior</u> ARS 13-1202 • Possible TAT	<ul style="list-style-type: none"> <li>• Mediation</li> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
<u>*Tobacco/Electronic Cigarettes</u> ARS 36-798.03	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> </ul>
<u>*Trespassing/Loitering</u> ARS 13-1503	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>
<u>Truancy/Leaving Campus without Authorization/Unauthorized Absence</u> ARS 15-803	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>
<u>*Vandalism/Destruction of Property</u> ARS 13-1602	<ul style="list-style-type: none"> <li>• Two (2) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> <li>• Expulsion</li> <li>• Restitution</li> </ul>
<u>Verbal Abuse/Obscenity/Profanity</u>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>

<u>Verbal Abuse/Profanity to an Adult</u>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Eight (8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
<u>Verbal Provocation</u>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>
* <u>Weapon</u> ARS 13-3102 • Mandatory TAT	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	

## Appendix D - Grades 6-8 Discipline Matrix

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. An administrator may choose any or all of the consequences at any infraction level. An underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of out of school suspension. An asterisk (\*) indicates that the violation must be reported to ADE and a police report may be filed. TAT = Threat Assessment Team. The Superintendent is the highest level of appeal for a suspension of nine (9) days or less.

### Potential Aggravating Factors:

1. The severity of the actual result of conduct.
2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct.
3. The extent of the disruption or potential disruption to the educational environment.
4. The attitude of the student and parent concerning the misconduct and potential disciplinary consequences.
5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents.

### Potential Mitigating Factors:

1. The age of the student.
2. The ability of the student to understand that the conduct was prohibited.
3. The ability of the student to understand the potential risk of the misconduct to the health and/ or safety of others and their property.

4. The ability of the student to understand the potential of the disruption to the institution.
5. The ability of the student to understand the potential for disciplinary consequences.
6. Reasonableness of use of physical force in self-defense, defense of others, and defense of property.

The threat or use of physical force by a student is not reasonable when:

1. Made in response to verbal provocation alone.
2. Assistance from a school staff member is a reasonable alternative.
3. The degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

### Discipline Procedures- Grades 6-12

	1 <sup>st</sup> Admin Intervention	2 <sup>nd</sup> Admin Intervention	3 <sup>rd</sup> Admin Intervention
<u>*Alcohol</u> (possession and/or use)	Nine (9) Day Suspension • Long Term Suspension	• Long Term Suspension • Expulsion	• Expulsion
<u>*Alcohol (distribution and/or sale)</u>	Nine (9) Day Suspension • Long Term Suspension	• Long Term Suspension • Expulsion	• Expulsion
<u>*Arson</u> • Mandatory TAT ARS 13-1703	• Long Term Suspension • Expulsion • Restitution	• Expulsion • Restitution	
<u>*Assault</u> • Possible TAT ARS 13-1203	Four (4) Day Suspension	Nine (9) Day Suspension • Long Term Suspension • Expulsion	• Long Term Suspension Expulsion
<u>*Aggravated Assault</u> ARS 13-1204 • Mandatory TAT	• Long Term Suspension	• Expulsion	
<u>Bullying</u>	Four (4) Day Suspension	Nine (9) Day Suspension	• Long Term Suspension
<u>Bus Misconduct</u> <small>Note: In addition to suspension of bus riding privileges, depending on the infraction, normal school consequences also apply.</small>	• Warning • One to Two (1-2) Day Bus Suspension	• Four to Eight (4-8) Day Bus Suspension	• Up to Nine Week Bus Suspension • Complete Loss of Bus Riding Privileges
<u>Cheating/Plagiarism</u>	• Conference • Loss of Credit for Assignment	Two (2) Day Suspension • Loss of Credit for Assignment	• Four (4) Day Suspension • Loss of Credit for Assignment

<u>Contraband</u>	<ul style="list-style-type: none"> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> <li>• Two to Four (2-4) Day Suspension</li> </ul>
* <u>Dangerous Instruments/ Devices/Substances</u> <small>ARS 13-105.12</small> • Possible TAT	Four (4) Day Suspension	Eight (8) Day Suspension	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
* <u>Death/School Threat</u> • Mandatory TAT ARS 13-1202	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>• Long term Suspension</li> <li>• TAT</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Long term Suspension</li> <li>• TAT</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> <li>• TAT</li> </ul>
<u>Disorderly Conduct</u> • Possible TAT <small>ARS 13-2904</small>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>• Long term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Susp</li> <li>• Expulsion</li> </ul>
<u>Disrespect/Defiance/Insubordination</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> <li>• Long Term Suspension</li> </ul>
<u>Disruption</u>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• One (1) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> <li>• Long Term Suspension</li> </ul>
<u>Dress Code Violation</u>	<ul style="list-style-type: none"> <li>• Change Clothes</li> <li>• Call to Parent</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Change clothes</li> <li>• Detention</li> <li>• Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Change clothes</li> <li>• One to Two (1-2) Day Suspension</li> </ul>
Drugs (use and/or possession) ARS 13-3415	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	• Expulsion
* <u>Drugs (distribution and/or sale)</u> ARS 13-3415	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	• Expulsion
* <u>Drug/Paraphernalia</u> ARS 13-3415	<ul style="list-style-type: none"> <li>Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	• Expulsion
Electronic Devices	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Student Pick Up</li> <li>• Notify Parent/ Conf.</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Parent Pick Up</li> <li>• Detention</li> <li>• OCR</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• One to Two (1-2) Day Suspension</li> </ul>
* <u>Endangerment</u> • Possible TAT ARS 13-1201	<ul style="list-style-type: none"> <li>• Detention</li> <li>• One to Two (1-2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>
* <u>Extortion</u> ARS 13-1804	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>

<u>Fighting</u> (Note: Please refer to section on Student and Staff Self Defense) ARS 13-2904	Four (4) Day Suspension	Nine (9) Day Suspension Long Term Suspension.	• Long Term Suspension • Expulsion
<u>Forgery/Falsification</u>	• One to Two (1-2) Day Suspension	• Two to Four (2-4) Day Suspension	Four to Eight (4-8) Day Suspension
<u>*Gambling</u>	• Conference • Detention • One (1) Day Suspension	Two (2) Day Suspension	• Four (4) Day Suspension
<u>*Gang Activity</u> ARS 13-1202	• Two (2) Day Suspension	Four (4) Day Suspension	• Nine (9) Day Suspension • Long Term Suspension • Expulsion
<u>*Harassment</u> ARS 13-2921 • Use of technology/ electronic device to harass/ offend/ intimidate (ARS 13-2916)	• One to Two (1-2) Day Suspension	• Two to Four (2-4) Day Suspension	• Nine (9) Day Suspension • Long Term Suspension • Expulsion
<u>*Hate Speech</u>	• Two (2) Day Suspension • Detention	Four (4) Day Suspension	• Nine (9) Day Suspension • Long Term Suspension
<u>Horseplay/Roughhousing</u>	• Conference • Detention • One (1) Day Suspension	Two (2) Day Suspension	• Four (4) Day Suspension
<u>Instigation</u>	• Two to Four (2-4) Day Suspension	• Four-Eight (4-8) Day Suspension	• Nine (9) Day Suspension • Long-Term Suspension
<u>Minor Aggressive Act</u>	• Detention • One to Two (1-2) Day Suspension	• Two to Four (2-4) Day Suspension	• Two to Four (2-4) Day Suspension
<u>Physical Aggression</u>	• One (1) Day Suspension	• Two to Four (2-4) Day Suspension	Four to Eight (4-8) Day Suspension • Long Term Suspension

<u>Public Display of Affection</u>	• Warning • Detention • Conference • One (1) Day Suspension	• Conference • One to Two (1-2) Day Suspension	Two to Four (2-4) Day Suspension
<u>Recklessness</u>	• Detention One to Two (1-2) Day Suspension	• Two to Four (2-4) Day Suspension	Two to Four (2-4) Day Suspension
<u>*Robbery</u> ARS 13-1902	• Four (4) Day Suspension • Restitution	Nine (9) Day Suspension • Restitution	Long Term Suspension • Restitution

<p><b><u>*Sale or Distribution of Dangerous Instruments</u></b>            • Mandatory TAT  <small>ARS 13-105.12</small></p>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>• Long Term Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	
<p><b><u>*Sale or Distribution of a Weapon</u></b> ARS 13-3102            • Mandatory TAT</p>	<ul style="list-style-type: none"> <li>• Long Term Suspension</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Expulsion</li> </ul>	
<p><b><u>*Sexual Harassment</u></b>            • Possible TAT ARS 13-2921</p>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Eight (8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b><u>Sexual Materials</u></b></p>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Detention</li> </ul> <p>Two to four (2-4) Day Suspension</p>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b><u>Sexual Misconduct</u></b></p>	<ul style="list-style-type: none"> <li>• Conference</li> </ul> <p>Two to four (2-4) Day Suspension</p>	<ul style="list-style-type: none"> <li>• Four to Eight (4-8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>• Expulsion</li> </ul>
<p><b><u>*Simulated Firearm or Weapon</u></b>            • Possible TAT</p>	<ul style="list-style-type: none"> <li>• Confiscation</li> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Confiscation</li> </ul> <p>Nine (9) Day Suspension</p>	<ul style="list-style-type: none"> <li>• Confiscation</li> </ul> <p>Long Term Suspension</p>
<p><b><u>Tardy</u></b></p>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• OCR</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• OCR</li> </ul>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Detention</li> <li>• OCR</li> </ul> <p>• Classify as Defiance (Suspension)</p>
<p><b><u>Technology Misuse/Computer Tampering</u></b></p>	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Loss of Technology Privileges</li> <li>• Two (2) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> <li>• Loss of Technology Privileges</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> <li>Long Term Suspension</li> <li>• Loss of Technology Privileges</li> <li>• Restitution</li> </ul>
<p><b><u>Theft</u></b>  <small>ARS 13-1802</small></p>	<p>One to Two (1-2) Day Suspension</p> <ul style="list-style-type: none"> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Two to Four (2-4) Day Suspension</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>Four to Eight (4-8) Day Suspension</li> <li>• Restitution</li> </ul>
<p><b><u>Threatening/Intimidating Behavior</u></b> ARS 13-1202            • Possible TAT</p>	<ul style="list-style-type: none"> <li>• Mediation</li> <li>• Two (2) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> </ul> <p>Long Term Suspension</p>
<p><b><u>*Tobacco/Electronic cigarettes</u></b> ARS 26-798.03</p>	<ul style="list-style-type: none"> <li>• Four (4) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Eight (8) Day Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Nine (9) Day Suspension</li> </ul> <p>Long Term Suspension</p>

<u>*Trespassing/Loitering</u> ARS 13-1503	One to Two (1-2) Day Suspension	• Two to Four (2-4) Day Suspension	Four to Eight (4-8) Day Suspension
<u>*Truancy/Leaving Campus without Authorization/Unauthorized Absence</u> ARS 15-803	• Detention • One (1) Day Suspension	Two (2) Day Suspension	• Four (4) Day Suspension Long Term Suspension
<u>*Vandalism/Destruction of Property</u> ARS 13-1602	• Two (2) Day Suspension • Restitution	Four (4) Day Suspension • Restitution	• Nine (9) Day Suspension Long Term Suspension • Expulsion • Restitution
<u>Verbal Abuse/Obscenity/Profanity</u>	Two to Four (2-4) Day Suspension	• Four to Eight (4-8) Day Suspension	• Nine (9) Day Suspension Long Term Suspension
<u>Verbal Abuse/Profanity to an Adult</u>	• Four (4) Day Suspension	Eight (8) Day Suspension	Long Term Suspension • Expulsion
<u>Verbal Provocation</u>	• Detention One to Two (1-2) Day Suspension	• One to Two (1-2) Day Suspension	• One to Two (1-2) Day Suspension Two to Four (2-4) Day Suspension
<u>*Weapon/Other Firearm</u> • Mandatory TAT ARS 133102	• Long Term Suspension • Expulsion	• Expulsion	