

AMPHITHEATER  
PUBLIC SCHOOLS

*YOUR*  
AWARD-  
WINNING  
SCHOOL  
DISTRICT

**PARENT  
AND  
STUDENT  
INFORMATION**



**2009-2010  
School Year**

# DISTRICT INFORMATION

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# VISION. MISSION. BELIEFS. VALUES. AMPHITHEATER.

## **Our Vision**

Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs!

## **Our Mission**

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

## **We Believe**

- All students can learn and achieve.
- Everyone has unique strengths, talents, and needs.
- All students and staff should be responsible for and dedicated to educational excellence. Education requires cooperation among the students, parents, school, staff and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and dedication to meet student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

## **We Value**

Diversity. Creativity. Curiosity. Diligence. Achievement. Honesty.  
Caring. Fairness. Respectfulness. Service to the Community.

# Governing Board



**Jeff Grant**  
*President*



**Diana L Boros**  
*Vice President*



**Kent Paul Barrabee, Ph.D.**  
*Member*



**Patricia Clymer**  
*Member*



**Linda Loomis, Ph.D.**  
*Member*

## District Administration

Vicki Balentine, Ph.D.  
Todd A. Jaeger, J.D.  
Patrick Nelson

Superintendent  
Associate to the Superintendent  
Associate Superintendent

## THE PRIDE OF AMPHI...

**We're proud of the ongoing achievements of our students, staff and district. Last school year, the Amphitheater community again distinguished itself as one of excellence in many ways. Just some of the notable achievements within the District are shown below.**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• 3 Odyssey of the Mind World Finals Teams</li> <li>• 18 National Merit Commended Scholars</li> <li>• 10 National Merit Scholar Finalists</li> <li>• 8 National Merit Scholarships</li> <li>• 11% of District high school students took Advanced Placement tests for college credit, with better than a 75 percent passing rate.</li> <li>• Bronze Medal, Future Farmers of America National Competition</li> <li>• Fourth Place, National Academic Decathlon Competition</li> <li>• Healthy Body Healthy Minds Award Recipient</li> <li>• Congressional Art Competition Winner</li> <li>• Outstanding Teen Citizen of the Year Award Recipient</li> <li>• State Champions, Elementary Chess Team</li> <li>• State Champions, Boys Soccer</li> <li>• State Champions, Girls Softball</li> </ul> | <ul style="list-style-type: none"> <li>• State Champions, Boys Baseball</li> <li>• State Champions, Girls Track</li> <li>• State Champions, Girls Triple Jump</li> <li>• AZ Learns (state-wide) schools: 10 "Excelling", 1 "Highly Performing", 6 "Performing Plus" and 2 "Performing"</li> <li>• Recipient of \$29 Million Teacher Incentive Fund Grant from U.S. Department of Education</li> <li>• 1 of the 9 Circle K finalists in southern Arizona for Teacher of the Year</li> <li>• Superintendent of the Year Award Recipient</li> <li>• 1 winner of the Rodel Foundation Exemplary Teachers award</li> <li>• Vice President, State Board of Education, 2009 (Superintendent)</li> <li>• 1 Flinn Scholar</li> <li>• 97% of teachers are highly qualified under state and national standards</li> <li>• 22 Nationally Board Certified Teachers</li> </ul> |
|--|--|

## A LETTER FROM THE SUPERINTENDENT

August 2009



Dear Parents:

It is my pleasure to welcome you and your student to a new school year.

We know that you have many choices when it comes to the education of your children, and we are pleased that you have placed your confidence in us. Our mission is to empower all of our students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world. Our caring and dedicated staff strive to fulfill that promise every day in each of our schools, programs and facilities.

Our goal in providing this informational handbook to you and your child is to answer many questions we know you may have about our schools. We also include some important information that the District is required to provide to parents each year. We include that kind of information here to ensure that all parents have easy access to it. A great deal of this information and all District policies and regulations are also available on our website: [www.amphi.com](http://www.amphi.com).

Thank you again for the opportunity to educate your child. We look forward to your involvement in the educational process.

Sincerely,

A handwritten signature in cursive script that reads "Vicki Balentine". The ink is dark and the signature is fluid and legible.

Vicki Balentine  
Superintendent

# STUDENT RIGHTS

## DUE PROCESS FOR STUDENTS

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's(s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.

More information regarding student disciplinary action may be found in the ***Code of Conduct***.

## Equal Opportunity Statement

Amphitheater Unified School District is an Equal Opportunity employer and educational institution. The District does not discriminate on the basis of race, color, national origin, sexual orientation, age, religion/religious beliefs, gender, creed, citizenship status, marital status, political beliefs/affiliation, home language, disability, family, social or cultural background in admission or access to, or treatment in its educational programs and activities, nor in its employment practices.

Inquiries concerning Title VI, Title VII, Title IX, Section 504, IDEA and Americans With Disabilities Act may be referred to the District's Equal Opportunity Specialist, 701 W. Wetmore Rd., Tucson, Arizona 85705, (520) 696-5164, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Denver, Colorado, 80204.

## **Student Records**

### **Family Educational Rights and Privacy Act of 1974**

**“Student records” includes all student information that is required by a governing body to be recorded and retained by the school or district.**

**Student records do *not* include the work notes of a teacher, administrator or other professional unless such notes are used or expected to be used by anyone other than the professional.**

Student records are considered professional and confidential and shall be available under the following circumstances:

1. To the parents/guardian of the student, unless a parent’s parental rights have been severed by a court.
2. To the professional staff of the school district in which the information was obtained.
3. In accordance with written instructions of a parent/guardian to transfer the records to another school, institution, or agency.
4. To any state or federal agency as long as such records do not identify the student and upon the approval of the local school district board.
5. With respect to grade transcripts, to any other school or educational institution to which the student is attending or has applied for admittance.
6. To a student or person over the age of eighteen (18) or emancipated minor whose records are maintained by the school.
7. To the district’s agents acting on behalf of the district, those records, files, documents, and other materials, which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution.
8. In response to a judicial order or lawful subpoena.
9. To comply with the request of authorized law enforcement officials conducting an investigation of acts of terrorism, which disclosure is required by law.
10. To recruitment officers of the United States Armed Forces, unless parents/guardians or eligible students prohibit such release.

Upon confirming a parent/guardian’s identity, the authorized personnel of a school district shall, upon request, make available to the parent or guardian of a student the content of the student’s records.

The parent or guardian shall be permitted to be accompanied by one other person of his/her choosing at such time as the parent or guardian reviews the content of the student's record, in the presence of a school official.

As a parent/guardian, you have the right to challenge the accuracy of your child's records and are entitled to a hearing with respect to that challenge, to insure that the records are not inaccurate, misleading, or otherwise in violation of privacy or other rights of the student.

Viewing of student records upon request of parents/guardians must be granted within 45 days.

A parent/guardian shall have the right to insert a personal statement into their student's permanent record. They shall also have the right to request amendment to said records. They shall receive notification of the procedure to be followed should they wish to challenge the records and have statements amended, upon request.

A parent/guardian shall have the right to request copies of certain documents in the student's file. The district will charge up to thirty-five cents (35¢) per document page for this service.

**Hatch Amendment:** In addition to the rights of review pertaining to pupil records as set forth above, the parents/guardians of a student may inspect all instructional materials, including teachers' manuals, films, tapes or other supplementary instructional material which will be used in connection with any research or experimentation program or project, i.e., any program or project designed to explore or develop new or unproven teaching methods or techniques.

A student, eighteen (18) years of age or older or emancipated, shall have access to his or her own records, but may not view anything in the record pertaining to the financial statement of his/her parent(s)/guardian(s).

Parents/guardians and/or eligible students have the right to deny public release of "Directory Information". Notification must be given to the institution within thirty (30) days of enrollment if the parent, guardian and/or student wish to deny the institution the right to give out directory information.

To prohibit the release of student information, please complete and return to the school the "Non-Release of Information" form available at the school.

## **Rights of the Disabled Under Section 504 of the Rehabilitation Act**

This notification will serve to advise you of the rights of students as they are set forth in SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT OF 1990.

1. All new facilities must be barrier-free, i.e., readily accessible to and usable by individuals with disabilities.
2. Programs or activities in existing facilities will be made accessible to the disabled within 60 days.
3. Every disabled child will be entitled to a free public education appropriate to his or her individual needs, regardless of the nature or severity of the disability. In those unusual cases where placement in a special residential setting is necessary, public authorities will be financially responsible for tuition, room and board.
4. Disabled children must not be segregated in the public schools, but must be educated with the non-disabled in regular classrooms to the maximum extent possible.
5. Educational institutions must undertake each year to identify and locate disabled children needing services.
6. Colleges and universities must make reasonable modifications in academic requirements, where necessary, to ensure full educational opportunity for disabled students.
7. Educational institutions and other social service programs must provide auxiliary aids, such as readers in school libraries or interpreters for the deaf to ensure full participation of disabled persons.
8. Qualified students with a disability may not be discriminated against solely by reason of his/her disability, in admission or access to, treatment, or employment in any program, activity or service sponsored by the district.

## **Title IX of the Education Amendment Act of 1972**

1. No person, on the basis of sex, may be denied admission or be subject to discrimination in admission by any school district.
2. The school district shall not provide any course or otherwise carry out any of its education programs or activities separately on the basis of sex, require or refuse participation therein by any of its students on such basis, including health, physical education, industries, business, vocational, technical, home economics, music and adult education courses.
3. School districts may not discriminate against any person on the basis of sex in the counseling or guidance of student or applicants.

4. No student shall, on the basis of sex, be treated any differently from any other student in the provision of educational opportunities such as: programs and activities (curricular and extra-curricular), benefits and services, aid and employment, and in the establishment of the rules and regulations and the enforcement of discipline.
5. Sexual discrimination includes sexual harassment. Unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature where (a) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's educational achievement; or (b) submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an offensive environment, is prohibited by the school district.
6. The school district shall not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
7. Portions of classes in elementary and secondary schools which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.
8. In accordance with the rules of the Arizona Interscholastic Association, participation on interscholastic teams shall be open to all students in all sports, except that the school shall not offer the following sports on a mixed sex team basis: Archery, Badminton, Gymnastics, Softball, and Volleyball.

Our schools are in compliance with the Amendment. The Physical Education programs being offered are co-educational with the exception of those sports excepted by the law and termed "body contact" sports, the purpose or major activity of which involves bodily contact.

Separate teams may be provided, or a single team open to both sexes may be provided. If by opening a team to both sexes in a contact sport the interests and abilities of both sexes are not accommodated, separate teams in that sport will be required. For example: an institution would not be effectively accommodating the interests and abilities of women if it abolished all its women's teams and opened up its men's teams to women, but only a few women were able to qualify for the men's teams. If baseball is limited to boys on a team, the equivalent – softball, must be provided for the girls.

A school may preclude men or women from participating on teams for the other sex if athletic opportunities have not been limited in the past for them regardless of whether the sport is contact or non-contact. Example: If both boys' and girls' tennis teams exist at that school, one may not try out for the opposite sex team. Boys may not try out for the girls' badminton team if the boys have not been limited in opportunity overall even if a badminton team is not offered for them.

9. No person shall on the basis of sex be excluded from participation in, be denied the benefit of, or be subjected to discrimination in employment or recruitment consideration, or selection therefore, whether full-time or part-time, under any education program or activity operated by the local school district.

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

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Amphitheater School District and each of its schools to notify you and to obtain your consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Your school will provide you with notice of any activities requiring parental notice and consent or opt-out for the upcoming school year. For all surveys and activities, your school will provide parents reasonable notice and a reasonable period of time to opt their child out prior to the administration of the surveys and activities. In addition, parents have the right to review any protected information survey.

(Please note that this notice and consent/opt-out right does not apply to parents whose student is 18 years old or is an emancipated minor under State law; in that case, the notice and opt out right transfers to the student.)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the District’s Legal Department or by writing the Family Policy Compliance Office of the U.S. Department of Education. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

# PARENT AND STUDENT INFORMATION

## AIMS

The Arizona Instrument to Measure Standards is a mandatory test given statewide to students which measures student proficiency in state standards for Writing, Reading, Mathematics and Science. The test is administered at several times throughout a student's education – in grades 3 through 8, and in grades 10 up to 12, depending upon a student's performance on the assessment. At the elementary and middle school level, the test covers information that is taught at the grade level in which the student is tested. At the high school level, the test covers information taught in the 9<sup>th</sup> and 10<sup>th</sup> grade. The academic achievement of each student taking the test is measured as to whether it falls far below state standards, is approaching state standard, meets state standards or exceeds state standards. Parents receive a copy of their child's scores and measurement results each year, usually in the summer or fall following the testing.

**Graduation Requirement.** Arizona law now mandates that every high school student meet state standards in Writing, Reading and Mathematics in order to graduate and receive a high school diploma. Students having difficulties in meeting state standards are eligible for additional district services provided at no cost, including additional classes, tutoring and summer school. In addition, students and their parents can create a customized tutoring/study guide as well as sample practice AIMS tests through the Arizona Department of Education website at: <http://www.ade.state.az.us>.

For every 1% drop in a student's school attendance rate, there is a corresponding 5% drop in AIMS performance.

## Absences and Attendance *“Every Day Matters!”*

Regular school attendance is essential for success in school. Students with 95% attendance rates or better are more than twice as likely to pass standardized achievement tests as students who attend only 85% of the time. Students who are frequently absent may be putting their futures in jeopardy; studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school and has a direct and negative result on student achievement.

Dropouts typically earn \$260,000 *less* than high school graduates over a lifetime. Please strive to have your children in attendance every school day unless they are sick. We urge you to ensure your child's best opportunity for educational success by scheduling medical and dental appointments after school hours except in cases of emergency and by scheduling family vacations during school vacation and recess periods.

State law requires that you authorize your child's absence from school and notify us in advance or at the time of the absence. Your call to us will also help protect your child. If your child is absent and we don't hear from you, we'll do our best to contact you by phone the same day that class is missed. Accordingly, it's vital that we have one or more telephone numbers to contact you. If your numbers change, let us know right away. Due to the number of students enrolled in our District, calls may be made by an automated system to ensure we can contact all parents on a timely basis.

State law also mandates that the school record a reason for a child's absence. Absences are excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of religious holidays of the family's faith.

When a student will be absent, the parent must call the school on or before the day of the absence in order to advise the school of the absence and the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified when the student returns in time for the student to obtain an admission slip prior to the student's first class. If no authorization is received by one day after your child returns, the absence will be considered unexcused. For absences greater than one day in length, the school should be notified in advance or on each day of the absence. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

**If your child is absent for ten (10) consecutive school days:** state law mandates that your child be automatically withdrawn from enrollment in order to stop state funding. You may then be required to fill out new enrollment documentation upon returning from an absence of such length.

Excessive absences may also affect a student's eligibility to participate in field trips, extracurricular activities and sports. In addition, absences can result in discipline and may be considered by a teacher in determining a student's grade or promoting a student; a student can fail a class or be retained in a grade level due to excessive absences.

Parents are responsible for ensuring that their children attend school. If a student is habitually truant, the parents and student may be cited by the court for truancy. By law, a student is considered habitually truant if absent without excuse for five or more days or if absent, with or without excuse, for 18 or more days.

**Chronic Illnesses:** In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should contact their school administration regarding the chronic health program.

**“Take Your Child To Work Day”:** Certain groups promote “Take Your Daughters and Sons to Work” events, usually on a school day in April of each year. In past years,

significant numbers of students went to work with their parents on these days, making it very difficult for teachers to provide meaningful activities and negatively impacting instructional benefits for those students absent. As a result, many school districts and employers in Arizona have been encouraging an alternate day in the summer for these events. By choosing a non-school day for this activity, you will provide your student with two important messages – the value of the work place and the importance of education in order to succeed in the work place.

**Open enrollment students:** Those who are frequently absent may lose their open enrollment status. A student will benefit more from attending school regularly somewhere else rather than attending school in our District on an inconsistent basis.

**Compulsory Attendance:** According to Arizona law, students must be in school until they reach the age of 16 or they successfully complete the 10th grade.

## **Cell Phones and Other Electronic Devices**

While cell phones provide a convenient means for families to remain in contact, use of them during class time or school activities can be disruptive to the learning process of both the student with the phone and others. Thus, while students may generally carry and use cell phones and other electronic devices such as pagers, handheld games or personal data assistants at school, such devices may not be used in a classroom or anywhere else in a manner which violates the privacy of others or interferes with the district's objective of providing a safe learning environment for all students.

**All cell phones and other electronic devices must be turned off and placed in the student's backpack or purse while in a classroom.** Schools and teachers may also set additional rules and restrictions on the use of such devices.

Administrators and teachers are authorized to confiscate electronic devices that are used in a classroom or used in any other manner that violates district or school policies. The parent or guardian of a student whose electronic device has been confiscated may recover the item from the school administrator. The District and its schools are not responsible for the loss or theft of personal items and devices.

## **Child Abuse Reporting**

State law requires that any school district employee acting in the scope of their employment who develops a reasonable belief that a child is or has been a victim of child abuse to immediately report their belief to Child Protective Services (CPS) or to the police. "Reasonable belief" requires very little evidence. Although the child abuse reporting law applies most often to an adult physically abusing a child, the law also mandates reports of neglect, sexual abuse or non-accidental injury, regardless of the age or maturity of the alleged abuser. Thus, a fight between students that results in non-accidental injury to a student will be reported to the police. Likewise, an act of sexual harassment by one student against another that constitutes sexual abuse will be

reported to the police for possible criminal charges. On occasions where a school must report possible child abuse, CPS or law enforcement may prohibit the school from informing the parent or guardian of the report for a period of time.

## **Computer and Internet Use**

The use of computers and Internet access by students at school supports the educational mission of the District and enhance our curriculum and learning opportunities for students. All District students may receive instruction via electronic resources.

The paragraphs which follow here are intended to provide students and parents with general guidelines and examples of prohibited uses of district computer equipment. Failure to comply with District rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

The district has implemented technical precautions to restrict student and staff access to controversial or inappropriate materials; however, on a shared network which interacts with the public domain, it is impossible to identify or control all controversial materials. In addition, while efforts are made to supervise student use of the Internet, schools cannot prevent all inappropriate uses, just as it is impossible for parents to do so at home. Student activity in a forum as public and constantly evolving as the internet carries inherent risk of access to objectionable material and communication with persons outside the school. The school also is not responsible for the accuracy or quality of information that students obtain through the Internet.

**Student Work Product:** Just as student works are often displayed within the school building or at events located off school grounds, student work product may also be posed for display – as an example or to recognize achievement – on a school or the District’s website. Limited information concerning the student (name, age and grade level) may also be posted with the work. Parents who do not wish a student’s work to be posted on-line, may indicate so through completion of a “Non-Release of Information” form available through the school. A copy of this form is also included in this handbook.

**Acceptable Use:** In general, a student access to the school’s computers, networks and Internet services should be for educational purposes and research consistent with the school’s educational mission, curriculum, and programs. The same rules governing student conduct, communications and behavior in the Code of Conduct contained in this handbook also apply to student use of computers and the Internet. Students are also expected to comply with all directives from the teacher or staff when using computers.

**Prohibited Uses:** Unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.

2. Using the school's computers, networks and Internet services for any illegal activity or activity that violates other Governing Board policies, procedures and/or school rules.

3. Copying or downloading copyrighted materials without the express authorization of the student's teacher or school administrator.

4. Plagiarism -- Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When using Internet sources, like others, in student work, the author, publisher or web site must be identified.

5. Downloading or installing software without the permission of the student's teacher or school administrator.

6. Purposefully causing disruption or harm to the school's computers, networks or Internet services, including, but not limited to, hacking and creating or uploading computer viruses.

7. Accessing communication forums methods, such as chat rooms, social networks, instant messaging or e-mail without authorization from a teacher or other staff member.

**No Expectation of Privacy.** In order to maintain school and student safety, the District retains full control, custody and supervision of all computers, networks and Internet services owned or leased by the District. The District and its schools also reserve the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school-owned computers.

**Student Security.** Students must be instructed and occasionally reminded that they should never reveal their full name, picture, address or telephone number on the Internet without prior permission -- from a supervising teacher and or their parent. Students should also never meet people they have contacted through the Internet without parental permission. Students should inform their teacher or school administrator if they ever receive e-mails, information or messages that seem threatening, inappropriate or make them uncomfortable in any way.

## **Costs and Charges**

The District provides a free, appropriate public education to all enrolled students. There are no costs that a parent is required to pay in order to attend District schools. When students seek to enroll in a school, they may receive a list of required and non-required

materials and supplies. Parents who are able to provide these materials for their student are urged to do so to maximize the use of school funds for other instructional purposes. No student will be denied an education if the parent is unable to provide those materials and supplies, however.

Basic course materials, identification cards, and some lockers may also be required and are provided free of charge. Some lockers and locks, activity cards, parking permits, yearbooks, and supplemental course materials and services are not required and are therefore not provided free of charge. A reasonable fee may apply.

While textbooks are provided at no cost to students, students and their parents are required to pay for any lost or damaged textbooks and/or other course materials. If students do not pay for lost or damaged materials, they may not be allowed to participate in extracurricular activities or other events such as graduation exercises.

## **Crisis and Emergency Plans**

Every school in the Amphitheater School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures, and provide for cooperation with appropriate emergency responders. To protect against their misuse by individuals with harmful or disruptive intentions, these plans are not released to the public. This helps ensure their effectiveness on the rare and unlikely occasion that they must be implemented.

Where an emergency at a school site occurs, our first priority is to ensure the safety of our students. Given the staff and effort required to supervise what can be more than two thousand students at a school when a crisis develops, immediate communication with parents may not be possible. We strive, however, to communicate with you within one school day when a situation has taken place.

## **Custody Matters**

In cases where custody matters affect a child attending school in the District, the child's school will follow the most recent (complete court and signed) order which is on file with the district. It is the responsibility of the custodial parent, or of parents having joint custody, to provide the district with the most recent court order.

Parents should also be consistent in their direction to school staff regarding custody matters; direction which contradicts court orders or which varies frequently can result in confusion and misunderstanding that often leads to concern and upset for the parties involved.

Parents should understand that school employees do not wish to be and cannot be placed in the middle of custody disputes which are private family matters. If a parent desires a school employee to testify in a family law matter, a subpoena for attendance

of the employee will be required. School employees, as public employees hired to serve students, may not be used as expert witnesses in court matters unless specifically retained for that purpose while they are not on duty for the District.

**Visitation:** Non-custodial parents are urged to arrange visitation outside of school time to ensure that a student's full attention may be focused on their instructional program and activities.

## **Dress Code/Grooming**

While the District recognizes that student dress and grooming are often matters of personal choice and expression, there is a relationship between student dress and such matters as individual and collective student achievement, school pride, school safety, and the accomplishment of educational objectives. Accordingly, policy and regulations prohibit student dress or grooming that, in the judgment of the school administration:

- presents a hazard to the health, safety or general welfare of students, staff, or others;
- interferes with or disrupts the educational environment or process;
- produces disorder in the educational process;
- creates an atmosphere of threat, intimidation or undue pressure;
- causes excessive wear or damage to school property;
- represents membership in, or support of, a gang; or
- displays obscene language or symbols, or symbols of sex, drugs, or alcohol.

More detail concerning the District's standards for dress and grooming are found in the Student Dress Code contained in this handbook.

**Footwear and Safety Dress:** Footwear must be worn at all times. In addition, students must comply with safety dress requirements for specific classes such as vocational courses, life physical education, and chemistry.

**Gang-Related Apparel/Grooming:** The District desires to keep schools and students free from the threat of harmful influences by any group or gang that advocates drug use, crime or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, tattoos, symbols, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of the other students which the same represents.

**Enforcement:** In addition to disciplinary action which may be imposed against students who violate the District's dress code, students or their parents may also be asked to do any of the following:

- Turn inappropriate clothing inside out.

- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.
- Cover the offending markings or symbols.

**Uniforms:** Schools, upon approval by the Governing Board of the District, may establish specific dress requirements, such as uniform policies. Students attending such schools must comply unless the parent executes a written opt-out request. In the District’s experience, parents only rarely execute opt-out forms and often praise uniform policies for their cost-saving and community-building effects.

**Clothing Bank:** Parents who may be experiencing financial difficulties and may be unable to obtain sufficient clothing for their student may be eligible for free clothing offered by the Amphitheater Foundation Clothing Bank. A referral to the Clothing Bank from your school is required and may be obtained on a confidential basis through your school administrator.

## **Eligibility -- Extra-Curricular Activities**

The primary function of this school district is to support student academic achievement. In pursuit of that goal, the District recognizes that a well-rounded educational experience includes extracurricular interests and athletic activities. However, academics must take priority, therefore, the District and its schools have set eligibility requirements for student participation in extracurricular pursuits.

***Participation in interscholastic athletics and other activities  
is a privilege and not a right.***

Students who fail to maintain academic qualification for extracurricular participation will be suspended from that activity until academic eligibility is attained.

Students who violate district and/or school rules, particularly where student and school safety may be affected, may be summarily removed from participation in extracurricular programs and activities.

Please refer to your student’s school handbook for further information regarding extracurricular activities’ academic and behavioral expectations. For students in grades 7-12, very detailed rules apply and are available through your school, coach or activity sponsor.

**Zero tolerance “24/7” policy:** The District maintains a **zero tolerance “24/7” policy** on the use of drugs or alcohol by interscholastic activity participants. Any participant who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student’s location.

**Academic Eligibility:** Student athletes in grades 7-12 must pass all classes in which they are enrolled in order to participate in extra-curricular activities. Students receiving grades at a nine-week quarter of “I” (incomplete), “F” (failing), “NC” (no credit or no-completion), “NM” (no mark), “U” (unsatisfactory), or students earning a total grade point average of less than 2.0 on the 4.0 scale for the nine week quarter will be ineligible to participate in athletics. Students losing their eligibility at the quarter will be monitored to determine if eligibility can be re-established, which cannot occur for at least four and a half (4.5) weeks. Activities that are part of a credit bearing class are not affected by the eligibility restrictions.

## **Field Trips**

The District values field trips which relate to the curriculum and instructional program of the District. Schools have limited funding for field trips, and may charge for extracurricular field trips.

Parental permission is required for field trips which extend beyond the Tucson metropolitan area, or which will involve community service duties, or which will occur outside of normal school hours. Teacher or other certificated personnel supervision is always provided by the District for field trips, but parent chaperones are also sometimes required, as circumstances and space permit. Only students who are approved for a particular activity and their assigned sponsors, teachers, coaches and district-approved chaperones may participate in field trips. Due to liability and funding factors, friends and family of students are not permitted to participate in field trips unless they are doing so as school-approved chaperones.

**Private transportation.** Parents who wish to transport their own child on any such school-sponsored trip rather than sending the student on district transportation, will be required to make prior arrangements with the school. Before a student will be permitted to participate in a field trip, but travel with a parent privately, the parent will be required to sign an acknowledgement indicating that they will transport the student.

## **Food in Classrooms**

Under the latest public food safety regulations, food brought into the classroom for classroom parties must come from a commercial source and, sadly, cannot be homemade. Items must provide a list of ingredients and should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing disposable gloves must serve the food.

With the exception of classroom parties, food provided to students in grades Kindergarten through 8<sup>th</sup>, must meet Arizona Nutrition Standards provided by the Arizona Department of Education. Details on the nutrition standards are available from your child’s school or online at:

<http://www.azed.gov/health-safety/cnp/HB2544/ArizonaNutritionStandards.pdf>.

## Free and Reduced Meal Program

Every school in the Amphitheater School District offers a choice of healthy meals each school day. Children may buy lunch for \$2.10 in grades Kindergarten thru 5, \$2.25 in grades 6 thru 8, and \$2.50 in grades 9 thru 12. Children may also purchase breakfast for \$1.25 in grades Kindergarten thru 8 and for \$1.50 in grades 9 thru 12. Milk and juice may be purchased for \$0.50. Children who qualify under U.S. Department of Agriculture guidelines may receive meals free or at a reduced price of 40 cents (\$0.40) for lunch and 30 cents (\$0.30) for breakfast.

All meals served must meet nutrition standards established by the U.S. Department of Agriculture. If a child has a disability, as determined by a doctor, and the disability prevents the child from eating the regular school meal, the school will make substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. Please note, however, that the school is not required to make a substitution for a food allergy, unless it meets the definition of disability. Please call the school for further information.

Your child can get free school meals if you receive food stamps, Temporary Assistance for Needy Families (TANF) or benefits from the Food Distribution Program on Indian Reservations (FDPIR). If your total household income is the same or below federal income guidelines for the size of your household, your child can either get meals free or at a reduced price. The federal income guidelines are shown on the bottom of the next page.

The following list of frequently asked questions may provide you with other information you may need concerning the School Lunch Program.

**How do I get free or reduced price school meals for my child?** You must complete the Meal Benefit Form available from your child's school or from the District's Food Service Department (696-5133) and return it to the school.

- ***For households getting food stamps, Temporary Assistance for Needy Families, or benefits from Food Distribution Program on Indian Reservation.*** You only have to include your child's name and case number, and an adult household member must sign the form.
- ***For households that do not get food stamps, Temporary Assistance for Needy Families, or benefits from Food Distribution Program on Indian Reservation.*** If you do not have a case number, you must include the names of all household members, the amount of income each person received last month and where the income came from. An adult household member must sign the form and include his or her social security number, or indicate that he or she has none.

- **Households with a foster child.** You must include the child's name and the amount of "personal use" income the child received last month, and an adult must sign the form.

**Will the form be verified?** Your eligibility may be checked at any time during the school year. School officials may ask you to send written evidence that shows that your child should get free or reduced price school meals.

**What if my household income exceeds the federal guidelines, but I still feel that my child should receive free or reduced cost meals?** The income guidelines are set by the federal government and must be adhered to. The school district cannot grant free or reduced meals to households which do not meet the guidelines shown below.

**Can I appeal the decision on my application for free or reduced lunch?** You can talk to school district Food Service Department officials by calling (520) 696-5133 if you do not agree with the decision on your form. You also may ask for a fair hearing by writing: Todd A. Jaeger, J.D., Associate to the Superintendent, Amphitheater Public Schools, 701 W. Wetmore Rd., Tucson, AZ, 85705.

**Must I report changes in my income or household?** If your child gets free or reduced price meals because of your income, you must tell us if your household size decreases, or if your income increases by more than \$50 per month or \$600 per year. If your child gets free meals because your household gets food stamps, Temporary Assistance for Needy Families (TANF) or benefits from Food Distribution Program on Indian Reservations (FDPIR), you must tell us when you no longer get these benefits.

**Will the information I provide to the District on my free and reduced meal application form be kept confidential?** We will use the information on your form to decide if your child should get free or reduced price meals. We may inform officials connected with other educational agencies and programs to help determine whether you may also qualify for benefits under those programs. We may also inform other child nutrition, health and education programs of the information on your form for funding and/or evaluation purposes.

**Must I apply now or can I apply later for free and reduced price meals?** You may apply for free and reduced price meals at any time during the school year. If you are not eligible now but have a change, like a decrease in household income, an increase in household size, become unemployed or begin receiving get food stamps, Temporary Assistance for Needy Families (TANF) or benefits from Food Distribution Program on Indian Reservations (FDPIR), you may complete a form then.

All applicants under the plan will receive notice as to whether their application is approved or not.

**Federal Income Guidelines** (Income must fall below levels shown to qualify).

FEDERAL INCOME CHART For School Year 2009-2010			
Household Size	Yearly	Monthly	Weekly
1	\$ 20,036	\$1,670	\$ 386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
Each additional person	+ 6,919	+ 577	+ 134

### **Homelessness**

We are committed to ensuring that homeless children in the Amphitheater community have equal access to the same free, appropriate public education as provided to other children in our district, and we will work to eliminate barriers to a homeless child's enrollment. Homeless students are never singled or separated on the basis of their homelessness from other students. Students and their families who are homeless and who experience any difficulty obtaining access to education or other district services are encouraged to contact the District's Homeless Liaison at (520) 696-6946. You may also be referred to the Liaison by school personnel.

### **Immunizations**

Arizona law requires documentary proof of immunity against certain childhood diseases for students attending Arizona schools for the first time. Students subject to this requirement who lack documentary proof of immunizations may enroll but cannot be permitted to attend classes until the requisite proof is provided. If required immunizations become due during a student's enrollment in a given school year, failure to promptly provide proof of compliance will result in automatic exclusion from school until compliance occurs, in accordance with state law. Parents are reminded that due to the public health matters involved, the District cannot violate state law by permitting children who are not in compliance to attend school. Requirements for obtaining an exemption from immunization requirements for medical reasons or due to personal beliefs are available from the school nurse or health office. (See, A.R.S. §15-872.) Students who are exempted from compliance will, however, be excluded from school if there is an outbreak of an illness for which they have not been immunized.

## Insurance

The District does not maintain insurance for student medical or dental costs if the student is injured during school activities or while on school premises. Parents are responsible for securing insurance coverage for their children. Forms for a very low-cost student accident insurance program available to parents are available at each school. Like most insurance policies, there are some coverage limitations and exclusions. Information on the policy is also available on the district's website at [www.amphi.com](http://www.amphi.com). The District issues the student accident information forms as a convenience and service to students and parents; the District has no other connection with the insurance company and receives no compensation if parents purchase the coverage. Parents may pick up additional forms and purchase insurance at any time throughout the school year. Parents may also be able to obtain very limited (24-hour increment) accident insurance policies for special events such as field trips and the like through private insurance agencies.

In the event of an emergency, whether a student has insurance or not, the school may call 911 and emergency services may respond, to include a student's transport by ambulance to a hospital. The school has no responsibility to pay for these services; they are the responsibility of the parent/guardian.

## Interpretation and Translation Services

The District will provide interpretation services so that all parents can participate meaningfully in meetings and conferences regarding their children's education. Please contact your child's school to request these services. Parents can also request translations of district documents by contacting their school office.

## Law Enforcement

On occasion, law enforcement officers will visit a school site to request an interview with a student regarding a criminal investigation. Where child abuse or abandonment is involved, the officer is permitted to investigate the alleged victim of abuse as well as any sibling of the victim or other child residing with the victim. See "Child Abuse Reporting" above.

**Non-School Related Matters.** If a police officer enters the campus requesting to interview a student attending the school on an issue that is not school related, the interview will generally not be permitted at school unless the parent provides consent. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official will allow the interview. Otherwise, the parent will be contacted and will be asked if he/she agrees to the student being interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

**School Related & Student Safety Matters.** Safety of the student population is of paramount concern. When a police officer is present on the campus to interview students at the request of school authorities or due to concerns for the safety of the students in the school population, parental contact is required only if the student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. School Resource Officers (SRO's) present at the request of the school for the continued maintenance of school safety and order, may also interview students as necessary regarding school related issues as determined by school officials; again, parents need only be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

## Media

The news media frequently cover the positive events, people and activities at our schools. Your child may be interviewed, recorded, photographed or videotaped by the media or district staff for a story in the newspaper, radio or television. In some cases, photos and videos may be placed on the Internet for public access by the media. As described in greater detail in this handbook above, you can choose to prohibit district/media coverage of your child in advance by completing a "Non-Release of Information" form and submitting it to the school office. The form is available from your school and must be submitted each year. A copy of this form is included in this handbook.

## Medications

The presence of legal medications in the schools can present a risk to student safety. Students have been injured or have become ill when other student inappropriately shared their medication with them. Consequently, the District must impose restrictions on the presence of prescription and over the counter medications in schools. Students who do not follow school district rules on concerning the possession and use of legal medications at school are subject to discipline which can include long term suspension or expulsion. Parents are urged, for the safety of their children and others, to ensure compliance with these rules as well.

When it is necessary for a student to take medication during school hours, school personnel may assist if the following conditions are met:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission for school personnel to administer the medicine to the student. *Appropriate forms are available from the school office.*
- The medication must come to the school office in the prescription container provided by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given and must match the prescription container.

- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs will be documented, recording that the student received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

**Self-administration of prescription medication:** When a physician feels it is necessary for the student to carry and self-administer medication, the physician shall provide written recommendations, to be attached to the signed parent permission form. In the case of medication for diagnosed anaphylaxis (for example, Epic-Sticks) and handheld inhaler devices for breathing disorders, a physician's written recommendations are not required. In these cases, the student's name on the prescription label is sufficient proof of the physician's recommendation; however, the parent or guardian must provide written permission for a student to self-administer and carry the medication. *Appropriate forms are available from the school office.*

**Over-the-counter medication:** When it is necessary for a student to receive a medicine at school that is sold, offered, promoted, and advertised to the general public without a prescription, the following procedure has been established to ensure the protection of the school and the student:

- The parent or guardian must provide written permission for the administration of specific over-the-counter drugs.
- Over-the-counter medicine must be provided by the parent to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked. An administrator may designate a school employee to administer a specific over-the-counter drug.
- Each instance of the administration of an over-the-counter drug will be documented.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

**Self-administration of over-the-counter medication:** In general, a student's possession of over-the-counter medication at school is prohibited and is grounds for discipline. Students should instead leave all medications with the school office as described above. The school principal is authorized to make exceptions to this rule on a very limited basis. In these cases, all of the following rules apply:

- A signed and verified physician's statement must document the necessity for a student to self-administer the over-the-counter medicine and must be attached to the parent or guardian permission form, indicating the specific drug or medicine.
- The parent or guardian must provide written permission to the school office for the student to self-administer a specific over-the-counter drug ("pain reliever" is insufficient; specificity such as "200 mg. ibuprofen" or "500 mg Tylenol" is required). *Appropriate forms are available from the school office.*
- The student and parent must receive written permission from the principal or other administrator to be in possession of and self-administer the medication.

- The over-the-counter medicine sent by the parent must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- The student must take extraordinary precautions to keep the medication secure and under no circumstances shall make it available or provide it to another person. The student must also *immediately* report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

## **Open Enrollment**

The Amphitheater Unified School District has an open enrollment policy consistent with Arizona state law. Opportunity for open enrollment at any school site is dependent upon capacity to accept students from other districts or in-district attendance areas only after ensuring enrollment from within the school's own attendance area can be served.

Parents may pick up open enrollment applications at each school beginning December 1 of each school year. Applications are due the following January 15, and parents will be notified if the student is accepted, denied or placed on a waiting list by the following February 1. If space is still available after February 1, additional applicants may be considered on a first-come, first-served basis by the school administrator. Approval remains in effect for as long as the student remains at that school/building.

By signing the Open Enrollment application, the student and parent agree to comply with all the policies and regulations of the District and rules of the receiving school, including standards for academic effort, conduct and attendance. Transfers may be revoked by the school principal if policies and regulations for discipline and attendance are violated.

## **Pesticides**

Schools periodically apply pesticides, after providing both oral and written notice of the intent to do so. All oral and written notifications will contain, at a minimum, the date, time, general areas to be treated, and brand name of the pesticide to be applied. While school is in session, notice will be provided at least 48 hours in advance. Oral notice to students will be provided by means of school public address system announcements, assembly or classroom announcements. Written notice to parents will be provided by means of school lunch menus, special communications, newsletters, or similar means. Notice will also be posted at least 48 hours in advance of application at the main entrance to all buildings where pesticide is to be applied or on playing fields where pesticide is to be applied. Posted signs may not be removed earlier than 48 hours after the pesticide is applied. Specific information concerning the treatments which are applied may be obtained by calling your school office.

## **Policies**

Interested persons may review District policies and regulations in their entirety at each school within the District. They are available in the office of each school principal and are also in each school's library. You may also review District Policies and regulations through the "Policy Manual" link on the District's website at: [www.amphi.com/district/admin](http://www.amphi.com/district/admin).

## **Product Sales**

Because students and staff are at school for the purposes of learning and working, respectively, the District generally prohibits their solicitation by third parties seeking to sell products or services. Groups permitted to sell products on campus must be an officially recognized school organization and must have the sale approved by the principal and/or student council. Where a student group conducts such a sale, all funds collected must be deposited in the school's student funds account for the student club involved. Where a parent-teacher organization or booster group conducts a sale, prior authorization and compliance with District financial procedures is also required. Under state law, when students participate in fund-raising efforts conducted by school support organizations, resulting revenues must be shared with student groups in proportion to their level of effort and support.

## **Skateboards, Skates, and Rollerblades**

For the safety and well being of students, faculty and others, students are prohibited from using scooters, skateboards, roller blades/shoes, or similar devices on campus at any time, unless as part of an established classroom activity. Violation of this rule will subject the student to discipline, and the unauthorized use of District premises by students for these purposes may also be considered trespassing.

## **Search and Seizure**

School administrators have the right to search students and seize property, when they have a reasonable suspicion that the search will produce evidence that the student has violated the law or the rules of the school/District, or when they have reasonable suspicion that the student may have material harmful or detrimental to the health, safety and/or welfare of students. Any search conducted on this basis will be reasonable in scope and not excessively intrusive on the student, given the student's age, sex, and other factors, including the nature of the infraction.

**School-Provided Storage Space:** Storage areas provided to students by a school such as lockers, desks, cabinets or "cubbies", are provided only as a convenience to students, and always remain the property of the school. These storage areas are subject to school control and supervision. Students have no reasonable expectation of privacy in these spaces. School officials may therefore randomly inspect these spaces at any time, with or without reason, without notice, without student consent, and without

a search warrant. Students who accept lockers or desks assume full responsibility of the security of their lockers, desks, etc. Whenever a student is required to, or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority that issued the storage space when requested. Failure to do so will result in the lock being cut.

**Student's Person and Personal Belongings:** Students have a reasonable expectation of privacy in the personal belongings they carry with them or in items such as backpacks and purses. However, the search of a backpack, purse, or similar item at school is permissible when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the rules of the school/district. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove outer garments, such as jackets or sweaters, but such a search will not include removal of other clothing by school officials. Strip searches are prohibited.

**Vehicles in School Parking Lots:** Parking on high school campuses is a privilege, not a right, and students desiring to park on school grounds do so on the condition of complying with school and district rules. To maintain a safe school environment, the school retains authority to conduct routine patrols of student parking lots and inspect the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may also be inspected whenever a school authority has a reasonable suspicion the search will produce evidence that the student has violated the law or the rules of the school/district. The school is not liable for the loss or theft of personal belongings left in student or visitor vehicles.

## **Staff Qualification Information**

The District is proud of its high caliber staff. Under the federal No Child Left Behind Act (NCLB), every school district must report how many of its affected staff members are highly qualified. In Amphitheater, more than 97% of our staff is highly qualified. NCLB also requires school districts to inform parents that they have the right to request and receive timely information on the professional qualifications of their child's classroom teachers. More specifically, upon request, Amphitheater must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status.
- The bachelor's degree major(s) of the teacher and any other graduate certification(s) or degree(s) held by the teacher, including the field of discipline of the certification(s) or degree(s).
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Résumés describing educational background and teaching experience are maintained for all teachers and other instructional personnel. If you wish to review the résumés for your child's teachers or obtain any of the information described above, contact the school office where your child is enrolled.

### **Telephone Messages**

Due to the limited staff available at a school, as well as the disruptive impact on staff, instruction and school operations, the delivery of telephone messages to students cannot be assured and should be minimized, except in emergencies.

### **Travel Reduction**

The Amphitheater School District supports ride sharing and encourages families to coordinate driving to and from school with other families to minimize the burden on our streets and school campuses. For more information, call 792-1093.

### **Universal Precautions (Communicable/Infectious Diseases)**

Due to communicable diseases such as HIV and hepatitis, the District has instituted "universal precautions" which are recommended by the Center for Disease Control. To safeguard students and staff, school-based employees regard all body fluids as potentially infectious. They are trained to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly, and to report injuries to the nurse immediately. Students are not to touch blood or body fluids and should seek adults for assistance.

### **Vandalism & Parental Liability**

Students are expected to treat their school with respect. Vandalism and defacement of school property disrupts the orderly operations of the school and can negatively impact school climate and student body access to and use of facilities. We want all students to be able to enjoy the buildings, grounds and equipment which our taxpayers provide.

Under Arizona law, parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See, A.R.S §15-843.

### **Visitors to Schools**

We encourage you to visit your child's school. For the safety of all our students and staff, however, we do require that you and all other visitors report to the school office upon arrival on campus if you are visiting during the school day. Visitors are generally expected to sign in and wear a visitor's badge. Visitors who fail to comply with the requirement to register and obtain a visitor badge may be in violation of criminal trespass laws, student behavioral expectations, or both. See A.R.S. § 13-1502(A)(1).

Parents and others must comply with directions from the principal and teachers when visiting. If you wish to meet with your child's teacher or school administrator, please make prior arrangements to avoid conflicts with school activities and instructional program schedules.

Students from other schools are not allowed to visit other school campuses during the school day, unless they participating in an official school or district event.

We understand that students may require social services. However, given the limited resources and instructional time available to our schools, schools should be preserved as places of student learning. Therefore, external social service providers seeking to visit and provide services or treatment to students are better met in other settings outside our schools. Those services are more properly provided in the third party's own facilities, under the supervision and direction of the parent or guardian. Where appropriate, necessary, and properly authorized by the school principal, a third party may simply observe a student from a suitable distance so as not to interrupt the instruction of that student or others.

### **Vocational Educational Program**

In accordance with SECTION 504 OF THE VOCATIONAL REHABILITATION ACT OF 1973, Amphitheater Public Schools wishes to inform students, parents, employees and the general public that it provides an equal opportunity **VOCATIONAL EDUCATIONAL PROGRAM** for the high school students of the district. All courses, services and activities are offered without regard to race, color, religion/religious beliefs, gender, age, national origin, veteran status, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background.

Program areas planned for the 2009-2010 school year include:

Information Technology	Audio Visual Technology
Business Management and Administrative Services	Automotive Technology
Agricultural Business Management-Animal Science	Construction Technology
Early Childhood Professions	Graphic Communications
Drafting / Design Technology	Culinary Arts
Fashion Design and Merchandising	Performing Arts
Marketing, Management & Entrepreneurship	Allied Health

Limited English-speaking skills will not be a barrier to admission or participation in vocational education. The primary requirements for admission are an established interest in pursuing a career in the chosen occupational field and the ability to meet the requirements for entry-level employment in that field of work.

Disabled students are encouraged to participate in vocational education programs in our district. In virtually all cases, accommodations can be made to modify the program or the facility to allow for participation by disabled students.

### **Pima County Joint Technical Education District**

The Pima County JTED was established in July 2007 to provide students with expanded Career and Technical Education (CTE) options. The JTED provides students with additional CTE program offerings and the ability to learn using industry standard equipment at their home high school as well as an opportunity for students to participate in CTE programs outside of their home high school.

CTE programs that will be offered through the Pima County JTED at their central sites for the 2009-10 school year include Aviation Mechanics, Construction, Cosmetology, Electric & Power Transmission, Fire Sciences, Law and Public Safety, and Nursing Services.

### **Volunteers**

The District is fortunate to be supported by the invaluable assistance of volunteers throughout the District and from every walk of life. Under Arizona law, all volunteers must be fingerprinted and cleared to work with students. Exceptions apply for student volunteers and parents of children in the District. Costs for fingerprinting of volunteers are paid by the District.

## **SELECTED DISTRICT POLICIES**

Policies are adopted by the Amphitheater Governing Board for the safety and welfare of the district's students, staff and community and, in some cases, as required by law.

The following policies and regulations are particularly significant in guiding students and parents as to the conduct and behavior expected while attending school-related activities.

## **Governing Board Policy KFA**

### **Regarding Public Conduct on School District Property**

The purpose of this policy is to establish a standard of conduct upon the school properties within the School District that will provide the best possible educational climate for the students; promote a free and constructive interchange of ideas among students, faculty members, staff personnel, and the general public; encourage participation in the educational process by the general public; protect the investment of the public in both the educational process and the physical plant in which it is conducted; and honor and protect the rights of all individuals within the community.

#### **Standard of Conduct**

The standard of conduct required of all persons upon the property of the School District shall be simply that no person shall act in such manner as to deny or interfere with the lawful use and enjoyment of such property by others, or in such manner as to interfere with the peaceful conduct of an educational institution.

#### **Definitions for the Purposes of this Policy**

*Authorized party:* Any member of the faculty or administrative staff of the District delegated by the Superintendent of the District or by any school principal within the District, or any other person or persons so designated by the Superintendent to administer the provisions of these policies.

*Governing Board:* The elected members of the school district Governing Board for the Amphitheater Unified School District No. 10 of Pima County, Arizona.

*School District:* The common school district and the high school district having coterminous boundaries and having common governing board membership, which is officially designated as Amphitheater Unified School District No. 10, Tucson, Arizona.

*School property:* All land, buildings, and other facilities and improvements thereon, owned or controlled by Amphitheater Unified School District No. 10.

*Faculty members, staff personnel, and employees:* All persons employed in any capacity, part-time or full-time, by the School District.

*Students:* All persons, both minors and adults, enrolled in educational programs provided or approved by the District on any of its school property.

*General public:* All persons not otherwise herein defined as students, employees, or member of the faculty, staff, or Governing Board of the District.

*Removal:* A direct order by an authorized party to any person to leave and vacate the school property of the School District.

*Suspension:* The temporary withdrawal of the privilege of attending a school for a specified period of time.

*Expulsion:* The permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending the school.

### **Penalties**

The commission of any act by any person upon any School District property that is prohibited by federal law, state statute, city or county ordinance, or the ordinances of any municipality having legal jurisdiction shall constitute good cause for the immediate arrest or removal of said person from such property by an authorized party.

Reasonable belief by an authorized party that a criminal act has been committed or attempted, or is about to be committed, shall be sufficient cause to justify immediate removal from School District property of the person suspected of committing or attempting or about to commit a criminal act.

Reasonable belief by an authorized party that any person on, or seeking to enter on, School District property is acting, or intends to act, in such a manner as to deprive or interfere, materially or substantially, with the lawful and reasonable use of such property by any other person or persons shall be sufficient cause to justify immediate removal from School District property of the offending party.

Any person who knowingly goes upon or remains upon any School District property in violation of any rule, regulation, or policy of the District or any school therein, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property by others, or who refuses to obey a lawful order to leave School District property given by an authorized party shall be in violation of District policy and state statute and shall be subject to arrest and prosecution for interference with the peaceful conduct of educational institutions.

### **Weapons on School Campus**

No person shall bring, carry, or possess any deadly weapon (whether concealed or not) into or on any campus of the School District, except that this regulation shall not apply to:

- Members of any law enforcement agency; and
- Persons who:
  - Are on campus to attend, teach, or otherwise participate in a weapons safety or use course; and
  - Have been authorized by appropriate District personnel to carry such a weapon.

The school administrator or designee of the school campus or school-sponsored activity will make a reasonable request of the person to remove the weapon from the person or vehicle and place it in the custody of the school administrator or designee. Should that request be refused, the school administrator or designee shall contact the appropriate law enforcement agency for assistance.

The school administrator will advise the parents and general public of the District's regulation concerning the above prohibition, informing them that this regulation is in accordance with A.R.S. 13-3102(A)(8), which specifies that, unless specifically authorized by law, a person commits misconduct involving weapons by knowingly entering any public school facility or attending any public school event while carrying a deadly weapon on one's person or within one's vehicle.

### **Prohibited Activities**

The following activities are prohibited on all District campuses: skateboarding, roller-skating, rollerblading, bicycle riding, golfing, exercising dogs, and the operation of motorized vehicles.

### **Reservation of Right to Regulate All Campus Ingress and Egress**

If, in the judgment of the Superintendent and/or any principal, particular circumstances justify regulation of all campus ingress and egress, then, and in such event, the Superintendent and principals are hereby empowered to restrict such ingress and egress to students having class or other regularly scheduled school function upon the property so restricted, staff members and faculty members employed to perform services upon the restricted property, and any member of the general public bearing a standardized form of campus pass issued by the Superintendent or the principal of the restricted school.

### **Interpretation and Enforcement of Standard of Conduct – Persons Authorized**

The Superintendent and the principal of each of the several schools within the District are hereby authorized and empowered to interpret and enforce the standards and sanctions of the policy concerning standard of conduct, and are further empowered to designate members of their staffs and faculties as authorized parties to act in their stead.

If, in the judgment of the Superintendent and/or any principal, an emergency exists in which additional authorities are required to prevent unreasonable interference with the use and enjoyment of school property by other persons, the Superintendent is hereby empowered to designate third persons not herein otherwise described as authorized parties.

### **Terms of Removal/Expulsion from School Property and Appeals**

It is the intent of this policy and the standard of conduct described herein to regulate the activities of all persons upon property of the District within the framework of Title 13 of the Arizona Revised Statutes. Unless otherwise specifically noted by the authorized party, the term of any removal from school property as herein authorized shall be for a period of not more than 24 hours.

Since provisions exist within the policies of the District for expulsion of students and removal of faculty members, staff personnel, and employees from school property upon a long-term basis, any appeal from such long-term expulsion of a student, employee, staff member, or faculty member shall be governed by such other regulations as exist

within the policies of the District. If, however, a member of the general public is aggrieved by any short-term removal under the authority of this policy or long-term exclusion from school property authorized hereunder, such party shall be entitled to an immediate appointment with the Superintendent (within 48 hours following request for such), at which time such party shall be entitled to an explanation of the reason or cause of such exclusion from school property. Following such meeting with the Superintendent, any member of the general public still aggrieved with the order of the removal/expulsion issued hereunder shall be entitled to appear before the Governing Board at its next regular meeting and request a public discussion of the reason and/or "good cause" for the expulsion or exclusion from school property.

Any member of the general public considered by the Superintendent to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey said instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

## **Governing Board Policy JICA Regarding Student Dress**

Students are required to comply with the Governing Board's dress code for students and with any school rule pertaining to the same. The Governing Board policy and the District's administrative regulation regarding student dress are set forth in their entirety below.

### **Student Dress**

The Board recognizes that students may desire to express their own sense of personal style through their attire and grooming. The Board finds, however, that personal choices of students and their parents can affect the educational program of the schools or the health and safety of others. This can occur where a student's attire or grooming distracts other students from their learning or interferes with staff duties. Student dress may also operate to threaten or intimidate others.

Because the Board is responsible for maintaining an environment that is safe and conducive to learning for all students, the Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

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

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

### **Administrative Regulation JICA-R**

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents regarding their appearance shall not affect the educational program of the schools or the health and safety of others.

Students should "dress for success" and come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty in their dress appropriate for a school, to be clean in appearance, and to wear footwear for reasons of health and safety.

The type of attire or grooming displayed by students shall not:

- Present a physical safety hazard to self or others in the school. Examples of attire which are prohibited include, but are not limited to:
  - Wallet chains.
  - Hanging belts.
  - Jewelry, such as low-hanging earrings that may be caught by another object or pulled by others.
  
- Create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence. Examples of attire which are prohibited include, but are not limited to:
  - Bandannas, hairnets, scarves as headgear, except when worn for religious purposes.
  - Gang-related personalization on hats, items of clothing, belt buckles, or on one's self.
  - Profane, defamatory writing or depictions on clothing or jewelry.
  - Obscene language or pictures.
  
- Display profanity or profane/obscene gestures or promote alcohol, drugs, or tobacco in their logo.
  
- Materially interfere with schoolwork, create disorder, or disrupt the educational program. Examples of prohibited attire include, but are not limited to:
  - Any clothing which exposes a student's bare midriffs.
  - Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide.
  - Mesh sports jerseys without undershirts.
  - Exposed undergarments.

Shorts and skirts must cover the buttocks and extend down to cover at least three (3) inches of the legs.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

If a student's dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take corrective action in order to ensure compliance with the student dress code.

## **Governing Board Policy EEAE Regarding Student Conduct on School Buses**

As this handbook explains above, **the Student Code of Conduct applies to students on their way to and from school** and, specifically, applies to students as they ride a school bus to and from school. Indeed, the expectation for appropriate student behavior is even higher on a school bus because of the risk to student safety even a relatively minor incident can be in the close quarters of a moving bus. Consequently, the Governing Board has adopted a separate policy regarding student behavior on school buses. This policy supplements the provisions of the Code of Conduct.

Whether on the bus, prior to boarding the bus, or subsequent to leaving the bus, student bus riders are required to conduct themselves in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver may inform the principal of the misconduct.

Students who violate bus conduct rules such as standing when the bus is in motion or making excessive noise are subject to removal from the bus. Students should remember that their conduct on the bus may also result in their removal (suspension or expulsion) from school as well.

For example, threatening a school district bus driver not only violates bus conduct rules but will also constitute a violation of Rule 5, Verbal Assault, mandating a long term suspension of at least ten (10) school days. If the threat constitutes a threat against the safety or security of the school environment, the behavior may also result in expulsion.

School bus drivers perform the invaluable service of safely transporting students to and from school 180 days each school year. They deserve respect and cooperation. Your own safety demands the same.

### **NOTICE**

**To facilitate investigation of bus infractions, buses may be equipped with hidden cameras which will visually and audibly record events and student behaviors occurring on the buses.**

## **Governing Board Policy JICF Regarding Gang Activity**

The Governing Board prohibits any activity that threatens individual students or staff or school safety. Gang activity of any kind will be addressed under the Student Code of Conduct as specific rules provide. Additionally, the following Board Policy and administrative regulation will be enforced.

### **Gang Activity**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process.

It is the District's position that gang-related activities and behaviors present a clear danger to other District students and staff members and disruption of educational activities. Any student causing and/or participating in activities that adversely affect the educational activities and/or safety of another student or the orderly operation of the schools shall be subject to disciplinary action. When such behaviors occur in a gang context, they are of distinctive concern to the District and the community because of potential retaliation by and/or involvement of other gang members.

The use of hand signals or graffiti, or the presence of any apparel, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is discouraged. Gang-related clothing or accessories may vary from school to school and may change from year to year. If disruption results from dress, accessories, or grooming, the student's parent/guardian shall be contacted, and the student shall be sent home to change clothes if necessary.

The Governing Board herewith prohibits any form of hazing, intimidation, assault, or other activity related to a gang affiliation that is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. If such prohibited activity should occur, the school administrator or the Superintendent shall take corrective and/or disciplinary action as may be appropriate, which may include suspension or expulsion.

## **Administrative Regulation JICF-R Regarding Gang Activity**

For the purpose of District policy, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;

- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

### **Governing Board Policy JICFA Regarding Hazing**

The Governing Board encourages the formation of lawful student clubs and organizations that enrich the educational experience of students. These organizations are subject to and governed by the District's policies and regulations. The District prohibits these organizations from engaging in hazing activities through the following policy.

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

## **Definitions**

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

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

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

## **Directions**

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

In accord with statute, violations of this policy do not include either of the following:

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

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

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

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

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

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

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

## **Governing Board Policy JICFB on Bullying, Intimidation and Harassment**

All learners, educators, and support staff are responsible for creating a learning environment free of threats, intimidation, harassment or bullying. Everyone deserves such an environment.

To assure that students, staff and parents are aware of this policy, the policy and the procedures developed by the Superintendent shall be posted conspicuously in each school building and shall be distributed to all students.

Students shall not bully, intimidate, or harass any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment or intimidation of anyone.

### **Definitions**

*“Bully”* – a person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

*“Bullying”* is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal exclusion or causes physical injury, mental harm or personal degradation.

*“Intimidation”* – verbal or physical threats toward another person made with the intent to inflict fear, injury or damage to property.

*“Harassment”* – the continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on: race, ethnicity, national origin, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior
- Any form of physical abuse, e.g., punching, kicking
- Verbal abuse – shouting at, insulting, “putting down”
- Psychological abuse – isolating an individual, preventing them from becoming part of a group or involved in certain activities

- Anonymous letters or spreading rumors that are designed to upset
- Demanding money
- Demanding coursework to copy against a person's will
- Stealing, hiding or damaging belongings, e.g., books, clothing, bags
- Teasing people about their physical appearance or other personal characteristics
- Intimidating or threatening email or text messages

### **Reporting by Staff**

Staff members shall report to school administration all incidents of bullying, intimidation or harassment which they witness or which they otherwise become aware of. Such reports shall be made on a timely basis. Staff shall also intervene to terminate acts of bullying, intimidation or harassment which they witness.

### **Reporting by Students**

Students are encouraged to report any acts of bullying, intimidation or harassment, whether they are victims or witnesses. The Superintendent shall develop procedures which provide confidential way for students to report violations of this policy.

### **Reporting by Parents**

A parent whose child has been the victim of bullying, harassment or intimidation, or who has otherwise become aware of such behavior is encouraged to report the behavior to a site administrator. The Superintendent shall develop procedures to facilitate parental reports.

### **Investigation and Disciplinary Response**

The school principal shall promptly investigate all allegations of bullying, harassment or intimidation.

Investigation may include interviews of students involved, including the alleged victim(s), perpetrator(s), and witnesses, if known. The identity of all students involved in the investigation shall be maintained confidentially.

Disposition of all reports/complaints that are proven shall be retained as required by law.

Students shall be disciplined for bullying, intimidating and harassing behavior, in accordance with existing Governing Board policies and district regulations, including the Student Code of Conduct.

As with the Code of Conduct, this policy and its corresponding procedures do not only apply to students while they are at their school. Policies governing student conduct also apply to students at other times, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or district grounds at any time, whether school is in session or not.

# **Amphitheater Information System Electronic User Requirements**

All District students are required to abide by the following:

## **Acceptable Uses**

The Amphitheater Unified School District provides students with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, server and networked peripheral equipment, a wide area network which includes access to the Internet, voice communication system, and electronic communication systems which include audio and video capability.

The Amphitheater Information System (AIS) may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. Students may not use the system for entertainment purposes, commercial purposes, or political lobbying. Students are expected to follow the rules set forth in the District's disciplinary code and the law. In addition to these Requirements, students' use of the AIS is governed by Governing Board Policy IJNDB copies of which are available at each school office or online.

The AIS has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by network system administrators and system administrators may investigate complaints regarding inappropriate or illegal material.

## **Unacceptable Uses**

To prevent against unacceptable use of the AIS, students must comply with the following:

### **To ensure their personal safety and that of others; students shall:**

- not post personal contact information about themselves, or others (i.e. names, addresses, telephone numbers, school address, etc.), without prior written permission from a teacher and/or parent to do so.
- not personally meet with someone they contact online without their parent's approval.
- promptly tell their teacher or school principal if they receive any message that is inappropriate or makes them feel uncomfortable.

### **It is illegal for Students to do the following:**

- Attempt to gain unauthorized access to the AIS or any other computer system through the AIS.

- Attempt to log in through another person's account or access their files without their written permission.
- Attempt to disrupt the AIS or destroy data by spreading viruses or by any other means.
- Use the AIS to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).
- Plagiarize, misuse or reproduce copyrighted works.

**In their use of the AIS, students shall observe the following language standards:**

- No obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- No posting of information that could cause damage or danger of disruption to the educational environment or operations of the District.
- No personal attacks, including prejudicial or discriminatory attacks on individuals or groups. No harassment.
- No sending someone messages if they have told you to stop.
- No knowingly or recklessly posting false or defamatory information about a person or organization.
- No posting chain letters or engaging in "spamming" (sending unnecessary messages to a large number of people).

**Students must be mindful of the following security matters:**

- They are responsible for their email and/or network account. They should not provide their password to another person or use another person's password.
- They should not permit another person to use their account.
- They should immediately notify their teacher if they have identified a possible security problem.
- They should not download software or load software on the network or hard drive of any computer.
- They should not attempt to harm or destroy data of another user or any other agencies or networks connected to the AIS. This includes, but is not limited to, uploading or creating computer viruses.
- They should not move, harm, destroy or deface any District-owned hardware.
- They should not attempt to repair District-owned equipment without prior written approval.
- They should have all personally-assigned District computer equipment at school during school hours.
- They should notify their teacher if a password is lost or stolen, or if there is a reason to believe that someone has obtained unauthorized access to the system.
- They should not attempt to use any personal electronic devices (i.e. PDAs, Blackberries, cell phones, etc.) to disrupt or damage the District's network.
- Wireless networks will not be permitted without written authorization of the Executive Director of Technology.

- No personal equipment (i.e., computers, laptops, PDA's) shall be connected to District network systems without written permission of the Executive Director of Technology.

### **Inappropriate Access to Material**

- Students may not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature). A special exception may be made for teachers or high school students who must access hate literature for the purpose of a school assignment. In this situation, a student must obtain written teacher consent.
- If a student mistakenly accesses inappropriate information, they must immediately tell a teacher.
- Students will not use free, web-based mail, instant messaging, and video conferencing or chat services, which are not permitted on school networks unless expressly authorized.
- Development and posting of all web pages must be in a manner specified by the District's Department of Informational Technology. Material placed on web pages must relate to school and career preparation activities and be used to inform, communicate, and educate.

### **Student Information and Rights**

- Use of the district's AIS is not private. Parents can request to see the contents of student files at any time (applies to students under 18 years).
- Routine maintenance and monitoring of the AIS may lead to discovery of violations of District policies or the law.
- An individual search will be conducted if there is a reasonable suspicion that I have violated this District policy or the law.
- The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the AIS.
- The District reserves the right to restrict or revoke my use of the AIS at any time, if deemed within the District's best interest.

**THE FOLLOWING FORM IS  
PROVIDED FOR YOUR CONVENIENCE**

**COPIES ARE AVAILABLE  
AT YOUR SCHOOL**

## Non-Release of Information Designation of Directory Information

During the school year, District staff members may compile non-confidential student directory information such as:

- The student's name.
- The student's date and place of birth.
- The student's class designation (i.e., first grade, eighth grade, etc.).
- The student's extracurricular participation, i.e. sports, band, clubs.
- The student's achievement awards and honors.
- The student's major field of study, if any.
- The student's weight and height, if a member of an athletic team.
- The student's photograph (such as may be provided for yearbook use).
- The school/school district the student attended before enrollment in the District.

According to state and federal law, this directory information identified above may be publicly released without permission of parents or students who have reached majority age (18). This is often the case in yearbooks and school programs. If you do not wish any or all of the above information about your child/you released, you must check the appropriate boxes above, the box below, complete this form, **and** return it to your school principal within ten (10) school days.

- I have checked boxes (above) for the information that I do **not** want released concerning my student/me. I understand that this will preclude the use of this information for many purposes, including yearbooks, activity programs, school and class rosters and other publications or documents.

**Posting or Publication of Student Works.** The District frequently celebrates and highlights student achievements and projects by displaying them in schools, at public events, in public locations, and on the District or school websites. Students are generally proud when their accomplishments are celebrated in this manner. If you do not wish any of your student's works or accomplishments displayed, please check the box below:

- I do **not** want my child's works posted, displayed or published in any way.

**Special Rule on Address and Phone Number:** Normally, the District does not release a student's address and/or telephone number publicly: Exceptions to this rule are made where required by law or in the event of an emergency. In addition, the District will release student and parent addresses and phone numbers to college and university recruitment officials. Finally, federal law requires the district to release student names, addresses, and telephone numbers to U.S. Armed Forces recruitment officers, unless you specifically prohibit the same below.

- I wish to prohibit the release of my student's/my name, address and telephone number to college and university recruitment officials.

- I wish to prohibit the release of my student's/my name, address and telephone number to U.S. Armed Forces recruitment officers.

\_\_\_\_\_  
(Please print student's name)

\_\_\_\_\_  
(Parent/Guardian/Student of 18 yrs or more signature)

\_\_\_\_\_  
(Date)

**If the school principal does not receive this form from you within ten days,  
we will release student record information as described above.**

Please note: this is a copy of a form available from your child's school office.

