

## 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.

### Arabic

#### خدمات الترجمة

سيقوم قطاع المدرسة بتوفير خدمة الترجمة لكل اولياء الامور لغرض مشاركتهم الفعالة في الاجتماعات والمؤتمرات التي من خلالها سيتم معرفة اداء اولادهم التعليمي. الرجاء الاتصال بمدرسة اولادكم لغرض تقديم طلب الحصول على مترجم. بإمكان القطاع المساعدة بترجمة الوثائق ذات الصلة بالمدرسة من خلال تقديم طلب الى ادارة المدرسة ايضا.

### Japanese

#### 通訳および翻訳サービス

当学区では、すべての保護者が、子供の教育に関する集会や会議に参加する際にしっかりと理解できるよう、通訳サービスをご提供いたします。通訳をご希望の方は、お子様の学校にお問い合わせください。また学校の事務所に、学区内文書の翻訳を依頼することもできます。

### Nepali

#### दोभाषे र अनुवाद सेवाहरू

आफ्नो बालबालिकाको शिक्षाको सम्बन्धमा डिस्ट्रिक्टले दोभाषे सेवाहरू प्रदान गर्नेछ जसले गर्दा सबै अभिभावकहरूले अर्थपूर्ण रूपमा बैठक र सम्मेलनहरूमा सहभागी हुन सक्छन्। कृपया यी सेवाहरू अनुरोध गर्न आफ्नो बच्चाको स्कूलमा सम्पर्क गर्नुहोस्। अभिभावकहरूले आफ्नो स्कूलको कार्यालयमा सम्पर्क गरेर डिस्ट्रिक्टका कागजातहरूको अनुवादको लागि पनि अनुरोध पठाउन सक्छन्।

### Swahili

#### Huduma za Ukalimani na Tafsiri

Wilaya itatoa huduma za ukalimani ili wazazi wote washiriki kikamilifu katika mikutano na makongamano kuhusu elimu ya watoto wao. Tafadhali wasiliana na shule ya mtoto wako kuomba huduma hizi. Wazazi wanaweza pia kuomba tafsiri za nyaraka za wilaya kwa kuwasiliana na ofisi ya shule yao.

### Somali

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### Vietnamese

#### Các Dịch Vụ Phiên Dịch và Biên Dịch

Quận sẽ cung cấp các dịch vụ thông dịch để tất cả phụ huynh có thể tham gia một cách hiệu quả vào các cuộc họp và hội nghị về giáo dục của con em mình. Vui lòng liên hệ với trường của con quý vị để yêu cầu các dịch vụ này. Các phụ huynh cũng có thể yêu cầu bản dịch các tài liệu của quận bằng cách liên hệ với văn phòng nhà trường của mình.

# TABLE OF CONTENTS

## Parent Information

### *Student Rights*

Due Process ... ..	2
Equal Opportunity Statement ... ..	2
Student Records: Family Education Records and Privacy Act of 1974 (FERPA) ...	2
Rights of the Disabled Under Section 504 ... ..	4
Title IX of the Education Amendment Act of 1972 ... ..	4
Protection of Pupil Rights Amendment ... ..	5

### *District Information*

AzMERIT/AIMS ... ..	6
Attendance ... ..	6
Career and Technical Education... ..	8
Cell Phones and other Electronic Devices ... ..	8
Child Abuse Reporting ... ..	9
Computer and Internet Use ... ..	9
Costs and Charges ... ..	10
Crisis and Emergency Plans ... ..	10
Custody Matters ... ..	10
Dress Code/Grooming ... ..	11
Eligibility – Extra-Curricular Activities ... ..	12
Field Trips ... ..	12
Food in Classrooms ... ..	12
Free and Reduced Meal Program ... ..	13
Homelessness ... ..	15
Immunizations... ..	15
Insurance ... ..	15
Interpretation and Translation Services ... ..	15
Law Enforcement ... ..	15
Media ... ..	16
Medications ... ..	16
Online Learning Opportunities... ..	17
Open Enrollment ... ..	18
Pesticides ... ..	18
Policies of the District ... ..	18
Product Sales ... ..	18
Skateboards, Skates and Rollerblades ... ..	18
Search and Seizure ... ..	19
Seclusion/Restraint ... ..	19
Staff Qualifications Information ... ..	19
Telephone Messages ... ..	19
Travel Reduction ... ..	19
Universal Precautions (Communicable/Infectious Diseases) ... ..	20
Vandalism and Parental Liability ... ..	20
Visitors to Schools ... ..	20
Volunteers ... ..	20
Policy KFA (Public Conduct on School Property)... ..	21
Technology Values ... ..	23
Acceptable Use Policy ... ..	24

### *Forms*

Non-Release of Information / Designation of Directory Information ... ..	26
Incident Report Forms and Notices... ..	27

# PARENT INFORMATION

## 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 of the Civil Rights Act of 1964, may be referred to David Rucker, the District's Equity & Safety Compliance Officer, 701 West Wetmore Road, Tucson, Arizona 85705, (520) 696-5164, [drucker@amphi.com](mailto:drucker@amphi.com).

### 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 1962 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 Beach 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. § 1222h, 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;
2. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of others with whom respondents have close family relationships;
5. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

6. Religious practices, affiliations, or beliefs of the student or parents; or

7. 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 19 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.

## **DISTRICT INFORMATION**

### **AzMERIT/AIMS**

The AzMERIT exam is a mandatory test given statewide to students in grades 3 – 8 to measure student proficiency in state standards for Writing, Reading, and Math. It is also given as an End of Course (“EOC”) assessment to those students enrolled in high school credit classes for Math (Algebra I, Geometry, and Algebra II) and English (9, 10, and 11).

In the elementary and middle school level, the Math test covers information taught at that grade level as well as related material covered in previous grade levels contained in that domain. Approximately 70%, for example, of the Math assessment content is taken from the grade’s major content; the remaining portion of the test comes from supporting domains. Test items are carefully aligned with standards to honor coherence across grade levels. The English/Language Arts (writing and reading) assessment measures content aligned with grade level standards.

At the high school, the test is designed as an EOC assessment. Any student enrolled in the high school credit bearing Algebra I, Geometry, or Algebra II classes either at the middle school or the high school takes the EOC assessment for that course. Likewise, any student enrolled in English 9, 10, or 11 takes the corresponding English EOC assessment. For now, the EOC assessments do not impact a student’s grade or their graduation.

Proficiency levels for the AzMERIT assessments are: Minimally Proficient, Partially Proficient, Proficient, and Highly Proficient. Practice tests and sample question types for all levels of the AzMERIT assessments are available at the ADE website: [www.azed.gov](http://www.azed.gov).

The AIMS science test is still required for students in grades 4, 8, and in high school.

State testing requirements may change this year as adjustments required by the coronavirus (COVID-19) pandemic are made by the state. For further information about state assessments, please check with your Principal or review the “Assessment” page on District website at [www.amphi.com](http://www.amphi.com).

### **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 is or 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. If no authorization is received by the end of the missed school day, the absence will be considered unexcused. For absences greater than one (1) 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 on an unexcused basis 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 10<sup>th</sup> grade.



## Career and Technical Education

In accordance with SECTION 504 OF THE VOCATIONAL REHABILITATION ACT OF 1973, Amphitheater Public Schools wishes to inform students, parents, employees and the public that it provides an equal opportunity **CAREER AND TECHNICAL EDUCATION** 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 currently planned for the 2020-2021 school year include:

Agriscience	Engineering
Architectural Drafting and Design	Film and TV Production
Automotive Diesel Technologies	Graphic Design
Automotive Technologies	Music and Audio Production
Bioscience	Nursing
Construction Technology	Software and App Design
Culinary Arts	Sports Medicine and Healthcare Foundations
Digital Photography	Technical Theatre
Early Childhood Education	Welding

Limited English-speaking skills will not be a barrier to admission or participation in Career and Technical 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.

Students with disabilities are encouraged to participate in Career and Technical Education programs in our District. In all cases, accommodations can be made to modify the program or the facility to allow for participation.

### Pima Joint Technical Education District

The Pima JTED was established in July 2006 to provide students with expanded Career and Technical Education (CTE) options. The JTED provides students with additional CTE program offerings outside of their home high school. The JTED partners with the District to provide a diverse offering of courses that provide hands on learning along with rigorous academic content creating college and career ready students.

CTE programs that will be offered through the Pima County JTED at their central sites for the 2020-2021 school year include 3D Animation and Game Design, Information Technology, Health Care Foundations, Health Care Pathway Programs, Personal Assistant Caregiver, Licensed Nursing Assistant, Registered Medical Assistant, Advanced Registered Medical Assistant, Medical Records Technology, Physical Therapy Technician, Cosmetology, Culinary Arts, Early Childhood Education, Automotive Technology, Aviation Technology, Construction Technology, Energy Technology, Heavy Equipment Operations, HVAC, Precision Manufacturing and Mechatronics, Advanced Precision Manufacturing, Veterinary Science, Law, Public Safety, and Security, Fire Service, and Welding.

### 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 Department of Child Safety (DCS) 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, DCS 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 emergency and crisis plans 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 or Health Office.

### **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 tobacco, drugs or alcohol by interscholastic activity participants. Any participant who uses, possesses or transfers tobacco, 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-nutrition>.

### **Free and Reduced Meal Program**

Every school in the Amphitheater School District offers a choice of healthy meals each school day. Costs of meals are available from your student's school. Children who qualify under U.S. Department of Agriculture guidelines may receive meals free or at a reduced price for lunch and 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 benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or 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. Children participating in their school's Head Start Program, foster children, and those who meet the definition of homeless, runaway, or migrant are also eligible for free meals.

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?** Families must apply for meal benefits for their children who attend schools that do not participate in The Community Eligibility Provision (CEP).

1.If your child attends a school participating in The Community Eligibility Provision (CEP), they will automatically receive free school meals, including breakfast and lunch.

2.If your child attends a school that is not participating in The Community Eligibility Provisions (CEP), a meal application form must be submitted.

- **The fastest and most accurate method is to apply online at <https://family.titank12.com>. Online applications can be processed the next day.**
- **If you do not have access to a computer, you may also apply by completing the Meal Benefit Form and return it to your child's school, or the Food Service Department. Paper applications can take up to 10 business days to process.**
  - The Meal Benefit Form is available from your child's school cafeteria; from the District's Food Service Department, 200 East Roger Road, Tucson Arizona 85705; Telephone (520-696-5133), Fax (520-696-3798); or by email to [stmiller@amphi.com](mailto:stmiller@amphi.com).
    - **For households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP) (food stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservation (FDPIR):** 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 receive benefits from the Supplemental Nutrition Assistance Program (SNAP) (food stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservation (FDPIR):** 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. In addition, you must indicate on the form that the child is a foster child.

**Should I fill out a meal application if my child(ren) attend a CEP participating school?**

A meal application is not required. However, we ask that parents fill out a Household Income Form to help schools secure program funding. Instruction on how to complete a Household Income Form will be posted on the Amphi Food Service Department page. You can find this information at [www.amphi.com](http://www.amphi.com).

**How do I know if my child(ren's) school is participating in CEP?**

Eight (8) schools are CEP Sites: Amphitheater High School, Amphitheater Middle School, Nash Elementary School, Holaway Elementary School, Keeling Elementary School, Prince Elementary School, Rio Vista Elementary School, and Rillito Center.

Thirteen schools (13) are non-CEP sites: Canyon del Oro High School, Copper Creek Elementary School, Coronado K-8 School, Cross Middle School, Harelson Elementary School, Donaldson Elementary School, Innovation Academy, Ironwood Ridge High School, La Cima Middle School, Mesa Verde Elementary School, Painted Sky Elementary School, Walker Elementary School, and Wilson K-8 School.

**Please note:**

- **If a family has a student that attends a CEP school, but also has a student that attends a school that is not CEP, a meal application must be completed for the student(s) that attends the non-CEP school in order for her/him to receive free or reduced-price meals.**
- **If a student attended a CEP participating school during the 2019/2020 school year, and is leaving to attend a non-CEP school, the family must immediately complete a meal application. The student will pay full price for meals until an application is received and approved. For next day processing, an online meal application should be submitted.**

**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 District cannot grant free or reduced meals to households that do not meet the guidelines.

**Can I appeal the decision on my application for free or reduced lunch?** You can contact 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 hearing by writing to: Director of Food Services, 200 East Roger Road, Tucson Arizona 85705; Telephone (520) 696-5132.

**Must I report changes in my income or household?** Once a child is determined eligible for free or reduced price meals, eligibility remains in effect for the remainder of the school year, and for up to 30 operating days into the next school year [7 CFR 245.6(c)(1)].

**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 determine if your child should get free or reduced price meals. We may disclose eligibility information, without prior written consent, to officials connected with programs under the National School Lunch Act or Child Nutrition Act and to other federal or state 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. Disclosure of confidential eligibility information outside these programs is permitted only with written consent of the participants' parent or legal guardian.

**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 benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR), you may complete a form then.

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



### **Homelessness**

The McKinney-Vento Act identifies homeless students as “Children who lack a fixed, regular and adequate nighttime residence” due to loss of housing, economic hardship, or a similar reason. This includes preschool students and school-aged children, as well as youth living on their own (unaccompanied youth not in the custody of a parent or guardian).

We are committed to ensuring that students experiencing homelessness in the Amphitheater community have equal access to the same free, appropriate public education as provided to all students in our District, and we will work to eliminate barriers to their enrollment. Homeless students are never singled out or separated from other students on the basis of their homelessness. Students and their families who are struggling with homelessness and/or who experience any difficulty obtaining access to education or other District services are encouraged to contact the District’s McKinney-Vento Liaison at (520) 696-5061. 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. §15-873.) 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 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, Epi-Sticks), insulin/glycogen 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:** With the exception of cough drops and sunscreen, 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 "400 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.

### **Online Blended Learning Opportunities**

Amphitheater School District recognizes that the traditional school program may not meet the needs, expectations or desires of some families and that both students and their parents may be looking for new or different learning options. To better serve diverse interests in this regard, the District offers several different blended online learning programs. These programs combine the best of online instruction with time in the traditional classroom setting as well. Students in such blended learning programs are known to learn better and demonstrate greater achievement than programs that only offer online instruction. This year, the blended learning and online instruction options may change so Amphitheater can continue to address student needs and ensure quality instruction during the COVID-19 pandemic. If you have questions about these options, please speak with your Principal or send an email to [answers@amphi.com](mailto:answers@amphi.com) to be connected with a District staff member who can assist you.

Parents will be responsible for providing appropriate computer and internet access for their students to use for the online component of these programs.

**Amphi Academy Online** is an online learning opportunity for students who are long-term suspended, and students who cannot attend classes on a traditional campus.

Students in the Amphi Academy Online complete their coursework online. Amphi Academy mentors, while not providing direct instruction through the course curriculum, monitor student progress through the learning management system. If students are not making adequate progress or are struggling with assignments, tests and grades, they are contacted by Amphi Academy mentors to participate in scheduled onsite tutorial sessions.

Students are required to participate in tutorial sessions if they are not making satisfactory academic progress or are not maintaining grades of “C” or better. This requirement is set in place to ensure that students are working the required number of hours per day, meeting established timelines, and fulfilling all course requirements. Amphi Academy mentors may contact students and parents via computer, email, or phone.

**Amphi Academy Online** offers credit recovery and acceleration course options for students.

### **Open Enrollment**

The Amphitheater Unified School District has an open enrollment policy consistent with Arizona state law. Information about open enrollment is available on the “Open Enrollment” page of the District website at [www.amphi.com](http://www.amphi.com) or at each school site. Parents may pick up open enrollment applications at each school at any time. 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. Approval remains in effect for as long as the student remains, without a break in school attendance, at that school’s feeder pattern.

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/governing-board](http://www.amphi.com/District/governing-board).

### **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 and

supervised 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.

### **Seclusion/Restraint**

The seclusion or physical restraint of students is discouraged by Governing Board policy. In the extremely rare circumstance where seclusion or physical restraint of a student is an appropriate method for addressing an individual student's behavioral issues, advance parental permission will be required, absent an imminent risk of harm to the student or others. Parental notification will occur after the event.

### **Staff Qualification Information**

The District is proud of its high caliber staff. 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 alternative modes of transportation such as carpooling, bicycling, and riding Sun Tran to minimize vehicle congestion 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. §12-661.

### **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 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.

**Third Party Visitors.** 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. Please review Governing Board Policy KFA on the next page.

### **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.

**KFA ©**  
**PUBLIC CONDUCT ON SCHOOL PROPERTY**

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person commits interference with or disruption of an educational institution by doing any of the following:

- Intentionally, knowingly or recklessly interfering with or disruption of the normal operations of an educational institution by either:
  - Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
  - Threatening to cause damage to the District, the property of the District, or the property of any person attending the District.
- Intentionally or knowingly entering or remaining on the property of an educational institution for the purpose of interfering with or denying lawful use of the property to others.
- Intentionally or knowingly refusing to obey a lawful order given by the Superintendent or a person designated to maintain order.

The above identified acts need not be directed at a specific individual, the District, or specific property of the District to constitute a violation of this policy.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. 13-2911.

A person may also interfere with or disrupt the District function by committing any of the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions or any activity sponsored or approved by this Board.
- Physical or verbal abuse or threat of harm to any person on property owned or controlled by the District or at supervised functions sponsored by the District.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Illicit use, possession, distribution, or sale of tobacco, alcohol, or drugs, other controlled substances, or other illegal contraband on District property or at school-sponsored functions.
- Use of speech or language that is offensive or inappropriate to the limited forum of the public school educational environment.
- Failure to comply with the lawful directions of District officials or of District security officers or other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- Knowing violation of a District rule and regulation. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.













- Any conduct constituting an infraction of any federal, state, or city law or policy or regulation of the Board.
- Carrying or possessing a weapon on school grounds unless the individual is a peace officer or has obtained specific authorization from the appropriate school administrator.

#### **Additional Requirements of the General Public**

The definition of *general public* is anyone who does not come under the definition of student, faculty member, staff member, or employee.

- No person shall visit or audit a classroom or other school activity, nor shall any person come upon or remain upon school premises, without approval by the principal or the principal's authorized representative. Nor shall any person conduct or attempt to conduct any activity on school premises without prior approval by the Superintendent or the Superintendent's authorized representative.
- Any member of the general public considered by the Superintendent, or a person authorized by the Superintendent, to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey the 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.
- Persons attending special functions shall confine themselves to the specific part of the facility assigned in the permit.
- Persons who engage in disorderly conduct of any kind may be subject to removal and exclusion from the facility.
- The use of facilities shall be granted only for legitimate purposes. Therefore, the permit holder shall assume full responsibility for any unlawful act committed during the exercise of the permit.
- No person shall possess or engage in the use of medical marijuana on District property, at a District event, or in a District vehicle.

We are very excited to have a wide range of technologies available for our elementary students. The internet and any devices (personal or school owned) utilizing our network are intended to support the educational objectives of Amphitheater Public Schools. Use of these technologies is a privilege, not a right. You need to know there are some important rules and guidelines to follow.

<b>Amphitheater Public Schools Technology Values</b>			
<p>We value <b>Communication;</b> Therefore, I will</p>	 <p>Make appropriate decisions when communicating.</p>	 <p>Participate in collaboration.</p>	 <p>Think before I post.</p>
<p>We value <b>Privacy &amp; Safety;</b> Therefore, I will</p>	 <p>Secure my personal information.</p>	 <p>Be aware that anything I do electronically is not private and can be monitored.</p>	 <p>Report any cyberbullying.</p>
<p>We value <b>Learning;</b> Therefore, I will</p>	 <p>Do my best.</p>	 <p>Have a positive attitude.</p>	 <p>Explore using appropriate resources. I will not use nonacademic search words.</p>
<p>We value <b>Respect;</b> Therefore, I will</p>	 <p>Follow copyright rules.</p>	 <p>Respond thoughtfully to other people's ideas.</p>	 <p>Take proper care of all equipment.</p>



## **Acceptable Use Policy**

We are very excited to have a wide range of technologies available for our secondary students. The internet and any devices (personal or school owned) utilizing our network are intended to support the educational objectives of Amphitheater Public Schools. Use of these technologies is a privilege, not a right. You need to know there are important rules and guidelines to follow.

### **1. Communication**

I will make appropriate decisions when communicating and will not send or share mean or inappropriate content. I will participate in collaboration while using effective participation skills. I will be mindful of what I post and not use profanity or any language that is offensive to anyone.

### **2. Privacy & Safety**

I will secure personal information about family, faculty or myself. This includes passwords, home addresses, phone numbers, ages, and birth dates. I will be aware that anything I do online or electronically is not private and can be monitored. I will seek help if I feel unsafe, bullied or witness any form of unkind behavior including cyberbullying.

### **3. Learning**

I will do my best. I will have a positive attitude and be willing to explore different technologies. I understand some sites are inappropriate and I will not search for words that are not related to my academics. I will evaluate the validity of information presented as I explore online and understand that not everything online is true.

### **4. Respect**

I will follow all copyright rules and give credit when it needed. This includes documenting and properly citing all information acquired through online sources including but not limited to images, videos and music. I will respond thoughtfully to the opinions, ideas, and values of others. I will take proper care of all equipment including district provided, my personal device, and the personal devices of others. I will report misuse and/or inappropriate content to my teachers and adults.

### **5. Use of technology – the District’s and personal**

The Children’s Internet Protection Act is a federal law which requires the District to “block” inappropriate searches/sites from students. I understand that law and will work effectively within it by searching only for appropriate sites whether using the district’s technology or my own personal device. I will use only my credentials to sign into the internet.

### **6. Misuse of technology**

This section contains significant information related to discipline included in the Code of Conduct.

### **STUDENTS MUST NOT:**

- Attempt to make unauthorized access to any Amphitheater Information System by trying to bypass the firewall and district servers.
- Access proxy accounts.
- Set up vpn.
- Conduct criminal, illegal, or gang related activities or searches.
- Cyberbully or to send threatening or harassing messages.
- Search for or post obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language or pictures.
- Post false or defamatory information about a person or organization.
- Attempt to disrupt or modify the Amphitheater Information System or data by spreading viruses or by any other means.
- Create a disruption in class, on the campus, or at any school related activity.

**THE FOLLOWING FORMS ARE  
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 (19). 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 19 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.

**STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING**  
**COMPLAINT FORM**

(To be filed with any School District employee who will forward this document to the principal or the principal's designee)

Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_ E-mail address \_\_\_\_\_

I wish to complain against:

Name of person(s) \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached if necessary.

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If there is anyone who could provide more information regarding this complaint, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
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<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify this information is correct to the best of my knowledge.

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_

(Attach notes and details from investigations)

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

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

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

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

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

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

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

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

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

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

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

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

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

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

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

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

**HAZING**

*File with a school administrator, the administrator's supervisor,  
or a professional staff member*

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_ E-mail address \_\_\_\_\_

**Report/Complaint:**

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident. *Be sure to note relevant dates, times, and places.* Additional pages may be attached if necessary.

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

Date/Location of the incident being reported:

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The projected solution:**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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

I certify this information is correct to the best of my knowledge.

Student \_\_\_\_\_ Date \_\_\_\_\_

Staff member receiving initial complaint \_\_\_\_\_

Date complaint received \_\_\_\_\_

The investigating administrator shall give one (1) copy to the complainant and retain one (1) copy for the file.

## **HAZING**

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

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

### **Definitions**

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

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

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

### **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.

### **Reporting/Complaint Procedure**

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

A person who complains or reports regarding hazing may complain or report 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 (9) school days when school is in session or within fifteen (14) 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 the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

**STUDENT CONCERNS, COMPLAINTS,  
AND GRIEVANCES**

**COMPLAINT FORM**

**(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)  
*Additional pages may be attached if more space is needed.***

**Please print:**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

**I wish to complain against:**

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to note all relevant dates, times, and places.*

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

\_\_\_\_\_



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**The projected solution**

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

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I certify that this information is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Administrator or professional staff member  
receiving initial complaint

\_\_\_\_\_  
Date initial complaint received

*The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.*