

JB ©
EQUAL EDUCATIONAL OPPORTUNITIES

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

Adopted: date of manual adoption

LEGAL REF.:

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 1681, Education Amendments of 1972, Title IX

20 U.S.C. 1703, Equal Educational Opportunities Act

29 U.S.C. 794, Rehabilitation Act of 1973, (Section 504)

42 U.S.C. 2000, Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII

42 U.S.C. 11301, McKinney-Vento Homeless Assistance Act of 2001

Arizona Constitution, Act XI, Sec. 6

CROSS REF.:

[AC](#) - Nondiscrimination

[ACA](#) - Sexual Harassment

[GBA](#) - Equal Employment Opportunity

[GCQE](#) - Discipline, Suspension, and Dismissal of Professional Staff Members

GDQD - Discipline, Suspension, and Dismissal of Support Staff Members

[IHBA](#) - Special Educational Programs and Accommodations for Disabled Students

[JII](#) - Student Concerns, Complaints and Grievances

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[KED](#) - Public Concerns/Complaints about Facilities or Services

JB-R ©

REGULATION

**EQUAL EDUCATIONAL
OPPORTUNITIES****Compliance Officer**

The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the School or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board.

Complaint Procedure

The School is committed to investigating each complaint and to taking appropriate action on all confirmed violations of policy. The Superintendent shall investigate and document complaints filed pursuant to this regulation as soon as reasonable. In investigating the complaint, the Superintendent will maintain confidentiality to the extent reasonably possible. The Superintendent shall also investigate incidents of policy violation that are raised by the Governing Board, even though no complaint has been made.

If after the initial investigation the Superintendent has reason to believe that a violation of policy has occurred, the Superintendent shall determine whether or not to hold an administrative hearing and/or to recommend bringing the matter before the Board.

If the person alleged to have violated policy is a teacher or an administrator, the due-process provisions of the School's Policy GCQF shall apply, except that the supervising administrator may be assigned to conduct the hearing. In cases of serious misconduct, dismissal or suspension proceedings in accordance with A.R.S. [15-539](#) *et seq.* may be initiated.

If the person alleged to have violated policy is a support staff employee, the Superintendent may follow due process and impose discipline under Policy GDQD if the evidence so warrants. The Superintendent also may recommend a suspension without pay, recommend dismissal, or impose other appropriate discipline.

If the person alleged to have violated policy is a student, the Superintendent may impose discipline in accordance with policies JK, JKD and JKE.

If the Superintendent's investigation reveals no reasonable cause to believe policy has been violated, the Superintendent shall so inform the complaining party in writing.

JB-E ©

EXHIBIT

**EQUAL EDUCATIONAL
OPPORTUNITIES**

COMPLAINT FORM

(To be filed with the compliance officer as provided in JB-R)

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 relevant dates, times, and places.

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 _____

JE ©**STUDENT ATTENDANCE**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-346](#)

[15-771](#)

[15-802](#)

[15-804](#)

[15-805](#)

[15-806](#)

[15-807](#)

[15-826](#)

[15-843](#)

[15-872](#)

[15-873](#)

CROSS REF.:

JH - Student Absences and Excuses

JE-R ©

REGULATION

STUDENT ATTENDANCE**Attendance Records**

Each time a class meets, the teacher shall check and formally record the attendance of all students assigned to the class. The name of any absent student shall be entered on the prescribed attendance/absence report and be submitted to the office.

A master list of student absences will be prepared daily from attendance reports received in the office.

The school administrator is accountable for assuring that accurate and timely daily records of student membership and attendance are maintained.

JEA ©
COMPULSORY ATTENDANCE AGES

It is unlawful for any child who is at least six (6) but not yet sixteen (16) years of age to fail to attend school during the hours that school is in session, unless such child is excused pursuant to:

- A.R.S. [15-802](#) (see attached exhibit) and verifiable records are kept of the reasons for excuse from the duties prescribed.
- A.R.S. [15-901](#) (for children with disabilities).
- The child being provided instruction at home.
- The child being accompanied by a parent or a person authorized by a parent.

Adopted: date of manual adoption

LEGAL REF.

A.R.S.

[15-802](#)

[15-803](#)

JEA-E ©**EXHIBIT****COMPULSORY ATTENDANCE AGES**

Every child between the ages of six (6) and sixteen (16) years shall attend a school and shall be provided instruction in at least the subjects of reading, grammar, mathematics, social studies, and science. The person who has custody of the child shall choose a public, private, charter, or home school as defined in A.R.S. [15-802](#) to provide instruction.

The parent or person who has custody of the child shall do the following:

- If the child will attend a public or private school, enroll the child and ensure that the child attends the public or private school for the full time that school is in session. If the child attends a school that is operated on a year-around basis, the child shall regularly attend during school sessions that total not less than one hundred seventy-five (175) school days, or the equivalent as approved by the Superintendent of Public Instruction.
- If the child will attend a private school or home school, file an affidavit of intent with the County School Superintendent stating that the child is attending a regularly organized private school or is being provided instruction in a home school, in accord with A.R.S. [15-802](#).
- If the child will attend home school, the child has not reached eight (8) years of age by September 1 of the school year, and the person who has custody of the child does not desire to begin home instruction until the child has reached eight (8) years of age, file an affidavit of intent pursuant to A.R.S. [15-802](#) stating that the person who has custody of the child does not desire to begin home school instruction.

A person is excused from the duties prescribed above if it is shown to the satisfaction of the school principal or the school principal's designee:

- The child is enrolled in an education program provided by a state educational or other institution.
- The child is in such physical or mental condition that attendance at a public school is inexpedient or impracticable.
- The child has completed the high school courses necessary for completion of grade ten (10) as prescribed by the State Board of Education.
- The child has presented reasons for nonattendance at a public school which are satisfactory to the school principal or the school principal's designee. For purposes of this paragraph, the principal's designee may be the School Governing Board.
- The child is over fourteen (14) years of age and is, with the consent of the person who has custody of the child, employed at some lawful wage-earning occupation.
- The child is an enrollee in a work training, career education, vocational, or manual training program that meets the educational standards established and approved by the Department of Education.
- The child was either suspended and not directed to participate in an alternative education program or expelled from school as provided in law.

JEB © ENTRANCE AGE REQUIREMENTS

High School

Students between the ages of sixteen (16) and twenty-one (21) years shall be admitted to high school. A student under sixteen (16) years of age who does not hold an eighth-grade certificate of promotion may be admitted to high school under the following conditions:

- The student must meet competency requirements in the adopted standards for promotion of students from the eighth (8th) grade as determined by the State Board of Education in the areas of reading, writing, mathematics, science, and social studies.

The Superintendent will develop procedures for the student to demonstrate competency in the standards adopted by the State Board of Education.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-701](#)

[15-701.01](#)

[15-703](#)

[15-766](#)

[15-767](#)

[15-771](#)

[15-821](#)

[15-901](#)

A.A.C.

R7-2-301

CROSS REF.:

JHD - Exclusions and Exemptions from School Attendance

[JLC](#) - Student Health Services and Requirements

JEB-R ©**REGULATION****ENTRANCE AGE REQUIREMENTS****(Determining Competency for
Entrance to High School)**

Upon request for admission to high school, a student who has not obtained an eighth-grade certificate of promotion and is under sixteen (16) years of age must show competency in the standards of reading, writing, mathematics, science, and social studies as adopted by the State Board of Education and as determined by a School assessment instrument. The assessment instrument will be based upon the standards adopted by the State Board of Education. The instrument will be prepared or selected by, and the result will be verified by, a certificated person chosen by the Superintendent.

JF © STUDENT ADMISSIONS

The person enrolling a student (except homeless students as defined in A.R.S. 15-824) in the School for the first time will be asked to produce one (1) of the following proofs:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, *and* an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent, guardian, or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a letter will be sent to notify the parent, guardian, or surrogate that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the School to disclose to any person a student's educational record without prior parental consent unless the School makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.
[15-828](#)

CROSS REF.:

IKEB - Acceleration
JFAA - Admission of Resident Students
JFAB - Admission of Nonresident Students
JFB - Open Enrollment
JG - Assignment of Students to Classes and Grade Levels
[JLCB](#) - Immunizations of Students
[JLH](#) - Missing Students
[JR](#) - Student Records
[JRCA](#) - Request for Transfer of Records

JFABC ©

ADMISSION OF TRANSFER STUDENTS

(Academic Credit Transfer)

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis.

Elementary

Academic credit for placement in the common school subjects and grades shall be based upon teacher recommendations and previous grade level assignments subject to the determination that the student can meet the standards adopted by the State Board of Education for the grade level assignment.

Credit for Graduation Requirements

Each student who enrolls and requests the transfer of academic credits to fulfill graduation requirements shall be provided with a list specifying the courses for which credit has been accepted for graduation and those for which credit has been denied by the School. Transferred credit that satisfies any of the following criteria will be acceptable for fulfilling School graduation requirements:

- The credit was from a course taught by a teacher certificated by the Arizona Department of Education.
- Awarding of the credit was based upon an assessment that included the standards adopted by the State Board of Education and evidence of the student having achieved the standards is provided.
- The credit was awarded by a school accredited by one (1) of the following accrediting agencies of colleges and schools; North Central Association, Southern Association, Middle States Association, New England Association, Northwestern Association, Western Association.

When transfer credit is denied for a course, the student may request and take an examination on the course subject matter designed and evaluated by a teacher in the receiving school who is certificated to teach the subject matter of the course for which the credit was requested. Upon receiving a satisfactory score as determined by the teacher, course credit will awarded to fulfill the requirements for graduation. All courses credited for graduation must meet the standards adopted by the State Board of Education where such standards exist. Where standards have not been adopted by the State Board of Education, courses credited for graduation must meet the standards established for the school to which the student has requested a transfer of credit.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-189.03](#)

[15-701.01](#)

[15-745](#)

CROSS REF.:

JG - Assignment of Students to Classes

JFC ©

STUDENT WITHDRAWAL FROM SCHOOL / DROPOUTS

A withdrawal form shall be presented to the parent or legal guardian of a student who may or must withdraw from school. The withdrawal form shall include space for the reason for withdrawal and the signature of an official of the school from which the student has withdrawn.

Reasons for withdrawal may include:

- Parents or legal guardians moving from the School.
- Parents requesting the withdrawal of students who have passed their sixteenth birthday.
- Expulsion or long-term suspension by the Board.

Upon withdrawal, the student shall check in all books and other School property through the office of the school that was attended.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-827](#)

[15-828](#)

[15-829](#)

CROSS REF.:

JF - Student Admissions

JHD ©

**EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE****(Chronic Health Conditions)**

The School will provide appropriate educational opportunities for any student identified by a licensed physician or podiatrist as having a chronic health condition that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school. The assigned teacher(s) shall have the responsibility to provide, in a timely manner, homework for students designated as having chronic health conditions. Further, students with chronic health conditions shall be provided flexibility in physical education activity requirements so that they may participate in the regular physical education program to the extent that their health permits. Staff members responsible for physical education activities programs shall develop and implement such guidelines.

The Superintendent shall develop regulations for meeting the requirements of this policy.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-346](#)[15-761](#)[15-843](#)[15-902](#)

JHD-R ©**REGULATION****EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE****(Chronic Health Conditions)****Identification/Referral Process**

Staff members shall be informed of procedures to follow in serving "students with chronic health conditions." Teachers will review registration data and make note of any students who were previously served as students with chronic health conditions.

Registration forms, enrollment data, and attendance registers will identify certified students with chronic health conditions who are eligible for modified instructional services.

The screening procedures used to screen kindergarten students and new enrollees for possible referral to special education or compensatory programs will provide an indication of whether students with high absenteeism have health conditions that may be considered chronic if they are due solely to illness, disease, or accident. Students can be identified or referred at any time during the school year.

The person responsible for collection of attendance data shall be informed of these available services and should be given direction for noting whether a student's frequent absences are due to illness, disease, or an accident. Registration, enrollment, and attendance procedures shall indicate eligible students with chronic health conditions for documenting ADM adjustments with the Arizona Department of Education, School Finance Section.

When a student is identified as possibly requiring services as a student with a chronic health condition (via registration, screening procedures, attendance data, or parent referral), a medical certification form with a letter of explanation shall be sent to the parents, to be returned within thirty (30) days. The teacher and parent shall meet within fifteen (15) days following return of the medical certification.

Upon referral of a student for medical certification, the school nurse, if applicable, shall be consulted to include any medical data in the nurse's records (i.e., the annual report that identifies types of chronic illnesses monitored). The nurse may provide information to assist teachers in dealing with chronic health conditions.

Eligibility Criteria

The parents shall submit a written medical certification to the School, which will include:

- Medical diagnosis.
- Medical prognosis.
- Physical limitations affecting physical education activities and requirements.
- Anticipated surgeries, treatment, or hospitalizations that, although not expected to cause sufficient absences to require homebound services, may interfere with regular school attendance.
- Physician's signature and date signed.

The appropriate instructional services needed are to be recommended by the teacher after consultation with the parent according to the following considerations:

- The nature of the health condition relevant to the student's anticipated activity level during absences (based on review of the medical certification).
- The student's academic capacity.
- The teacher's recommendations for service delivery based on course-work difficulty and the student's ability to learn independently.
- The amount of face-to-face instruction time required by the student for optimum continuous learning outside the regular classroom.
- The most appropriate service delivery in order to maintain integration in the regular education program as much as possible (i.e., regular physical education activities).

After the teacher and the parent have discussed the student's needs, an instructional agreement will be recommended by the parent and the teacher specifying the delivery and return of homework assignments and anticipated contact time with the teacher to assist the student in completing required course work *during absences*. This agreement, together with the teacher's recommendation for appropriate instructional services, will be forwarded to the administration for review and modification, if necessary, prior to signature by the parent, teacher, and Superintendent.

If the absences of a student who is classified and has served as a student with a chronic health condition amount to three (3) school months (or sixty [60] school days), another medical certification shall be obtained and reviewed by the teacher and the parent. They shall discuss the appropriate service delivery necessary for continuous learning. If homebound services are appropriate, the policies for referral shall be followed, which may entail:

- Obtaining parental consent to evaluate.
- Obtaining medical certification.

On a yearly basis, the School shall review instructional needs of any student with a chronic health condition. An updated medical certification shall be obtained for each school year to verify the need for continuing instructional modifications and ADM adjustments, if applicable. However, the student may be recertified at any time to reevaluate appropriate services needed.

Miscellaneous Provisions

Homework assignments will be provided during absences of students with chronic health conditions, and credit will be given for course work completed within established time lines.

Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a licensed physician.

Physical education course-work requirements shall include the option for students with chronic health conditions to participate in regular program activities as much as their health permits. Such students shall be provided integrated educational programming as much as possible. Modification to requirements may be made with Board approval.

The counselors who schedule students with chronic health conditions will take into consideration the anticipated days of absence (noted on the medical certification form) and the feasibility of completing courses requiring laboratory work or vocational workshops.

JHD-EA ©

EXHIBIT

**EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE**

Dear _____:

This letter is to inform you that the School District makes special arrangements for homework assignments for certain students who have "chronic (recurring) health conditions." As a result of frequent absences from school because of illness or an accident, _____ may be eligible to receive modified instructional services provided for "students with chronic health conditions."

A form is enclosed asking your family's certified health professional or nurse practitioner to state how this health condition is affecting school attendance. If your certified health professional or nurse practitioner believes the condition to be "chronic" and anticipates frequent absences for the school year (but fewer than sixty [60] school days, as for homebound services), please ask the certified health professional or nurse practitioner to fill out the medical certification form and return it to the school.

If _____ is eligible as a "student with a chronic health condition," the school will make sure that you receive homework and contact with a teacher *during* necessary absences. The teacher will work out an agreement for homework assignments with you to assure receipt of credit for completed homework.

If you have any questions, please contact me at _____.

Sincerely,

JHD-EB

EXHIBIT

**EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE**

**CERTIFICATION OF STUDENTS WITH
CHRONIC HEALTH CONDITIONS
(Obtained from a certified health professional or nurse practitioner)**

Student's name	Parent's name	Address
District	School	Grade level
Date of birth	Phone number	Date of initial consultation

Certified health professional or nurse practitioner diagnosis:

Certified health professional or nurse practitioner prognosis:

Physical limitations affecting physical education activities:

Anticipated absences due solely to illness, disease, pregnancy complications, an accident or severe health problems of an infant child of a student (include anticipated surgeries, treatments, or hospitalizations that may interfere with school attendance during the _____ year):

Example 1: _____'s physical condition may result in frequent absences in the school year that may exceed ten (10) consecutive school days per semester, but I do not anticipate that _____ will be absent enough days to require homebound services.

Example 2: _____ will require three (3) hospitalizations of approximately four (4) days duration each and three to five (3 - 5) treatments of one (1) day each during the school year.

Other relevant information:

Type or print Certified health professional or nurse practitioner name and licensed title

Date

Certified health professional or nurse practitioner signature and title

JHD-EC ©

EXHIBIT

**EXCLUSIONS AND EXEMPTIONS
FROM SCHOOL ATTENDANCE**

**INSTRUCTIONAL AGREEMENT FOR STUDENTS WITH
CHRONIC HEALTH CONDITIONS**

School year _____

Student's name Grade level Date

Parent's name Address

Person responsible for homework coordination Position School

Eligibility checklist:

- _____ 1. Medical certification of chronic health condition (diagnosis, prognosis, and inability to attend school regularly).
- _____ 2. Medical certification of physical limitations for physical education.
- _____ 3. District office has noted chronic condition on attendance register.
- _____ 4. If applicable, the school nurse informed of student's chronic health condition.
- _____ 5. Student's teacher(s) informed of student's chronic health condition.
- _____ 6. If applicable, school counselor informed of student's chronic health condition.
- _____ 7. Physical education activities/requirements adapted according to medical certification.
- _____ 8. Certificated teacher to provide homework and contact with _____ during absences for the school year as follows:

Signature

Parent/guardian agrees to return completed
Signature home-work to the school for absences during
the school year as follows:

Approved: _____
Superintendent's signature

Annual review of instructional agreement:

___ Number of excused absences due to chronic condition Promotion requirements met via completed home-work for excused absences Transcripts & attendance record attached

For the _____ school year, should / should not be registered as having a chronic health condition.

Superintendent's signature Parent's signature

Date

JI ©**STUDENT RIGHTS AND RESPONSIBILITIES**

This policy sets forth guidelines by which student rights are to be determined consistent with law.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the School. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this School.

Students who have reached the age of eighteen (18) years possess the full rights of adults and may authorize school matters previously handled by their parents.

The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.

Such procedures shall be reviewed annually and updated when required.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-841](#)

[15-842](#)

[15-843](#)

[15-844](#)

CROSS REF.:

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

[JLI](#) - Student Safety

JI-R ©**REGULATION****STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

Rights:

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

regulations.

- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and regulations of the school.

Responsibilities:

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

**JIA ©
STUDENT DUE PROCESS RIGHTS**

Refer to Policies JKD and JKE.

JIB © STUDENT INVOLVEMENT IN DECISION MAKING

A primary task of the school is to create a stimulating learning climate that develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staffs in such activities as planning and evaluating school programs.

The School encourages student involvement that will enhance:

- Achievement of the course goals, improvement of the courses of study, and planning of classroom activities.
- Freedom of expression, recognizing that every privilege and right has a corresponding responsibility.
- Student participation in assembly programs and school-sponsored forums of interest.
- Participation in student government organizations that provide students with a voice in school affairs.
- Cocurricular or extracurricular activities that broaden their educational experiences.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
[15-321](#)

JIC © STUDENT CONDUCT

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

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

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

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

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

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

Local law enforcement shall be notified by the Superintendent regarding any suspected crimes against persons or property and potential threats to safety or security of pupils, teachers or administrators.

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[15-341](#)

[15-507](#)

[15-521](#)

[15-841](#)

[15-842](#)

[15-843](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

JK - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

[KFA](#) - Public Conduct on School Property

JICA © STUDENT DRESS

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

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

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[JICF](#) - Secret Societies/Gang Activity

JICA-R**REGULATION****STUDENT DRESS**

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

The following are not acceptable:

- Slits and holes in clothing.
- Bare midriffs.
- Beards.
- Headwear in classrooms.
- Dress indicating gang relations.
- All clothing articles that contain logos of tobacco products or alcoholic beverages.
- Clothing that makes reference to sex, violence, or satanic images, or that contains obscene words in any language.
- Sunglasses in the building unless verifiable medical reason exists; e.g., prescription glasses.

Exceptions for special activities or health considerations may be preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

JICB ©
CARE OF SCHOOL PROPERTY BY STUDENTS

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

No student shall damage or deface any property belonging to the School. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to School property, the School may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the School in accordance with law.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[12-661](#)

[15-727](#)

[15-842](#)

CROSS REF.:

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

[JQ](#) - Student Fees, Fines, and Charges

**JICE ©
STUDENT PUBLICATIONS**

The School recognizes the value of, supports, and encourages official school publications in teaching journalism, English, writing, and other skills. An official school publication is that made up of materials produced by students in a regularly scheduled class and intended for distribution to the student body.

Students shall be required to submit publications to the Superintendent for approval prior to distribution.

Adopted: date of manual adoption

JICE-R ©

REGULATION

STUDENT PUBLICATIONS

Students shall be required to submit publications to the principal for approval prior to distribution.

JICF ©
SECRET SOCIETIES / GANG ACTIVITY

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the School's position that such activities and dress also present a clear and present danger to other School students and to School staff members.

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

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[12-661](#)

[13-1202](#)

[13-2911](#)

[15-341](#)

[15-342](#)

[15-507](#)

[15-521](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

R7-2-401

R7-2-405

A.G.O.

I78-103

I78-218

I80-055

I84-036

JICF-R ©**REGULATION****SECRET SOCIETIES / GANG ACTIVITY**

For the purpose of School policy, a gang is a group of three (3) or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

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

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

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

**JICFA ©
HAZING**

There shall be no hazing of any student enrolled in the School. Hazing is defined as any act that injures, degrades, or disgraces - or tends to injure, degrade, or disgrace - any student.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

**JICG ©
TOBACCO USE BY STUDENTS**

The possession or use of tobacco products is prohibited in the following locations:

- School grounds.
- School buildings.
- School parking lots.
- School playing fields.
- School buses and other School vehicles.
- Off-campus school-sponsored events.

The Superintendent may establish procedures necessary to implement this policy. Disciplinary penalties for the possession or use of tobacco or similar products may include, but are not limited to, suspension of the student from school or a recommendation for expulsion when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. [36-798.03](#), a person who violates the prohibition is guilty of committing a petty offense.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-3622](#)

[15-341](#)

[36-798.03](#)

20 U.S.C. 6083

CROSS REF.:

[GBED](#) - Smoking by Staff Members

[KFAA](#) - Smoking on School Premises at Public Functions

**JICH ©
DRUG AND ALCOHOL USE BY STUDENTS**

The nonmedical use, possession, or sale of drugs on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending the School who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to other civil and criminal prosecution.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[4-241](#)

[4-244](#)

[13-3405](#)

[13-3406](#)

[15-345](#)

CROSS REF.:

[JLC](#) - Student Health Services and Requirements

[JLCD](#) - Administering Medicines to Students

JICH-R ©**REGULATION****DRUG AND ALCOHOL
USE BY STUDENTS****Drug Abuse Prevention**

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention:

- It shall be the responsibility of all school employees to report to the principal or other administrator in charge all suspected instances of the use, possession, or sale of drugs.
- Distribution or sale of drugs:
 - When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
 - A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.
- Possession of drugs:
 - Law enforcement authorities shall be contacted when the principal determines that drugs to be used for nonmedical purposes are found in the possession of a student. The principal may also contact law enforcement authorities to help make such a determination. Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.
 - A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. [15-843](#)).
- Under the influence of drugs:
 - A student who is reasonably suspected of being under the influence of drugs shall be referred to the school office.
 - The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.
 - A student who has been involved in a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. [15-843](#)).
- Student who seeks help:
 - The School does not condone the nonmedical use of drugs. The need for the availability of help to those who use/abuse drugs is recognized. It is the position of the School that communications between students and professional staff members will be held in trust unless it becomes evident that withholding information may result in harm or injury to the student or others. Staff members shall refer students who seek help to the school nurse.
- Involvement with medical drugs (medication):

- A student who needs access to medical drugs in school shall leave them, in the original container, with the school nurse. Permission and written directions from a physician concerning their use shall be left with the school nurse.
 - Students who are in possession of medically approved drugs, but have not followed the directions described above, shall be disciplined in accordance with school disciplinary policies.
 - Students who distribute such drugs to others will be considered as distributing drugs for nonmedical purposes.
- Parental involvement:
 - When the school principal questions a student who is reasonably suspected of having violated the school drug policy, reasonable efforts shall be made to notify the student's parents or legal guardian that such questioning has taken place.
 - Reasonable efforts shall be made to notify the parents or legal guardian of a student who has been determined to have violated the school drug policy.
 - Medical services:
 - A student who is reasonably suspected of being under the influence of drugs while school is in session shall be referred to the school nurse. Such cases shall be treated like any other medical problem.
 - When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and health services are unavailable, it shall be the responsibility of the supervisor on duty to call for appropriate assistance.
 - Return to school:
 - When a student has returned from a suspension for using drugs for nonmedical purposes, reasonable efforts should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:
 - ⇒ Utilization of community-based programs.
 - ⇒ In-school group or individual counseling.
 - ⇒ An effort by the professional staff to help the student emphasize the positive alternative to drug-use behavior.
 - Student neglect, child abuse, or child maltreatment:
 - A staff member who believes that a parent or other adult is contributing to drug-using behavior of a student shall confer with the principal.
 - Such a conference does not change the duty of the staff member to ensure that the case is referred to the appropriate child protective services for further investigation.
 - Drug education:
 - Substance abuse prevention shall be combined with health, science, citizenship, or a similar program.

- In addition to the established curriculum, the principal shall direct the use of other educational information, including, but not necessarily limited to, assemblies, speakers, printed materials, class discussions, and bulletin board materials.
- Student counseling.
 - Counseling should emphasize drug abuse prevention as well as treatment, and an effort should be made to make it available to all students who desire this service.
 - Counseling may be done individually or in groups.
 - When a student seeks out an employee other than a counselor to discuss a drug problem, the particular staff member shall advise the counselor.
- Staff education:
 - Within the first thirty (30) days of each school year, the Superintendent shall arrange a meeting that will include information on drug abuse prevention. The program will be conducted by personnel trained in drug abuse prevention and will include, but not necessarily be limited to, School policies and procedures, identification of commonly used drugs, and an approach that recognizes the dignity and worth of each student.
- Parent and community education:
 - At least once annually, the School shall sponsor a program for the community on its drug abuse prevention programs. In addition to presentations by School staff members, the program may include representatives of law enforcement agencies and medical professions.
 - Additionally, the School may offer programs in parent effectiveness training.
 - News releases and other forms of communications may be used to educate parents and the community, using regular school channels for such purposes. Such communications will be approved by the Superintendent.

Confidentiality

In order to preserve the rights of those in a counseling relationship, the counselor will inform the individual that information within the school setting cannot always be kept confidential. In some cases it will be referred to the appropriate individual or agency. Such cases may include those that endanger the welfare of the student or others.

The student shall be advised that school records include data concerning school achievement, test results, and attendance. School records are protected by federal and state statutes and do not include information concerning drug involvement.

JICH-E ©

EXHIBIT

**DRUG AND ALCOHOL
USE BY STUDENTS**

In order to comply with federal funding requirements, the School shall:

- Gather information relative to local community drug and alcohol counseling, rehabilitation, and reentry programs that are available to students and make such information available to parents and students.
- Annually distribute a copy of standards of conduct and the statement of disciplinary sanctions that apply to alcohol and drug violations. A copy of all rules pertaining to discipline, suspension, and expulsion shall be distributed to students, parents, and transfer students at the time of initial enrollment and annually at the beginning of school.
- Indicate in a statement (which could accompany the copy of conduct standard and sanctions) that the use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

The School should perform a biennial review of the programs to:

- Ensure that disciplinary sanctions for students are consistently enforced.
- Determine program effectiveness and implement change to the program if needed.

JICI © WEAPONS IN SCHOOL

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the School.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with School policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. [15-515](#), if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one (1) or more disabilities shall be applied on a case-by-case basis in accordance with School policies and state and federal special education laws.

For the purposes of this policy:

- *Weapon* means any of the following:
 - A firearm.
 - A knife, other than a folding pocket knife with a blade length of not more than 2-1/2 inches that cannot be locked in an open position .
 - A destructive device.
 - A dangerous instrument.
- *Simulated weapon* means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following:
 - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such firearm.
 - Any firearm muffler or silencer.
 - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
 - Any combination of parts that could be readily assembled to form a firearm.
- *Destructive device* means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.
- *Dangerous instrument* means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.
- *School premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from School property.
- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-2911](#)

[13-3102](#)

[13-3111](#)

[15-341](#)

[15-342](#)

[15-515](#)

[15-841](#)

[15-843](#)

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

CROSS REF.:

[JI](#) - Student Rights and Responsibilities

[JIC](#) - Student Conduct

[JIH](#) - Interrogations, Searches, and Arrests

JK - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

JIH STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

Interviews

The School has legal custody of students during the school day and during approved curricular and extracurricular activities. It is the responsibility of the school administration to make an effort to call parents with respect to questioning by law enforcement officials. If a parent cannot be present during an interrogation, law enforcement officers will be requested to arrange for the questioning at another time and place.

When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the School shall cooperate fully with the police. When the arrest is formally made, the School and its employees no longer exercise jurisdiction over the student.

Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

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

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[8-303](#)

[8-304](#)

[8-802](#)

[13-3881](#)

[13-3883](#)

A.G.O.

I77-211

I88-062

I91-035

JIH-EA ©

EXHIBIT

**STUDENT INTERROGATIONS,
SEARCHES, AND ARRESTS**

**ACKNOWLEDGMENT CONCERNING USE
OF STUDENT LOCKERS**

I acknowledge and understand that:

- Student lockers are the property of the District.
- Student lockers remain at all times under the control of the District.
- I am expected to assume full responsibility for my school locker.
- The District retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

Student

Date

Locker Number

JIH-EB ©

EXHIBIT

**STUDENT INTERROGATIONS,
SEARCHES, AND ARRESTS**

**FORM FOR SIGNATURE OF
ARRESTING OFFICER**

I, _____, a duly sworn peace officer and member of the _____ Department, _____ division, have asked that _____, a student in the _____ School, be surrendered to me, and pursuant thereto have taken said student into my custody and am assuming full responsibility for the student's arrest.

Date _____ Signature _____

Time _____ Badge Number _____

School Action

Date and time parents notified (if more than one [1] attempt is made, include such information here) _____

Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator

JIH-EC ©

EXHIBIT

**STUDENT INTERROGATIONS,
SEARCHES, AND ARRESTS**

**FORM FOR SIGNATURE OF
INTERVIEWING OFFICER**

I, _____, a duly sworn peace officer and member of the
_____ Department, _____
division, have asked that _____, a student in the
_____ School, be made available
for interview.

Date _____ Signature _____

Time _____ Badge Number _____

School Action

Date and time parents notified (if more than one [1] attempt is made, include
such information here) _____

Signature of Administrator

- 1 copy for School Records
- 1 copy for Parent Mailing
- 1 copy for Police Officer
- 1 copy for Witnessing Administrator

JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

The Superintendent is directed to establish procedures whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

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

A complaint/grievance may be raised regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person
- Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars determined by the Superintendent to be necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form, however, unsigned forms are to be processed in the same manner as a signed form.

When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance. If the school administrator is included in the allegation, the complaint/grievance shall be transmitted to the next higher administrative supervisor. A failure by the professional staff member to timely inform the school administrator or next higher administrative supervisor of the allegation may subject the staff member to disciplinary action. The professional staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Middle school and high school students shall file complaints on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student. Except for elementary students, only the student may initiate a complaint/grievance.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence

of the alleged incident.

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

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all complaints/grievances shall be reported to the Superintendent as the compliance officer for discrimination. The Superintendent will determine if the policies of the School have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

Adopted: date of manual adoption

CROSS REF.:

[AC](#) - Non Discrimination / Equal Opportunity

[ACA](#) - Sexual Harassment

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

JII-R ©**REGULATION****STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, harassment, or personal safety issues may complain directly to the school administrator or to a professional staff member. The individual receiving the student complaint must retrieve sufficient detail from the student to complete the form designated for such purpose. When a professional staff member receives the information, the staff member will transmit it to the school administrator not later than the next school day following the day the staff member receives the complaint/grievance. If the complaint/grievance involves the school administrator the professional staff member shall forward the complaint/grievance to the next administrative level.

At a minimum the complaint/grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint/grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint/grievance will be investigated by the school administrator or a supervising administrator. The student shall be contacted not later than the school day following the date the school administrator's or the administrator's supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint/grievance 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.

Where disciplinary action is necessary, School policies shall be followed.

JII-EA ©

EXHIBIT

**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.*

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 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.

JII-EB ©

EXHIBIT

**STUDENT CONCERNS, COMPLAINTS,
AND GRIEVANCES**

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

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

JIJ STUDENT PROTESTS, DEMONSTRATIONS, AND STRIKES

To ensure the orderly process of education and business affairs connected with the school and the safety of persons and property, the Board directs that the procedures be followed in case of any type of disruptive demonstration on school property or within school buildings.

Since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the schools:

- The disruption shall be immediately brought to the attention of the Superintendent or designee by the administrative head of the school. The Superintendent shall have discretion to alert the police authorities.
- Students participating in a disruptive demonstration shall be directed by the school principal or designee to go to their regular classroom assignments. At the same time, the principal or designee will arrange for a meeting between the administration and the individuals or leaders of the group, if feasible, to discuss in a rational, orderly manner, the problem that has caused the disorder.
- Nonstudent demonstrators and other unauthorized persons will be directed by the principal or designee to remove themselves from school property forthwith.
- When necessary for their safety, students and staff members may be directed to leave the building and school property.
- At no time, while any demonstration is in process, should the Superintendent or any school or Board personnel enter into negotiations on the issues with the protesters, either orally or in written form.
- As soon as normal educational and business processes can be resumed, the Superintendent shall be charged with establishing communications with the leaders of the protesting group in order to resolve their requests or to refer them to the Board in an orderly manner.
- Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

JJAB © LIMITED OPEN / CLOSED FORUM

Student meetings may be held in the School under a "limited open forum" as it applies to the Equal Access Act. Furthermore, insofar as the School has a procedure defined as a "limited open forum" under the provisions of Title VIII, the Equal Access Act, Section 801 *et seq.*, the School shall offer to students a fair opportunity to conduct meetings using School facilities whereupon:

- Such meetings are voluntary and student initiated.
- There is no sponsorship of such meetings by the School or by School employees.
- School employees present at religious meetings will be present only in a nonparticipatory capacity.
- Such meetings shall not materially and substantially interfere with the orderly conduct of the educational activities of the School.
- Nonschool persons shall not be permitted to direct, conduct, control, or regularly attend such student group meetings.

Neither the School nor any employee, agent, or employee-agent of the School shall be permitted to:

- Influence the form or content of any prayer or other religious activity connected with student meetings.
- Require any person to participate in prayer or other religious activity.
- Expend public funds beyond the incidental cost of providing the space for such student-initiated meetings.
- Compel any employee of the School to attend a school meeting that is contrary to the beliefs of the employee.
- Sanction meetings that are otherwise unlawful.
- Limit the rights of groups of students to avail themselves under the provisions of this policy to a specified numerical size.
- Abridge either Arizona or U.S. constitutional rights of any employee, official, or student of the School.

Nothing in this policy shall be construed to limit the authority of the school or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and employees, and to assure that attendance of students at such meetings is voluntary.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-720](#)

20 U.S.C. 4071 *et seq.* Equal Access Act, (Section 801)

20 U.S.C. 7905

CROSS REF.:

[KF](#) - Community Use of School Facilities

JJE ©**STUDENT FUND - RAISING ACTIVITIES**

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent.

Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Adopted: date of manual adoption

JJF ©
STUDENT ACTIVITIES FUNDS

Upon recommendation by the Superintendent, the Board will designate a student activities treasurer. The Superintendent shall assure the establishment and maintenance of a "Student Activity Fund" as defined in A.R.S. [15-1121](#) through A.R.S. [15-1124](#).

The Superintendent shall require the establishment of appropriate procedures whereby all persons having any duties relating to such funds are advised of the requirements and responsibilities therefor. All such persons shall be held strictly accountable for the manner in which these guidelines are followed.

The Superintendent shall ensure that an accurate, detailed record of all revenues and expenditures of the student activities fund is kept. The record shall be made in such form as the Board prescribes. Copies of the record shall be presented to the Board not less than once during each calendar month.

Adopted: date of manual adoption

LEGAL REF.:
A.R.S.
[15-1121](#) *et seq.*

CROSS REF.:
DIB - Types of Funds/Revolving Funds

JJIB © INTERSCHOLASTIC SPORTS

General

The purpose of interscholastic athletics is both educational and recreational. The school sports program should encourage participation by as many students as possible and should always be conducted with the best interests of the participants as the first consideration.

School participation in interscholastic athletics shall be subject to approval by the Board. This shall include approval of membership in any leagues, associations, or conferences, and of any new agreements with other schools for a series of games or events.

The following rules shall be observed for participation by individual students:

- For each type of sport in which the student engages, the parents or guardian must give written consent.
- The student must be determined by a physician to be physically fit for the sport.

The Superintendent shall set up other rules for participation, such as those governing academic standing, in accordance with policies of the School and pertinent regulations and recommendations of the state interscholastic athletic association.

Health and Safety of Participants

The health and safety of participants in interscholastic athletic activities must receive careful consideration. Participants must be provided access to water at all times during practice sessions, games, or other interscholastic athletic activities.

The Superintendent shall require that regulations for health and safety of participants in interscholastic athletics be developed, implemented, and enforced. Such regulations may, at the discretion of the Superintendent, be incorporated into this policy as an administrative regulation.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

A.A.C.

R7-2-808

A.G.O.

I86-095

CROSS REF.:

[JJJ](#) - Extracurricular Activity Eligibility

JJJ © EXTRACURRICULAR ACTIVITY ELIGIBILITY

All interscholastic activities in grades seven (7) through twelve (12) that are (1) of a competitive nature and involve more than one [1] school where a championship, winner, or rating is determined and (2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the School, consistent with School policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the School shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each one (1) -week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 - Ineligibility is pending.
 - Ineligibility is determined to be necessary.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

The Superintendent shall consult with and invite comment on this policy from parents and teachers and shall make recommendations to the Board regarding this policy, as necessary, after considering such comments. The Board, as a part of the procedure for adoption of this policy, shall hold a public hearing on the contents of this policy. [The Board, as a part of the procedure for adoption of this policy, shall form an advisory committee for input from parents and teachers.]

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-347](#)

[15-705](#)

A.A.C.

R7-2-808

CROSS REF.:

[JJIB](#) - Interscholastic Sports

JK**STUDENT DISCIPLINE**

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. [15-843](#). These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. [15-841](#) and [13-2911](#). A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the School may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The School may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-403](#) *et seq.*

[13-2911](#)

[15-341](#)

[15-342](#)

[15-841](#)

[15-842](#)

[15-843](#)

[15-844](#)

A.A.C.

R7-2-807

CROSS REF.:

[JIC](#) - Student Conduct

[JKA](#) - Corporal Punishment

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

JK-R**REGULATION****STUDENT DISCIPLINE**

A student may be subject to disciplinary action when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - Fighting or engaging in violent behavior.
 - Making unreasonable noise.
 - Using abusive or obscene language or gestures.
 - Obstructing vehicular or pedestrian traffic.
 - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
 - Selling, using, or possessing obscene materials.
 - Using profane, vulgar, or abusive language (including ethnic slurs).
 - Gambling.
 - Hazing.
 - Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
 - Lateness for, missing, or leaving school or class without permission or excuse.
 - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
 - Plagiarism.
- Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- Has a record of excessive absenteeism.

- Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Expulsion.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A School employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

JK-EA ©**EXHIBIT****STUDENT DISCIPLINE**

Each principal shall establish and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least two (2) years after last attendance date.

The accounting for students subject to disciplinary action on discipline record card shall contain an entry of:

- The full name of the student.
- The racial/ethnic and sex designations of the student.
- The time, place, and date of the offense or offenses, or observed behavior.
- Descriptions and dates of other offenses or observed behaviors if not previously reported.
- The names of witnesses or others involved.
- Specific measures taken by person or persons reporting the offense or offenses to effect an adjustment, including the specialized help secured before referral, such as conferences with parents, conferences with the principal, and conferences with other school personnel.
- The name and title of the person or persons reporting the offense or offenses.
- The alternatives, if any, that were considered prior to the imposition of the disciplinary action taken by the principal.
- The final disposition of the case.
- The name and title of the person or persons imposing the action or actions.

The kinds of disciplinary actions for which an accounting should be kept shall include, but not be limited to:

- Suspensions and/or expulsion.
- Placement in work room or detention (for disciplinary reasons).
- Transfer to another class (for disciplinary reasons).
- Transfer to another school (for disciplinary reasons).
- Referrals of cases to police and juvenile authorities.
- Others as required.

The building principal shall have the responsibility of maintaining the necessary discipline records to include:

- Discipline record card (each reported incident). Student discipline list (cumulative).
- Log of suspensions (cumulative).

- Summary of suspensions: monthly report, retained by the principal; yearly summary, copy to the School office.
- Log of expulsions and referrals to courts (cumulative).
- Log of Governing Board expulsions (each incident).
- Summary of expulsions: monthly report, retained by the principal; yearly summary, copy to the School office.
- Log of student withdrawals (cumulative).
- Summary of withdrawals: monthly report, retained by the principal; yearly summary, copy to the School office.
- Log of dropouts (cumulative): use only W5's as dropouts; use of this form is optional.

All monthly summary forms shall be completed at the close of each attendance month.

**JKA ©
CORPORAL PUNISHMENT**

The Hopi Junior/Senior School, Incorporated **disallows corporal punishment.**

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-843](#)

CROSS REF.:

JK - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Student Expulsion

JKD © STUDENT SUSPENSION

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable.

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due-process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Board may designate a hearing officer for suspension hearings.

Regular Education Students

Suspension for ten days or less:

- *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - After having received notice, the student will be asked for an explanation of the situation.
 - The authorized School personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:
 - Provided that a written record of the action taken is kept on file, authorized School personnel may:
 - ⇒ Suspend the student for up to ten (10) days.
 - ⇒ Choose other disciplinary alternatives.
 - ⇒ Exonerate the student.
 - ⇒ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
 - When suspension is involved:
 - ⇒ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ⇒ A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - No appeal is available from a short-term suspension.

Suspension for over ten days:

- *Step 3:* If the offense is one that could result in a suspension of over ten days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

- *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
 - The charges and the rule or regulation violated.
 - The extent of the punishment to be considered.
 - The date, time, and place of the formal hearing.
 - A designation of the School's witnesses.
 - That the student may present witnesses.
 - That the student may be represented by counsel.
 - If a hearing officer has been designated, the name of the hearing officer.

- *Step 5:* A formal hearing will be held, during which the student will be informed of the following:
 - Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 - The student is entitled to a statement of the charges and the rule or regulation violated.
 - The student may be represented by counsel, without prejudice.
 - The student may present witnesses.
 - The student or counsel may cross-examine witnesses presented by the School.
 - The burden of proof of the offense lies with the School.
 - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 - The School has the right to cross-examine witnesses, and may be represented by an attorney.

- *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
 - ~~ Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

~~ The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due-process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.

~~ The decision of the Board is final.

Special Education Students

Suspension for ten days or less. Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

- ***Step 1:*** The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
 - After having received notice, the student will be asked for an explanation of the situation.
 - The authorized School personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.
- ***Step 2:*** Following Step 1:
 - Provided that a written record of the action taken is kept on file, authorized School personnel may:
 - ⇒ Suspend the student for up to ten (10) days.
 - ⇒ Choose other disciplinary alternatives.
 - ⇒ Exonerate the student.
 - ⇒ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
 - When suspension is involved:
 - ⇒ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
 - ⇒ A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
 - No appeal is available from a short-term suspension.

Suspension for over ten days.

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

- ***Step 3:*** A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute

a change of placement and shall requires a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

- *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the School policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.
- *Step 5:* If the behaviors are a manifestation of the disability of the student, the School may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-766](#)

[15-767](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

R7-2-401

R7-2-405

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

IHB - Special Instructional Programs

[JR](#) - Student Records

JKDA ©**REMOVAL OF STUDENTS FROM SCHOOL-SPONSORED ACTIVITIES**

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

The principal may remove a student pursuant to the preceding two paragraphs, whether or not the student has been elected, appointed, or assigned to, or has volunteered for, the activity.

Before removing a student from an activity or position as a result of the student's violation of the student discipline policies, rules, and/or regulations, the principal must comply with the notice-and-hearing provisions of those policies, rules, and/or regulations.

Before removing a student from an activity or position for reasons other than a student's violation of the student discipline policies and/or regulations, the principal shall give written notice to the student. The notice shall include the reason or reasons for the removal and the date that the removal is to become effective. If the student disagrees with the principal's determination, the student may, within five (5) school days, request in writing a conference with the principal. The conference shall be held as soon as practicable after the principal receives the written request. At the conference, the student shall be given a full explanation of the reason or reasons for the action taken. The student shall be given an opportunity to present an explanation of the events relating to the action.

If, after the conference, the principal determines that the decision to remove the student from the activity or position is correct, the removal shall become effective on the date indicated in the principal's notice. If, after the conference, the principal determines that action of a less severe nature than removal is warranted, the principal may impose the less severe action. If, after the conference, the principal determines that neither removal nor less severe action is warranted, the prior decision to remove the student shall be rescinded.

For purposes of this policy, *activity* is defined as:

- Any school-sponsored athletic activity; or
- Any school-sponsored club; or
- Any school-sponsored organization such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

An *activity* includes activities as defined above, whether or not a student is receiving or may receive academic credit for the activity.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-766](#)

[15-767](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

R7-2-401

R7-2-405

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

IHB - Special Instructional Programs

[JR](#) - Student Records

JKE © EXPULSION OF STUDENTS

A recommendation to expel shall be through the principal and forwarded to the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due-process procedure provided at the time of recommendation.

Expulsion

Regular Education Students

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

- *Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.
- *Step 2:* If the Superintendent concurs with the recommendation, it shall be forwarded to the Governing Board.
- *Step 3:* In each case in which a recommendation for expulsion receives approval by the Superintendent, the Governing Board will meet in executive session:
 - to determine whether the nature of the accusations against the student justify an expulsion hearing,
 - to determine whether the hearing will be held before the Governing Board or before a hearing officer,
 - to designate a hearing officer if one will be used, and
 - if the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during this initial executive session.
- *Step 4:* The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.
- *Step 5:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:
 - A statement of the charges and the rule or regulation violated.
 - The extent of the punishment to be considered.
 - The date, time, and place of the formal hearing.
 - A designation of the School's witnesses.
 - That the student may present witnesses.
 - That the student may be represented by counsel.

- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.
- **Step 6:** The parent, guardian or emancipated student shall be informed of the following:
 - Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
 - The student is entitled to a statement of the charges and the rule or regulation violated.
 - The student may be represented by counsel, without prejudice.
 - The student may present witnesses.
 - The student or counsel may cross-examine witnesses presented by the School.
 - The burden of proof of the offense lies with the School.
 - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
 - The School has the right to cross-examine witnesses, and may be represented by an attorney.
 - If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
 - If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- **Step 7:** A formal hearing will be held:
 - When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
 - ⇒ If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
 - ⇒ If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be

held subject to the provisions of A.R.S. 15-843.

- *Step 8:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
 - Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:
 - ⇒ The time and place of the Board meeting at which the recommendation will be made.
 - ⇒ That the recommendation may be appealed at the time the recommendation is made to the Board.
 - ⇒ That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
 - ⇒ That the written appeal shall indicate a spokesperson on behalf of the student.
 - ⇒ That the spokesperson will be given time to speak to the Board on appeal.
 - ⇒ The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.
- ~~ Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

Special Education Students

A student qualified under the Individuals with Disabilities education Act (IDEA) as revised in 1997 may not be expelled from school but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 1997, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-766](#)

[15-767](#)

[15-841](#)

[15-842](#)

[15-843](#)

A.A.C.

R7-2-401

R7-2-405

A.G.O.

I78-103

I78-218

I80-055

I84-036

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

20 U.S.C. 7151 *et seq.*, The Gun-Free School Act of 1990

29 U.S.C. 794 Rehabilitation Act of 1973, (Section 504)

CROSS REF.:

IHB- Special Instructional Programs

[JR](#) - Student Records

JLC ©**STUDENT HEALTH SERVICES AND REQUIREMENTS**

The Superintendent shall establish procedures for the student health services program in the School. Such procedures will provide for:

- Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance with Arizona Revised Statutes and School policies.
- Administration of prescription medications in compliance with Arizona Revised Statutes and School policies.
- Administration of immunizations in conjunction with the County Health Department and in compliance with Arizona Revised Statutes.
- Providing preventive health information.
- The treatment of school-related injuries/illnesses, and recommendation for follow-up care.
- Screening clinics for selected physical impairments.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-344](#)

JLCA ©
PHYSICAL EXAMINATIONS OF STUDENTS

Each student participating in high school and junior high school interscholastic athletics is required to submit to a physical examination when required by the Arizona Interscholastic Association or to submit evidence of being physically fit, as verified by competent medical personnel.

Adopted: date of manual adoption

JLCB ©
IMMUNIZATIONS OF STUDENTS

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenzae b (Hib) is required for attendance of any student in the School. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student who fails to comply with the immunization schedule shall be suspended in accordance with policies of the School, except that a homeless student shall not be suspended from attendance until the fifth calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

The School will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-871](#)

[15-872](#)

[15-873](#)

[15-874](#)

A.A.C.

R9-6-202

R9-6-313

R9-6-339

R9-6-352

R9-6-701 *et seq.*

JLCB-R ©

REGULATION

IMMUNIZATIONS OF STUDENTS

Subject to the exemptions in A.R.S. [15-873](#), immunization against each of the following diseases is required for attendance of any child in the School:

- Diphtheria.
- Tetanus.
- Pertussis.
- Poliomyelitis.
- Rubeola (measles).
- Mumps.
- Rubella (German measles).
- Hepatitis B.
- Haemophilus influenzae b (Hib).

Any child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and has established a schedule for completion of the required immunizations.

Upon enrollment, schools shall forbid attendance of (suspend) any student not meeting the requirements for immunization or exemption from immunization and shall suspend such student pursuant to A.R.S. [15-843](#).

The admitting official shall deem the student to be in compliance with the requirements of this regulation if:

- The student's immunization record complies with the documentary proof required pursuant to R9-6-703, and the student has received or is in the process of receiving all required age-specific vaccine doses according to exhibit JLCB-EA; or
- An exemption from immunization is submitted in accordance with the procedures set forth in R9-6-705.

When the student's immunization record is not available at the time of enrollment, the school shall provide the responsible person with the following:

- Notification of the lack of compliance with the immunization requirements;
- A written notice that specifies when the required doses shall be completed, notes the availability of exemptions to immunization, and refers the student to a physician or local health department for review of the student's immunization history and provision of immunizations as needed; and

- Notification that the student is suspended until an acceptable immunization record that meets the standards of documentary proof is presented to the school. If the record is not provided within ten (10) days, a hearing will be scheduled to determine the extent of the suspension.

When immunization records are presented that do not comply with the standards for documentary proof, the school shall:

- Notify the responsible person of the lack of compliance with the immunization requirements; and
- Obtain a review and verification of the student's immunization record by or in consultation with a certificated school nurse, a public health nurse, a licensed physician, or an authorized representative of a local health department.

If the admitting official is unable to verify the accuracy of the student's immunization record pursuant to the preceding paragraph, the school shall provide to the responsible person:

- A written referral to a physician or local health department for further review of the student's immunization history and provision of immunizations as needed; and
- Notification that the student is suspended until an immunization record that meets the standards of documentary proof is presented to the school. If the record is not provided within ten (10) days, a hearing will be scheduled to determine the extent of the suspension.

Each school shall maintain a current list of students without evidence of immunization or immunity to the diseases listed in R9-6-701, which shall include the names of all students with incomplete immunization histories or exemptions for personal or medical reasons where evidence of immunity has not been provided.

Schools shall forbid attendance by any students lacking proof of immunization or immunity against any of the immunization-preventable diseases as determined by the State Department of Health Services or local health department during periods of outbreaks of the diseases for which immunity is lacking. The announcement of an outbreak of disease and the length of the period of communicability shall be as declared by the state or local health department.

Standards for Documentary Proof

Proof of immunity to the diseases listed in R9-6-701 shall be documented by the following:

- An immunization record, which includes:
 - Name of the student;
 - Birth date;
 - Type of vaccine administered;
 - Month and year of each immunization, except for MMR, for which the month, day, and year is required; and
 - Name of the physician or health agency administering the vaccine; or
- Laboratory evidence of immunity as defined in A.R.S. [36-671](#).

Immunization records or statements of immunity shall be signed by a physician or authorized representative of a health agency.

Exemptions to Immunizations

Students who have reached their fifth birthday shall be exempt from the Hib immunization requirement.

Students who have reached their seventh birthday shall be exempt from the pertussis immunization requirement.

Any student with laboratory evidence of immunity shall not be subject to immunization against that disease as a condition for attending school, provided that such evidence is submitted to the school.

In accordance with A.R.S. [15-873](#), documentary proof is not required for a student to be admitted to school if one of the following occurs:

- The parent or guardian of the student submits a signed statement to the school administrator stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of nonimmunization, and that, due to personal beliefs, the parent or guardian does not consent to the immunization of the student.
- The school administrator receives written certification, signed by the parent or guardian and by a physician, that states that one (1) or more of the required immunizations may be detrimental to the student's health and indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.

An exemption pursuant to the preceding subparagraph is valid only during the duration of the circumstance or condition that precludes immunization.

If a medical exemption is granted in accordance with A.R.S. [15-873](#), it shall be defined by the grantor as either permanent or temporary.

- A permanent medical exemption may be provided for one (1) or more vaccines.
- A temporary medical exemption shall specify the date of its termination. A student with a temporary medical exemption shall be allowed to attend school on the condition that the required immunizations are obtained at the termination of the exemption. The responsible person shall be notified of the date by which the student shall complete all required immunizations.

Any exemption granted in accordance with A.R.S. [15-873](#) shall be recorded on the school immunization record in the student's permanent file.

Students who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the school administrator responsible for the exclusion of the students.

Required Reports

By November 30 of each year, the Superintendent shall submit a report to the state or local health department on the immunization status of students. The report shall include the following information:

- Enrollment as of October 15 of that year.
- The number of students with documentary proof of immunization status, specifying the number who:
 - Have received all immunizations required for their age;

- Are medically exempt, specifying whether on a permanent basis or temporary basis;
 - Are exempt for personal beliefs; and
 - Have submitted laboratory evidence of immunity.
- The number of new entrants without documentary proof of immunization status, specifying the number with incomplete immunizations.
 - The number of schools with prekindergarten, kindergarten, or, if no kindergarten, then first-grade students, specifying the number of students admitted and the number of doses received per student of diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, and hepatitis B vaccines. The number of doses of Hib vaccine shall also be reported for students under age five (5).

Additional reports that include students in all grades may be required during an outbreak or potential outbreak as determined by the state or local health department.

Each Superintendent of a district whose nurses are authorized to administer vaccines or immunizing agents shall submit monthly reports to the county health department that shall include the number of doses of each vaccine or immunizing agent administered, by specified age group, in each school under such Superintendent's jurisdiction. Reports are due by the fifth day of the following month.

An immunization record shall be maintained for each student in the School. Records shall include the following information:

- Name of the student;
- Date of birth; and
- The month and year in which each vaccine was received, except for measles, mumps, and rubella, for which the day, month, and year are required.

By November 30 of each year, each administrator of a public-school-based day care program or preschool shall submit a report to the county health department that shall include the following information:

- The number of students in regular attendance at the public-school-based day care center or preschool during the month of October. Students in regular attendance are those who are enrolled for eleven (11) or more days during that thirty-one (31) day period.
- The number of students for whom immunization records are on file.
- The number of students who have received immunizations against diphtheria, tetanus, pertussis, poliomyelitis, measles (rubeola), rubella (German measles), mumps, haemophilus influenza b, and hepatitis B, and the number of doses of each vaccine or immunizing agent that have been received.

A school shall transfer an immunization record and signed requests for provision of immunizations, including any revocations thereof, with the mandatory permanent student record and provide at no charge, on request, a copy of the immunization record to the parent or guardian of the pupil.

JLCB-EA ©

EXHIBIT

IMMUNIZATION OF STUDENTS


**2014-2015 ARIZONA SCHOOL
IMMUNIZATION REQUIREMENTS**

Age	Under Seven (7) Age	Seven (7) through ten (10) years	Eleven (11) years and older
Grade	Kindergarten (K) and above	Kindergarten (K) through fifth (5th) grades	Sixth (6th) through twelfth (12th) grades
Vaccines			
DTaP / DTP / DT (Diphtheria, tetanus, acellular pertussis)	Four (4) to five (5)* doses. At least one (1) dose at four (4) years of age or older is required. *A sixth (6th) dose is required if five (5) doses have been given before four (4) years of age.	Three (3) DTaP, DTP, DT, and/or Td doses are required if all doses were given <i>after</i> twelve (12) months of age. Or Four (4) DTaP, DTP, DT, and/or Td doses are required if dose number one (1) was given <i>before</i> twelve (12) months of age. Tdap may be counted to meet the requirements above. Tdap is <i>not required</i> for eleven (11) year olds until they enter sixth (6th) grade.	<i>One (1) Tdap dose is required for students eleven (11) and older.</i> Exception: students who have completed the primary series of at least three to four (3-4) doses of DTaP/DTP/DT/Td are not required to receive Tdap when until five (5) years have passed since their last does of DTaP, DTP, DT, or Td. Tdap doses given prior to age eleven (11) meet this requirement. A Td booster is required ten (10) years after the Tdap dose.
Td			
Tdap			

Meningococcal		<i>Not required</i> Doses given at age ten (10) meet the requirement for eleven (11) year olds.	One (1) dose is required for students eleven (11) years and older.
Polio	<p>Three (3) to Four (4) doses</p> <p>Three (3) doses meet the requirement if the third (3rd) dose was given at age four plus (4+) years of age.</p> <p>Four (4) doses meet the requirement even if all four (4) doses were given in the first (1st) year of life. (Not required for age eighteen [18] and older.)</p>		
MMR (Measles, mumps, rubella)	<p>Two (2) doses</p> <p>A third (3rd) dose will be required if dose number one (1) was given before more than four (4) days before the child's first (1st) birthday.</p>		
Hepatitis B	<p>Three (3) doses</p> <p>A fourth (4th) dose will be required if the third (3rd) dose was given before twenty-four (24) weeks of age.</p>		
Varicella (Chickenpox)	<p>One (1) dose is required if the first (1st) dose was given before thirteen (13) years of age.</p> <p>Two (2) doses are required if the first (1st) dose was given at thirteen (13) years of age or later.</p> <p>Students attending school or preschool in Arizona prior to 9/1/2011 with parental recall of chicken pox disease are allowed to continue attendance with parental recall of disease. Students enrolling in an Arizona preschool or school for the first time after 9/1/11 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs.</p>		

Exceptions and Additions to the Rules

Parents whose religious beliefs do not allow immunization must sign a *religious exemption* form. A *medical exemption* form must be signed by the child's doctor if there is lab evidence of immunity or a medical reason why the child cannot receive shots. A copy of the lab results must be kept on file to prove the child's immunity.

1. Students must have proof of *all* required immunizations, or valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity and personal beliefs. Exemption forms are available from schools and at <http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>. Homeless students are allowed a five (5)-day grace period.
2. The immunization record for each vaccine dose must include the date and name of doctor or clinic.
3. The statutes and rules governing school immunization requirements are: Arizona Revised Statutes 15-871 - 15-874; Arizona Administrative Code, R9-6-701  708.

Note: Arizona Department of Health Services (ADHS) observes a four (4)-day grace period for vaccine ages and intervals, except for the space between two (2) live vaccines such as Varicella and MMR, which must be given at least twenty-eight (28) days apart if they are not administered on the same day.

Source: Arizona Immunization Program Office

JLCB-EB ©**EXHIBIT****IMMUNIZATION OF STUDENTS****CATCH-UP IMMUNIZATION SCHEDULE FOR
CHILD CARE OR SCHOOL ENTRY****Vaccine Dose Time Intervals**

1. DTP—Diphtheria, Tetanus, and Pertussis 1st A child shall receive the 1st dose before school entry, or

a. *For a child less than 7 years of age:* 2nd *no later than 15 days following child care entry.* If 4 weeks or more have passed since the date of the 1st DTP or any combination of DTP, DTaP, and DT entry, or no later than 15 days following child care

If 4 weeks or more have passed since the date of the 2nd 4th dose, a child shall receive the 3rd dose before school entry, or no later than 15 days following child care entry.

If 6 months or more have passed since the date of the 3rd 5th or more entry, or no later than 15 days following child care entry.

If a child received the 4th dose before the child's 4th birthday, the child shall receive a 5th dose before school entry, or no later than 15 days following child care entry. If a child received the 4th dose after the child's 4th birthday, the child shall receive a dose of Td 10 years after the date of the 4th dose.

b. *For a child aged 7 years and older, or an individual more than 18 years of age:* 1st *Before school entry.* 2nd *If 4 weeks or more have passed since the date of the 1st dose, a child or an individual more than 18 years of age shall receive the 2nd dose before school entry.* 3rd *If 6 months or more have passed since the date of the 2nd dose, a child or an individual more than 18 years of age shall receive the 3rd dose before school entry. A child or individual more than 18 years of age shall receive a dose of Td 10 years after the date of the 3rd dose.*

2. OPV or IPV Polio 1st A child shall receive the 1st dose before school entry, or (See Note 1 below) 2nd *no later than 15 days following child care entry.*

If 4 weeks or more have passed since the date of the 1st dose, a child shall receive the 2nd dose before school entry, or no later than 15 days following child care 3rd entry.

For a child who has received 2 doses of IPV, OPV, or 1 dose of each, if 4 weeks or more have passed since the

date of the 2nd dose, the child shall receive the 3rd dose of IPV or OPV before school entry, or no later than 15 days following child care entry.

- 3. 1st** A child who is 12 months of age or older, or an individual **MMR** **Measles, Mumps, Rubella**, more than 18 years of age, shall receive the 1st dose before school entry, or no later than 15 days following 2nd child care entry.

If 1 month or more have passed since the date of the 1st dose, a child who is 4 years of age or older shall receive the 2nd dose before kindergarten entry, or no later than 15 days following child care entry. A child initially entering school at the 1st grade level who has not already received a 2nd dose shall receive a 2nd dose.

- 4. 1** A child who is less than 5 years of age shall receive the **Hib** **Haemophilus influenzae type b** vaccine before school entry, or no later than 15 days following child care entry.
(See Note 2 below)
(Not required for individuals aged 5 years and older)

- 5. Hep 1st** A child shall receive the 1st dose before kindergarten entry, or no later than 15 days following child care entry.
B **Hepatitis B** A child initially entering school at the 1st grade level who has not already had the Hep B series shall also receive the 2nd Hep B series.
If 4 weeks or more have passed since the date of the 1st dose, a child shall receive the 2nd dose before 3rd kindergarten or 1st grade entry, or no later than 15 days following child care entry.
If 2 months or more have passed since the date of the 2nd dose, and 4 months or more have passed since the date of the 1st dose, a child shall receive the 3rd dose before kindergarten or 1st grade entry, or no later than 15 days following child care entry.

- 6. Hep 1st** A child who is 24 through 71 months of age shall receive **A-Hepatitis A** the 1st dose no later than 15 days following child care entry.
Only required for 2nd entry.
Maricopa County If 6 months or more have passed since the date of the 1st child care dose, a child shall receive the 2nd dose no later than 15 days following child care entry.

1. A child shall receive a 4th dose of OPV or IPV if the 3rd dose was received before the 4th birthday. OPV or IPV is not required for individuals more than 18 years of age for school entry.

2. A child 0 through 2 months old shall receive the 3-dose Hib series when the child is 2, 4, and 6 months old, with a 4th dose when the child is 12-15 months old. A child 3 through 6 months old who is starting the Hib series shall receive 4 doses: 1 dose before entry, the 2nd dose 2 months after the date of the 1st dose, the 3rd dose 2 months after the date of the 2nd dose, and a 4th dose when 12-15 months old. A child 7 through 11 months old who is starting the Hib series shall receive 3 doses: 1 dose before entry, the 2nd dose 2 months after the date of the 1st dose, and a 3rd dose when 12-15 months old. A child 12 through 14 months old who is starting the Hib series shall receive 2 doses: 1 dose before entry, followed by a 2nd dose 2 months or more after the date of the 1st dose, but not before age 15 months. A child 15 through 59 months old who is starting the Hib series shall receive a single dose before entry and does not require another dose.

3. A child in kindergarten, 1st, 2nd, or 7th grade shall receive the 2nd MMR before entering school or not later than 15 days following child care entry. A child in any other grade shall receive the 2nd MMR in accordance with the timeline specified in R9-6-701(C).

4. A child in kindergarten, 1st, 2nd, or 7th grade shall receive the Hepatitis B series before entering school or no later than 15 days following child care entry. A child in any other grade shall receive the Hepatitis B series in accordance with the timeline specified in R9-6-701(C).

JLCC ©
COMMUNICABLE / INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. [36-629](#) *et seq*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the School.

A student suffering from a communicable disease shall be excluded from school to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-871](#)

[15-872](#)

[36-629](#)

A.A.C.

R9-6-339

R9-6-601 *et seq.*

JLCCA ©**ACQUIRED IMMUNE DEFICIENCY SYNDROME AND HUMAN IMMUNODEFICIENCY VIRUS INFECTIONS**

Students ill with HIV virus or acquired immune deficiency syndrome (AIDS) have a right to receive a public education. The Board has a responsibility to assure that the school provides a safe environment for all of its students and employees.

The Board directs that:

- Infected students receive a public education.
- Information be provided for parents, faculty and staff members, and other concerned persons concerning the actual and potential dangers of transmission of the disease.
- Decisions concerning the educational placement of infected students be determined upon the best medical knowledge available and on a case-by-case basis.
- Restrictions be placed upon a student as required by Department of Health Services regulations, advice of the County Health Department, and advice of a physician selected by the School.
- Protection for the rights of privacy of each infected student be a primary consideration.

Decision(s) regarding the type of educational setting for the student who is infected with HIV virus shall be based upon the behavior, neurologic development, and physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician and parents, and, at the discretion of the School, a physician selected by the School.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-871](#)

[15-872](#)

A.A.C.

R9-6-331

R9-6-701 *et seq.*

JLCD © ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the School will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

The School reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the School liability insurance carrier for review.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-344](#)

[32-1601](#)

[32-1901](#)

CROSS REF.:

[EBC-RC](#) - Emergencies (First Aid)

JLCD-R ©

REGULATION

**ADMINISTERING MEDICINES
TO STUDENTS****(Medication Procedures)****Prescription Drugs**

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by school personnel:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission 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 as put up 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.
- An administrator may designate a school employee to administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist.

Over-the-Counter Medication

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

Administration by school personnel:

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.
- Any over-the-counter drug or medicine sent by the parent to be administered to a student must come 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 administration of an over-the-counter drug must be documented in the daily log.
- Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

Self-administration:

- Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.
- Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
- *Necessity for self-administration of an over-the-counter drug or medicine* shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.

Protection of Students

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

JLCD-E ©

EXHIBIT

**MEDICINES / ADMINISTERING
MEDICINES TO STUDENTS****REQUEST FOR GIVING MEDICINE AT SCHOOL**

Name _____ Grade _____

Teacher _____ School _____

Medication _____

Diagnosis/reason for giving _____

Time to be given _____ a.m. Time to be given _____ p.m.

Dates from _____ to _____

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

Parent's or Guardian's Signature_____
Date

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine except in the case of medication for diagnosed anaphylaxis including auto-injectable epinephrine and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.

JLF**REPORTING CHILD ABUSE /
CHILD PROTECTION**

An education employee who knows of or who has reasonable suspicion concerning child abuse incidents shall immediately report such abuse or actions to the local law enforcement agency or local child protective services.

The employee also has the option to report the alleged abuse on the BIA Hotline at 1-800-633-5155.

Any person making such a report based on reasonable personal belief and in good faith shall be immune from civil or criminal liability [Pub. Law 101-630, Title IV, Section 404(d)].

If the alleged perpetrator is an employee of a BIA-operated school, the law enforcement officer shall notify the school principal. The principal shall immediately notify the OIEP line officer, who is responsible for central office notification. It is strongly recommended that grant and contract schools follow this same procedure.

Any person who supervises, or has authority over, the person reporting and inhibits or prevents that person from making the report is subject to being fined not more than five thousand dollars (\$5,000) or imprisoned for not more than six (6) months, or both [Pub. Law 101-630, Title IV, Section 404(b)].

BIA policy is that any employee against whom any specific allegation of child abuse is made shall be immediately reassigned to a position requiring no contact with or control over children pending resolution of the allegation as quickly as possible.

All cases of child abuse allegations shall be treated with the utmost confidentiality by all employee involved.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[8-546.01](#)[13-1404](#) *et seq.*[13-1410](#)[13-3552](#)[13-3553](#)[13-3608](#)[13-3619](#)[13-3620](#)[13-3623](#)[15-514](#)[46-451](#)[46-454](#)**CROSS REF.:**

JKA - Corporal Punishment

Student's statement, if any _____

Alleged offender's name _____ Relation to student _____

Employer _____ Address/phone # if known _____

Signature & Position/Title of Employee Filling out Report _____ Date _____

THIS PAGE FOR PRINCIPAL AND AGENCY OFFICE USE ONLY

TRACKING RECORD OF INTERAGENCY CONTACT

Agency Person Contacted and His/Her Date & Time of Report

Contacted Telephone Number Verbal Written

Law enforcement

Tribal

Bureau of Indian Affairs

Federal Bureau of Investigation

Social services

Tribal

Bureau of Indian Affairs

Indian Health Service

Child protection team

Area personnel (if case involves BIA employee)

Chief, Branch of Employee Relations (if case involves BIA employee)

Assistant Director

Christine Brown, Child Abuse Coordinator, Washington, D.C.

Case/tracking notes:

<hr/>			<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
Superintendent or Designee's Signature	Date	Time	
<hr/>			<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
Typed Name If Any	Position	Agency Report #	

JLH © MISSING STUDENTS

Following proper notification, the records of each missing child will be flagged with a red sticker in the upper-right-hand corner of the cumulative folder. When records are requested for missing children, the local law enforcement agency will be notified and no records will be sent.

The parent or surrogate of each new enrollee in the School, except homeless students as defined in A.R.S. [15-824](#), will be asked to produce one of the following proofs:

- A certified copy of the child's birth certificate.
- Other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records *and* an affidavit explaining the inability to provide a copy of the birth certificate.
- A letter from the authorized representative of an agency having custody of the student (pursuant to statute) certifying that the student has been placed in the custody of the agency as prescribed by law.

The parent or surrogate will be given thirty (30) days to provide documentation requested as listed above. If documentation is not provided, a second (2nd) letter will be sent to notify the parent or guardian that unless the documentation is provided within ten (10) days, the local law enforcement agency will be notified.

Nothing contained in this policy shall authorize the School to disclose to any person a student's educational record without prior parental consent unless the School makes a determination that disclosure of such records is necessary to protect the health and safety of the student.

Within five (5) days after enrolling a transfer student from a public school in another school district or from a private school, the School will request, directly from the previous school, a certified copy of the student's record. When records are requested by another school, within five (5) days the School will comply with the request unless the record has been flagged pursuant to A.R.S. [15-829](#) or the request does not conform to the requirements related to proper release of records by an emancipated student or a parent or guardian.

For purposes of this policy:

- *Flag* means to mark or identify as pertaining to a missing child, or an indication identifying an item as pertaining to a missing child.
- *Missing child* means a person who is under the age of eighteen (18) years, whose temporary or permanent residence is in this state or is believed to be in this state, whose location has not been determined, and who has been reported as missing to a law enforcement agency.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[13-3620](#)

[15-824](#)

[15-828](#)

[15-829](#)

[32-1472](#)

CROSS REF.:

[JF](#) - School Admissions

JFAB - Admission of Nonresident Students

[JR](#) - Student Records

[JRCA](#) - Request for Transfer of Records

JLI ©
STUDENT SAFETY

Teachers will be responsible for their classes at all times. At no time are students to be left unsupervised. Students are not to be sent on errands from the school premises.

Teachers have the authority to prohibit the use of and/or to confiscate any article that is a hazard to a student or that may damage school property. In the case of an emergency, the teacher will seek help from the principal.

Every student, teacher, and visitor shall wear appropriate protective eyewear while participating in or when observing vocational, technical, industrial arts, art, or laboratory science activities involving exposure to items as listed in A.R.S. [15-151](#).

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-151](#)

[15-341](#)

JLIA © SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them.

Supervision shall include being within the physical presence and, whenever possible, within a line of vision of the students so that school personnel will have a reasonable opportunity to control the behavior of and assist the students if necessary. Teachers shall exercise supervision as appropriate from the commencement of the school day, before classes begin, during class sessions, during lunch periods, between classes, and at any other time when performing teaching or related duties on behalf of the school.

If it should be necessary in an emergency situation for a teacher to leave the physical presence of the students, then the teacher shall make a reasonable effort to obtain a school employee to supervise the students during the teacher's absence. In no case shall the teacher leave students unsupervised if there is a reasonable possibility that harm to students or property will result from the students being left unattended.

School administrators, teachers, and other staff members will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-341](#)

[15-502](#)

[15-521](#)

JLIB ©
STUDENT DISMISSAL PRECAUTIONS

No student will be removed from the school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. [8-303](#), [8-304](#), and [8-802](#) shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Superintendent, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[8-303](#)

[8-304](#)

[8-802](#)

[13-1302](#)

CROSS REF.:

[JIH](#) - Student Interrogations, Searches, and Arrests

JLIB-R ©

REGULATION

STUDENT DISMISSAL PRECAUTIONS**(Student Release Requirements)**

At the time of school admission, the principal must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the principal shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the principal shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the principal shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

If an unauthorized person refuses to honor the decision of the principal, the principal shall call the local police authority.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during school hours, parents should be notified as soon as possible.

JO ©
EMPLOYMENT OF STUDENTS

The Board places a high value on education and strongly urges students to do likewise. All students, therefore, are encouraged to continue with their educational program until graduation from high school.

The Board is aware that many students, for various reasons, seek employment during the school year. These students are reminded that school work and activities must not be neglected, nor shall such employment conflict with the school schedule.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-512](#)

[23-231](#)

[23-232](#)

[23-233](#)

[23-235](#)

JQ ©**STUDENT FEES, FINES, AND CHARGES**

The Board recognizes the need for student fees to fund certain school activities that are not financed by local, state, or federal funds. It also recognizes that some students may not be able to pay these fees. No student will be denied an education as a result of inability to pay these supplementary charges.

Students will not be required to supply specific types of school supplies or equipment as a prerequisite to successful completion of a required course or project.

Students will, however, be responsible and accountable for loss of or damage to school property, including textbooks and library books.

The Superintendent will establish procedures through which students may be held responsible and accountable for loss of or damage to school property, including textbooks and library books.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-342](#)

[15-724](#)

[15-727](#)

[15-728](#)

[15-729](#)

CROSS REF.:

[EDBA](#) - Maintenance and Control of Instructional Materials

JQ-E ©

EXHIBIT

STUDENT FEES, FINES, AND CHARGES**FEES**

Areas where fees may be charged include, but may not be limited to:

- Optional extracurricular activities, which are defined as any optional, noncredit, educational or recreational activity that supplements the education program of the school, whether offered before, during, or after regular school hours.
- Optional programs conducted when school is not in session.
- Fine arts courses (high school only).
- Vocational education courses (high school only).
- Other courses, fees for optional services, equipment, and materials offered to the students beyond those required to successfully complete the basic requirements of the course (high school only).

Pursuant to A.R.S. [15-342](#), a school district may charge fees for the activities described above if:

- The fees are reasonable.
- The fees do not exceed the actual costs of the activities, programs, services, equipment, or materials.
- A notice of the proposed fees is given to all parents of students enrolled at schools in the District *before* the Governing Board acts to adopt fees.
- The fees are then adopted by the Governing Board.
- The Governing Board includes in its action a grant of authority to the principals to waive the assessment of all or a part of any fee if it creates an economic hardship for a specific student.
- No fees are charged for students' access to or use of computers or related materials.

JR © STUDENT RECORDS

Required student records (regular and special education) will be prepared in a manner consistent with law and the requirements of the Uniform System of Financial Records (U.S.F.R.). Retention periods and disposition of records shall be as specified in the U.S.F.R.

The School will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) in the establishment, maintenance, correction, and disposition of student records.

The Board directs the Superintendent to establish procedures for such compliance, including informing parents, students, and the public of the contents thereof. The Superintendent will implement said procedures as required by law and will establish procedures for dealing with violations.

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

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC [20202-4605](tel:202024605)
Telephone number: (202) [260-3887](tel:2603887)

In adopting this policy it is the intent of the Board that the policy and related procedures be implemented immediately. Copies of the policy and procedures will be available for parent and eligible student review in the office of each school and in the Superintendent's office.

Confidentiality

The right to inspect and review educational records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, §§ 1232G and 1232H, and with federal regulations issued pursuant to such act.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-141](#)

[15-828](#)

[15-829](#)

[41-1354](#)

20 U.S.C. 1232

20 U.S.C. 1400 *et seq.*, Individuals with Disabilities Education Act

CROSS REF.:

IHB - Special Instructional Programs

[JE](#) - Student Admissions

JFAB - Admission of Nonresident Students

[JLH](#) - Missing Students

[JRCA](#) - Request for Transfer of Records

JR-R ©

REGULATION

STUDENT RECORDS

This procedure is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA). All personnel in the School are expected to fulfill the requirements of policy and the following procedures in order to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages [34 C.F.R. 300.572(a)].

The Superintendent will inform parents, students, and the public and will exercise administrative resources to implement the policy as well as to deal with individuals who violate it [34 C.F.R. 300.572(b)].

Definitions

For the purpose of the procedure, the School has used the following definitions of terms:

- *Student* - Any person who attends or has attended a program of instruction sponsored by the School.
- *Eligible student* - A student who has reached age eighteen (18) or is attending a postsecondary school.
- *Parent* - Either the natural parent of a student unless the student's rights under the FERPA have been removed by a court order, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- *Education records* - Any record (in handwriting, print, tapes, film, or other medium) maintained by the School, an employee of the School, or any agent of the School that is related to a student except:
 - A personal record kept by a school staff member that meets the following tests:
 - ⇒ It was made as a personal memory aid.
 - ⇒ It is in the personal possession of the individual who made it.
 - ⇒ Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
 - ⇒ Medical treatment records maintained for "eligible students."
 - ⇒ Records of a law enforcement unit of the school.
 - An employment record that is used only in relation to a student's employment by the School. (*Employment for this purpose does not include activities for which a student receives a grade or credit in a course.*)
 - Related alumni records after the student no longer attends classes provided by the School, and the records do not relate to the person as a student.
- *Personal identifier* - Any data or information that makes the subject of a record known. This includes the student's name, the name(s) of the student's parent(s) or other family member(s), the student's address, the student's Social Security number, a student number, a list of

personal characteristics, or any other information that would make the student's identity known.

Annual Notification

Within the first three (3) weeks of each school year, the School will publish in a School communication a notice to parents and eligible students of their rights under the FERPA and this procedure. This notice will also be provided to each parent of new students enrolling after school begins. The School will arrange to provide translation of the notice to non-English-speaking parents in their native language or mode of communication [34 C.F.R. 300.561(a)(1), 99.6(a)(1), and 88.7(d)].

- The right of an eligible student or a student's parents to inspect and review the student's education records.
- The intent of the School to limit the disclosure of information contained in a student's education records except (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances as permitted by the FERPA.
- The right of a student's parent or an eligible student to seek to correct parts of the school education records that the student or the parent believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the School decides not to alter it according to the parent's or eligible student's request.
- The right of any person to file a complaint with the U.S. Department of Education if the School violates the FERPA.
- The procedure that a student's parent or an eligible student should follow to obtain copies of this procedure and the locations where copies may be obtained [34 C.F.R. 99.6(a)(7)(b)].

Statement of Rights [34 C.F.R. 99.6(a)(1)]

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this procedure [34 C.F.R. 300.561(a)(4)].

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record, in a hearing if necessary.
- The right to report violations of the FERPA to the U.S. Department of Education.
- The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this procedure transfer to the student upon reaching age 18 (except where the student is dependent) or enrolling in a postsecondary school. The student then becomes an "eligible student." [34 C.F.R. 300.574 and 99.5(a)]

Locations of Education Records

A list of types and locations of educational records collected, maintained, or used will be provided to the parents on request.

See Exhibit JR-EA [34 C.F.R. 300.565 and 99.6(a)(2)(iv)].

Procedure to Inspect Education Records

Parents of a student, the designated representative of the parents, and an eligible student may inspect and review the student's education records that are collected, maintained, or used by the School [34 C.F.R. 300.562(b)(3)]. In some circumstances it may be mutually more convenient for the record custodian to provide copies of records. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records [34 C.F.R. 300.562(c) and 300.566(a)].

Since a student's records may be maintained in several locations, the school principal will offer to collect copies of records or the records themselves from locations other than a student's school so they may be inspected at one (1) site. However, if parents and eligible students wish to inspect records where they are maintained, the school principals will make every effort to accommodate their wishes.

Parents, the designated representative of the parents, or the eligible student should submit to the student's school principal a written request that identifies as precisely as possible the record or records wanted for inspection. The School will respond to any request without unnecessary delay before any meeting regarding any individual educational program or hearing relating to the identification, evaluation, placement of a student, or the provision of a free appropriate public education, and in no case more than forty-five (45) days after the request has been made [34 C.F.R. 300.562(a), 99.6(a)(2)(i), and 99.10(b)].

The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (e.g., copies, at the exact location, or records brought to a single site).

Parents have the right, upon reasonable request, for explanations and interpretations of the information and a right to request copies of the records containing the information, if not in violation of stated policy of FERPA [34 C.F.R. 300.562(b)(1) and 99.10(c)].

The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in forty-five (45) days or less after receipt of the request for access [34 C.F.R. 300.562(a)].

If for any valid reason - such as working hours, distance between record location sites, or health - a parent or eligible student cannot personally inspect and review a student's education record, the School will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records [34 C.F.R. 300.562(b)(2) and 99.10(d)].

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students [34 C.F.R. 300.564, 99.5(a)(2)(ii), and 99.12(a)].

Fees for Copies of Records

All records subject to disclosure under this procedure shall be available for inspection free of charge. If copies are desired, they shall be furnished by the School to the eligible student or student's parent or guardian on request and free of charge. Additional copies may be sent to other schools or agencies without charge. However, the School reserves the right to charge up to thirty-five cents (35¢) per page for multiple or excessive requests. Copies of available records shall be produced as promptly as possible upon receipt of the request. No fee will be charged for search and retrieval of records [34 C.F.R. 300.556(b), 99.6(a)(2), and 99.11(b)].

The School will provide copies of records:

- When the refusal to provide copies effectively denies access to the records by a parent or eligible student [34 C.F.R. 300.562(b)(2)].
- At the request of the parent or eligible student, when the School has provided the records to third parties by the prior consent of the parent or eligible student.
- At the request of the parent or eligible student when the School has forwarded the records to another school where the student seeks or intends to enroll.

Directory Information

The School designates the following personally identifiable information contained in a student's education record as "directory information" and will disclose that information without prior written consent [34 C.F.R. 99.6(a)(6) and 99.37]:

- The student's name.
- The names of the student's parents.
- The student's address.
- The student's date of birth.
- The student's class designation (i.e., first grade, eighth grade, etc.).
- The student's extracurricular participation.
- The student's achievement awards or honors.
- The student's weight and height if a member of an athletic team.
- The student's photograph.
- The school or school district the student attended before enrollment in the School.

Within the first three (3) weeks of each school year the School will publish in a School communication or send home with each student the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For a student who enrolls after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible student have been notified, they will have two weeks to advise the School in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the School to designate as directory information about that student.

At the end of the two-week period, if the parents or eligible student have not returned the form indicating refusal to allow the use of directory information, the School will assume it has their permission to use the above-mentioned information. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student. The student's records will be appropriately marked by the records custodian to ensure compliance with the parents' or eligible student's request.

Use of Student Education Records

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The School will use the following criteria to determine who are school officials [34 C.F.R. 99.6(a)(4); 99.31(a)(1)]:

- A person duly elected to the Board (under limited circumstances).

- A person certificated by the state and appointed by the Board to an administrative or supervisory position.
- A person certificated by the state and under contract to the Board as an instructor.
- A person employed by the Board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of such performance as a substitute.
- A person employed by or under contract to the Board to perform a special task, such as a secretary, a clerk, the Board attorney, or auditor, for the period of such performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so [34 C.F.R. 99.32(b) and 99.6(a)(4)]. A "legitimate educational interest" is the person's need to know in order to:

- Perform an administrative task required in the school employee's position description approved by the Board.
- Perform a supervisory or instructional task directly related to the student's education.
- Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, or student financial aid.

Records of students placed in special educational programs will be under the direct supervision of the program administration. All persons collecting or using personally identifiable information in records of students placed in special education will receive training regarding the state's policies and procedures for the protection of these records at the collection, storage, disclosure, and destruction stages [34 C.F.R. 300.572(c)].

The School will maintain for public inspection a current listing of the names and positions of employees who have access to personally identifiable information maintained on students placed in special education [34 C.F.R. 300.572(d) and 99.6(a)(2)(iv)]. When the information maintained in these records is no longer needed to provide educational services to the student, the School will notify the parents of their right to have the personally identifiable information destroyed [34 C.F.R. 300.573(a)]. However a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained [34 C.F.R. 300.573(b)]. Destruction of records will be accomplished in accordance with the requirements of Arizona law and regulations of the Department of Library, Archives, and Public Records [34 C.F.R. 300.572(c)].

The School will release information from or permit access to a student's education record only with a parent's or eligible student's prior written consent, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure [34 C.F.R. 300.571(c), 99.6 (a)(3), 99.30, 99.31, 99.34, and 99.37]:

- When a student seeks or intends to enroll in another school district or a postsecondary school, the School will not further notify parents or eligible students prior to such a transfer of records. Parents and student have a right to obtain copies of records transferred under this provision.
- When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the School.
- To parties who provide or may provide financial aid to a student to:
 - Establish the student's eligibility for the aid.

- Determine the amount of financial aid.
- Establish the conditions for the receipt of the financial aid.
- Enforce the agreement between the provider and the receiver of financial aid.
- If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials.
- If a state law adopted before November 19, 1974, required certain specific items of information to be disclosed in personally identifiable form from student records to state or local officials of the juvenile justice system and the officials certify in writing that the information will not be disclosed to any other party, except as provided under state law, without prior written consent of the parent or the eligible student.
- When the School has entered into a written agreement or contract for an organization to conduct studies on the School's behalf to develop tests, administer student aid, or improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954.
- To comply with a judicial order or lawfully issued subpoena. The School will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision.
- If the disclosure is an item of directory information and the student's parent or the eligible student has not refused to allow the School to designate that item as directory information for that student.

The School will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

- The official deems it warranted by the seriousness of the threat to the health or safety of the student or other persons.
- The information is necessary and needed to meet the emergency.
- The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency.
- Time is an important and limiting factor in dealing with the emergency.

School officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for the disclosure. The written consent must include at least:

- A specification of the records to be released.
- The reasons for the disclosure.
- The person or the organization or the class of persons or organizations to whom the disclosure is to be made.
- The signature of the parent or eligible student.

- The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.

The School will not release information contained in a student's education records, other than directory information, to any third parties except its own officials, unless such parties agree that the information will not be redisclosed without the prior written consent of the parent or eligible student.

Records of Requests for Access and Disclosures Made from Education Records

The School will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records, and of information it discloses and access it permits, with some exceptions as listed below. This record will be kept with, but will not be a part of, each student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, or local officials for the purpose of auditing or enforcing federally supported educational programs [34 C.F.R. 300.563; 99.6(a)(5) and 99.32].

The record will include at least:

- The name of the person or agency that made the request.
- The interest the person or agency had in the information.
- The date the person or agency made the request.
- Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The School will maintain this record as long as it maintains the student's education record.

The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials of the School who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, or for requests for or disclosures of directory information designated for that student.

Procedures to Seek to Correct Education Records [34 C.F.R. 99.6(a)(7), 99.20, 99.21(a), and 99.21(b)(2)]

Parents of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading, or in violation of student rights [34 C.F.R. 300.567(a) and 99.20(a)]. (Note: Under the FERPA, the School may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term *incorrect* will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term *correct* will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term *requester* will be used to describe the parent of a student or the eligible student who is asking the School to correct a record.

To establish an orderly process to review and correct an education record for a requester, the School may make a decision to comply with the request for change at several levels in the procedure [34 C.F.R. 300.567(b) and 99.20(b)].

First-level decision. A parent of a student or an eligible student who finds an item in the student's education record that appears to be inaccurate, misleading, or in violation of student rights should

immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will:

- Provide the requester a copy of the questioned record at no cost.
- Ask the requester to initiate a written request for the change.
- Follow the procedure for a second-level decision.

Second-level decision. The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the School to make. It should at least identify the item thought to be incorrect and state whether the requester believes the item:

- Is inaccurate and why,
- Is misleading and why, or
- Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after receiving a written request, the record custodian will study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the School's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, a decision is reached that the record should be corrected, the record custodian will effect the change and notify the requester, in writing, of that action. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If a decision is reached that the record is correct, the custodian will make a written summary of any discussions with other officials and of the findings in the matter. This summary and a copy of the written request will be transmitted to the Superintendent.

Third-level decision. The Superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney or the Board (in executive session unless otherwise requested by parent[s]). The Superintendent will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent decides the record is incorrect and should be changed, the record custodian will be advised to make the changes. The record custodian will advise the requester of the change.

If the Superintendent decides the record is correct, a letter to the requester will be prepared that will include [34 C.F.R. 300.567(c) and 99.20(c)]:

- The School's decision that the record is correct and the basis for the decision.

- A notice to the requester explaining the requester's right to ask for a hearing to present evidence that the record is incorrect and that the School will grant such a hearing.
- Instructions for the requester to contact the Superintendent to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing. (The School will not be bound by the requester's positions on these items but will, as far as possible, arrange the hearing as the requester wishes.)
- Advice that the requester may be represented or assisted in the hearing by other parties, including an attorney, at the requester's expense.

Fourth-level decision. After the requester has submitted (orally or in writing) any wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a (1) week, notify the requester when and where the School will hold the hearing and whom it has designated as the hearing officer [34 C.F.R. 300.568, 300.570, 99.21, 99.22, and 99.34].

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

Within one (1) week after the hearing, the hearing officer will submit to the Superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit recommendations, based solely on the evidence presented at the hearing, that the record should be changed or should remain unchanged.

The Superintendent will prepare the School's decision within two (2) weeks after the hearing. That decision will be based on the summary of the evidence presented at the hearing and on the hearing officer's recommendation. However, the School's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if the hearing officer's recommendation is deemed inconsistent with the evidence presented. As a result of the School's decision, the Superintendent will take one (1) of the following actions:

- If the decision is that the School will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second-level decision [34 C.F.R. 300.569(a) and 99.21(b)(1)(ii)].
- If the decision is that the School will not change the record, the Superintendent will prepare a written notice to the requester that will include [34 C.F.R. 300.569(a)(c), and 99.21(b)(2) and (c)(1)]:
 - The School's decision that the record is correct and will not be changed.
 - A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the School's decision.
 - Advice to the requester that an explanatory statement may be placed in the student's education record stating the reasons for disagreement with the School's decision and/or the reasons for believing the record to be incorrect.

Final administrative step in the procedure. When the School receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record and whenever the questioned part of the record is disclosed the explanatory statement will also be disclosed [34 C.F.R. 300.569(c)(2) and 99.21(c)(2)].

Annual Notification to Parents Regarding Confidentiality of Student

**Education Records [34 C.F.R. 300.561(a)(2)(4)
and 300.572(a)]**

Dear Parent:

The Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, Section 141.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the School may include - but are not necessarily limited to - identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the School under the supervision of the building administrator and are available only to the teachers and staff members working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent [34 C.F.R. 99.7(a)(3)].

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information [34 C.F.R. 99.7(a)(1)]. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own [34 C.F.R. 99.7(a)(1)]. If at any time an agreement between the principal and parent cannot be reached, you may contact the Superintendent and request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7(a)(5) and 99.7(b)]. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records policies and statutes [34 C.F.R. 99.7(a)(4)].

**Notificacion Anual a Los Padres
Concerniente a la Confidencialidad**

de los Expedientes Educativos del Estudiante

Estimados Padres de Familia: La Directiva del Distrito Escolar ha establecido reglamentos escritos con respecto a la recopilación, acopio, recuperación, uso y transferencia de los expedientes académicos de un estudiante que han sido acumulados y mantenidos en el proceso de educar a todos los estudiantes para asegurar que la información sea mantenida en forma confidencial y para garantizar el derecho de los padres y de los estudiantes a mantener sus expedientes en privado. Estos reglamentos y procedimientos están de acuerdo con:

La Ley de Derechos Educativos de la Familia y la Privacidad; Título 20, Código de los Estados Unidos, Secciones 1232g y 1232h; y las Regulaciones Federales (34 CFR, Parte 99) emitidas conforme a tal Ley;

La Ley de Educación para Todos los Niños Incapacitados; Título 20, Código de los Estados Unidos, Secciones 1412(2)(d) y 1417(c); y las Regulaciones Federales (34 CFR 300.560 - 300.574) emitidas conforme a tal Ley; y

Estatutos Revisados de Arizona, Título 15, Sección 141.

Los expedientes académicos se colectan y se mantienen para ayudar en la instrucción y el progreso educativo del estudiante; para proveer información a los padres y al personal escolar, para proveer una base para la evaluación y el mejoramiento de los programas escolares, y para las investigaciones educativas legítimas. Los expedientes del estudiante mantenidos por el distrito pueden incluir - pero no necesariamente limitados a - datos que identifiquen; reporte de las calificaciones y los trasuntos del trabajo académico completado; resultados de pruebas vocacionales normalizadas; datos de asistencia; reportes de pruebas psicológicas; datos de salud, observaciones del maestro o del consejero; y reportes confirmados de ejemplos de comportamiento serio o cíclico.

Estos expedientes son mantenidos en las oficinas del Distrito Escolar bajo la supervisión de director, y están solamente a la disposición de los maestros y personal escolar que trabajan con el estudiante. Si su hijo se transfiere a otra escuela, estos expedientes educativos serán enviados a la nueva escuela después de ser solicitados. De otra forma, estos expedientes no se les facilitarán a la mayoría de las agencias o de las personas sin el consentimiento por escrito de los padres.

Usted tiene el derecho a inspeccionar y repasar todos los expedientes que tienen que ver con su niño, incluyendo una lista de las personas que han repasado o recibido copias de la información. Los padres que deseen revisar los expedientes de sus hijos deben de ponerse en contacto con _____, director, para hacer una cita. El personal escolar estará a su disposición para explicarle el contenido de los expedientes. Los padres pueden pedir copias de los expedientes siempre y cuando les sea imposible presentarse en persona para inspeccionar los expedientes en la escuela. El costo de las copias será lo que cueste copiarlas, a menos que este costo le impide al padre ejercer su derecho a inspeccionar y revisar esos expedientes [34 C.F.R. 300.562(c)].

Si usted cree que alguna de la información en el expediente sea incorrecta o falsa, usted tiene el derecho de pedir que se corrija esa información y a añadir sus propios comentarios. Si no se logra un acuerdo entre el director y los padres, usted puede ponerse en contacto con Superintendente, y pedir una audiencia.

A usted se le informará cuando la información personal colectada, mantenida o usada ya no es de mas uso para proveerle servicios educativos a su hijo. La información debe de mantenerse por dos años después que su hijo haya dejado de asistir a este distrito escolar.

Copias de los reglamentos y procedimientos del distrito con respecto a la confidencialidad de los expedientes educativos de los alumnos se pueden ver en las oficinas del director de cada

escuela. La ley federal también le permite a los padres a sentar una denuncia con la Oficina de Derechos Educativos de la Familia y Privacidad en Washington, D.C., si usted cree que se han violado sus derechos.

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EXHIBIT

STUDENT RECORDS

LOCATIONS OF EDUCATION RECORDS

Types	Location	Custodian
Cumulative school records		
Cumulative school records (former students)		
Health records		
Speech therapy records		
Psychological records		
Special test records		
School transportation records		
Occasional records: education records not identified above, such as those in the Superintendent's office, in the school attorney's office, or in the personal possession of teachers (examples: discipline records, Honor awards)	The principal will collect and make available at the student's school	

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EXHIBIT

STUDENT RECORDS

DESIGNATION OF DIRECTORY INFORMATION

During the school year, School staff members may compile nonconfidential student directory information such as:

The student's name, date and place of birth, address, telephone number, grade, school of attendance, most recent school attended, diplomas, awards and honors received, major field of study, and record of participation in officially recognized activities (sports and school events), such as weight, height, and team number.

According to state and federal law, this directory information as identified above may be publicly released without permission of parents. However, if you *do not wish any or all of the above information released about your son/daughter, you may so request by signing the form at the bottom of this page and returning it to _____, Principal, within _____ days. If this notification is not received, we will assume that your permission is given to use your son's/daughter's directory information as described above.*

TO: Principal

I *do not* want **any or all** the information I have p below concerning (student's name) _____ designated as directory information and released to any person or organization without my prior written consent:

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

(Parent/guardian signature)

(Date)

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EXHIBIT

STUDENT RECORDS

**NOTIFICATION TO NEW SCHOOL OF ATTENDANCE
OF RECORDS AVAILABLE AT PREVIOUS
SCHOOL OF ATTENDANCE**

Dear Principal,

_____ has been attending Hopi Junior/Senior High School, Incorporated at Keams Canyon, Arizona. Records available at our school contain information that should be helpful to your staff in developing an educational program. Our student education records policy permits forwarding copies of records to schools in which the student intends to enroll upon a formal request to receive them.

To expedite the transfer of the information, please review the enclosed Request for Student Education Records and check the records for which you are requesting a copy.

Return this form and the enclosed Request for Student Education Records to:

_____ (Records Custodian) _____ (School District Name)

_____ (Date) _____ (Address)

Enclosed: Request for Student Education Records

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EXHIBIT

STUDENT RECORDS

REQUEST FOR STUDENT EDUCATION RECORDS

Copy to student file

Name of Agency Address

Requester

Name of Authorized Person Phone

Requested from

Name of Agency Address

Student

Student Name Address

Parent Name Address

Previous School Address Dates Attended

- Purpose for request: No information available about about previous school, Need assistance in understanding complex behavior and needs, Need evaluation information for immediate special education placement, Need information to help prepare an educational program for the student, Need verification that the student has a disability, Other: _____

Permanent record data: Basic identifying data, attendance data, and

JR-EE ©

EXHIBIT

STUDENT RECORDS

RECORD OF ACCESS

(To be Placed Inside the Student's Record File.)

Requester (Name or Agency)	Date of Request	Date Request Filled	Records Requested	Method of Access (C-copy, E- examine, V-Verbal)	Educational Interest or Purpose	Date Parents Notified

JR-EE ©

EXHIBIT

STUDENT RECORDS

DESTRUCTION OF INFORMATION

Date _____

Dear _____ (parent or guardian) _____,

This is to advise you that District schools may destroy special education data and other information on a student who has been in a special education program whenever the student has been withdrawn, transferred, or graduated from the District for at least five (5) years or when the information is no longer needed to provide education services to

Student's Name

However, information contained in these records may be needed for other purposes, such as documentation for eligibility for Social Security benefits.

Before these records are destroyed, you have the right to review the records and obtain copies of any information. Please indicate your desire below and return this form to the School District before

Date

Sincerely,

Signature and Title of District Official

I **Do** **Do Not** wish to review the records of _____

Parent's or Guardian's Signature

Date

If you do not complete and return this form within 90 days, records will be destroyed in accordance with established policy.

LEGAL REF.:
20 U.S.C. 1232(f)(a)
34 C.F.R. 80.42

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REQUEST FOR TRANSFER OF RECORDS

The Superintendent shall develop procedures that comply with federal and Arizona law related to the request for, and the response to such request for, records of students who transfer into or out of the School from or to another school.

Adopted: date of manual adoption

LEGAL REF.:

A.R.S.

[15-141](#)

[15-828](#)

[15-829](#)

[41-1354](#)

20 U.S.C. 1232

JRCA-R ©

REGULATION

**REQUEST FOR TRANSFER
OF RECORDS****Requesting Records of Transfer Students**

Upon enrollment of a transfer student from a private school or from a public school in another district, the principal shall request that the student's parent or guardian (or an emancipated student) authorize consent for the request for the student's education records on form JR-ED.

Within five (5) school days after enrolling a transfer student from a private school or from a public school in another district, the principal shall request, directly from the student's previous school, a certified copy of the student's record.

Responding to Requests for Student Records

Upon receiving a request for the records of a student who has withdrawn from school, the principal shall comply and forward the record within five (5) days after receipt of the request, unless:

- The record has been flagged pursuant to A.R.S. [15-829](#), in which case the record shall not be forwarded and law enforcement officials shall be notified.
- The request does not conform to the requirements related to proper release of records by an emancipated student or parent.