

**LEE KORNEGAY
INTERMEDIATE SCHOOL**



**2017-18 STUDENT/FAMILY
HANDBOOK**

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Miami Area Unified School District #40

Mission Statement

Our mission is to prepare our students for the opportunities and challenges of the future. We are dedicated to being a high quality educational organization of excellent schools.

Vision Statement

Our students graduate prepared for college and career success.

Board of Education

Paul Licano, President
Deborah Allen, Board Clerk
Margret Celix, Member
Deanna Shriner, Member

Dr. Sherry Dorathy, Superintendent

Please note that the Miami Board Policy Manual supersedes any policy set forth in any school handbook. The Miami Unified School District Governing Board reserves the right to adopt policies at any time, and the resolution of conflicts between documents will utilize the policy stated in the Miami Board Policy Manual. The Superintendent of Schools shall have the authority to implement action if a situation should develop that is not covered by established Board policy.

Questions regarding Title IX, Title II and/or Section 504 should be directed to Dr. Sherry Dorathy, Superintendent, at the district office, 928-425-3271

Public Notification of Nondiscrimination: Miami Unified School District does not discriminate on the basis of race, color, sex, national origin, gender, age, or disability in admission to its programs, activities, or services, in access to them, in treatment of individuals, or in any aspect of their operations.

Notificación Pública de No Discriminación : Miami Unified School District #40 no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspect de sus operaciones. designados.

Our Goal for Lee Kornegay Intermediate School

Our goal at Lee Kornegay is to create partnerships with parents, students, staff, and our community to empower each child for academic, social, and personal success by providing a safe, supportive, meaningful, and academically challenging environment.

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ARRIVAL AND DISMISSAL

To ensure the safety of each student, please instruct your child in the following:

- When walking to and from school, wherever possible, walk on sidewalks.
- Never walk between parked cars, especially in the drop-off/pick-up lane.
- **Be sure to start early enough to arrive on time.**
- Use only designated crosswalks to cross the street and always look both ways for oncoming traffic.
- **Walk your bike or scooter on school grounds and when crossing streets. This also applies to skate boards. Never ride between parked cars.**
- When riding bicycles or scooters to school, please wear a helmet.
- Never ride in the drop-off/pick-up lanes (bus or car).
- Always walk your bike or scooter to the designated storage area.
- Lock your bike or scooter. The school is not responsible for the protection of students' bikes or scooters.
- Motorized bikes or scooters are not allowed on school grounds.

We continually promote the practice of good safety habits on the part of our students. We urge parents to drive slowly and to exercise extra caution in the school area. Arizona law states that no vehicle, public or private, may drop off or pick up children on the side of a street away from the school when school is in session.

Parents, please drop off and pick up your child in the designated areas on the campus. Please do not block driveways, student crosswalks, or parking spaces. PLEASE DO NOT COME IN TO SIGN OUT YOUR CHILD EARLY TO AVOID THE TRAFFIC DELAY OF DISMISSAL TIME, ATTEND GAMES AT HOME OR AWAY OR TRAVEL WITH YOU TO THE VALLEY. YOUR CHILD'S SAFETY AND EDUCATION ARE TOP PRIORITIES. THEY MISS HOMEWORK AND WRAPPING UP THE END OF THE DAY WHEN THEY ARE PULLED FROM CLASS EARLY!!

Also, please do not arrange to pick up your child at the high school. Students must be supervised and there will be no supervision on the high school campus. There is parking in the designated parking lots at Lee Kornegay and CAB where you can wait for your child. School personnel will always be at the crosswalk between the two schools directing traffic and ensuring that students cross safely. Also, please do not arrange to pick up your child at the transportation barn or lot.

PROCEDURES

Bus Arrival at Lee Kornegay – All CAB Elementary and Lee Kornegay Intermediate students will be dropped off in the load/unload area on the street between the two schools.

Parent Drop-off at Lee Kornegay – The student drop-off area is located in front of the Lee Kornegay complex. Drivers will then proceed **around** Lee Kornegay (on the one-way street). Please watch for students crossing in the parking lot and one-way drive around the school.

Bike/Walk Arrival at Lee Kornegay – Students will proceed up the sidewalk and along the front of the Lee Kornegay complex to the second gate, obeying staff member directions at the intersection.

Bus Dismissal at Lee Kornegay – Students who ride the bus from Lee Kornegay will be released from class first, to a designated gate, to proceed directly to the busses parked in the load/unload zone on the street between schools.

Bike/Walk Dismissal at Lee Kornegay – These students will be released next and be walked to the stop sign at the bottom of the road. Any students with a sibling(s) at CAB will be walked across the street with staff members to the south parking lot (car lot 2) to meet your sibling(s) for pick up.

Parent Pick-up at Lee Kornegay – For dismissal, the drive in front of the Lee Kornegay Complex will become two lanes. Staff will assist in loading the cars in each row and only release loaded cars when it is safe to do so. Any parent whose child is not waiting will be directed into the parking lot.

Students will not be called out of class for early dismissal once the busses arrive at the school (approximately 2:45PM). The busses will block non-emergency vehicular exit from LKIS.

DO YOU HAVE CHILDREN AT BOTH CAB AND LEE KORNEGAY? DO YOU PICK THEM UP AFTER SCHOOL? As you come up the road to the 4-way intersection, let the staff member assisting traffic know and they will allow you access to the South Parking Lot, Car Lot 2, at CAB, where those students will be directed. **DO NOT use the pick-up lane.** Cars will not be allowed to go straight through the intersections out of the CAB pick-up line into the Lee Kornegay pick-up line during heavy dismissal traffic.

Passing is not allowed on the streets between any of the schools. This includes the hill from the bus barn to and from either CAB or Lee Kornegay schools.

EXERCISE CAUTION AT ALL TIMES. WE ARE DOING OUR BEST TO DIRECT TRAFFIC TO ENSURE THAT OUR STUDENTS ARE SAFE AS THEY ENTER AND EXIT SCHOOL.

Any driver who demonstrates unsafe behavior and endangers any student or staff member will be prohibited from driving on campus.

Except for **EXTREME** emergencies, please allow your child to remain in school until dismissal time. We need to have your child here for the entire day to fulfill our commitment of ensuring him/her the best possible education. The school day is planned from the first bell in the morning until dismissal in the afternoon. When students are late, leave during the day, or leave early, they will miss out on instruction, review, homework directions, and information that needs to be sent home. We want your child here - and ready to learn.

ATTENDANCE AND TARDIES

All public schools in the State of Arizona follow Arizona Revised Statutes regulations set up by our state legislature. Student attendance at school is addressed in ARS15-803.

15-803. School attendance; exemptions; definitions

A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a home school.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. As used in this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

All of the Arizona Revised Statutes regarding education can be found at <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

Regular attendance is extremely important at all grade levels. Learning is a continuous process and when children are absent, they may miss all or part of a skill or concept. In the event of an absence, your child's teacher will help to provide make-up work in the areas missed. However, your child will be missing important classroom instruction, collaboration, and discussion.

Because of the missing child law, ARS15-807, you must phone the school office if your child is absent from school. **ALL ABSENCES MUST BE VERIFIED.** We need a note from your physician if your child is out multiple days because of illness. If you do not call by 8:30AM, you will receive a call from our auto dialer.

TARDY POLICY:

Students are expected to arrive at school (and be picked up) on time. School starts at 7:50am with students lining up with their teacher ready to enter their classrooms and start their day together. When a student come in tardy, it is a disruption to the teacher and the other students when they enter the classroom. However, we will deal with this small disruption for students to come to school. PLEASE DO NOT STAY HOME BECAUSE YOU KNOW YOU ARE GOING TO BE LATE!! It is better to show up late than not at all. In order to boost our attendance and cut down on the number of tardies, we have reinstated our Tardy Plan as part of our RTC program. The following policy has been put in place to help you AND your child be on time.

- If a student arrives after 7:50am, they will need to sign in at the office. This is to help us keep accurate attendance records. Some teachers may have already taken attendance in the computer. If students go directly to the classroom without signing in, they may still be marked absent and you will receive a call from the office/auto dialer.
- If a student arrives after 8:00am, they MUST report to the office and sign in; they will be given a Tardy Plan and report to the RTC room to complete this form and then proceed to class. It only takes a few minutes to complete, but the questions are designed to help us understand the reason for being tardy and work with that student and their family to be on time for school.
- The first 2 times a student is tardy, the forms are kept on file and our hope is that the student is not tardy again. However, on the 3rd tardy, the Tardy Plan will be counted as a "RTC".
- On the 4th tardy, another RTC will be given and a warning letter sent home to notify parents.
- On the 5th tardy, the parent will be called to schedule a meeting at the school.
- After the parent meeting, if the student continues to be tardy, the student may be placed on an attendance contract. Continued tardies will be added (3 tardies = 1 unexcused absence) and could possibly result in a referral for truancy.

Our hope is that we can work together to have students attend school every day and minimize tardies and unexcused absences. The more students are in school, the more they learn!

BELL SCHEDULE AND CALENDAR INFORMATION

First Bell **7:50AM** All students line up with their classes and enter the building

Tardy Bell **8:00AM** All students are in their seats and ready to start the day.

Dismissal bell **3:10PM** At dismissal, students should leave the school grounds and go straight home. There is no supervision unless the student is being tutored, required to stay for after-school detention, or has made other arrangements with his/her teacher. Students staying after school will need to be picked up promptly at 4:00pm or at a time mutually agreed upon with your child's teacher as there is no additional bus transportation provided after our 3:10pm dismissal time. **THERE IS NO AFTER-SCHOOL PROGRAM THIS YEAR.**

Cafeteria (with supervision) will open at **7:15AM**. Breakfast will be served from 7:15AM to 7:50AM. Students will not be allowed on campus before 7:15AM and should proceed straight to the cafeteria.

Recess/Lunch Schedule 11:30AM to 1:00PM

Grade	Time	Place
4 th	11:30-11:50/11:50-12:10	Cafeteria/Playground
5 th	11:55-12:15/12:15-12:35	Cafeteria/Playground
6 th	12:20-12:40/12:40-1:00	Cafeteria/Playground

Tutoring may be provided after school until 4:00PM.

CALENDAR

We will have the following days off from school this year. Please schedule your appointments and vacations accordingly.

- 9/4/17 - Labor Day
- 10/9/17 - Columbus Day
- 10/10 - 10/12 - Fall Break
- 10/18 - Early Release for K-6 (1:00pm)
- 11/20 - 11/23 - Thanksgiving Break
- 12/25/17 - 1/4/18 - Winter Break (last day of 2nd quarter - 12/21; school resumes 1/8)
- 1/15 - MLK Day
- 2/19 - Presidents' Day
- 3/12 - 3/15 - Spring Break
- 3/21 - Early Release for K-6 (1:00pm)
- 4/2 - Spring Holiday
- 5/24 - Early Release for All Schools (1:00pm - last day of school)

BUS TRANSPORTATION

Riding the bus to and from school is a privilege, not a right. This privilege will be revoked when the conduct of the rider endangers the safety of others or is contrary to driver instructions. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a bus may result in student disciplinary action including, but not limited to, denial of transportation privileges.

- Buses will be loaded immediately upon dismissal.
- Food cannot be eaten on the bus.
- Students are to ride their assigned bus only. If there has been a change in transportation arrangements, the student will be given a bus pass issued in the school office. Students must have written permission from parents or guardians to receive a bus pass to go to any other stop. Written permission needs to be given to the office. Drivers are not permitted to drop off or pick up students at any stop other than the regularly assigned stop unless a school-issued pass is given.
- Students who ride a bus are under the authority of the bus driver.
- Students who refuse to promptly obey the directives of the bus driver or refuse to follow safety rules will receive a bus referral and possibly lose the privilege of riding the bus.
- Students should be able to recite their address, phone number, and location of their bus stop.

CAFETERIA

We will be using Southwest Foodservice Excellence this year to provide students breakfast and lunch. Prices have changed this year. Please be sure that your student's meal account is always current.

Student breakfast	\$1.40
Student lunch	\$2.45
Additional milk	\$.50
Reduced breakfast	\$.30
Reduced lunch	\$.40
Adult breakfast	\$2.15
Adult lunch	\$3.75

For those families that qualify for free or reduced meal prices, there are forms in the school office that must be completed. The program is federally funded and applications must be completed and turned in to the school office in order to be considered.

CAPS AND HATS

As a courtesy to others and to encourage a good learning atmosphere, caps and hats are not to be worn indoors. These items are acceptable outside of the building and on the playground as long as they are not representative of the categories listed in the Dress Code section and any hats with bills are worn facing straight forward. Adults, when in the building, please honor our procedure for caps and hats. Thanks.

DRESS CODE

Student appearance is the responsibility of the student and his/her parent-guardian. We expect students to maintain an appearance that is not distracting and will reflect responsible thinking. Students are expected to arrive at school in clean clothing that is not tattered or torn or is inappropriate. Shirts and tops must have shoulder straps at least two inches wide. The clothing must appropriately cover the torso – not exposing midriffs or be cut too low in the front or the back. Halter-tops and shirts with spaghetti straps are not appropriate. Undergarments should not be exposed. Shorts and skirts should be no higher than 2-3 inches above the knee. Anything reflecting negativity, gang-affiliation, intimidation, or violence will not be allowed. Chains, spiked collars, and spiked wristbands are not appropriate and will be confiscated. The determination of ‘inappropriate’ and ‘distracting’ will be solely the responsibility of school staff.

Please check your child’s attire before he/she leaves for school. If he/she cannot keep his/her pants on without constantly pulling them up, or if the student cannot bend over without revealing his/her undergarments, then the clothing will be deemed distracting and is not appropriate for school.

This is a SCHOOL. We expect students to dress sensibly and appropriately. This is not the place for fashion statements, political statements, beer advertisements, personal statements, or gang symbols. Our students are intermediate students and their appearance should be an appropriate reflection of the same. We ask that all adults entering our building also honor our Dress Code. Thank you.

ELECTRONIC DEVICES OR ACCESSORIES

Cell phones and other electronic devices have become vehicles for a variety of actions that are completely inappropriate for school. If students bring cell phones, etc. to school, then they are expected to act responsibly about their use. Teachers will collect cell phones at the beginning of the day and return them at the end of the day to avoid distractions. At any time a device becomes visible or is heard in class, it may be confiscated. Parents - please understand that allowing your child to bring these things to school may result in confiscation.

GENERAL/CLASSROOM/PLAYGROUND/CAFE/SPECIALS EXPECTATIONS

In all school situations and locations, students will be expected to demonstrate proper respect for other students and staff members. Courteous and considerate behavior is the only acceptable behavior – and the expectation at all times. All classes follow school-wide routines and procedures that students rehearse at the beginning of the school year.

Respect is displayed in a variety of ways. Students will show respect for Lee Kornegay Intermediate School by picking up after themselves and conducting themselves in a manner that reflects cleanliness and good hygiene for themselves as well as all other members of the Lee Kornegay community. Student behaviors supporting safety for all students are expected. Student behaviors that create comfortable environments for all are expected. As a “Capturing Kids Hearts” school, we will create and honor our social contracts that we create at the beginning of the school year.

GUM, CANDY, DRINKS, SUNFLOWER SEEDS, ETC.
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GUM - not allowed on campus at any time; only from your teacher (during testing).

CANDY - is only allowed as part of a lunch brought from home, and is only to be eaten in the cafeteria at lunch time, but is highly discouraged.

DRINKS - water is the only drink allowed outside the cafeteria. Students are encouraged to bring disposable or reusable water bottles from home, especially during the warm summer months.

SUNFLOWER SEEDS/OTHER - not allowed on campus at any time. Students caught littering the campus with seeds/shells, etc., will assist in campus clean-up. Repeat offenders may face more serious consequences.

HEALTH SERVICES

Students who need attention before school, during the lunch hour, and after school may visit the health office for emergencies.

ANY INJURIES OCCURING DURING NON-SCHOOL HOURS OR ON WEEKENDS MUST BE TAKEN CARE OF AT HOME. WE ARE NOT A MEDICAL FACILITY AND WILL NOT BE IN ANY WAY RESPONSIBLE FOR TREATING OR DIAGNOSING MEDICAL ISSUES THAT HAPPENED OUTSIDE OF SCHOOL. IF YOUR CHILD HAS A FEVER OR INJURY, PLEASE DO NOT SEND HIM/HER TO SCHOOL.

At times, it becomes necessary for the health aide to contact parents to pick up a student. It is imperative that we are able to contact someone with legal responsibility for the student. Please be certain that you fully complete the Emergency Information Form - and update the information whenever there are changes.

If there is any special medical information relating to your student (diabetes, allergies, epilepsy, etc.), it will be helpful to us if you share the information with us. Please note that unless medically authorized, or in the case of an injury, over-the-counter medications (aspirin, Tylenol, etc.) will not be dispensed before 10:00 AM and after 2:00 PM

Pediculosis (lice)

Routine checks will be done on all students during the routine screening in the fall. Teachers are instructed to send students who complain of itching scalps to the health office for a lice check. Active pediculosis is defined by the presence of lice or nits that have not been treated with medicated shampoo. Children will be sent home until all nits are removed. Chronic cases will be referred to DCS.

Medications

Medications are not allowed on the playground or in the classroom. This includes aspirin, etc. Students must bring medications to the office immediately upon arrival at school.

School personnel are not authorized to give a student medication without the following:

- For prescription medications – a completed Parent Consent Form. These medications must arrive in the original container with the doctor’s name included. The pharmacy will provide you with a “school bottle” for the doses to be taken at school.
- For non-prescription medication – a completed Parent Consent Form. Over the counter medication to be administered at school must be in the original packaging and kept in the health office. No over the counter medications will be given before 10:00AM or after 2:00PM unless we have written authorization.

HOMEWORK POLICY

The purpose of homework is to reinforce skills and provide extra practice at home. The time allotment (suggested guidelines) for homework is as follows:

Fourth Grade	20 minutes
Fifth Grade	30 minutes
Sixth Grade	40 minutes

All students should be reading at least 20 minutes every night!

Late/Missing Homework

Each day a homework assignment is late, the grade will be reduced by a percentage agreed to by the grade level team. Each grade level team will determine the number of days their students have to turn in a missing/late assignment.

LEAVING SCHOOL GROUNDS

All students must remain on the school property at all times after they have arrived until they are dismissed. When students are picked up early, they miss important information (including homework, testing, etc.) from their teachers at the end of the day. Please refrain from signing out your child early to avoid the dismissal traffic, attend sibling’s games or other events, or to travel to the valley. **Every minute in school counts!**

If you absolutely need to pick up your child during the school day, you will need to sign them out in the office. Office staff will call your child to the office. Please discuss with your child about the importance of following the proper procedures for leaving early. Students should not text or call from the classroom to be picked up early. Any reason for a student to be sent home early, including illness, will be handled through the front office or health office.

Remember - we have a four-day school week. Please make any necessary appointments on Friday.

If anyone other than the parent/guardian will be picking up your student, you must notify the office in advance with a written consent.

The information on the student emergency form is vital! We need to have copies of any legal custody papers, as well as names of individuals that are authorized to be contacted in case of an emergency. It is absolutely necessary that we have the most current address and telephone information for you as well as any individuals whom you designate as legitimate contacts regarding the welfare of your child.

PLEASE COME INTO THE OFFICE TO SIGN OUT YOUR CHILD. DO NOT GO DIRECTLY TO THE CLASSROOM! THIS INCLUDES LATE PICK-UPS - DISMISSAL IS AT 3:10PM. EARLY DISMISSAL IS 1:00PM.

LIBRARY BOOKS AND TEXTBOOKS

By state law, textbooks and materials are furnished by the district and are issued at the beginning of the year. Students who lose or damage a textbook or library book while it is checked out to them will be required to pay for it. Students who lose or damage a textbook will be required to use books at school and will not be permitted to take them home. Students may lose out on school privileges and activities if fines are not paid promptly.

LOST AND FOUND

Our lost and found area is always overflowing with items that students have left in the hallway, cafeteria, or on the playground. These items range from clothing to toys, books, cell phones, and lunch boxes.

Please mark your child's personal property with FIRST and LAST NAME if the articles are coming to school. Please feel free to check the lost and found to find missing items - and encourage your child to do the same. At the end of the school year, all items remaining in lost and found will be donated.

PARENT-TEACHER COMMUNICATION

Each year, in the Fall and again in the Spring, parent-teacher conferences are scheduled. These meetings are our opportunity to review your child's progress and make sure that your child's needs are being met. We value a close home and school connection, and this is one way that we can all support our students.

If you need to talk with your child's teacher at any time, please call and allow us to set up an appointment. To minimize the loss of teaching time for a whole class, we must insist that conferences with a teacher be held during times that do not interfere with class time. Please talk with your child's teacher and determine the best way for quality communication to occur between the two of you.

Our teachers use Class Dojo to communicate with students and parents. It is a great tool to keep in touch with your child's teacher, send and receive messages, get information about upcoming school events, and much more! Please visit www.classdojo.com and talk to your child's teacher about signing up.

If you become angry or upset with a staff member, please take the time to calm down and collect your thoughts, and then call the school office to set up a meeting to resolve the situation. Any inappropriate behavior by a parent will require immediate removal from campus and the issue to be re-visited at a later date. With proper communication, most situations can be worked out to the satisfaction of all parties involved. Our goal is to work together for the best interest of your child.

PARENT TEACHER ORGANIZATION (PTO)

Many activities are sponsored by the Lee Kornegay's Parent Teacher Organization (PTO) during the school year. A handful of parents and teachers cannot do it all. We encourage you to participate and help the organization create a better educational environment for your child. The organization provides many valuable services to our students and also promotes communication between parents and staff. Please plan to attend and participate. Meetings will be listed on the monthly calendar. In addition, invitations will be sent out to all parents throughout the year.

PARTIES AND OTHER SCHOOL-SPONSORED ACTIVITIES

Classroom parties are organized and limited to 2 days a year. If you would like to assist the classroom with one or both of these parties, please contact your child's teacher. If you do not wish your child to participate in a party or other special activity, please let your child's teacher know before the day of the party or activity. Notification will be sent home prior to classroom parties being held.

If you wish to provide treats for the classroom for your child's birthday, please contact your child's teacher prior to his/her birthday. **Please remember that flowers and/or balloons will not be delivered to the classroom.**

PETS

Pets are not allowed on school grounds or on the school buses (with the exception of **registered** medical assist animals). When animals come onto our school grounds, we call the Gila County Animal Control Agency. Please be sure that your child's pet does not follow him/her to school.

PERSONAL PROPERTY LIABILITY

We are not responsible for **ANY** personal property that is lost, stolen, or broken. This includes, but is not limited to, musical instruments, toys, radios, cassette players, iPods, electronic games, wallets, purses, money, cosmetics, jewelry, bicycles, clothing, cell phones, and cameras. Instructional time will not be spent trying to find lost items. Please be sure that your child does not bring inappropriate items to school.

PROMOTION/RETENTION

A student whose state assessment scores indicate the student is falling far below their grade level (per HB 2732) will be considered for retention. Research shows that retention needs to occur early rather than later in a student's school life. All students are expected to progress according to grade level as they move through their academic careers.

When considering retention, the following tools will be used:

- State assessment scores
- Attendance data
- Data from parent conferences and TAT meetings
- The Light's Retention Scale
- Other data as appropriate

Final recommendation to retain will be made by the principal after consultation with the teacher, appropriate staff members, and assessment results.

Good cause exemptions from the competency requirements include:

Student has a disability and did not take the state assessments;

Student has a disability and did take the state assessments but has been previously retained;

Student is an English Language Learner (ELL) or is Limited English Proficient (LEP) and received less than 2 years of English instruction;

Student has a reading deficiency and has been previously retained;

Student has demonstrated reading proficiency on a State Board of Education (SBE) approved alternate assessment.

Intervention and remedial strategies for students who are not promoted will include:

Requiring the student to be assigned to a different teacher for reading instruction;

Summer school reading instruction;

Intensive reading instruction in the next academic year occurring before, during, after (or any combination of the three, the regular school day or

Online reading instruction

A Response to Intervention model will be used with fidelity to ensure students are provided all appropriate interventions prior to being considered for retention.

Promotion from year to year will be based upon accomplishing the performance objectives for the standards in each basic subject area as identified in the curriculum. In addition to the standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion. Ten or more days of absence during a semester are a criterion to be considered for retention.

RECOGNITION OF STUDENT ACHIEVEMENT

Students will be recognized for Honor Roll, High Honor Roll, Principal's Honor Roll, Excellent Behavior, Outstanding Character, and Perfect Attendance. Individual classrooms may have additional recognition criteria. We encourage all students to do their best at all times.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued four times a year at the end of each 9/10-week grading period. Student progress reports are sent home between grading periods to inform parents of student progress. These reports are important, as they will provide information about problems and the need for special attention. Your acknowledgement of these reports by note, telephone, or personal visit is expected.

All grades will be distributed as follows:

Class work	45-50%
Test/Quizzes	50-55%

Grading Percentages

A = 100-90%

B = 89-80%

C = 79-70%

D = 69-60%

F = 59 or below

SCHOOL SUPPLIES

It is the policy of the Miami Unified School District to provide each student with basic supplies for classroom use. Each teacher will see that students are supplied with these items. Each teacher/grade level provides a list of requested, but optional, items.

We always welcome classroom donations. Needed items include pencils, erasers, glue sticks, crayons, dry-erase markers, colored pencils, highlighters, spiral notebooks, construction paper, copy paper, paper towels, Kleenex, and hand sanitizer.

SEARCH AND SEIZURE

If there is reason to believe that some material or item that threatens the health, safety, or welfare of the Kornegay Community is on school property, in desks, storage areas, or backpacks, etc., there may be inspections at any time with or without notice by school personnel. The following rules apply to searches and seizures.

- General searches of school property may be conducted at any time for the health, safety, and welfare of the school community.
- Searches may also include backpacks, lunchboxes, or any container in the possession of the student. Students may be asked to empty contents of any article of clothing. Authorized personnel may request that outer garments, such as coats, shoes, or socks be removed for inspection.
- Illegal items (for example, firearms, weapons, fireworks, etc.) or other possessions reasonably determined to be a threat to the safety of others shall be seized by school authorities.

In order to comply with Arizona law, anything illegal that is confiscated will be reported to law enforcement. Please discuss with your student the importance of making sure he/she does not bring items listed above to school. Please also remind them to never accept any of these items from other individuals.

SPECIAL SERVICES

The Miami School District provides programs to meet the special needs of all children. Early identification of children with physical, mental, or emotional needs is the first step toward providing appropriate education services. Available services include speech/language and inclusion assistance for students with learning disabilities, self-contained classrooms for students with more severe disabilities, and adaptive physical education for students who are handicapped. Psychological testing and limited counseling are also available. If you suspect your child may need additional help along with regular school programming, please contact your child's teacher, the principal, or the Special Services Department (425-3271, ext. 2353).

STUDENT CHEMICAL ABUSE

The Miami Area Schools actively follow a comprehensive chemical awareness program that will help students understand how to make responsible choices and decisions about chemical use. Schools work closely with the Gila County Meth Coalition and Arizona Youth Partnership. "Any student who is in possession of alcohol, illegal drugs or drug paraphernalia containing drug residue while under the jurisdiction of the school district will be turned over to local law enforcement. Parents will be notified immediately. The student will be suspended by the principal and may be subject to further action by the governing board. A student caught selling or distributing alcohol/drugs while under the jurisdiction of the school district will be subject to

immediate suspension for up to nine days as well as be referred to the governing board for a formal hearing that may result in long-term suspension or expulsion.” (GB Policy JFCI)

STUDENT DISCIPLINE

Student attitude toward school will play a large role in determining how well he/she will perform in school. You, as parent or guardian, are encouraged to become actively involved in your child’s education. To help ensure a quality education, some rules must be established. These rules are designed to create a pleasant environment in our school for all students. Each student is responsible for his/her actions and will be held accountable for their choices.

Students are expected to conduct themselves in a manner that will bring credit to themselves, their family, their classmates, and their school. While each school may have differences in philosophy concerning discipline, Miami schools subscribe to a discipline code adopted by the governing board.

A cornerstone for our discipline program is responsible thinking. When students make decisions that result in any kind of disruption, they are required to reconsider their actions and identify better choices. The responsibility belongs to the student. Any disruptive behavior is an opportunity to think through the action and decide what alternative would have been a better choice. It is a growth experience – and we believe that the learning process includes responsible behavior choices.

For children to succeed, they must believe you care and that you have confidence in their ability to solve problems. When a student disrupts, the following questions are asked.

- What are you doing?
- What are the rules?
- What happens when you break the rules?
- Is that what you want to happen?
- What do you want to do now?
- What will happen if you disrupt again?
-

If a student does not correct his/her behavior, he/she will be sent to RTC (Responsible Thinking Classroom). In the RTC room, he/she will consider their actions and choices and respond with a plan that outlines the disruptive behavior, the better choice, and a commitment to follow the plan. The student must then negotiate the completed plan to get back into class. Frequent disruptive behavior will be result in a referral to the behavior intervention team where the student behavior and interventions will be discussed. If your student continually disrupts, he/she may be required to earn time to be admitted back into the classroom. A parent/guardian will be contacted.

For behaviors that are extreme, outside of the scope of RTC, or for students who refuse to participate in RTC in a timely manner, disciplinary action is at the discretion of school administration.

(Please see the last section (13 pages) regarding the **Student Code of Conduct** at the end of this handbook for behavior guidelines outside the Responsible Thinking Classroom).

STUDENT DUE PROCESS

If a parent/guardian wishes to appeal a school-related decision, a written appeal must be filed with the principal within one (1) school day after receipt of the initial decision in writing. The principal shall conduct an appeal hearing within two (2) school days of the time he/she receives the written appeal. The principal shall rule on the appeal within one (1) school day following the appeal hearing. (Governing Board Policies JKD, JKE, JIA, and JTC).

STUDENT GUIDANCE

Our Assistant Principal divides time between this campus and the CAB campus. Individual counseling for students will be provided on a one-time emergency basis only and parents will be contacted if this situation occurs. Counseling is very personal and private and can be beneficial for students on an ongoing basis.

Outside behavioral health organizations with which we work include Horizon Human Services (402-8032), Arizona's Children Association (402-8046), and SEABHS (South Eastern Arizona Behavioral Health Service (425-8313).

If your child is receiving outside counseling services, it may be in his/her best interests to sign a form allowing an inter-agency sharing of information. If you need more information, please contact the agency, the assistant principal, or the principal.

STUDENT PRIVACY AND RIGHTS

We respect confidentiality at Lee Kornegay and follow all state and national laws. We will appreciate your help in letting us know if there is guardianship or custody issues with your student. We post student work on our bulletin board and will also have occasions to recognize students in the newspaper. If you do not want your child's name or picture published outside of the school campus, we need to know.

If you see any of the Lee Kornegay staff in the community, please do not attempt to discuss your child (or any other student) in a public place. Call the school and set up a time for a meeting to discuss concerns about your child.

TECHNOLOGY RESOURCES

All use of the Miami Area Unified School District network resources, including the Internet, shall be consistent with the district's goal of promoting excellence by facilitating resource sharing, innovation, and communication. The district reserves the rights to terminate, suspend, or otherwise limit network access at any time and to inspect or review accounts and files for security purposes. Use of district technology resources must be for the purpose of education or research and be consistent with the educational objectives of the district. Use of these resources is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

When you sign that you have received and read the student handbook, your signature also applies to an agreement allowing your child to use the resources according to district terms. If you do not want your child to use district technology resources, please provide a request in writing to your child's teacher.

PLEASE NOTE: All students under the age of 13 must have a google email account in order to access school assignments and computer programs in our computer lab (google docs). A permission slip will be sent home with your child in 4th grade and any other student that does not already have one on file. Please sign and return as soon as possible for students to access our educational programs.

THREATS AND INTIMIDATION

In Arizona schools, communicating a threat is a crime. The legislature passed ARS13-1202 providing that anyone who threatens or intimidates another person by word or conduct is guilty of a Class 1 misdemeanor. Please refer to the copy of ARS13-1202 below.

13-1202. Threatening or intimidating; classification

A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:

1. To cause physical injury to another person or serious damage to the property of another; or

2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or

3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.

B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if:

1. The offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity.
 2. The person is a criminal street gang member.
- C. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 3 felony.

In order to comply with the law, all threat violations will be reported to law enforcement. Please discuss with your child the importance of his/her words in all situations.

It is a Class I misdemeanor to

- Knowingly go or remain on the property of any school either (1) for the purpose of interfering with or disrupting lawful use of school property, or (2) in any manner that actually does deny or interfere with lawful use of the school property.
- Knowingly refuse to obey a lawful order by the administration of a district or school (or a designee that includes teachers) to leave school premises. This includes verbal threats and attempts to intimidate school personnel.

VISITORS

We strongly encourage parents to visit our school and classrooms. There are, however, a few rules that must be followed.

When a parent wishes to visit a specific classroom, we require that he/she sign the register in the front office prior to going to the classroom. Visitors to campus must wear a visitor's badge (available upon sign-in) the entirety of their stay. Parents on campus for an extended stay must follow the student dress code. We are committed to providing a safe and secure environment for our students.

Children who are not enrolled in school may not visit without a written release from parents that states the school is not responsible for the safety of the visiting child and direct permission from administration.

VOLUNTEER PROGRAM

Each year, we have many opportunities for parents to volunteer in our school. When your child sees you involved, he/she feels pride and knows that you are interested in what they are doing in school. In addition, you will experience the satisfaction of getting involved. Lee Kornegay Intermediate School is part of your community and it will improve with your participation.



LEE KORNEGAY INTERMEDIATE SCHOOL
STUDENT CODE OF CONDUCT

Student Discipline Infraction Glossary

A Guide to Disciplinary Actions

Disciplinary Policy

Students at Lee Kornegay Intermediate School have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment relatively free from behavioral problems. The entire school community (parents, students, school personnel and community members) share in the responsibility for maintenance of a positive campus climate. The administration, teaching staff, and other school personnel have the responsibility to determine when a student's behavior is inappropriate and disruptive or in violation of school rules/regulations or policy.

Off-Campus Behavior

A.R.S. § 15-843 requires the governing board of the district to prescribe rules for the discipline, suspension and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime. This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion 189-096 on A.R.S. § 15-843 "makes **no distinction as to the location of a crime** a pupil committed or is believed to have committed." Thus, our district holds authority to discipline students whose presence in school is considered to be a threat to the moral well-being of other students or such conduct that interferes with the health, well-being, and safety of other students.

Violation of a Local, State, or Federal Law

In addition to school rules/regulations or policy, a student shall not violate any Federal, State, or Local Law. A.R.S. § 15-341 requires schools and school employees to report to local law enforcement any suspected crime against a person or property that is a serious offense or that involves a deadly weapon, dangerous instrument, serious physical injury, or any conduct that poses threat of death or serious physical injury to employees, students, or anyone on school property. A.R.S. § 13-3620 requires school employees who reasonably believe that a minor has been the victim of child abuse, physical injury, or neglect to immediately make a report to law enforcement or Arizona's Department of Child Safety.

<p>Abuse of a teacher or other school employee while performing official duties is a criminal violation of Arizona Law A.R.S. § 15-507</p>

Disciplinary Action- Suspension and Expulsion

Suspension

"Suspension" is the temporary withdrawal of the privilege of attending school for a specific period of time. In accordance to A.R.S. § 15-843, the superintendent, principal, or other school officials are granted the power to suspend a pupil from school. During suspensions, students are not permitted on **district property** or at **district functions**.

Expulsion

“Expulsion” is the permanent withdrawal of the privilege of attending school unless the MUSD Governing Board reinstates the privilege. Expulsion of a student from a district school is a discretionary power of the MUSD Governing Board under the provision of A.R.S.§ 15-341, 15-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools. The District Hearing Officer has the authority to recommend expulsion to the Board.

Interviews and Searches

Interviews

When a student interview is requested to be conducted by a police officer or Department of Child Safety employee, pursuant to A.R.S.§ 8-304(B) and 8-802(C), Lee Kornegay will grant access to the student without parent contact. Law enforcement officials or police may interview a student without a school official present and without parent contact if law enforcement deems it necessary.

Searches

District property such as lockers, desks, storage areas, etc., may be inspected by school personnel at any time, with or without reason, or with or without notice and without permission of the student or his/her parent/guardian. The administration may approve the search and seizure of property when there is reason to believe that a law or school rule has been violated or some material or matter is detrimental to the health, safety, or welfare of students.

Visitors to the School

Visitors to the School

No person may enter onto school premises, including a classroom or other school activity, without checking in with the office and receiving a visitor’s pass. During school hours, visitors must wear a visitor’s pass which is recognizable by school staff members.

Due Process

Due Process

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to be in violation of the school’s rules may be referred to the administration. In every such incident, a written report/referral specifying the violation must be prepared by the person initiating the referral. The student will be informed of the charges against him/her. He/she will then have the opportunity to respond verbally to these charges. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

Possible Disciplinary/Corrective Actions

- A. Teacher/Student Conference:** For appropriate violations, the teacher will talk to the student to try and reach an agreement on how a student should behave. This conference is to be documented in the event that there is further disruption or problems created by the student.
- B. Teacher/Parent Conference:** When the Teacher/Student conference proves ineffective; the teacher will contact the parent.
- C. Administrative Referral/Conference:** When a student is referred to the administration for disciplinary action, an administrative referral conference will be held. The student will be given the opportunity to tell

his/her side of the incident. This conference occurs when the student's conduct interferes with the educational process, the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure, and infraction will be reviewed with the student at this time, as well as the assignment of a consequence.

- D. Community/School Service:** Activities coordinated by the school which will provide opportunities for learning through active involvement in addressing community or school needs or services, and may be assigned by administration as alternative or in conjunction with other disciplinary options.
- E. Lunch Detention:** At the discretion of *teachers or administrators*, students may be assigned Lunch Detention. The Responsible Thinking Classroom will serve as a supervised area for students to eat their lunch and complete any given assignments.
- F. Suspension from Extra-Curricular Activities:** A student's privilege to participate in or attend any extra-curricular activities and school sponsored events may be suspended for a specified time. This will apply to both on-campus and off-campus activities.
- G. Short-Term Suspension-Out of School Suspension (OSS):** Following an administrative conference, a student may be suspended up to nine (9) days depending upon the infraction. Suspension will be off-campus and students **may not** visit campus or participate in extracurricular activities. Students will be allowed to make up all class work.
- H. After School Detention (ASD):** At the discretion of the administration, students may be assigned to ASD for one or more days for specific infractions. ASD will take place until 4pm upon the conclusion of each school day. A student with ASD will be required to bring classwork in order to remain productive during their detention. Students are expected to follow rules and procedures established for ASD. Students may be suspended off-campus for failing to abide by the ASD rules and/or procedures.
- I. In-School Suspension (ISS):** Depending on the nature of the infraction, students may be assigned to ISS in lieu of short-term suspension.
- J. Long-Term Suspension:** Suspension exceeding nine (9) may be imposed by the Superintendent or District Hearing Officer in lieu of expulsion. During suspension, students **are not permitted** on district property or at district functions.
- K. Expulsion:** Conduct which requires a formal hearing in front of a district hearing officer. The Governing Board has the right to expel a student and will determine such after receiving the District Hearing Officer's recommendation in accordance with A.R.S. § 15-341, 15-342, and 15-843.
- L. Police Notification:** Police may be notified for specific infractions that may be in violation of the criminal code. Law enforcement officials have the right to interview students without a parent, guardian, or administrator present.

Behaviors That May Result in Student Discipline

Displayed below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.

The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include, but are not limited to, the following elements: the age of the student; the frequency, type, and severity of the infraction; whether the student's behavior violated civil or criminal laws; the degree to which the

infraction interferes with the educational process; the extent of endangerment to the student, other persons, and property created by the infraction; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; the student's attitude concerning the event; and the expressed intent concerning the student's own future behavior. The following, as well as any Other Violation of School Policy will be handled at the discretion of the administration.

***Absenteeism**

The right and privilege of attending public schools carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance. Excessive absences by our definition are five (5) days in one quarter, 10 days in one semester, and 15 days in $\frac{3}{4}$ of the school year. Students with excessive absences will be referred to the Gila County Court system. Failure to meet this standard may lead to retention. Compliance is ultimately the responsibility of the student and his/her parent(s) or guardian(s).

Definition of Absences:

A student is considered absent if he/she is not present in his/her assigned classroom during the time he/she is assigned. A student not in his/her assigned class ten (10) minutes after the tardy bell is considered absent. According to A.R.S. § 15-803, absences may be considered excessive when the number of absent days exceeds ten (10) percent of the number of required attendance days as prescribed in A.R.S. § 15-802.B.1. After ten (10) consecutive absences, the student will be withdrawn, unless a serious medical condition documented by a medical doctor is filed with the school.

Absences shall be considered excused when they result from:

1. Personal illness, verified by written or verbal parent/guardian notification.
2. Medical appointments, verified with an appointment slip or note.
3. Serious family illness or bereavement, verified by written or verbal parent/guardian notification.
4. Court appearances.

Unexcused Absences:

Absences due to truancy/ditching will be considered unexcused.

Procedure for Reporting Absences:

1. Documentation must be provided within 24 hours of the student returning to school. Failure to verify an absence within one school day will result in the absence remaining unexcused. Parents/guardians are required to call the school or provide documentation explain the absence.

Make-up Work for Absences:

1. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make-up work assigned during the absence.
2. It will be the student's responsibility to see his/her teacher(s) about the missed assignments and make arrangements to make-up any missed assignments upon returning to school.

***Absence Without Permission/Truancy (Ditching)**

A.R.S. § 15-803 defines "truancy" to mean an unexcused absence for at least one class period during the day. All students must check out through the office. "Habitually truant" means a student who is truant at least five school days within a school year. A student who is habitually truant or who has excessive absences may be adjudicated incorrigible.

	Consequence Range Conference-Referral to Justice Court-After school Detention-Suspension
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1 st offense	Conference, ASD, or ISS
2 nd offense	2 Days ASD or ISS
3 rd offense	3-7 days ASD/ISS plus referral to School Resource Officer

Tardy Policy/Consequences:

Tardiness is defined as being late to school, which not only deprives the tardy student of full-time learning, but also disrupts the education of others. Students are expected to be in their seat and ready to learn by the end of the tardy bell at 8:00am. The first bell rings at 7:50am.

Students who are tardy will complete a tardy plan when they arrive or during their lunch recess depending on the time of arrival. Three (3) tardies will result in the accumulation of one (1) RTC and one (1) unexcused absence and a warning letter will be sent home. After four (4) tardies, a parent meeting will be held with administration and the Responsible Thinking Classroom teacher.

***Alcohol, Use or Under the Influence of**

(Liquor Law; possession, use, distribution and sale. The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol; this would include being intoxicated at school, school-sponsored events and on school-sponsored transportation.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	Short-term suspension, behavior contract and possible referral to Hearing Officer
2 nd offense	9 days suspension; referral to Hearing Officer

***Arson**

Any attempt to start or promote the continuation of any fire or explosion is prohibited; knowingly and unlawfully damaging school personal property by fire or explosion.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	9 days suspension; referral to Hearing Officer

***Assaults, Fighting, and Intimidation**

Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreement, and inducing fear by intimidation, wither physically or verbally, are considered to be violations. A violent physical or verbal attack so as to do or to threaten violence to another is considered assault. A physical attack or fight includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of bodily harm to an individual. This includes situations in which one person or group of persons physically attacks or “beats up on” another person who does not wish to engage in the conflict.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	Up to Short-term suspension; behavior contract, School Resource Officer Notified
2 nd offense	Short-term Suspension; referral to Hearing Officer, School Resource Officer Notified
3 rd offense	Up to 9 day suspension; referral to Hearing Officer, School Resource Officer Notified

***Bomb Threat/Possession, Sale or Use of Firearms or Explosives/Explosive Devices (Possession, Use, Distribution)**

The possession of any variety of fireworks/explosives are prohibited at school and school activities. Any variety of fireworks or explosive devices detonated, or caused to be detonated, on campus or at school activities are

prohibited. Any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive is also prohibited. This includes bombs, firecrackers, grenades, mines, rockets, missiles, pipe bombs, or similar devices that explode and are capable of causing bodily harm or property damage.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Cell Phones and Electronic Devices**

NO CELL PHONES OR ELECTRONIC DEVICES MAY BE USED DURING THE SCHOOL DAY. If a cell phone or electronic device is visible or heard during the school day, it will be confiscated and turned into the principal. Confiscated cell phones and electronic devices will be returned according to guidelines listed below.

Sexting

According to A.R.S. § 8-309, "It is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material." Use or possession of a visual depiction of a minor that depicts sexual material and is transmitted to another student(s) may be a **CLASS 2 MISDEMEANOR**. (*In the event administrators have reasonable suspicion that a school rule or law has been violated, phone searches may be conducted with student and parent consent.*)

Taking Pictures with Cell Phones/ Electronic Devices is Strictly Prohibited

Use of cell phones and electronic devices to photograph, film, videotape, or digitally record another person on school property/school events without authorization by an administrator is prohibited. If a student is found taking photographs in violation of this rule, the device used may be confiscated and a disciplinary consequence will follow.

If cell phones/electronic devices are lost or stolen, LIMITED school personnel time will be used to conduct searches or investigate the incident.

	Range of Minimum to Maximum Disciplines Confiscation of Device-Suspension
1 st offense	Confiscation of the device, student will pick up device at the end of the day, short-term suspension
2 nd offense	Confiscation of the device, parent will pick up device, short-term suspension
3 rd offense	Short-term suspension, parent will pick up device

***Cheating/Plagiarism**

Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the internet, use of cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way.

	Range of Minimum to Maximum Disciplines Teacher Resolution-Suspension
1 st offense	Failing grade on assignment, school service, short-term suspension
2 nd offense	Fail the quarter with an F, suspension

***Defiance of Authority**

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom/school rules; more severe than disrespect: Defiance may be verbal, symbolic, or physical. Confronting with resistance or challenging the authority of school officials; failure to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to the authority of school officials.

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
1 st offense	Up to short-term suspension, school service
2 nd offense	Up to short-term suspension, school service
3 rd offense	Up to 9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Dishonesty, Falsification, Lying/Deliberately Concealing the Truth/ Creating a Falsehood**

Attempt by the student to conceal from school officials or deliberately distort facts in order to mislead or give false impressions.

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
1 st offense	Conference, up to short-term suspension, school service
2 nd offense	Up to short-term suspension, school service
3 rd offense	Up to 9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Disorderly Conduct**

A.R.S.§ 13-2904 prohibits conduct where, with intent to disturb peace or quiet, a person (1) engages in fighting, violent, or seriously disruptive behavior; (2) makes unreasonable noise, or; (3) uses abusive language or gestures to a person in a manner likely to provoke immediate physical retaliation.

The act of being involved in behavior which disrupts the educational process of other student on the campus, or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior.

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
1 st offense	Conference, ASD, ISS, school service, up to short-term suspension
2 nd offense	Up to short-term suspension, school service
3 rd offense	Up to 9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Disrespect**

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom/school rules.

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
1 st offense	Up to short-term suspension, school service
2 nd offense	Up to short-term suspension, school service
3 rd offense	Behavior Contract, up to 9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Disruptive Behavior**

A.R.S.§ 13-2911 and A.R.S.§ 15-841 depict disruptive behavior as (1) interference with or disruption of the normal operations of an educational institution by threatening to cause physical injury or property damage; (2) interfering with the lawful use of school property; or (3) refusal to obey an order of Superintendent/designee to leave the property of the educational institution.

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
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1 st offense	Conference, up to short-term suspension
2 nd offense	Up to short-term suspension, school service
3 rd offense	Up to 9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Disruption to the Educational Process of the School**

A student shall not engage, or attempt to engage in any conduct that is reasonably likely to disrupt, or that does disrupt, distract or inhibit the instructional process and/or normal functioning process or activity of the school. Offenses would include, but are not limited to: unnecessarily setting off fire alarms, bomb threats/written threats, actions that cause cessation of instructional activities, inciting to riot, mischievous behavior.

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
1 st offense	Up to short-term suspension, school service
2 nd offense	Up to short-term suspension, school service
3 rd offense	Up to 9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Dress or Appearance Violation/School Dress Code**

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered inappropriate. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing are prohibited.

	Range of Minimum to Maximum Disciplines Conference-Suspension-
1 st offense	Sent to office to call parent to get another outfit
2 nd offense	ASD, ISS, up to short-term suspension, school service
3 rd offense	Up to short-term suspension

***Drugs (Possession, Use, Distribution)**

Includes, but is not limited to: drug possession, sale, use, distribution, being under the influence, drug paraphernalia, and imitations of illegal drugs. The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, narcotic substance or imitation drug will be treated as a drug violation. This includes off-campus use and then being under the influence on district property, function, or school-sponsored transportation. "Drugs" shall include, but are not limited to: all dangerous controlled substances prohibited by law, imitation drugs, any prescription or over the counter drug, hallucinogenic substances and inhalants, except those for which permission to use in school has been granted pursuant to MUSD Governing Board's policy.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Endangering the Health and Safety of Others**

Any variety of behavioral activities which would or could endanger the safety, welfare, or property of others or the school district; acting in a way (verbal, written, or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. This may include knowingly and willingly withholding information that leads to such situations.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
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1 st offense	ASD, ISS, School Service, up to short-term suspension
2 nd offense	Up to 9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Extortion**

Asking for or demanding money for something of value from another person in return for protection or in connection with a threat.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	ASD, ISS, School Service, up to short-term suspension
2 nd offense	Up to 9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Forgery**

Writing and using the signature or initials of another person.

	Range of Minimum to Maximum Disciplines Conference-Suspension
1 st offense	ASD, school service, up to short-term suspension
2 nd offense	Up to short-term suspension
3 rd offense	Up to long-term suspension

***Gambling**

Playing games for money, property, or betting on uncertain outcomes is prohibited. The use of dice for such purposes is strictly prohibited.

	Range of Minimum to Maximum Disciplines Conference-Suspension
1 st offense	Conference, ASD, up to short-term suspension
2 nd offense	Up to short-term suspension
3 rd offense	Up to 9 day suspension

***Gangs**

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, which has a common name, signs, symbols, or colors, whose members engage, wither individually or collectively, in violent or other forms of illegal behavior. The behavior may include: gang related art, notes or letters promoting or addressing gang loyalty, and graffiti.

	Range of Minimum to Maximum Disciplines Conference-Expulsion
1 st offense	Up to 9 days ASD, behavior contract, School Resource Officer notified.
2 nd offense	Up to 9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Guns/Firearms**

Any weapon or simulated weapon designed to expel a projectile by an explosive used to inflict bodily harm when used on campus or during school sponsored activities in a manner such as to cause injury or to intimidate others. Typical instruments are defined, but not limited to: rifles, pistols, pellet guns, BB guns, or any other propelled weapon, or similar weapons. May be real or simulated; may be operable or inoperable, loaded or unloaded.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Harassment, Bullying, CYBER bullying, and Hazing**

Harassment, bullying and hazing of a person is prohibited. Harassment and bullying mean physical or psychological abuse of another person by means of verbal or physical threats, intimidation, insults or other aggressive behavior, and include abuse based upon race, ethnicity, gender, religion or disability, in any form including electronically. Hazing means forcing a person to risk or suffer physical or mental harm or degradation to join or remain in an organization. Also, insults and attacks via e-mail, text messaging or internet social networks which substantially hinder another student's health, safety, welfare, right to attend school, participate in school activities constitute harassment and bullying. Internet communications that cause problems between students on campus will be dealt with as a serious student discipline matter.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	Up to 9 days suspension, behavior contract
2 nd offense	9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Hate Crime**

A criminal offense or threat against a person, property, or society that is motivated, in whole or part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	Up to 9 days suspension, behavior contract
2 nd offense	9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Illegal Materials (Possession, Use, Distribution)**

If a properly conducted search yields illegal or contraband material, such materials shall be turned over to the proper authorities.

	Range of Minimum to Maximum Disciplines Conference and: Suspension-Expulsion
1 st offense	Confiscate the illegal contraband and up to short-term suspension
2 nd offense	9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Intimidation**

To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by violence, verbal, or physical threats. This also includes racial and sexual insults and harassment.

	Range of Minimum to Maximum Disciplines Conference and: Suspension-Expulsion
1 st offense	Conference, ASD, and up to short-term suspension
2 nd offense	9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Insult/Verbal Abuse of a Faculty or Staff Member**

Profanity, swearing, and/or use of vulgar language, either directed to an individual or non-directed. Threats-Verbal/Physical Abuse A.R.S. § 15-507. *Insult or abuse of a school official is considered a Class 3 Misdemeanor.*

	Range of Minimum to Maximum Disciplines Conference-Suspension-Expulsion
1 st offense	Conference, ASD, school service, up to short-term suspension
2 nd offense	Up to short-term suspension
3 rd offense	Up to 9 day suspension, referral to Hearing Officer, School Resource Officer Notified

***Knives (Possession, Use, Distribution)**

Any instrument possessed or used to inflict bodily harm or intimidate a person. May be operable or inoperable.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Physical Altercation**

Pushing, Shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.

	Range of Minimum to Maximum Disciplines Conference-Suspension
1 st offense	Conference, ASD, ISS, behavior contract, school service, up to short-term suspension
2 nd offense	Up to short-term suspension
3 rd offense	Up to 9 day suspension, referral to Hearing Officer, School Resource Officer Notified

***Provoking Students**

Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written, electronic, or physical cues.

	Range of Minimum to Maximum Disciplines Conference-Expulsion
1 st offense	Conference, ASD, school service, up to short-term suspension
2 nd offense	Up to short-term suspension
3 rd offense	Up to 9 day suspension, referral to Hearing Officer, School Resource Officer Notified

***Public Display of Affection (PDA)**

Any intimate physical contact (i.e. kissing, hand-holding) in school or at any school related activity, on-site or off-site.

	Range of Minimum to Maximum Disciplines Conference-Suspension
1 st offense	Conference, student calls parent with admin present, ASD, ISS, school service, up to short-term suspension
2 nd offense	ASD, ISS, student calls parent with admin present, short-term suspension
3 rd offense	Short-term suspension

***Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical conduct of a sexual nature is prohibited. If a student believes he/she, or another student, has been subjected to sexual harassment, the student should report the behavior to a school administrator immediately.

	Range of Minimum to Maximum Disciplines Conference- Suspension-Expulsion
1 st offense	Conference, ASD, ISS, up to short-term suspension
2 nd offense	9 days suspension; referral to Hearing Officer, School Resource Officer Notified

***Theft**

The unlawful taking, carrying, leaving or riding away with property of another person *without threat, violence, or bodily harm*. This also includes possession or sale or attempted sale of another’s property. Any personal property including instruments (music, electronics, etc.) or other materials for classroom use brought onto campus is at risk of the owner. The school is not responsible for personal property brought onto campus. Personal belongings could include, but are not limited to: wallets, purses, backpacks, electronic devices such as cell phones, iPods, MP3 players, CD players, etc.

If a student loses or reports personal property as stolen, schools are not financially responsible. School administrators will make limited attempts to locate students’ personal property.

	Range of Minimum to Maximum Disciplines Restitution and: Suspension-Expulsion
1 st offense	Restitution and; behavior contract, up to short-term suspension, School Resource Officer Involved
2 nd offense	Restitution and; 9 days suspension pending referral to Hearing Officer, School Resource Officer Involved

***Threats/Threatening Act**

Intimidation, threatening physical harm, or harassing another person is considered threatening.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	Up to short-term suspension, School Resource Officer Involvement
2 nd offense	Up to 9 days suspension pending referral to Hearing Officer, School Resource Officer Notified

***Tobacco (Possession, Use, or Distribution)**

In accordance with A.R.S.§ 15-341, the possession of cigarettes, tobacco products, matches, or cigarette lighters and/or the lighting or smoking of cigarettes or other tobacco products, and the chewing of tobacco is prohibited at school or any school sponsored activity or while on any school sponsored transportation vehicle.

	Range of Minimum to Maximum Disciplines Conference-Suspension
1 st offense	School Resource Officer Intervention; up to short-term suspension

***Trespassing**

The unauthorized presence of any student on a campus other than his/her own. If a student is suspended off campus for disciplinary reasons he/she is prohibited from being on his/her campus during the suspension. If the student refuses to leave upon request, it is a violation of state law.

	Range of Minimum to Maximum Disciplines Conference-Suspension
1 st offense	Conference, ASD, ISS, up to official notice of trespass
2 nd offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Unauthorized Entry/Loitering**

Knowingly and/or willingly being in an area that is prohibited or not authorized by a staff member, any attempt to or entry into any unauthorized fenced area, building, or student locker.

	Range of Minimum to Maximum Disciplines Restitution-Suspension-Expulsion
1 st offense	Conference, restitution, ASD, ISS, school service
2 nd offense	ASD, up to short-term suspension
3 rd offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified

***Vandalism, Littering, and Destruction of Property**

The willful or malicious damage or destruction, defacing, or otherwise damaging in any way personal property without consent, this includes bombing, arson, graffiti, computer hacking and other acts that causes property or personal damage.

	Range of Minimum to Maximum Disciplines Restitution and: Suspension-Expulsion
1 st offense	Restitution, up to short-term suspension
2 nd offense	Up to 9 day suspension, referral to Hearing Officer

***Verbal Altercation**

Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.

	Range of Minimum to Maximum Disciplines Conference-Expulsion
1 st offense	ASD, ISS, school service, behavior contract, up to short-term suspension
2 nd offense	Up to short-term suspension
3 rd offense	9 day suspension, referral to Hearing Officer, School Resource Officer Notified

***Weapons Other Than Guns and Knives (Possession, Use, Distribution)**

Any dangerous instrument possessed or used to inflict harm or intimidate a person. This includes Chinese Stars, chains, ice picks, brass knuckles, etc. May be real or simulated. May be operable or inoperable.

	Range of Minimum to Maximum Disciplines Suspension-Expulsion
1 st offense	9 days suspension, referral to Hearing Officer, School Resource Officer Notified