

INSPIRING MINDS TO CHANGE THE
WORLD...EVERYONE, EVERYDAY



BUCKEYE UNION

HIGH SCHOOL DISTRICT

2023-2024

STUDENT PARENT HANDBOOK



BUCKEYE UNION
established 1921



YOUNGKER
established 2007



ESTRELLA FOOTHILLS
established 2001



LEARNING CENTER
established 2011

www.buhsd.org

1000 E. Narramore Ave Buckeye, AZ 85326
Ph: 623.269.1000 Fax: 623.269.1025



Student/Parent Handbook

2023-2024

TABLE OF CONTENTS

Mission.....	2	Special Education	16
Vision	2	Gifted/Talented.....	16
Purpose of this Handbook	3	Special English Instruction	16
General Information	3	Class Rankings/Grade Point Averages.....	16
Admission of Resident Students.....	3	Requirements for Promotion.....	17
Open Enrollment	4	Academic Achievement Honors.....	17
Closed Campus	5	National Honor Society	17
Tax Credit Information.....	5	Boys' & Girls' State Selection	17
Directory Information	5	Graduation Recognition.....	18
Access to the Internet, Telecommunications and Networked Information Resources	6	Early Graduation Requirements	18
Procedure for Notification of School Closing in Event of Inclement Weather or Other		Commencement Participation	18
Emergency.....	6	Admission Requirements for State	
Directions of Where Parents Pick Up Student in the Event of Emergency, School Closing or		Universities	19
Evacuation	6	Admission to Community Colleges	19
Records Information.....	7	Scholarships.....	20
Parental Concern and Complaint Procedure	7	Attendance.....	20
Student/Employee Concern.....	7	Attendance Requirements	20
School Administration Concern	7	Student Responsibilities	20
Formal Complaint.....	7	Parent's Responsibilities	20
Equal Educational Opportunities	8	School Responsibilities.....	20
Student Concerns, Complaints, and		Procedure to Check a Student Out of School or	
Grievances.....	8	Authorizing Another to Take Student Out of	
Parent Involvement Policy	8	Class/School	21
Academics	9	Classification of Absences.....	21
Admission Requirements	9	Excused Absences	21
General Graduation Requirements.....	9	Truancy	21
General Rules	11	Tardies	22
Transfer Credits for Graduation.....	12	Ditching Class	22
Credit for Courses Completed at Non-District		Leaving School Ground Without	
Schools	12	Permission	22
BUHSD Online Program.....	13	Chronic Health Condition.....	23
Schedule Changes.....	13	Student with Communicable/Infectious	
Grades	14	Diseases (Including Lice)	23
Marking Periods and Progress Reports.....	14	Procedure to be Followed When Student is	
Alternative Education Program - Academic		Absent.....	23
Difficulties	14	Excessive Absences	24
Testing Schedules.....	14	Student Services/Fees	24
Miscellaneous Testing Information	14	Health Services	24
Course of Study	15	Administering Medicines to Students.....	24
Honors Program Placement Guidelines	15	Immunization of Students	25
Advanced Placement and Dual Enrollment	16	Student Insurance Programs.....	26
		Food Services	26
		Guidance and Counseling Services.....	26
		Media Center/Library Services	26



Student/Parent Handbook

2023-2024

Support Services.....	27	Permissible Penalties.....	41
Fees.....	27	Disciplinary Procedures.....	42
Athletic Passes.....	27	Disciplinary Incidents.....	42
I.D. Cards.....	27	Discipline Infraction Categories.....	45
Parking Fees.....	27	Discipline Matrix.....	48
Participation Fee.....	28	Glossary of Consequences.....	57
Books/Supplies.....	28	Conference.....	58
Athletic/PE/Activity Lockers.....	29	Parent Involvement.....	58
Student Activities Program.....	29	Support Group.....	58
Requirements for Holding Class and		Detention.....	58
Club Offices.....	29	Restitution and/or Replacement.....	58
Fundraising Activities.....	30	Loss of Privilege (LOP).....	58
Student Travel/Field Trips.....	30	Behavioral Agreement.....	58
Student Social Events.....	30	Saturday School Detention.....	58
Student Conduct.....	31	In-School Suspension (ISS).....	59
General Principles of the Code of Conduct.....	31	Out-of-School Suspension (Short-term).....	59
Expectations for Classroom Behavior.....	31	Out-of-School Suspension (Long-term).....	59
Student Rights.....	31	Emergency Suspension.....	59
Student and Parent Responsibility.....	32	Expulsion.....	59
District Disciplinary Policy.....	32	Definitions.....	59
Administration/Staff Responsibility and		Dangerous Instrument.....	59
Reporting.....	33	Destructive Device.....	59
General Rules of Conduct.....	33	Drugs.....	59
Student Bullying/Harassment/Intimidation.....	34	Firearm.....	60
Bullying.....	35	School Premises.....	60
Cyberbullying.....	35	Simulated Weapon.....	60
Harassment.....	35	Weapon.....	60
Intimidation.....	35	Dress Code Policy.....	60
Hazing.....	36	Transportation.....	62
Sexual Harassment.....	36	Personal Transportation.....	62
Gang Activity.....	37	Bus Transportation.....	62
Corrective and Disciplinary Actions.....	37	Bus Rules and Regulations.....	62
Gang Definition.....	38	Student Driving and Parking on Campus.....	65
Gang Identification.....	38	General Rules for Driving/Parking.....	66
Use of Physical Force.....	38	Consequences.....	66
Threat of an Educational Institution.....	39	Unauthorized Use of a Parking Sticker and/or	
Interrogations, Searches & Seizures.....	39	Parking Without a Sticker.....	66
Alternative Education Program - Behavioral		Policy JII-EB Student Concerns, Complaints,	
Difficulties.....	40	and Grievances (Exhibit).....	67
Administrative Guidelines for Implementation		Family Educational Rights and Privacy Act	
of Board Policy JK.....	41	(FERPA) (Exhibit).....	69



2023-2024 GOVERNING BOARD

PRESIDENT

Mr. Brian Turner

CLERK

Dr. Megan Blackburn

MEMBER

Mr. Jeffrey Brady

MEMBER

Mr. Maggie Lara

MEMBER

Mr. Nathan Madden

The Governing Board of Buckeye Union High School District convenes the second Monday of each month for its regular meetings. Meetings are held at 6:30 p.m. at 902 E. Eason Ave., Buckeye AZ, 85326.

Buckeye Union High School District does not discriminate on the basis of race, color, national origin, sex, age, or disability.

Click here: (<http://www.buhsd.org/Non-Discrimination-Notice>) to read the entire policy.

ANNUAL NONDISCRIMINATION NOTICE

The Buckeye Union High School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Career and Technical Education program offerings include Agriculture Science, Business, Culinary Arts, Engineering, Medical Assisting, Sports Med, Welding, Automotive, Computer Science, Tech Theatre, Law and Public Safety, Carpentry, Graphic Design, Education Professions, Early Childhood, Drafting and Design, and Aerospace Science. The lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) Education programs of the Buckeye Union High School District.

The following people have been designated to handle inquiries regarding non-discrimination policies:

Title IX Coordinator

Scott Warner, Director of Safety and Security
1000 E Narramore Ave, Buckeye, AZ 85326
623-269-1012 | titleix@buhsd.org

Section 504/ADA Coordinator

Dulce Hagen, Director of Human Resources
1000 E Narramore Ave, Buckeye, AZ 85326
623-269-1005 | hr@buhsd.org

CONTINUOUS NONDISCRIMINATION NOTICE

The Buckeye Union High School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. The Buckeye High School District also does not discriminate in its hiring or employment practices.

The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinator

Scott Warner, Director of Safety and Security
1000 E Narramore Ave, Buckeye, AZ 85326
623-269-1012 | titleix@buhsd.org

Section 504/ADA Coordinator

Dulce Hagen, Director of Human Resources
1000 E Narramore Ave, Buckeye, AZ 85326
623-269-1005 | hr@buhsd.org



Student/Parent Handbook

2023-2024

District Administration

Position	Name	Phone #
Superintendent	Dr. Steven Bebee	623-269-1002
Assistant Superintendent of Academics	Dr. Leslie Standerfer	623-269-1007
Assistant Superintendent of Student Achievement	Jason Stuewe	623-269-1008
Associate Superintendent	Jeff Simmons	623-269-1010
Director of Safety and Security	Scott Warner	623-269-1012
Director of Budget and Finance	Laurie Colbert	623-269-1030
Director of Facilities, Transportation, and Energy	Juan Castillo	623-269-1050
Director of Human Resources	Dulce Hagen	623-269-1005
Director of CTE	Mike Neu	623-269-1070
Director of IT	Nicholas Magann	623-269-1020
Director of Exceptional Student Services	Scott Acton	623-269-1080
Gear Up Director	Jayme Arrieta	623-269-1016
Student Information Director	Mundi Wallace	623-269-1017



MISSION

BUHSD is committed to success for all students by providing a safe, engaging, and relevant educational experience.

VISION

To graduate students who are ready to pursue and achieve their postsecondary goals in life.



PURPOSE OF THIS HANDBOOK

In addition to outlining student rights, this handbook contains most of the rules, regulations, and expectations governing student behavior and conduct at schools within the Buckeye Union High School District.

The District continues to strive for high standards of scholarship and conduct. To maintain these standards, the schools must provide the best possible atmosphere for learning and must operate harmoniously. There should be unity of spirit, teamwork, and cooperation. The welfare of the entire student body is of the greatest concern, not the welfare of a particular group or clique. You, as a student, should have a positive and cooperative attitude and strive to make Buckeye Union High School District schools the best from which to graduate.

Students have certain rights, which include:

1. The right to be treated with respect and courtesy.
2. The right to be safe from bodily injury in the buildings, on the school grounds, and at school-sponsored activities.
3. The right to use school books, materials, and equipment which are in good condition.
4. The right to keep personal property and school supplies in assigned lockers.
5. The right to study and learn in an environment which is neat, clean, and quiet.
6. The right to obtain the best possible education.
7. The right to a drug and weapon free environment.

GENERAL INFORMATION

ADMISSION OF RESIDENT STUDENTS

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's Open Enrollment policy.

The following students are residents of the District:

- A student who is in the legal custody of a natural or adoptive parent or other person to whom custody has been granted by a court order and who resides with the parent or other person in the District.
- A student who is enrolled under a valid Power of Attorney, if the parent or other person with legal custody, is a resident of the District.
- A student who is an emancipated minor and whose place of residence is in the District. When determining whether a minor is emancipated, the Superintendent will consider such factors as whether the student is married, financially independent, and residing away from the family domicile with parental consent.



- A student who is 18 years of age or older and whose place of residence is in the District.
- A student who is homeless, and who attended a school in the District at the time of becoming homeless.
- A student who resides with a family member living in the district while awaiting the outcome of a legal guardianship or custody proceeding if the family provides written documentary proof in accord with A.R.S. 15-821 (D).
- A student whose parent is transferred to or is pending transfer to a military installation within this state while on active military duty pursuant to an official military order. The parent shall provide proof of residency in the district to the local education agency within ten (10) days after the arrival date provided on official documentation.

The residency of a student, natural or adoptive parent, or other person to whom custody of the student has been granted by court order shall be based upon evidence of the individual's physical presence and intent to remain in the District. Such evidence of residency may be determined by using verifiable documentation as outlined in school board policy.

OPEN ENROLLMENT

District resident pupils may enroll in another school district or in another school within the District. Resident transfer pupils and nonresident pupils may enroll in schools within this District, subject to the procedures set forth in school board policy.

A student enrolled in the Buckeye Union High School District may use a maximum of two (2) transfers accumulated over all of the years he/she attends school in the District. A change in domicile could be a qualifying exception to the two (2) transfer rule. A student participating in AIA (Arizona Interscholastic Activities) must meet AIA transfer and domicile rules, which are different than the district transfer and domicile rules.

A student who has been expelled by any school district in this state, or who is not in compliance with a condition of disciplinary action imposed by any other school or school district, or with a condition imposed by the juvenile court shall not be admitted. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

A student participating in AIA (Arizona Interscholastic Association) activities must follow current AIA transfer rules and policies for eligibility.



CLOSED CAMPUS

All schools in the Buckeye Union High School District are closed campuses. This requires students to stay on the school campus during their entire school day. District employees may grant students permission to leave campus if they are enrolled in specialized activities such as West-MEC coursework, work experience, release time, or community service. Permission may also be granted for short-term periods of times such as medical appointments. These students are subject to a check-in and check-out process to maintain the closed campus policy. In addition, a policy for registering visitors when they enter the campus at the main office shall be a part of this closed campus policy.

TAX CREDIT INFORMATION

Tax Credit is a portion of state income tax that may be paid directly to the public school of one's choice rather than to the Arizona Department of Revenue. In turn, the school is bound to spend the tax credit monies for student Extracurricular Activities and/or Character Education Programs, **of your choosing**.

Tax credit for single taxpayers or heads of household cannot exceed \$200.00; for married taxpayers that file a joint return the tax credit cannot exceed \$400.00. If married taxpayers file separate returns, each spouse may claim one-half of the credit that would have been allowed on a joint return. A contribution for which a credit is claimed and that is made on or before April 15 following the taxable year may be applied to either the preceding taxable year or to the current year. School Tax Credit is available to individuals only. Credits are not available to businesses, trusts, estates, or corporations. Partnerships and S corporations cannot pass the credits through to their partners or shareholders.

A credit card processing option for tax credit deductions is now available. You may visit the District Office to complete the transaction, or you may go online at www.buhdsd.org.

DIRECTORY INFORMATION

During the school year, District staff members may compile ***non-confidential*** student directory information, which includes the following: student's name, address, telephone listing, date and place of birth, dates of attendance, major field of study, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended. State and Federal law requires the District to provide access of the directory information to persons or organizations who inform students of educational or occupational opportunities, including military recruiting representatives. If you do not object, in writing, then the District may provide military recruiters, upon request, student contact information, i.e., name, addresses and telephone listings. **Please be aware that should you object to directory information being disclosed, this could, in fact, cause your son/daughter to be excluded from certain publications, which include, but are not limited to the school yearbook, various newspapers, as well as scholarship information, college contacts, etc.**



If you do *not* want any of the information to be released, you must complete the specified form (included in the Registration Packet) and return it to the Principal's office within two (2) weeks of receiving the form. If the District does not receive this notification from the parent/guardian within the prescribed time, *it will be assumed that your permission is given* to release the student's designated directory information.

ACCESS TO THE INTERNET, TELECOMMUNICATIONS AND NETWORKED INFORMATION RESOURCES

The district network is provided for students in support of education, research, and the educational goals of the District. Access to network services is given to students who agree to act in a considerate and responsible manner. Signatures are required from both parent and student on the Student User Agreement and Parent Permission Form and Acceptable Use Agreement.

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

The District does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties.

PROCEDURE FOR NOTIFICATION OF SCHOOL CLOSING IN EVENT OF INCLEMENT WEATHER OR OTHER EMERGENCY

If the Superintendent decides to cancel classes for the day, the police and local broadcast media will be notified and asked to assist in disseminating the information. If possible, an email and/or text will be sent to parents. Information may also be obtained on the District's website, www.buhdsd.org.

DIRECTIONS OF WHERE PARENTS PICK UP STUDENT IN THE EVENT OF EMERGENCY, SCHOOL CLOSING OR EVACUATION

Should an event arise necessitating the need for parents to pick up their child(ren), school personnel will direct parents to the off-site location in which to accomplish this task.



RECORDS INFORMATION

The Family Educational Rights and Privacy (FERPA) Act of 1974 provides for a parent's right to inspect, review, and seek correction of a child's educational records. Parents also have the right to file a complaint against the school if they feel that the school has violated the FERPA.

Annual notification to parents regarding confidentiality of student education records is located as an Exhibit in this handbook (page 69). The FERPA acknowledgement is covered in the online registration process.

PARENTAL CONCERN AND COMPLAINT PROCEDURE

There is a prescribed procedure available for resolving a concern or filing a complaint.

Student/Employee Concern:

- If the matter relates to a student, a conversation with the appropriate teacher or administrator should be the first step.
- If the matter remains unresolved an appointment with the school principal should be requested. **(The School Principal will set the appointment within 24 hours of the appointment request if possible.)**
- If the matter remains unresolved after meeting with the school principal, a request to move the concern to the Superintendent may be made with the Superintendent's Executive Assistant. **(The Executive Assistant will set the appointment within 48 hours of the appointment request if possible.)**

School Administration Concern:

- If the matter relates to a school employee, a conversation with the school's principal should be the first step.
- If the matter remains unresolved after meeting with the school principal, a request to move the concern to the Superintendent may be made with the Superintendent's Executive Assistant. **(The Executive Assistant will set the appointment within 48 hours of the appointment request if possible.)**

Formal Complaint:

- When a concern becomes a formal complaint, a formal complaint form may be requested and obtained from the Executive Assistant at the District Office.



EQUAL EDUCATIONAL OPPORTUNITIES

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District, or who knows of such discrimination against another person, should file a complaint with the Superintendent. (Complaint forms, JB-E, can be obtained from the principal's office.) Maintaining confidentiality to the extent reasonably possible, the Superintendent shall investigate and make a determination/recommendation as soon as possible.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures have been established 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 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.

Complaints/grievance shall be made directly to an administrator or other professional staff member within 30 calendar days of the time the student knew, or should have known, that there were grounds for the complaint/grievance.

PARENT INVOLVEMENT POLICY

The Buckeye Union High School District welcomes parental involvement in their child's educational journey. Cooperation between parents and school staff in areas such as homework, attendance, and discipline is extremely important to a child's academic success.

Parents are encouraged to learn about the course of study for their children and review the learning materials. Should there be an objection to any activity or learning material on the basis that it is harmful, procedures have been established for parents to seek alternative accommodations. For additional information, please refer to school board policy.

Parents are encouraged to be involved in their children's school. Should a parent want to become a school volunteer, the parent must follow the BUHSD School Volunteer procedures to be approved.

- Schools may advertise and recruit applicants to fill volunteer positions.
- Volunteers should at a minimum of twenty-one (21) years of age prior to application for service. (Any previously approved volunteer[s] who do not meet the age criteria will be grandfathered in.)



- Applicants should make initial contact regarding volunteer service at the school site and complete an applications form.
- The school site representative should complete the "Volunteer Assignment" form, take a copy (front and back) of the volunteer's picture identification, and forward it along with the volunteer application to the human resources department.
- A fingerprint card, for a background check screening, must be completed at the District Office. If the volunteer has an active Arizona Department of Public Safety (DPS) Level 1 IVP Fingerprint Clearance Card (FPCC), it can be presented to the District Office in lieu of completing a fingerprint card.
- Human resources will forward the fingerprints to the Department of Public Safety (DPS) for processing or verify the FPCC status with DPS. (Parents of current District students are not required to be fingerprinted per A.R.S. 15-512.)
- Human resources will place volunteer name(s) on the next Governing Board agenda for approval.
- Once the above procedures are completed, a volunteer may begin working at the school site prior to Board and fingerprint approval as long as the volunteer is never left alone with students.

ACADEMICS

ADMISSION REQUIREMENTS

Students between the ages of sixteen and twenty-one years will be admitted to high school. A student under sixteen who does not hold an eighth-grade certificate of promotion will be admitted under specific conditions. All students must reside within the attendance area in which he/she resides with a parent or legal guardian or have a signed letter of open enrollment. Out-of-district students may attend high school within the Buckeye Union High School District on a space available basis. All entering students are required to present a birth certificate, documentation of legal custody or Power of Attorney delegating powers with respect to the care or custody of a child, **if applicable**, immunization records and all other registration information required by the school.

GENERAL GRADUATION REQUIREMENTS

Graduation requirements may be met as follows:

- By successful completion of subject area course requirements.



- By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. R7-2-302.02 and rules established by the Superintendent.
- By earning credits through out-of-district correspondence courses and/or out-of-district online courses that meet graduation requirements in accordance with A.A.C. R7-2-302.04 and/or by-passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. 15-701.01. Credits earned through out-of-district correspondence courses and/or out-of-district online courses to meet graduation requirements shall be taken from an accredited institution as defined in R7-2-601.
- By the transfer of credits as described in school board policy.
- In addition to successfully meeting the criteria for course credit established by the out-of-district educational provider, students must successfully pass the Buckeye Union High School District common course assessment in order for the credit(s) to be accepted as core graduation credit(s). If a student fails the Buckeye Union High School District common course assessment, the credit(s) will be accepted as an elective credit only, and not be counted toward graduation core requirements. Buckeye Union High School District common course assessments will be proctored, by appointment, at the BUHSD Learning Center. Core credits earned thereby shall be limited to four (4) and only one (1) credit may be earned in each of the following areas:
 - English
 - Social Studies
 - Mathematics
 - Science
- Buckeye Union High School District also provides additional options for students to recover credits.
- The competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a pupil must correctly answer at least sixty of the one hundred questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The district school shall document on the pupil's transcript that the pupil has passed a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services.

Block School Diploma: Twenty-nine (29) units of credit are required for graduation.

Required class: one that must be completed to graduate.



Elective class: any other class in which a student may enroll.

English	4.0 units
Math	4.0 units
Science	3.0 units
Social Studies*	3.0 units
World Studies/Geography	
U.S. History	
Economics/American Government/AZ History	
Physical Education (includes Health**)	1.0 unit
Career and Technical Education/Performing/Fine Arts	<u>1.0 unit</u>

Total Required Units	16
Total Elective Units	13

Total Units Required for Graduation* 29**

*In addition to earning the necessary credits for graduation, students in Arizona must pass the state Civics Exam and have CPR training in order to earn a high school diploma.

**The Physical Education requirement is generally met by taking a physical education course. Students may also take two (2) credits of Dance (any level), two (2) credits of competitive Marching Band, or two (2) credits of AFJROTC to meet the Physical Education requirement.

***The Arizona State Board of Education requires completion of an Education and Career Action Plan (ECAP) for each student grades nine (9) through twelve (12) as defined by R7-2-302.05.

GENERAL RULES

1. It shall be the responsibility of the principal, with the cooperation of assigned counselors, to assist students in the scheduling of classes. All students in the district except graduating seniors are required to enroll in four (4) block classes per semester that provides credit toward graduation. Graduating seniors will be required to enroll in a minimum of three (3) block classes per semester that provides credit toward graduation.
The Superintendent may make modification to schedules and course loads for students when appropriate documentation is provided.
2. A unit of credit is defined by the North Central Association as a Carnegie Unit, which is the amount of credit awarded for the successful completion of a course which meets at least 40 minutes daily, five days per week. Classes must meet for a minimum of 36 weeks, or the equivalent amount of time within the school year.
3. No incomplete semester grades will be given unless a student or teacher has prior approval from the principal. A one-week time limit is placed on all incomplete grades unless the principal gives permission for an extension.



TRANSFER CREDITS FOR GRADUATION

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

The School District may evaluate the transcripts of transfer students for the assignment of credit pursuant to Section 15-701.01.

The School District shall provide to a pupil who transfers credit from a charter school, school district or Arizona online instruction a list that indicates which credits have been accepted as either elective or core credits by the School District.

Within ten school days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied. The School District shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test, aligned to the competency requirements adopted pursuant to this section, designed and evaluated by a teacher in the School District who teaches the subject matter on which the examination is based. All Core Credit courses 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, Core Credit courses must meet the standards established for the school to which the student has requested a transfer of credit.

CREDIT FOR COURSES COMPLETED AT NON-DISTRICT SCHOOLS

Buckeye Union High School District (BUHSD) firmly believes in the ability of students to pursue learning opportunities through a variety of educational options. The following provides guidance for students pursuing course work and/or course credit through non-District schools.

Course work and/or course credit is to be pursued through BUHSD schools and programs first, prior to considering non-District school enrollment. All requested non-District school enrollments require prior administrative approval and completion of the Non-District Course/Credit Application. Non-District enrollment will only be considered in situations where BUHSD does not offer the requested course and said enrollment does not negatively impact the student's full-time equivalency status with BUHSD.

In addition to successfully meeting the criteria for out-of-district correspondence and/or out-of-district online course credit established by the out-of-district educational provider, students must successfully pass the Buckeye Union High School District common course assessment in order for the credit(s) to be accepted as core graduation credit(s). If a student fails the Buckeye Union High School District common course assessment, the credit(s) will be accepted as an elective credit only, and not be counted toward graduation core requirements.



BUHSD ONLINE PROGRAM

Students who would prefer an online education will be afforded the opportunity to attend LcOnline, the Buckeye Union High School District's online high school. Students may enroll full-time at LcOnline, or concurrently at their home campus within the district and LcOnline. Since LcOnline is a separate high school, students will only be able to belong to student clubs, organizations, or teams at their home campus if they are concurrently enrolled at least half-time at their home campus. Depending on enrollment status with LcOnline, a tuition charge may apply. Students should check with their Guidance Counselor or contact BUHSD Learning Center for course offerings and enrollment information.

Deadlines for full-time enrollment

Semester 1: October 7, 2022

Semester 2: March 10, 2023

Full-time online students are required to sign in and complete coursework for a minimum of 25 hours per week.

Full-time online students are required to participate in state-mandated testing. Should the student fail to comply with the testing requirement, he/she may not be allowed to participate in Arizona Online instruction.

SCHEDULE CHANGES

Requests for schedule changes after the first day of school must meet at least one of the following criteria:

1. student was erroneously placed in a class
2. teacher recommends change (due to student skill level)
3. student does not meet course prerequisite
4. a physician precludes student from a course (due to health conditions)
5. principal discretion (due to master schedule concerns)

No schedule changes after the second week of school are allowed without administrative approval. A change in a student's schedule may require written parental approval.



GRADES

The grading scale consists of:

A	Superior	90% - 100%		
B	Above Average	80% - 89%	I	Incomplete
C	Average	70% - 79%	P	Pass
D	Below Average	60% - 69%	NC	No Credit
F	Failure	0% - 59%		

MARKING PERIODS AND PROGRESS REPORTS

Grades are posted to the Official Transcript after each semester: fall, spring, and summer. Parents have access to view students' progress real-time through Parent Vue (at LcOnline, the access is given through weekly progress emails). Parents who do not have Parent Vue access may contact the school for progress updates throughout the semester and printed grade reports at the end of each semester.

ALTERNATIVE EDUCATION PROGRAM - ACADEMIC DIFFICULTIES

Students who have failed to maintain satisfactory progress towards graduation, and upon recommendation from school site administration, may be placed in a BUHSD Alternative Education Program for the remainder of the current school year or the beginning of the following school year per school board policy guidelines.

TESTING SCHEDULES *(Subject to Change by State Mandates)*

The schedule for final examinations may vary from school site to school site. Please consult the specified school for dates that testing will occur.

MISCELLANEOUS TESTING INFORMATION

ASVAB: TBA; scheduled individually by school

Maricopa Community College Placement Exam: TBA; scheduled individually by school

PSAT/National Merit Exam: October 25, 2024

AzSCI: April 4, 2024

ACT: April 2, 2024

ACT Aspire: April 9, 2024

PreACT: April 11, 2024



Student/Parent Handbook 2023-2024

**If testing dates must change for any reason, they will take place during the testing windows provided by the Arizona Department of Education. For updated State Testing information, visit www.azed.gov.*

2023-2024 ACT NATIONAL TEST DATE SCHEDULE

Test Date

September 9, 2023
October 28, 2023
December 9, 2023
February 10, 2024
April 13, 2024
June 8, 2024
July 13, 2024

Registration Deadline

August 4, 2023
September 22, 2023
November 3, 2023
January 5, 2024
March 8, 2024
May 3, 2024
June 7, 2024

ACT registration information is available in the Counselor's Office or you may register online at www.act.org.

2023-2024 SAT NATIONAL TEST DATE SCHEDULE

Test Date

August 26, 2023
October 7, 2023
November 4, 2023
December 2, 2023
March 9, 2024 (Digital)
May 4, 2024 (Digital)
June 1, 2024 (Digital)

Registration Deadline

July 28, 2023
September 7, 2023
October 5, 2023
November 2, 2023
February 23, 2024
April 19, 2024
May 17, 2024

SAT registration information is available in the Counselor's Office or you may register online at www.collegeboard.org.

COURSE OF STUDY

- **Honors Program Placement Guidelines** – Placement in ninth grade honors classes is recommended based upon the student's scores on the placement tests in mathematics and English administered during the eighth-grade year. Students and parents need to be aware of the expectations of an honors level course; understanding that the curriculum is going to be more rigorous than that of a regular level course. Students are expected to consistently do high quality



work, meet deadlines, spend extended time outside of class to complete various readings and projects, and meet with the teacher outside of class to get additional support as needed.

- **Advanced Placement and Dual Enrollment** – The opportunity for students to earn college credit while enrolled in high school is available in two forms. First, Advanced Placement (AP) courses through the College Board follow an approved college level syllabi which allows students to take a year-end exam. An acceptable passing score on the exam may enable the student to earn college credit for the course. There is no fee required to take an AP course, however, the student is required to take the exam to earn weighted credit for the course.

The second opportunity for college credit is dual enrollment. The Buckeye Union High School District and the Maricopa Community College District have collaborated in offering several courses which involve college credit. Students who qualify and pay the community college tuition can receive “dual” high school and college credit.

- **Special Education** – Each qualified student within the District who is eligible to receive regular or special education or related aids or services, regardless of the nature or severity of the condition necessitating such programs or services, shall receive free appropriate education in the District.
- **Gifted/Talented** – Appropriate instructional programs will be conducted to meet the needs of exceptionally gifted students of school age, in keeping with the District’s goal of developing the special abilities of each student.
- **Special English Instruction** – Subject to the exceptions provided in A.R.S. §15-753, all students in this school district shall be taught English by being taught in English. Students who are English learners shall be educated through sheltered English immersion during a temporary transition period not normally intended to exceed one (1) year. Once English learners have acquired a good working knowledge of English and are able to do regular school work in English, they shall no longer be classified as English learners and shall be transferred to English language mainstream classrooms.
- **Class Rankings/Grade Point Averages** – Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation. Class rank shall be determined as follows:
 - Class ranking will be determined each semester beginning with the first semester of the ninth (9th) grade school year.
 - Class rank will be based only on the grades earned in classes that meet or exceed graduation requirements.
 - Total grade points begin accumulating with the ninth (9th) grade, including Honor points. These grade points are divided by the total units attempted to produce the accumulative grade point average. Students are then ranked according to weighted grade point average.
 - Summer bridge courses, summer immersion courses, non-dual enrollment community college courses, extended day, challenge exams resulting in the award of a grade, concurrent enrollment (except with our district AOI program), pass/fail courses, or high school courses taken during elementary/middle/junior high school will be excluded in the computations.
 - A home period during the senior year may also impact ranking.
 - Fifth (5th) year students will be incorporated into the existing senior class rank.



- Approved high school courses taken during elementary/middle/junior high school (i.e., Algebra I) will accrue a high school grade and credit posted on the official high school transcript but will not be included in the overall class ranking or grade point average as outlined above. Course sequencing deviation could impact class ranking.
- Class rank after the seventh (7th) semester will be used for recognition at commencement ceremonies, including graduation and senior awards night.
- Class rank after the eighth (8th) semester will be posted on the final transcript as the official graduation class rank.

Honor points awarded for Honors and Advanced Placement courses for the purpose of class rank will be calculated beginning at the ninth (9th) grade as follows:

<u>IB/AP</u>	<u>Honors Courses</u>	<u>Non-Honors Courses</u>
A = 6	A = 5	A = 4
B = 5	B = 4	B = 3
C = 4	C = 3	C = 2
D = 3	D = 2	D = 1
F = 0	F = 0	F = 0

The District reserves the right to address computational revisions to the honors points/class ranking system as issues surface during the course of a given year.

- **Requirements for Promotion** – Promotion from year to year will be based upon standards for each basic subject area as identified in the course of study.

The District standards that students must achieve in order to graduate shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education.

In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

ACADEMIC ACHIEVEMENT HONORS

- **National Honor Society** – The National Honor Society provides recognition of students who have achieved standards in academics, leadership, service and character.
- **Boys' & Girls' State Selection** – Each school site shall nominate junior boys and girls whom they feel have the leadership, citizenship and attitudinal qualities to properly represent Buckeye Union High School District. They will then be invited to apply for final selection. Only those students who complete an application will be considered. Alternates will also be chosen in cases where the original selections cannot attend.



- **Graduation Recognition** – Special recognition will be given graduating seniors in the top ten percent (10%) of their class. Categories will be defined as “with distinction,” “with high distinction,” and “with highest distinction.” Class rank after the seventh (7th) semester will be used for recognition at commencement ceremonies, including graduation and senior awards night.

EARLY GRADUATION REQUIREMENTS

Students desiring early graduation must submit an “Early Graduation Request” form to the high school principal during the fall semester of their senior year. The principal may accept other requests due to special circumstances. The Board will receive a list of all approved early graduates annually. All graduation requirements must be met by the early completion date.

COMMENCEMENT PARTICIPATION

Graduation exercises will be held for students who have met state and local requirements for graduation from schools within the Buckeye Union High School District. **Participation in graduation exercises is a privilege and not a right.**

Students shall graduate from the District school that they are enrolled for the student’s last credit earning period.

Since participation in high school commencement exercises is encouraged but not compulsory and these exercises require planning and rehearsals, the following rules shall apply:

- Students who wish to participate must be present at the rehearsals. Failure to do so, except for legitimate reasons for absence, may be cause for excluding students from participating in the exercises.
- Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation.
- Students may not participate in the commencement exercises unless they have turned in a properly signed Commencement Participation Agreement to the principal.
- Students shall graduate from the District school that they are enrolled for the student's last credit earning period of their high school enrollment. If a student is attending a BUHSD Alternative Education Program during the last credit earning period of *their high school enrollment*, the student will need to meet the graduation requirements of the home campus, will receive a diploma indicating such, and may participate in the home campus graduation ceremony. If a student is attending due to a disciplinary referral, they will not be allowed to participate in the graduation ceremony of their home campus but will participate in the graduation celebrations of the BUHSD Alternative Education Program.



ADMISSION REQUIREMENTS FOR STATE UNIVERSITIES

Admission requirement to colleges and universities vary greatly. Students should consult the catalog of the college or university they are interested in attending to determine the exact requirements. Catalogs may be obtained directly from the college; however, many catalogs are available in the Career Center or Guidance Office.

Students entering Arizona universities must meet the following requirements:

1. Unconditional admission – 3.0 G.P.A. in competency courses or rank in the top 25% of the high school graduating class or have attained an ACT score of 22 or an SAT score of 1150 (reading and math combined) at U of A & NAU or 1120 at ASU.
2. Students who do not meet the above requirements may be admitted under conditions set by the specific university.
3. A minimum of “C” grades in competency courses required for entrance:

English	4 Credits
Mathematics	4 Credits
Lab Sciences	3 Credits
Social Sciences	2 Credits
Foreign Language	2 Credits
Fine Arts (Art, Drama, Music, Dance)	1 Credit

Students are urged to consult their counselor early and often for admission procedures, progress reports and updates. Pre-college advisement can have significant impact on high school/college transition.

All state universities recommend courses in computer skills. Certain colleges such as engineering, nursing, forestry, etc., within the state universities may require additional courses for admission. Students should check with their counselor for specific course requirements.

Note: The ACT and/or SAT examination maybe required for admission to colleges and universities. It is highly recommended that this exam be taken during the spring of the Junior year. It may be taken again at a later date, if desired.

ADMISSION TO COMMUNITY COLLEGES

There are a number of quality community colleges located in the greater Phoenix area. Courses of study offered at the community colleges enable students to study in a variety of fields that can earn them certificates, associate degrees, and prepare them for university transfer. If a student plans to transfer to a university after attending a community college, the student should work with an advisor at the college to ensure all credits are transferable.

The ACT or SAT examinations are not required for admission into the community colleges. Students may take courses at a community college for high school and/or college credit. If a student plans to do so, they should see their high school guidance counselor before enrolling.



SCHOLARSHIPS

Since the costs of a college education are increasing every year, it becomes necessary for more and more students to have financial help to continue their education after high school. Those to whom the best scholarships are awarded, however, do not receive them on the basis of one or two years of hard work in high school. These students start their preparation at the beginning of ninth grade and continue working hard for four years. Those applying for scholarships should begin in their Junior year with help from the guidance counselor. It is recommended that all students complete a FAFSA application as they apply for college admissions and scholarships.

ATTENDANCE

ATTENDANCE REQUIREMENTS

The regular school attendance of a child of school age is required by state law. The school has established that every student is expected to attend classes whenever possible, as attendance is essential for success in school; therefore, absences should be excused only for necessary and important reasons.

Student Responsibilities:

1. Attend all classes as scheduled, be prompt, and avoid tardies.
2. Always report to class first, then ask the teacher for a pass if you need to leave for any reason.
3. Check out with the attendance office prior to leaving campus.
4. Have all absences excused by parents before returning to class(es).

Parent's Responsibilities:

1. The parent or guardian is charged by law with responsibility for the student's consistent school attendance.
2. Call or send a note for each absence stating the nature of the absence.
3. Request a conference/hearing if a student accumulates more than ten (10) days of absences to discuss the reasons for the absences.

School Responsibilities:

1. Notify the parents with a dialer if their students were not in school and the absence has not been excused.
2. Notify the parents by mail when the student has reached his/her 5th and 8th absences in one semester.
3. Notify the parents by mail that credit may be lost on the day of the 10th absence in one semester.



PROCEDURE TO CHECK A STUDENT OUT OF SCHOOL OR AUTHORIZING ANOTHER TO TAKE STUDENT OUT OF CLASS/SCHOOL

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 parents or by a person who has legal custody of the student, except as defined by law. 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. Students will not be able to be checked out of school during the last 30 minutes of the school day except for an emergency.

CLASSIFICATION OF ABSENCES

Excused Absences

As specified by state code and school rules, students may only be excused from school for the following reasons:

- Personal illness
- Illness in the family
- Court appointment: Documentation must be provided.
- Quarantine in the home (The health officials set length.)
- Death of a relative
- Observance of a religious holiday

Any other reason must be excused by the school administration, preferably at least one week in advance. This pertains to any extracurricular or family outside activities. Be aware these absences may not exceed the maximum allowed ten (10) days per semester. A parent or guardian must verify these absences within 24 hours of the absence. The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. Full make-up privileges and credit will be given for excused absences. The student is given one day of make-up time for each day missed. All work must be made up by the end of the grading period.

Truancy

Truant means an unexcused absence for at least one (1) class period during the day (without parent approval). This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absences are absences that a parent does not verify/authorize within 24 hours of the absence. Students with unverified absences are encouraged to make up missed work but



will not receive credit for such work. The school shall furnish parents or guardians notification of each unexcused absence.

A student who comes on or around the school campus (including the day of an event or sport) at any time during a day of absence shall also be deemed a truant. A student deemed to be a truant shall not be allowed to return to school until a parent of the student has contacted the proper officials of the school and made appropriate arrangements for the student's return.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

Tardies

For every three (3) tardies a student receives, consequences will be imposed, per school board policy. **Tardies are non-excusable.** At the 3rd tardy, students will receive a referral showing a loss of 5 Quality Points. The 6th tardy will warrant a referral with a loss of 10 Quality Points and receive a one (1) day In-School Suspension (ISS). At the 9th tardy, the student will lose 15 Quality Points and receive a two (2) day In-School Suspension. The 12th tardy will warrant a loss of 15 Quality Points, a three (3) day In-School Suspension and a parent meeting will be scheduled, and the student will be placed on a tardy agreement. Tardies are quarterly or 9-week grading period.

Ditching Class

For every incident a student receives, consequences will be imposed, per school board policy. At the 1st referral, the student will receive a loss of 10 Quality Points and a one (1) day In-School Suspension (ISS). At the 2nd referral the student will receive a loss of 10 Quality Points and a three (3) day In-School Suspension. At the 3rd referral the student will receive a loss of 15 Quality Points and a five (5) day In-School Suspension.

Leaving School Ground without Permission

For every incident a student receives, consequences will be imposed, per school board policy. At the 1st referral, the student will receive a three (3) day In-School Suspension (ISS) and loss of 15 Quality Points. At the 2nd referral the student will receive a five (5) day In-School Suspension and loss of 15 Quality Points. At the 3rd referral, the student will receive a five (5) day Out-of-School Suspension (OSS) and a loss of 15 Quality Points.



Chronic Health Conditions

The District will provide appropriate educational opportunities for any student identified by an appropriately certified health professional in the fields of podiatry, chiropractic medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. The appropriate form for the Exclusion and Exemption from School Attendance as a result of Chronic Health Conditions may be obtained from the principal's office.

Student with Communicable/Infectious Diseases (Including Lice)

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, until the period of contagion is passed or until a physician recommends his/her return. Students with lice infestation shall be excluded from school until treatment has been initiated and the student is symptom free.

Students ill with HIV virus or acquired immune deficiency syndrome (AIDS) have a right to receive a public education based upon guidelines set forth in Buckeye Union High School's school board policy.

PROCEDURE TO BE FOLLOWED WHEN STUDENT IS ABSENT

1. When a student is absent from school, the parent or guardian must contact the Attendance Office by phone or by a written note. **State law mandates that the school record reasons for all student absences**, therefore, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. If this is not possible, the parent should call or send a note at the time of the student's return to school. For absences greater than one day in length, the school should be notified **each** day of the absence. **THIS INFORMATION MUST BE RECEIVED BY THE ATTENDANCE CLERK WITHIN 24 HOURS OF THE ABSENCE. If notification is not received within the 24 hour period, the absence will stand as previously recorded by the teacher reporting the absence.**
2. All absences shall be classified as excused or unexcused by personnel in the Attendance Office. The school administration shall have the final responsibility for determining the classification of all absences. A student who returns to school after an absence without a phone call or note from parents will be given an unexcused absence regardless of the reason for the absence.
3. The teachers, attendance officers, and the assistant principal shall monitor the attendance of all students. When a student is skipping school or has excessive absences, the parents or guardian shall be contacted. Every effort shall be made to improve the student's attendance. Good attendance and education of the student are closely related.
4. Homework requests will be accepted when a student is absent from school for two (2) or more days due to illness or five (5) or more days due to disciplinary action. Administrator(s) may make exceptions on a case-by-case basis.



EXCESSIVE ABSENCES

Even though it is accepted by the school that there may be valid reasons for school absences, there also comes a time when the absences are excessive in relation to classroom work and credit for a class. Excessive absences from school may result in the student being ineligible to receive credit for his/her class(es) for the semester. *The minimum attendance for the high school student in Arizona is seventy-eight (78) days per semester.*

The parent or guardian shall be notified by mail after the fifth (5th) and eighth (8th) absence that the student may not receive credit for the semester if the minimum attendance standard is not met. In addition, a letter following the tenth (10th) absence shall request that the parent or guardian contact the principal or principal's designee for a conference/hearing to discuss the reasons for the absences. The principal or principal's designee, the parent or guardian and student need to be at the conference/hearing. At the conference/hearing it will be determined whether the student will be denied credit for the semester but remain in the class, or if the student will continue in the class for credit based on an agreement made at the conference between the student and parent or guardian with the school.

If the student and parent or guardian chooses not to attend the conference/hearing, or if the outcome is that the student will be denied credit, the student will remain in the class but receive an "F" in the class for excessive absences.

Should the student transfer within the District, absences will travel with the student. All absences will be documented/counted for state reporting purposes.

STUDENT SERVICES/FEEES

HEALTH SERVICES

Administering Medicines to Students

Services of the school health staff are available to all students. Students who are ill should report to class and ask their teacher for a pass to go to the Health Office. In those cases where the student is too ill to remain in school, he/she must first report to the Health Office, then to the Attendance Office to check out.

Anyone who must take medication during the day should report to the Health Office. Under certain conditions, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order in English 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. (A copy of this form can be found in the Exhibit section in this handbook.) New/First time medications will not be administered during school hours.
- 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.
- Medicine to be given in the morning (AM), one (QD), two (BID), or three (TID) times a day should be administered at home unless specifically ordered by the medical provider to be given during the school day.

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. Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs. **All medications must be brought to the Health Office by a Parent/Guardian.** At the discretion of the nurse or health assistance, acetaminophen or ibuprofen may be given to students who have written permission on file from the parent/Guardian. The frequent use of these medications has been shown to cause liver problems in both children and adults. Therefore, we will only administer acetaminophen or ibuprofen ten (10) times a school year. Over-the-counter drugs may not be given longer than three (3) consecutive days without a medical provider order. If your child is unable to swallow pills, we recommend you provide liquid medication to the school for your child to take.

In order to minimize the possibility of an accidental overdose, non-prescription medication will generally not be dispensed during the first or last hour of the school day.

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. See school board policy for more information.

Immunizations of Students

All students are required by law to have an up-to-date immunization record on file in the Health Office.

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 shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. On enrollment, the school administrator shall suspend that student if the administrator does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule (unless he/she is exempted



from immunizations) shall be suspended from school attendance until documentary proof of compliance is provided to the school.

STUDENT INSURANCE PROGRAMS

Insurance purchased in the District is not “school insurance,” but, rather, is made available through the school as a service to the students. Student insurance costs a relatively small amount and is thus secondary coverage, which means that it will be coordinated with any other insurance carried by the family. The school has no responsibility for the insurance beyond making it available in order to make it possible for the students to have the best plan at the least possible cost and to assist with enrollment in the plan. If you are interested in securing additional information concerning school insurance programs, please inquire at the school’s administrative office.

FOOD SERVICES

The cafeteria is open before school and during lunch hours for food purchases. Breakfast and lunch prices are determined by student selection. Students may qualify for free or reduced lunch prices. Applications are available in the cafeteria. For more information about the Child Nutrition Program, please call 623-269-1036 or visit the district website at www.buhsd.org. **Students are not allowed in the staff dining rooms.**

GUIDANCE AND COUNSELING SERVICES

The focus of the counseling and guidance program in the District is on the developmental needs of students. Academic Advisors are available by appointment or on a walk-in basis to assist students with education, career, and personal concerns. Examples of assistance utilized by students are course scheduling, post-secondary educational and career guidance, graduation credit review, college entrance examinations, scholarships/financial aid, and individual counseling. Counselors attempt to visit with each student at least once a semester. Most students attempting to realize their educational and social potential visit the Guidance Office on a regular basis.

MEDIA CENTER/LIBRARY SERVICES

Media Centers/Libraries within the District are designed to be the study center of the campus. Students are encouraged to find the materials they need, but trained personnel are available when assistance is needed. Students are invited to browse, study, and use the resources for educational purposes. Students who do not cooperate will be asked to leave. All materials taken out of the Media Centers/Libraries should be properly cleared. Students who have overdue books or fines should clear these before checking out



additional material. **Students will be held responsible for loss of or damage to library books.** Individuals from a class **must have** a campus pass.

SUPPORT SERVICES

Support services shall be provided for all students who need extra help in class work as follows:

1. Students may ask their counselor to set up extra help in any class either with faculty members or students who are able and willing to tutor.
2. When a student asks for such help, the counselor shall arrange for the classroom teacher, an additional faculty member, or student tutor for remedial sessions.
3. Any help beyond the above shall be the responsibility of the student, the parents, and the teacher/tutor.
4. All faculty and staff members are encouraged to help students as much as possible each work day.

FEES

ATHLETIC PASSES

Athletic passes will be available for purchase for the entire year based upon the following fee schedule:

Student Pass - Year	\$40.00
Family Pass (5 people) - Season	\$80.00
Family Pass (5 people) - Year	\$180.00
Community Pass (2 people) - Season	\$60.00
Community Pass (2 people) - Year	\$150.00

I.D. CARDS

All students will purchase an ID card for \$5.00. This card will be necessary for identification while attending District-sponsored classes and activities and must be presented upon request by any school employee. Failure to display the ID card or complying with a direction to produce for identification purposes is in violation of school policy and rules and may be subject to applicable disciplinary action. Lost or mutilated ID cards must be replaced for a fee of \$5.00.

PARKING FEES

Parking permits are available for \$50.00 each, per year. Permits may not be sold or transferred, and must be displayed in the front window of the vehicle. Lost, stolen, damaged, or altered permits will need to be replaced at the price of \$10.00. Vehicle registration forms may be picked up in the Principal's Office.



PARTICIPATION FEE

A student participating in one of the below-listed activities will be charged a \$100.00 fee per sport for the first two sports or activities, per year. Students participating in more than one of the below listed activities will have a cap of \$200.00 per year. Families who have multiple students participating in multiple sports or activities will be charged a \$300.00 family cap fee. This fee qualifies for the State of Arizona's Tax Credit Program, so parents will have the option of receiving a dollar for dollar credit on their state income tax return for the fee paid. After the fee is paid, parents can keep their receipt for tax purposes. Students can participate in multiple activities within the school year without paying an additional participation fee once the cap is met. Students and coaches/sponsors will have the option to fundraise to cover student fees. For extreme financial hardship cases, please visit with your local school administrators. The following is a listing of activities subject to a fee:

Baseball	Band	Spirit Line/Dance
Basketball	ROTC Air Rifle	Swim
Color Guard	Soccer	Tennis
Cross Country	Softball	Track
Football	Speech & Debate & One Act Plays	Volleyball/Beach
Golf	Spirit Line/Cheer	Wrestling
Esports		

- The participation fee is \$100.00 per student per sport/activity. Students qualifying for the Reduced Lunch Program will only be charged \$75.00 per student per sport/activity. Students qualifying for the Free Lunch Program will only be charged \$50.00 per student per sport/activity.
- Students that do not make a roster will be given a refund at the end of the current season.

BOOKS/SUPPLIES

The District will provide required textbooks and related printed subject matter materials for the students at no cost for classes that still require textbooks. It is the student's responsibility to take care of his/her issued books. Since it is necessary to re-use the books several times, it follows that the books must have good care. Textbooks and materials must be kept clean and unmarked. When the student receives his/her issue of books, he/she should examine them for ink and pencil marks or other damaging, detracting conditions. This information should be shared with the person checking the textbook/materials out. Students and their parents will be held responsible for proper care of books and will need to pay for any damages caused to the District's property. Students and/or parents may obtain replacement cost information from the District if needed.



ATHLETIC/PE/ACTIVITY LOCKERS

Lockers are provided for the convenience and safety of personal items as well as school/district property. Lockers are the responsibility of the student and shall be kept locked at all times. The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises. Since thefts and break-ins do sometimes occur, students should bring to school only those things needed to carry on regular school activities. In addition, the student needs to maintain the security of his/her own locker and combination since he/she may be liable for any damages that occur or contraband contained in that locker. The school assumes no responsibility for the replacement of any article lost, stolen, or destroyed. Students are responsible for keeping their own lockers free of graffiti or other markings.

Only school issued locks are to be used. If any other lock is used, it will be removed, and the school will NOT assume the cost of replacing the lock. Items owned and provided by the district 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. Replacement cost for lost or damaged locks is \$5.00 and may be purchased in the bookstore.

The administration has the right to search and seize all property brought to school or school events, 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. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., and may be inspected at any time with or without reason, or with or without notice by school personnel.

STUDENT ACTIVITIES PROGRAM

The purpose of the students activities program is to provide each student with an opportunity to enhance areas of interest outside the regular classroom setting. It is also an incentive for further involvement in the educational program. Experiences in the activities are designed to help meet the leisure, recreational, social, and emotional needs of all students with the District. See your school's Athletic Office for a listing of clubs and sports available.

REQUIREMENTS FOR HOLDING CLASS AND CLUB OFFICES

1. Must have a 3.0 grade point average or better at time of election and must maintain this average on a semester basis.
2. Must be a good citizen both in and out of school.
3. Requires faculty approval.



REQUIRED FACULTY APPROVAL: Procedure for obtaining faculty approval for any position of honor, leadership, or office: Students must be nominated by teachers signing their petition in the following numbers:

- | | |
|---------------|-------------|
| 1. Freshmen | 4 Teachers |
| 2. Sophomores | 8 Teachers |
| 3. Juniors | 12 Teachers |
| 4. Seniors | 12 Teachers |

In some cases the student may have a lesser number if the principal approves. If a student cannot get necessary signatures of teachers, he/she will not be allowed to be involved in the activity.

The principal 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, according to guidelines set forth in school board policy.

FUNDRAISING ACTIVITIES

Fundraising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fundraising activities approved by the Governing Board and when connected with specific school activities approved by the Superintendent.

STUDENT TRAVEL/FIELD TRIPS

Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by District school vehicles, driven by authorized personnel.

Students are required to obtain written permission from the Principal's Office 24 hours in advance of any field trip if they are not returning to school with the teacher. Students are required to ride the school transportation provided to and from an event unless there is an extenuating circumstance that is approved by the principal.

STUDENT SOCIAL EVENTS

An integral part of the education process is the learning derived from participation in school-sponsored social activities. Such activities shall have certificated school personnel as sponsors at all events.



STUDENT CONDUCT

GENERAL PRINCIPLES OF THE CODE OF CONDUCT

The Buckeye Union High School District strives to build traditions of excellence on every campus. As a student of the District, you are asked to help contribute to this tradition. There are certain characteristics of an excellent school; these characteristics are presented throughout the student handbook. Generally, there are six broad principles that explain the type of schools the District attempts to build:

1. Accept responsibility for your education, decisions, words, and actions.
2. Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
3. Be active in the school and community.
4. Maintain a balance in academics, co-curricular activities, and community projects.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior, attitude, and participation in the classroom reflect the importance of the serious business of learning.

More specifically, they will insist that you:

1. arrive to class on time,
2. are prepared for class with all materials necessary for class that day,
3. are attentive to the task at hand until dismissed by the teacher,
4. demonstrate care and consideration for school property and the property of others.

Each teacher is able to establish the rules and procedures for his or her classroom. This includes, but is not limited to individual classroom management plans, homework, etc. You are expected to observe those rules and to respond promptly to the direction of your teacher.

STUDENT RIGHTS

All students shall be afforded due process to ensure the following rights:

1. The right to know the charge.
2. The right to respond to the charges, telling their side of the story.
3. The right to appeal the decision to the Superintendent or the Board, as outlined in school board policy.



STUDENT AND PARENT RESPONSIBILITY

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

All students shall adhere to the school's "Good Neighbor Policy". It includes school rules and other reasonable expectations for student behavior, which are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hours and released periods. Failure to act as a good neighbor within the school community may result in disciplinary action.

Similarly, students are expected to adhere to a high Standard of Right and Wrong. Through participation in educational programs prior to attending high school, students have been taught proper conduct for successful participation in school and successful contribution to American culture and society. These concepts continue to apply while attending schools within the District and are only partially enumerated in this handbook. All statutes and regulations that apply to all citizens apply at every school site.

DISTRICT DISCIPLINARY POLICY

If you violate Federal, State, and local laws, as well as rules and guidelines established by the Buckeye Union High School District, certain consequences will follow. Depending upon the nature of the violation, student discipline shall be PROGRESSIVE. The specific consequences will be determined on the basis of the severity and/or frequency of the offense.

For example, generally, a student's first violation should merit a lighter penalty than subsequent violations. Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences where it is established:

1. The student has not benefited from prior and usually less severe disciplinary intervention, or
2. The student is engaging in continued disruptive or disorderly behavior.

District employees or agents shall take into account all other relevant factors in determining an appropriate penalty. The PERMISSIBLE PENALTIES may be imposed either alone or in combination.

Students come under the jurisdiction of the school at any time and any place that the students' actions have direct and immediate effect either on school discipline or on the general safety and welfare of the students and the staff personnel. It should be understood, however, that the school does not intend to supervise or extend its authority beyond the limits of District property, unless the students' actions do have a direct effect on the school.



On the way to and from school includes the designated bus stops and riding on the school bus. All school rules and regulations are effective for any school-sponsored event of any kind, at any time or place, either on or off the school property. This includes while being a passenger in any school vehicles.

School property, for the purpose of supervision, includes an area 200 feet beyond the real-property line in all directions, and also any property leased by the school.

The principal may remove a student from school-sponsored activity if it is determined 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.

Student/athletes may face athletic consequences in addition to school disciplinary action if their conduct violates the Student-Athlete Handbook Code of Conduct.

ADMINISTRATION/STAFF RESPONSIBILITY AND REPORTING

The administration is responsible for involving school staff 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. Any teacher, administrator, Board member, parent, staff member, or other person may report a violation of student disciplinary rules to an administrator. An investigation of the charges will be made, as deemed necessary, and appropriate proceedings will be instituted.

GENERAL RULES OF CONDUCT

- 1. Electronic Devices (Cell Phones, Headphones, Smart Watches, Air pods, and Earbuds).** Students and parents, by signing the Student User Agreement, you agree to uphold federal and state laws and abide by BUHSD technology policies, rules, and regulations. BUHSD is not responsible for loss of, or damage to, personal property stored, installed, or used on school premises. Students and parents assume a personal risk of theft, loss, or damage of the personal electronic devices when choosing to bring them to school. Cell phones will be treated like laptops in school. Teachers will request when they want cell phones to be out and what program they want students on at any given time during a lesson. On the traditional campuses students will be allowed the use of cell phone before/after school, in between classes, in addition to the lunch period but must remain hidden and silent during class time unless a teacher is directing students to use them during a lesson. If a student uses a personal electronic device to engage in misconduct under another violation area, the student may receive consequences under that violation. The school may confiscate personal electronic devices. **Failure to comply with staff's request to turn over the technology device is considered insubordination and/or defiance and will result in a one (1) day Out-of-School Suspension.**
- 2. Laser pointers (Dangerous Instrument) and permanent markers are NOT allowed on any campus, classrooms, at athletic events, or social functions.**



3. **Loitering** on or near the campus is unlawful at any time. This would be inclusive of special events, such as ball games and other activities at other than regular hours. Arizona law provides that: "A person commits loitering if such person intentionally is present in or about a school, and after a reasonable request to leave and either does not have any reason or relationship involving custody of or responsibility for a pupil or students or any other specific legitimate reason for being there, or does not have written permission to be there from anyone authorized to grant permission."
4. **Visitors to any campus** must check in at the principal's office so that there may be no doubt of their loitering. The practice of students bringing friends and relatives to school to visit shall not be allowed. Former students, salesmen, and other adults who wish to see teachers must do so during the teacher's prep period and **after they have checked in at the office and received a visitor's ID.**
5. **Food and/or beverages** are not to be taken into classrooms (except for water) and/or Media Center/Library.
6. In order to decrease interruptions to the learning environment and office operations, deliveries of food or other items are discouraged during the instructional day. If students are in possession of balloons or flower bouquets which impede the educational process, items may be confiscated and stored in the office during the school day.
7. **Student passes** are the responsibility of the student and the teacher. A student **MUST** have a pass showing date, time, destination, and signature of his/her classroom teacher if out of the classroom during class time.
8. **Address and telephone number(s)** of where a student's parent(s) or guardian(s) can be contacted shall be provided by students to the guidance office. Any change of address or telephone number shall be reported when such changes occur during the school year.
9. **Care of school property** - Each student is expected to take pride in the physical appearance of the school. No student shall damage or deface any property belonging to the District. 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. Full or partial restitution to the District in accordance with law may be instituted for damages to District property.
10. Personal hygiene items are not to be used/applied in the classroom environment.

STUDENT BULLYING/HARASSMENT/INTIMIDATION

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

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



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

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

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

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

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

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

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

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



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

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months.

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

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

Students and others may report hazing to any professional staff member, who must report the incident to the school administrator or next higher administrative supervisor, in writing, with the details as they have been provided. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

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

IT IS NO DEFENSE TO A VIOLATION OF THIS POLICY IF THE VICTIM CONSENTED OR ACQUIESCED TO HAZING.

SEXUAL HARASSMENT

All individuals associated with this District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. The Equal Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:



- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive employment work environment.

Sexual harassment may include, but is NOT limited to:

- Suggestive or obscene letters, notes, invitation, derogatory comments, slurs, jokes, epithets, assaults, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed.
- Coercive sexual behavior used to control, influence, or effect the career, salary, and/or work environment of another employee.
- Offering or granting favors or employment benefits, such as promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in school board policy.

GANG ACTIVITY

CORRECTIVE AND DISCIPLINARY ACTIONS

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 (such as permanent markers), or manner of dress or grooming that, by virtue of its color, arrangement, or 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 District's position that such activities and dress also present a clear and present danger to other District students and to District 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 school, shall be subject to disciplinary action.

GANG DEFINITION

For the purpose of school board 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.

GANG IDENTIFICATION

For disciplinary purposes, the District will utilize the State of Arizona's Gang Membership Identification Criteria (GMIC). If an individual meets two of the six criteria, he/she will be considered a gang member:

1. Self-proclamation
2. Witness testimony or official statements
3. Correspondence, written or electronic
4. Paraphernalia, photographs or nicknames
5. Tattoos
6. Clothing and/or colors.

USE OF PHYSICAL FORCE

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Similar physical force will be appropriate in self-defense, in the defense of



other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.

The threat or use of physical force by is not justified as a response to verbal provocation alone, nor 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.

THREAT OF AN EDUCATIONAL INSTITUTION

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

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause damage to an educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution.
3. Knowingly going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
4. Knowingly refusing to obey a lawful order given pursuant to subsection C of this section.

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 District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a student subject to expulsion to a BUHSD Alternative Education Program, while meeting other policy criteria.

INTERROGATIONS, SEARCHES & SEIZURES

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by SRO or another peace officer.

The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school related issues as determined by school officials and parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense. School officials have 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 District for storage (e.g., lockers, desks) or 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.

ALTERNATIVE EDUCATION PROGRAM – BEHAVIORAL DIFFICULTIES

Referrals to a BUHSD Alternative Education Program for behavioral difficulties may be made per the following guidelines:

Category 6 Infraction	Permanent placement in a BUHSD Alternative Education Program, Long-term Suspension, and/or Expulsion
Category 5 Infraction	During the period a student is enrolled in any District School, should the student receive a second (2 nd) Category 5 Infraction, a combination of the following dispositions may apply: Short-term Out-of-School Suspension, Long-term Suspension, permanent placement in a BUHSD Alternative Education Program, and/or Expulsion.
Category 1-5 Infractions	Should a student expend more Quality Points than are allowed by policy, the student may be referred to a BUHSD Alternative Education Program until successful completion of the requirements set forth at the time of the referral.

Students may return to any District school after an initial non-permanent referral to a BUHSD Alternative Education Program, upon successful completion of the following:

- The student has attended a minimum of one (1) semester (the remainder of the semester in which the violation has occurred and one (1) additional semester).
- The student has earned grades of sixty percent (60%) or higher in all classes in which enrolled.
- The student has not received disciplinary action for Category 5 or 6 infractions.
- The student has not chosen to expend more than their allowable Quality Points.
- The student has met the requirements set forth in the initial referral and complied with the rules and procedures of the BUHSD Alternative Education Program.

Upon completion of these requirements, students will have the opportunity to take advantage of the benefits of participating in clubs, organizations, and sports. This includes Arizona Interscholastic Association (AIA) athletics and activities. However, while enrolled in a BUHSD Alternative Education Program, student



attendance at school events will be held to those events open to the public. For District schools' social events, students enrolled in a BUHSD Alternative Education Program will be able to attend under the same approval process as any other guest.

Students have an option to enroll in a BUHSD Alternative Education Program, therefore, should a student purposefully engage in misconduct in an effort to be referred through behavioral difficulties, by a school administrator, to a BUHSD Alternative Education Program (but has not exceeded the allowable points), he/she may be placed on a Behavior Agreement which will state that further misconduct may result in Long-Term Suspension or Expulsion.

Students eligible for Special Education programs, who have behavioral difficulties, will be provided positive behavioral supports and interventions to enable them to become independent learners, promote new learning strategies, and assist the students in adapting to new environments, as well as preparing them for transition from high school to post-secondary opportunities. For further information, refer to school board policy.

ADMINISTRATIVE GUIDELINES FOR IMPLEMENTATION OF BOARD POLICY JK

The following guidelines are established to give some consistency to the handling of disciplinary problems. It should be understood that these are only guidelines and that circumstances may alter the decision made in each incident, however, the decision must conform to the intent as well as the actual wording of Policy JK.

PERMISSIBLE PENALTIES

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

- | | |
|--|---|
| 1. Verbal Warning | 12. Suspension of other Privileges |
| 2. Written Warning | 13. In-School Suspension |
| 3. Loss of Privileges | 14. Involuntary Transfer |
| 4. Conference | 15. Community Service |
| 5. Written Notification to Parents | 16. Emergency Removal |
| 6. Probation | 17. Exclusion from a Particular Class |
| 7. Detention | 18. Exclusion from Graduation Exercises |
| 8. Suspension from Transportation | 19. Suspension |
| 9. Suspension from Athletic Participation | 20. Alternative to Suspension Program |
| 10. Suspension from Social or Extracurricular Activities | 21. Expulsion |
| 11. Confinements with Implementation of Mandatory Provisions | 22. Alternative to Expulsion Program |



The Buckeye Union High School District No. 201 disallows corporal punishment.

At the conclusion of the Student Conduct section is a Glossary of Consequences that explains in more detail some of the Permissible Penalties listed above.

DISCIPLINARY PROCEDURES

Disciplinary Incidents

Every student in the Buckeye Union High School District has the right to a quality education. Each teacher has the responsibility to teach and each student has the right and responsibility to learn. No student has the right to interfere with this process. Realizing that some students will make good choices throughout their high school career, others may not. The student code of conduct that Buckeye Union High School District has adopted allows students to learn from their mistakes. Administrators, counselors, teachers, and parents will maintain regular communication and will assist the student as they advance through high school, supporting them both academically and behaviorally. In the event that a student struggles with behavior, and interventions have been unsuccessful, a referral to a BUHSD Alternative Education Program will provide more one-on-one assistance, in hopes that the student will then make better choices in the future.

The Buckeye Union High School District student code of conduct is built upon a point system model. Students are awarded 50 Quality Points each semester. Different infractions of the District's discipline policy will result in a specified loss of Quality Points and possibly other consequences as outlined in school board policy including the matrix of additional consequences. The first time a student chooses to expend over their 50 quality points at any District school, the student will be recommended for long-term suspension, placed in a BUHSD Alternative Education Program, or expelled. The second time a student chooses to expend more than their 50 quality points at any District campus, a recommendation for long-term suspension or expulsion will be made. The third time a student chooses to expend above their 50 quality points at any District campus, a recommendation for expulsion will be made.

When a student has exceeded his or her fifty (50) points and the school administrators' attempts at various interventions have been unsuccessful, a referral to a BUHSD Alternative Education Program will commence.

If the student's parent/guardians disagree with the decision to refer the student to a BUHSD Alternative Education Program, they may contact the school Principal within two (2) working days of receipt of the notice, verbally or in writing, and request a meeting to discuss the referral and the reasons for the referral. The Principal will set a meeting within forty-eight (48) hours of having been contacted by the parents/guardians, or as soon as is practical. At the meeting the student and/or the parents/guardians may provide input regarding the student's placement in a BUHSD Alternative Education Program as an alternative to long-term suspension/expulsion of the student or they may discuss proceeding with suspension/expulsion.

At the conclusion of the meeting, the Principal will render a decision, either placing the student at a BUHSD Alternative Education Program or proceeding with the long-term suspension or expulsion of the student. The



Principal's decision may be appealed, verbally or in writing, to the Superintendent, or Superintendent's designee, within twenty-four (24) hours of the date of the decision. If the student or the student's parents/guardians appeal to the Superintendent or the Superintendent's designee, a meeting shall be held within twenty-four (24) hours of the request. At the meeting, Superintendent or Superintendent's designee shall review the record and may receive additional input from the student and/or parents/guardians and the Principal. At the conclusion of the meeting, the Superintendent or Superintendent's designee shall render a decision. The decision of the Superintendent or Superintendent's designee shall be final.

During any of the appeal times and prior to the final decision of the Superintendent, the student may be placed in in-school detention and shall receive all assignments, class work, and homework such that the student may continue to advance in the general curriculum pending the final decision of the Superintendent.

Once a student attending a BUHSD Alternative Education Program has successfully fulfilled the requirements outlined on the referral and in policy, he/she is welcome to return back to their home campus. Should a student return to his/her home campus after fulfilling the necessary requirements, and later be referred back to a BUHSD Alternative Education Program, a permanent referral to a BUHSD Alternative Education Program will be recommended for the student's entire high school career. He/she will NOT be allowed to enroll in any other District school.

Students may attend public/private schools in lieu of a BUHSD Alternative Education Program, on the condition that upon return to his/her home campus, they bring proof of good discipline and attendance. (Note: Home School and Online School documentation will NOT be accepted.)

Students will have the opportunity to earn an additional ten (10) points by attending a Saturday School detention. This opportunity is only available once each semester. Category 6 infractions are exempt from exercising the 10 point opportunity.

Transgressions in any category evidencing major misconduct or a conduct that forebodes more troubling issues, will result in a maximum consequence. Points will be deducted according to the severity and repetitiveness of the discipline infraction. The discipline categories and point deductions are listed below. Any serious or continued infraction will be cause for point loss and suspension, alternative placement, long-term suspension, and/or expulsion. Various disciplinary infractions from Category 4 and all Category 5 and 6 listed in the matrix may have additional consequences and procedures as outlined.

A combination of any two (2) infractions listed under Category 5, or one (1) Category 6 referral (for the entire period of enrollment at District schools), may result in a permanent referral to a BUHSD Alternative Education Program, long-term suspension, and/or expulsion. If a referral is issued, the student will *not* be allowed to enroll in any other District school, per timelines set forth in the referral.

If a student enrolls at any District campus with one (1) Category 5 offense on his/her previous school's discipline record, District administrators will place the student on a Behavioral Agreement for a term of not less than one (1) full semester. Depending on the severity of the infraction(s) recorded on the student's previous school's discipline record, district administrators may immediately issue a permanent referral to a BUHSD Alternative Education Program, per school board policy.



See school board policy for re-admittance procedures and conditions of students permanently referred to a BUHSD Alternative Education Program.

Should a student transfer to another school within the District, *all* infractions *will* travel with him/her. Parent notification will be made throughout disciplinary proceedings with a student. This may be in the form of phone calls, referrals being sent to the household, and/or conferences.



JK-ED

EXHIBIT

STUDENT DISCIPLINE

DISCIPLINE INFRACTION CATEGORIES

Category 1

Points deducted for each discipline infraction:
All infractions - 5

Dress code violation
Failure to come to class prepared
Failure to follow directions
Failure to produce I.D.
Non-Dress PE
Pass abuse
Tardy (see matrix)
Violation of reasonable standard of right and wrong

Category 2

Points deducted for each discipline infraction:
1st – 5; 2nd – 10; 3rd – 10; 4th – 10; 5th – 15
4+ infractions receive 1 day ISS

Assisting or encouraging another to engage in misconduct
Being in a restricted area
Disruption
Engaging in misconduct
Inappropriate language
Leaving class without permission
Littering
Loitering
Lying
Misrepresentation that activity is school-sponsored
Missed teacher's assigned detention
Parking incorrectly
Personal technology devices, inappropriate use of (BUHSD Learning Center only) (see matrix)
Public display of affection
Unprepared for ISS
Use of rollerblades, skates, skateboards, or bicycles on campus
Vulgar or obscene gestures



Category 3

Points deducted for each discipline infraction:

1st – 10; 2nd – 10; 3rd – 15; 4th – 20

2+ infractions receive 1 day ISS

Careless driving (vehicle privileges suspended)

Cheating/Plagiarism

Defiance

Ditching

Leaving campus without checking out

Misuse of school property

Provoking/instigating inappropriate behavior

Truancy* (see matrix)

Unauthorized use of parking sticker and/or parking without a sticker

Vehicle violations* (vehicle privileges may be suspended)

Category 5

Points deducted for each discipline infraction:

1st – 25; 2nd – 25

Assault*

Bullying*

Burglary*

Confrontation with/profanity towards staff*

Defamation (2nd or 3rd time)

Endangerment*

Fighting* (1st incident)

Fire alarm misuse*

Fireworks

Gang related activity*

Category 4

Points deducted for each discipline infraction:

1st – 15; 2nd – 15; 3rd – 15; 4th – 25

Aggressive behavior toward/with another student*

Defamation (1st time)

Destruction of school or personal property*

Disrespectful behavior towards staff*

Forgery/verbal misrepresentation

Gambling*

Influencing/tampering with a witness

Leaving school grounds without permission

Obstructing an investigation

Petty theft

Possession of pornographic/indecent material*

Possession, use, or threat to use dangerous instruments/devices*

Possession, use, sharing, or intent to use, and sharing of tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity (1st time)*

Threat*

Racial/ethnic slurs

Serious misconduct*

Stalking* (1st time)

Tampering with physical evidence

Violation of acceptable use agreement and/or student user agreement

Category 6

Points deducted for each discipline infraction:

1st – 50

POLICE WILL BE NOTIFIED FOR THE FOLLOWING:

Aggravated assault*

Armed robbery*

Arson*

Bomb threat*

Chemical or biological threat*

Display of, possession, use, or threatening to use a firearm or weapon(s) [or simulated weapon(s)]*



Category 5 (Continued)

Gross misbehavior
Harassment
Hazing*
Inciting a riot*
Indecent exposure or public sexual indecency*
Insubordination
Intimidation*
Major threat*
Pornography, distribution and/or sharing of*
Possession, use, sharing, or intent to use, and sharing of tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity (2nd or 3rd time)*
Distribution, sale or intent to distribute, sale of tobacco or tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity*
Possession, under the influence, use and/or sharing, or intent to use, sale and/or sharing of drugs, paraphernalia, vapor releasing substances or misuse of a legal substance on campus or school activity*
Possession, under the influence, distribution, use, sale and/or sharing, or intent to distribute, use, sale and/or sharing, of alcohol on campus or school activity*
Robbery*
Sexual misconduct*
Stalking* (2nd or 3rd time)
Technology resources misconduct*
Theft*
Unauthorized entry or access*
Verbal abuse of student or school/non-school employee*

Category 6 (Continued)

Distribution, sale, or intent to distribute, sale of drugs, drug paraphernalia, vapor releasing substances, materials designed to look like drugs, on campus or school activity*
Extortion*
Extreme threat, substantial disruption or material interference with school activities*
Homicide*
Kidnapping*
Sexual abuse/Sexual conduct with a minor/
Child molestation*
Sexual assault*
Use of any instrument as a weapon*
Vandalism*



DISCIPLINARY MATRIX

INFRACTION	1 st REFERRAL	2 nd REFERRAL	3 rd REFERRAL
*Aggravated assault	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Aggressive behavior toward/with another student	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Alcohol, possession, under the influence, distribution, use, sale and/or sharing or intent to distribute, use sale and/or sharing on campus or school activity	Option 1: (1 st Offense): Five (5) day In-School Suspension, BASE intervention module (student), parent BASE intervention module to be completed within five (5) days of ISS. If neither the student and/or parent does not complete the BASE intervention module within the five (5) days of ISS, the student will serve an additional four (4) day Out-of-School suspension. Option 2: Nine (9) day Out-of-School Suspension/recommend counseling with District counselor (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Armed robbery	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Arson	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	



*Assault	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Bomb threat	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Bullying	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Burglary	Five (5) day Out-of-School Suspension Restitution (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Cheating or Plagiarism	Loss of credit for assignment (5 pts.)	Loss of credit for assignment/class (10 pts.)	Loss of credit for assignment/class (10 pts.)
*Chemical or Biological threat	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
Confrontation with/Profanity towards staff	Three (3) day Out-of-School Suspension (25 pts.)	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension (25 pts.)
*Dangerous instruments/devices, possession, use of, and/or threat to use	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Nine (9) day Out-of-School Suspension, Long-Term Suspension, Alternative Placement, and/or Expulsion (15 pts.)



Student/Parent Handbook 2023-2024

Defamation	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)
Disrespect towards staff/authority (<i>Student not obeying a directive from an adult</i>)	One (1) day In-School Suspension (15 pts.)	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Destruction of school or personal property	Three (3) day In-School Suspension Restitution (15 pts.)	Five (5) day In-School Suspension Restitution (15 pts.)	Five (5) day Out-of-School Suspension, Long-Term Suspension, Alternative Placement, and/or Expulsion Restitution (15 pts.)
*Ditching	One (1) day In-School Suspension (10 pts.)	Three (3) day In-School Suspension (10 pts.)	Five (5) days In-School Suspension (15 pts.)
Dress code violations Note: Alternative consequences may be assigned in lieu of a point loss at the discretion of site administration.	Change clothes (5 pts.)	Change clothes Call to parents (5 pts.)	3 rd and subsequent: Change clothes (5 pts. each incident)
*Drugs, possession, under the influence, use, sharing, or intent to use, sharing of the following on campus or school activities: ~ Drugs ~ Drug paraphernalia ~ Vapor-releasing substances ~ Materials designed to look like drugs ~ Misuse of legal substance	Option 1: (1 st Offense): Five (5) days In-School Suspension, BASE intervention module (student), parent BASE intervention module to be completed within five (5) days of ISS. If neither the student and/or parent does not complete the BASE intervention module within the five (5) days of ISS, the student will serve an additional four (4) day Out-of-School Suspension.	Nine (9) day Out-of-School Suspension, Alternative Placement, Long-term Suspension and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



Student/Parent Handbook 2023-2024

	Option 2: Nine (9) day Out-of-School Suspension/ Recommend counseling (25 pts.)		
*Drug distribution, sale, or intent to distribute, sale of drugs, paraphernalia, vapor releasing substances, or materials designed to look like drugs	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Endangerment	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Extortion	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Fighting (During four (4) year period)	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Fire alarm misuse	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Fireworks	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Forgery/verbal misrepresentation	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)



Student/Parent Handbook 2023-2024

*Gambling	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Gang related activity	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Gross misbehavior	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Harassment	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Hazing	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Homicide	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Inciting to riot	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Indecent exposure or public sexual indecency	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Influencing/tampering with a witness	Three (3) day In-School Suspension	Five (5) day In-School Suspension	Five (5) day Out-of-School-Suspension



Student/Parent Handbook

2023-2024

Insubordination	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Intimidation	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Kidnapping	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Leaving school grounds without permission	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
Personal technology device violation (BUHSD Learning Center only) Note: Failure to comply with staff's request to turn over technology device will result in a one (1) day OSS.	Confiscate for the remainder of the school day (5 pts.)	Confiscate until parent/guardian picks up from Administrator (10 pts.)	3 rd & Subsequent: One (1) day Out-of-School Suspension (15 pts. per incident)
Petty theft	Three (3) day In-School Suspension, Restitution (15 pts.)	Five to nine (5-9) day In-School Suspension, Restitution (15 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion, and Restitution (15 pts.)
Pornography/Indecent material, distribution and/or sharing of	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



Student/Parent Handbook 2023-2024

*Pornography/Indecent material, possession	Refer to counseling Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (15 pts.)
Racial/ethnic slurs	Three (3) day Out-of-School-Suspension	Five (5) day Out-of-School-Suspension	Nine (9) day Out-of-School-Suspension
*Robbery	Five (5) day Out-of-School Suspension Restitution (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Serious misconduct	Three (3) day In-School Suspension (15 pts.)	Five (5) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)
*Sexual abuse, sexual conduct with a minor, child molestation	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Sexual Assault	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Sexual misconduct	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Stalking	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Tampering with physical evidence	Three (3) day In-School Suspension	Five (5) day In-School Suspension	Five (5) day Out-of-School Suspension



Student/Parent Handbook

2023-2024

Tardy [for every three (3) tardies] Note: At 4 th & subsequent referral(s), alternative consequences may be assigned in lieu of In-School Suspension at discretion of site administration.	3 rd Tardy: (5 pts.)	6 th Tardy: One (1) day In-School Suspension (10 pts.)	9 th Tardy: Two (2) day In-School Suspension (15 pts.) 4 th Referral - 12 th & Subsequent Incidents: Three (3) day In-School Suspension, tardy agreement on the 12 th tardy (15 pts.)
Technology resources, misconduct in violation of student user agreement	Five (5) day Out-of-School Suspension, Possible loss of privileges of technology use, Restitution, if applicable (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion, Restitution, if applicable (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Theft	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Threat	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (15 pts.)	Nine (9) day Out-of-School Suspension (15 pts.)
*Extreme threat, substantial disruption or material interference with school activities	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Major threat	Nine (9) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



Student/Parent Handbook 2023-2024

*Tobacco or tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products - possession, use, and/or sharing, or intent to, use, and/or sharing of	Three (3) day In-School Suspension (15 pts.)	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)
*Distribution, sale, or intent to distribute, sale of tobacco or tobacco products, tobacco substitutes, electronic cigarettes, or other chemical inhalation devices, or vapor products on campus or school activity	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
Truancy *Student 16 years old or younger may be issued citation(s) when truant at least 5 days for one school-year period.	Notify parents (5 pts.)	Notify parents (10 pts.)	One (1) day In-School Suspension (15 pts.) 4 th Incident: Three (3) day In-School Suspension (15 pts.) 5 th & Subsequent: Five (5) day In-School Suspension Possible loss of credit in class(es) (15 pts.)
*Unauthorized entry or access	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)



*Vandalism	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion Restitution (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	
*Vehicle violations	Suspension of parking privileges (10 pts.)	Suspension of parking privileges (10 pts.)	Suspension of parking privileges (15 pts.) 4 th Incident: Revocation of parking privileges (20 pts.)
*Verbal abuse - student or school/non-school employee	Five (5) day Out-of-School Suspension (25 pts.)	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (25 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)
*Weapon, possession, display of, or threatening to use firearm or weapon(s), simulated weapon, or use of any instrument as a weapon	Nine (9) day Out-of-School Suspension, Long-term Suspension, Alternative Placement, and/or Expulsion (50 pts.)	*Nine (9) day Out-of-School Suspension and Expulsion (50 pts.)	

**Police may/will be notified*

School District administrators will categorize any behavior(s) that is/are not listed. Any serious or continued infraction may be cause for point loss and suspension. If not specifically noted, parents, guidance counselors, and/or police will be notified as defined in the Buckeye Union High School District disciplinary procedures.

GLOSSARY OF CONSEQUENCES

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the District's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order of increasing severity.



Conference – A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.

Parent Involvement – A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

Support Group – The school may have a support group, which can contribute to emotional growth and positive behavioral change when certain types of problems arise. When the school parent/guardian, and the student agree, participation in a support group may be assigned in addition to, or in lieu of, other consequences.

Detention – Detention is mandatory time spent in an assigned location, either studying or performing supervised work. Rules for detention may vary by assignment, but always require full cooperation with the supervisor. Times for detention may be assigned during break-time, noon, or at the close of school day, provided that appropriate consideration is given to student transportation, weather, and other extenuating circumstances. A student shall not be denied the privilege of eating. Detention should not exceed one (1) hour per day.

Restitution and/or Replacement – When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences. The District shall not assume responsibility for the loss of, or damage to, personal property stored, installed, or used on school premises.

Loss of Privilege (LOP) – As you advance through high school, you may receive certain privileges – parking on campus, permission to leave campus, priority scheduling, etc. However, you may forfeit these privileges if you do not comply with school rules. Therefore, any privilege that is abused may be revoked, pending behavior change or fulfillment or reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. **You must retain satisfactory discipline, attendance, and academic records in order to retain privileges.** Loss of privileges may include the student's right to be enrolled in a class.

Behavioral Agreement – A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required; in some instances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.

Saturday School Detention – With notification to the student and parent/guardian, a school administrator may assign a student Saturday school detention. This program allows students the opportunity:

- to fulfill disciplinary consequences without missing valuable class time
- to **earn back ten (10) quality points. This option is only available once each semester.**

Saturday School Detention is held on designated Saturdays. Activity allowed in Saturday school is silent study and/or performing any groundskeeping or litter control as required (A.R.S. §15-841). During this time, the student's access to school services, facilities and personnel will be limited to the detention area.



In-School Suspension (ISS) – Students assigned to In-School Suspension by an administrator (or his/her designee) may receive up to 100% credit for missed assignments/tests/quizzes on the particular date(s) the suspension is served.

Out-of-School Suspension (OSS) (Short-term) – With notification to the student and parent/guardian, a school administrator may remove a student from school and bar the student from all school activities for a period of one to ten days. The student is not permitted to participate in or attend any school-sponsored events during the period of suspension. (For further information, see school board policy.)

Out-of-School Suspension (OSS) (Long-term) – Acting upon the recommendation of the administration, the Governing Board may deny all school privileges to a student for a period of more than ten days to one calendar year. (For further information, see school board policy.)

Emergency Suspension – If a danger to students or staff 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.

Expulsion – Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student. (For further information, see school board policy.)

DEFINITIONS

Dangerous Instrument means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Destructive Device:

- A category of firearm that includes an explosive, combustible, or poisonous gas.
- Any type of weapon (other than shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which destructive device may be readily assembled.

Drugs:

- 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 school board policy.



- Hallucinogenic substances.
- Inhalants.
- Materials that are designed to look like alcohol, drugs, and/or drug paraphernalia and vapor releasing substances.

Firearm: A firearm means any of the following:

- Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun, or other weapon that will expel, is designed to expel, or may readily be converted to expel a projectile by the action of an explosive.
- Frame or receiver of any such firearm.
- Firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

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 District property.

Simulated Weapon: Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object as a stick or finger concealed under clothing and is being used portrayed as a firearm.

Weapon: any weapon designed for lethal use. A weapon would include any of the following:

- Firearm
- Knife
- Destructive device
- Dangerous instrument

DRESS CODE POLICY

The District encourages students to take pride in their attire as it relates to the school setting. Standards for decency and common sense prevail. Clothing and accessories that disrupt the education process and/or the school's mission are not acceptable. Items that create an atmosphere of threat, intimidation, or undue



pressure may not be worn on campus or at any school activity. If a student fails to meet these standards s/he will be sent to a school administrator to change into the proper clothing or until the proper clothing is brought. Dress Code violations are a Category 1 offense and thus, are subject to disciplinary action.

The following applies to all students within the District:

- Students must wear clothing that fits – no sagging or over-sized clothing.
- Torso, bras, and bra straps are not to be exposed.
- Halter tops and spaghetti straps are not allowed.
- No half-shirts, see-through, mesh shirts, undershirts, or muscle shirts will be allowed without school-appropriate shirt underneath.
- Tank tops and sleeveless shirts are allowed but must be non-revealing.
- Strapless dresses, blouses, and shirts are not allowed.
- Shorts, skirts, leggings, yoga pants, and dresses should be non-revealing, and appropriate for a school setting. Exposed genital areas or buttocks are not acceptable. Undergarments should not be exposed.

Items of clothing or other personal items shall not:

- Have symbols or logos that depict/suggest the use of any controlled substance. This shall include, but not be limited to, alcohol, tobacco products, or marijuana.
- Have gang-related personalization. No bandanas or other representation of colors is permitted on district campuses or at school sponsored activities.
- Have obscene language or symbols of sex or weapons.
- Carry messages referring to death, violence, or hate speech that substantially disrupts or materially interferes with school activities or is vulgar, indecent, profane, offensive, or lewd.
- Shoes must be worn at all times. Closed-toed shoes are required for physical education, shop classes, and laboratories.

Belts must be of an appropriate length and may not hang down. Hanging straps on bibs and chains hanging from articles of clothing shall not be allowed.

Jewelry shall not be worn if it presents a safety hazard to self and/or others.

Exceptions for special activities or health considerations may be pre-approved by the administrator.



TRANSPORTATION

PERSONAL TRANSPORTATION

Bicycles are an acceptable means of student transportation. Upon entering school grounds, bicycles must be stored in bicycle racks that are provided for student use. Any other use of bicycles is strictly prohibited.

Rollerblades and skateboards are also acceptable means of student transportation. Students must check their equipment in at the office upon arrival to school. Motorized scooters are not allowed on campus.

BUS TRANSPORTATION

Students who are residents within a school attendance area and live less than 1.5 mile from the school, will NOT be afforded transportation.

Bus transportation is provided as a privilege extended to students in the District, and is not a statutory requirement (except under specific circumstances). This privilege is dependent upon the conduct of the student and may be suspended or revoked. Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the school bus driver's instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger. (A.A.C. R17-9-104). Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting. The bus driver is responsible for compliance with applicable regulations.

Students must have a written request by a parent or legal guardian **and** permission from the principal (or his/her designee) 24 hours in advance, to ride (and/or exit) the bus other than at the assigned bus stop.

Should a student not arrive home in a timely manner from riding the bus from school, parents need to call 623-269-1063 to report the delay. School personnel will in turn contact the Transportation Director, should the need arise.

BUS RULES AND REGULATIONS

The following is to be used as a guide for transportation in accordance with BUHSD school board policy only students who live 1.5 miles or more away from their home school are eligible to ride the bus. **All students who ride the must show their current school ID that has their designated route number printed on it to board the bus.**

Arriving at pickup point:

- Be on time.



- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file parallel to the roadway.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus. Place your foot squarely on the stop, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- When the bus is in motion, all students must be seated facing forward with their backs against the back of the seat and feet on the floor.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the window of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.



- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.
- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.
- Students are expected to exit the bus at assigned bus stop. Failure to do so may result in consequences, per policy.

Crossing the highway:

- If you must cross the road, walk to a point about 10 feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.



Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

STUDENT DRIVING AND PARKING ON CAMPUS

Student parking is available on campus to those students who have registered and purchased a parking permit from a school official for a family owned vehicle. Students must have a graduated driver's license and provide a copy of the driver's license to a BUHSD designee. Driving permits are not acceptable documentation to purchase a parking permit or to park on district property during regular school hours. Driving and parking on campus is a privilege. **However, students must maintain a satisfactory discipline and academic record in order to retain this privilege.**

Parking permits are available for \$50.00 each and may not be sold or transferred. Lost, stolen, damaged, or altered permits will need to be replaced at the price of \$10.00. Vehicle registration forms can be picked up in the Principal's Office.

Students may not park in any staff, visitor, reserved space, or in a designated No Parking Area. On closed campuses, students will be allowed access to student parking lot during class breaks and after school. Students will not be allowed access to student parking lot during lunch or class time.

Parking a vehicle on campus entitles a designee of the Principal to search that vehicle upon reasonable suspicion that the search will reveal evidence of a violation of a school rule/regulation. Patrols of student



parking lots and inspections may be conducted without notice, without student consent, and without a search warrant.

Although the parking lot is patrolled, parking is at the student's own risk. The Buckeye Union High School District assumes no liability for damaged or vandalized vehicles. **Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.**

GENERAL RULES FOR DRIVING/PARKING

1. Students must park in designated areas and within lined parking spaces only.
2. Student parking is restricted to the student parking lot only.
3. Parking permits must be displayed in the front window at all times.
4. The speed limit on campus is 10 m.p.h.
5. Students must make a complete stop at all stop signs.
6. Students may not loiter in the parking areas or in vehicles.

CONSEQUENCES

Students may lose the privilege of driving and parking on campus for violation of school policies unrelated to driving/parking on campus. Students are expected to drive/ behave in an appropriate and safe manner in all of the driveways and parking lots.

Incident	Consequence – School Action
1 st Offense	Loss of 10 Quality Points, driving/parking privileges may be suspended
2 nd Offense	Loss of 10 Quality Points, one (1) day In-School Suspension, driving/parking privileges may be suspended
3 rd Offense	Loss of 15 Quality Points, three (3) day In-School Suspension, driving/parking suspended

UNAUTHORIZED USE OF A PARKING STICKER AND/OR PARKING WITHOUT A STICKER

Under no circumstance may a parking permit be sold or transferred to another student. Any student involved in this type of transaction will receive consequences for gross insubordination.

Incident	Consequence – School Action
1 st Offense	Six weeks loss of driving/parking privileges (10 pts.)
2 nd Offense	Referral to the Administration and loss of driving/parking privileges for the rest of the year (loss of driving/parking privileges for the remainder of the year) (10 pts.)
3 rd Offense	Treated as serious misconduct and three (3) day In-School Suspension (15 pts.)



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 based on 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 school board policy.

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.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

EXHIBIT

U.S. Department of Education

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Last Modified: 08/25/2021