



CAVE CREEK UNIFIED SCHOOL DISTRICT

community inspired • globally prepared

2017-2018
CAVE CREEK UNIFIED
SCHOOL DISTRICT #93
STUDENT HANDBOOK
GRADES K-12

*Cave Creek Unified School District
Governing Board*

*Mr. Mark Warren, President
Ms. Cynthia Weiss, Vice President
Ms. Janet Busbee, Member
Ms. Kathryn Hill, Member
Mr. James Rich, Member*

Dr. Debbi C. Burdick, Superintendent

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DISTRICT INFORMATION

District Office

33016 N. 60th Street
Scottsdale, AZ 85266 (physical address)
P.O. Box 426
Cave Creek, AZ 85327 (mailing address of district and all schools)
480-575-2000 PHONE
480-488-7055 FAX
www.ccusd93.org WEB

Cactus Shadows High School – Grades 9-12

The Falcons
5802 E Dove Valley Road
Scottsdale, AZ 85266
480-575-2400
Dr. Steve Bebee, Principal
Ms. Laurie Umbarger, Assistant Principal – Academics
Mr. James Swetter, Assistant Principal Operations and Resources
Mr. Aaron Pettinato, Dean of Students - Discipline/Attendance

Sonoran Trails Middle School – Grades 7-8

The Stingers
5555 E Pinnacle Vista Drive
Phoenix, AZ 85085
480-272-8600
Mr. Bill Dolezal, Principal
Mr. Todd Wright, Assistant Principal

Black Mountain Elementary School

Grades K-6

The Bobcats
33606 N. 60th Street
Scottsdale, AZ 85266
480-575-2100
Mr. Matt Owsley, Principal

Desert Willow Elementary School

Grades K-6

The Roadrunners
4322 E Desert Willow Parkway
Cave Creek, AZ 85331
480-575-2800
Dr. Rod Egan, Principal

Lone Mountain Elementary School

Grades K-6

The Eagles
5250 E Montgomery Road
Cave Creek, AZ 85331
480-437-3000
Mr. Rob Miller, Principal

Desert Sun Academy

Grades K-6

The Coyotes
27880 N. 64th Street
Scottsdale, AZ 85262
480-575-2900
Mr. Aaron Bagwell, Principal

Horseshoe Trails Elementary School

Grades K-6

The Stallions
5405 E Pinnacle Vista Drive
Phoenix, AZ 85085
480-272-8500
Dr. Matt Schenk, Principal



PO Box 426
Cave Creek, AZ 85327
480-575-2000 Phone
480-488-7055 Fax
www.ccusd93.org



August 1, 2017

Dear Cave Creek Unified School District Staff and Parents,

Welcome to the school year! Cave Creek Unified School District is a source of pride for all of us. We offer outstanding educational opportunities for all students and we continuously strive to *Inspire Excellence* in all we do for our students, staff, schools and community.

In our District, you will find:

- The #1 District in Maricopa County (AZ Department of Education)
- Safe and secure campuses
- Excellent Schools including, A+ Schools and A+ School Programs
- 6% of teachers are National Board Certified
- We hire certified teachers
- 96% of the Class of 2017 graduated
- Signature programs: International Baccalaureate®, Early College, STEM (Science Technology, Engineering Math), Career & Technical Education, Chinese, French & Spanish Immersion Programs, Equine and online coursework.
- Active Parent Teacher Organizations at all schools
- Award winning athletics, fine arts programs, world languages and extra-curricular opportunities for students
- Supportive community and business partnerships

As a member of our school community, you will see our mission to *Inspire Excellence* in action daily. We invite you to join us as we continue to focus on providing an outstanding educational experience for our 5,500 students and their families.

I am so proud to serve as the Superintendent in this district...the same district I chose to educate my own children when we moved to Arizona. I, along with our Cave Creek Unified School District team, look forward to working together with all shareholders for the ongoing achievement of our students.

Best wishes for a fantastic school year,

Debbi C. Burdick, Ed.D.
Superintendent

Cave Creek Unified School District Governing Board's

Guiding Principle

STUDENTS FIRST...PEOPLE ALWAYS

Mission

INSPIRE EXCELLENCE

Vision

Inspire students to become life long learners in order to succeed in a global economy

BELIEFS

- We value parents as the child's first and best teacher.
- We value our community who entrusts us with the responsibility of the management of their fiscal resources.
- Every student will have the opportunity to learn in a safe nurturing environment.
- All students can learn with support from inspiring teachers and dedicated staff.
- Our schools and students must continuously improve beyond government mandated standards.
- Our students will be provided a world class education as a foundation for their contribution to society.
- Our schools must be the cornerstone of our community, be a good neighbor, respecting the values, rights and property of all within our school community.
- Maintain accountability to parents and students to ensure the highest level of curriculum.

GOALS

- Develop and adhere to policies that create a healthy learning environment.
- Develop and deliver a curriculum, instructional program and assessment process which exceeds state standards.
- Provide technology integration which engages students, enhances learning and advances achievement.
- Encourage participation in extra-curricular and co-curricular opportunities such as athletics, fine and performing arts, vocation/career preparation and community service.
- Provide opportunities for principled, visionary and disciplined leadership and professional development which directly impacts student achievement.
- Maintain an open budget process which considers shareholders' input, is based on student needs and priorities and reflects the district's strategic plan and funding realities.
- Provide outstanding customer service in all aspects of operations to all stakeholders in the community.

PHILOSOPHIES

Fiscal Stewardship Philosophy:

Cave Creek Unified School District commits to inspiring excellence in all aspects of education, while acting in a financially responsible manner by maximizing all resources possible to enhance student education (i.e., grants, education, community, business partners, and foundation).

Tax Philosophy:

Cave Creek Unified School District commits to providing its students with the most comprehensive, high quality education available, while maintaining the lowest voter approved secondary tax rate possible.

Attraction and Retention of Student Philosophy:

Cave Creek Unified School District commits to creating an educational environment that attracts, expects and inspires excellence for staff, students, parents and community members through a variety of program offerings.



Cactus Shadows High School



Sonoran Trails Middle School



Black Mountain
Elementary School



Desert Sun
Academy



Desert Willow
Elementary School



Horseshoe Trails
Elementary School



Lone Mountain
Elementary School

The Cave Creek Unified School District encourages regular attendance at school. As educators, we know that regular school attendance is a necessary part of the learning process and is key to getting a good education. Students who are frequently absent may be putting their futures in jeopardy and studies have shown that chronic absenteeism, especially truancy, is highly associated with dropping out of school. Please be sure that your children are in attendance every school day unless they are sick.

ATTENDANCE

ATTENDANCE REQUIREMENTS

Attendance

The Governing Board believes that the attainment of academic excellence requires attendance on a regular basis. Attendance is the responsibility of the students and parents; students may fail classes or promotion may be withheld if this requirement is not met.

Legal Requirements

Arizona law requires students to attend school through the completion of the 10th grade, or to the age of 16.

ABSENCE POLICIES (REF: BOARD POLICY JH-R) A.R.S. §15-901(A)(1)

Attendance is Essential

Regular attendance is the key to much of the success a student may gain from his/her school program. Students would remain out of school only when absolutely necessary, as much of the classroom activity cannot be made up. The benefit of lectures discussion and participation is lost forever to those who are absent. A doctor's verification may be requested for excessive illness-related absences. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported to AZ Department of Education as unexcused.

Parent Responsibility

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student.

Chronic Illnesses

In cases where medical documentation can be provided regarding a long-term illness or an ongoing medical condition, parents should be in contact with the school regarding the chronic health problem. Parents should contact a site administrator to develop an academic plan. Absences due to a chronic illness are exempt from the cumulative 10% rule if they meet with A.R.S guidelines.

Absence

An absence is defined as any time a student is not in class one or more periods. This includes excused, unexcused or suspension.

Unexcused Absence – Full Day

A full day unexcused absence is any absence from school without the prior knowledge and consent of the parent/guardian.

Unexcused Absence – One or More Period(s)

Once a student is at school, absences from one or more classes that day without an acceptable excuse approved by the school will be classified as unexcused.

Permit to Leave School During School Hours

High School students must check out through the attendance office prior to leaving school during school hours (See CSHS Reference Guide). Failure to do so will be a violation of the Closed Campus policy and the absence will be recorded as unexcused. The parent/guardian must give written and/or verbal approval (parent must sign student in/out during lunch hours). A person picking up a student must be listed on the emergency card and show valid picture I.D.

K-8 students: A parent or other authorized person is required to come into the office and sign prior to the student's release. A person picking up a student must be listed on the emergency card and show a valid picture I.D.

GENERAL ATTENDANCE PROCEDURES

Classification of Absences

Absences which include trancies, tardies and suspensions: Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period and is a result of:

- Personal illness
- Doctor or dentist appointments which cannot be made up after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the attendance office upon the student's return to school
- Serious family illness or a death in the family.
- Suspensions
- Prior notification by the parent to the administration.

Recognized religious holidays are subject to the absence limit, but do require notification to the administration by the student's parents at least 24 hours in advance.

General Attendance/Tardy Administrative Procedure

- The school district expects parents/guardians to call the attendance office each day a student is absent from school. Reasonable attempts will be made by the school, through phone calls or letters, to inform parents/guardians of a student's absence. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.
- When a student transfers from one school to another within the Cave Creek Unified School District, the student's attendance record will transfer to the new school.
- Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.
- Excused absences due to school activities (athletics, field trips, performing groups, student government, etc.) are excluded from the attendance/tardy policy.
- Absences from scheduled classes as a result of on or off-campus suspensions will be included in the total number of absences for the semester in which the suspension occurs.

Attendance Procedures for Students with Disabilities

Whenever nonattendance interferes with the delivery of special education services or interferes with the attainment of goals and objectives identified in the Individual Education Program (I.E.P.), a review of placement and review/revision of the I.E.P. must be conducted.

Kindergarten-Sixth Grade

Parent Notification

- A reasonable effort will be made to notify the parent by phone when a student is absent without notice.

Potential Actions or Consequences for Repeated Unexcused Absence

- Development of a Student Expectation Contract.
- Referral to Law Enforcement Agency.
- Short Term suspension.
- Grade level retention.

Middle School

Parent Notification

- Parents will be contacted (by the auto dialer system) for all daily absences.

Potential Actions or Consequences for Repeated Unexcused Absence

- The attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5th) absence and/or tardy in any class period during the semester.
- Students reaching a total of 18 absences may be referred to Law Enforcement.
- Development of a Student Expectation Contract.
- Grade level retention.

High School

Parent Notification

- Parents will be contacted (by the auto dialer system) for all daily absences.

Excessive Absence/Tardy Procedures

1. To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5th) absence and/or tardy in any class period during the semester. (Loss of Credit Board Policy JH-R)
2. Students who reach eight (8) absences and/or tardies in one or more classes during any semester will be automatically placed on ACADEMIC PROBATION. Students will be removed from ACADEMIC PROBATION at the end of the current semester if they have twelve or fewer absences for the current semester with NO TRUANCIES, SUSPENSIONS OR TARDIES AFTER ACADEMIC PROBATION BEGINS.
3. Students will be notified that they have been placed on ACADEMIC PROBATION and the student will be given the written conditions of probation and a due process affidavit.
4. If the student remains in the class and has no further unapproved absences, and is not involved in disciplinary or disruptive behavior, and is passing the class in all respects, he/she may petition for credit.
5. In the case of prolonged absences (90 days) of a student from school, the principal will advise the student's parent(s) concerning the availability of teaching services for homebound students. The principal will determine in each instance whether provisions for such services are appropriate.

Loss of Credit (Ref: Board Policy JH-R)

High school students may lose credit for any class in which they accumulate 13 absences and/or tardies during a semester. This accumulation of tardies includes excused and unexcused. The only exception to this rule will be when the administration decides that adequate evidence has been presented indicating an unusual circumstance, such as prolonged illness, requiring an accumulation beyond the maximum of 13 absences or tardies.

Legal Action for Excessive Truancy

A student or parent whose student is truant may be issued a citation by the principal or assistant principal. The principal or assistant principal shall notify the child's parent/guardian that the citation was issued and that the parent/guardian is required to appear in court with the child.

Tardy Policy (Ref: Board Policy JH-R)

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students.

Students are expected to arrive on campus in time for the start of the school day. Any student who is late to be in the first scheduled class shall go directly to the attendance office for a pass for admittance to class. Students who are habitually late in arriving at school are subject to disciplinary action.
A tardy becomes an absence when a student who arrives late has missed the majority of instruction.

GENERAL POLICIES

ANONYMOUS TIPS.COM

As a community service, AnonymousTips.com is providing a hassle free way for school administrators to receive information about inappropriate behaviors that could affect their students, faculty, and the school environment. The program is designed to empower students with the freedom to disseminate information that is occurring on their campuses while at the same time, keeping their identity confidential. To report an issue, simply go to the Internet address: www.anonymoustips.com. This is your campus. Campus safety is a shared responsibility. If you become aware of a situation of someone who wants to cause harm to themselves or others there is an obligation to tell.

ATHLETIC PARTICIPATION

In the Cave Creek Unified School District athletic program, the health and welfare of the athlete is the most important concern. We know that athletic participation enhances the learning environment of the campus. Every effort will be made to assure a healthy environment and safe training conditions for athletes.

Before athletes may participate in any aspect of school sports, they must be academically eligible, must have proof of an annual physical exam on record and must have an insurance form on file signed by their parent or guardian. Participating athletes are required to abide by the Athletic Code of Conduct.

CLOSED CAMPUS

School campuses are closed for all students throughout their scheduled day, including lunchtime. In order for a student to leave campus a parent must come to the front office to sign their student out.

COMPUTER, TELECOMMUNICATION & NETWORK RESOURCES

(Ref: Board Policy IJNDB,
IJNDB-E, District Technology Policy Manual)

General

The following guidelines apply to:

- Students who use computers belonging to Cave Creek Unified School District
- Students who access network resources available through Cave Creek Unified School District
- Students who bring personal electronic devices to Cave Creek Unified School District schools/events. These include but are not limited to, cell phones, iPods, electronic games, audio devices or any other electronic devices

Network access, including the internet, is available to students. Our goal in providing this service is to promote instruction and learning. The district has taken technical and organizational precautions to restrict access to controversial materials. However, on a shared network, it is impossible to control all controversial materials. The district believes the valuable information and interaction available on our network and the Internet far outweigh the possibility that users may experience material inconsistent with the educational goals of the district.

Guidelines for Acceptable Use

- Only devices (computers, phones, PDA's drivers, etc.) approved by Cave Creek Unified School District administration may be connected to the Cave Creek Unified School District network.
- Computers, telecommunications and network resources are to be used for educational purposes only.
- Students shall not purposely submit, publish, display or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive or illegal material.
- Students shall abide by all copyright and trademark laws and regulations.
- Students shall not reveal personally identifiable data unless authorized to do so by designated school authorities.
- Students shall not reveal their personal logins/passwords or attempt to discover the logins/passwords of others.
- Students shall not use the network in any way that would disrupt the use of the network by others.
- Students shall not attempt to harm hardware, software or data, nor interfere with the security of any computer, telecommunication or network resource.

The student and parent must sign the Electronic Information Services User Agreement before the student is permitted to use the Internet at school. When signed, the student understands that he/she will abide by the provisions and conditions of the contract. The student also agrees that any violation of the regulations may result in disciplinary action, the revocation of their user account and appropriate legal action.

The use of the school's electronic resources and/or BYOT (bring your own technology) networks is a privilege, not a right. Inappropriate use will result in a loss of those privileges. You must use your account for education and research that fit the educational goals and objectives of the Cave Creek Unified School District. Misuse can come in many forms, but is commonly viewed as any message sent or received that indicates or suggests pornography (including sexting), unethical or illegal solicitation, racism, sexism, inappropriate language and any attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. All rules of conduct described in the Student Handbook apply when you are on the network. The administration, staff or faculty may request that the system administrator deny, revoke or suspend specific accounts.

COUNSELING SERVICES

Our school counselors are certified and hold at least a master's degree. They provide a myriad of services to students, and are often the best initial contact to resolve issues and concerns. Their services are related to academic, vocational, or personal issues, and may include:

- Counseling students individually or in groups
- Consulting with teachers, parents, and administrators
- Moderating parent-teacher conferences
- Helping teachers with classroom concerns
- Providing classroom guidance activities
- Providing crisis intervention services
- Assisting in the development of positive self-concept
- Helping students learn to make good decisions
- Connecting parents and students with school and community resources
- Developing career awareness
- Facilitating transitions between elementary/middle/ high school levels
- Communicating with parents about program opportunities for their children
- Identifying academic remediation or acceleration needs
- Assisting with parenting issues
- Setting up homebound instruction
- Referring students for special education eligibility determination
- Recognizing students for academic accomplishment

Confidentiality Policy—There are four instances in which a counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a "confidential" counseling session: 1) when a student indicates he is going to physically harm himself or jeopardize his life; 2) when a student indicates he is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened; 3) when a student indicates he is being physically, sexually, and/or emotionally abused; 4) when a student indicates he has committed a felony (i.e. selling drugs, stealing a car, etc.).

CRISIS/EMERGENCY & EVACUATION PLAN

Each school in the Cave Creek Unified School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, each plan is updated annually by the school emergency response team and followed up with training for staff members. School crisis plans are available for review upon request to the school administration. In event of an emergency, access the CCUSD Emergency Information Hotline at 480-575-2001 for a recorded message or check Cave Creek Unified School District93.org website for updates.

SITE	WALKING EVAC SITE	OFF SITE EVAC
BMES	Fine Arts Center	Desert View Bible Church
DSA	Northridge Com.Church	Cactus Shadows HS
DWES	Desert Willow Park	Cactus Shadows HS
HTES	STMS	Cactus Shadows HS
LMES	Toll Bros. Subd.	Cactus Shadows HS
STMS	HTES	Cactus Shadows HS
CSHS	Football Stadium	Desert View Bible Church

CUSTODY

The most recent custody papers are to be kept on file in the school office. This would be the latest dated court decree. It is the parent's responsibility to provide to the school the official court documents that have been filed and served to all parties involved.

Order of Protection

If there is an order of protection due to custody (or any other issues), the student file is flagged in the school office. Orders of Protection are only good for one (1) year. When Orders of Protection expire, it is the custodial parent's responsibility to give a copy of the renewed Order of Protection to the school office.

Guardianship

Legal guardianship and temporary legal guardianship can only be established by Court Order. The school should request "letters of guardianship", issued by a court, before enrolling a student. Temporary legal guardianship can only be granted for six (6) months, per court order.

DRUG FREE ZONE

Drug Free Zone includes off-campus (ARS 15:341.14 'to and from') consumption prior to being on district property, at a district function or at a school-sponsored activity. It also includes use, possession or distribution of drug paraphernalia, imitations of non-prescribed drugs, narcotics and other noxious substances.

The sale and/or distribution of any unauthorized controlled substances to other students at school, school activities or even on district property or within the defined bounds of the drug-free school zone shall result in a recommendation for an expulsion hearing. This includes use, possession, distribution or sale of tobacco, simulated tobacco products, (i.e., hookah pens, electronic cigarettes, etc.) alcohol, drugs, controlled substances, narcotics, paraphernalia, any non-prescribed drug (i.e., steroids, creatine, supplements, designer drugs, synthetic drugs or simulated drugs, etc.) or any other illegal contraband on district property and/or at school sponsored activities and field trips.

No medications, including over-the-counter medications (i.e. cough drops, Midol) are dispensed at school, not even Tylenol, without written permission from a parent or guardian. If required to take medication (cold, allergy, prescription medications, etc.) at school, you must provide the medication along with written permission from your parent/guardian. For prescription medication, Form JLCD-E is required. All medication must be in its original container and marked with the student's name. All medication must be dispensed and taken in the presence of Health Center staff.

NOTE: CARRYING MEDICATION – EVEN TYLENOL – BY STUDENTS IS ABSOLUTELY PROHIBITED. ALL SUCH MEDICATIONS WILL BE CONFISCATED AND DESTROYED. (STUDENTS REQUIRING INHALERS FOR ASTHMA AND EPIPENS ARE THE ONLY EXCEPTION). DO NOT GIVE ANY DRUG – EVEN TYLENOL – TO ANOTHER STUDENT. DO NOT TAKE ANY DRUG – EVEN TYLENOL – FROM ANOTHER STUDENT. IT COULD CAUSE AN ALLERGIC REACTION.

DUE PROCESS (REF: Board Policy JKD, JKE)

The purpose of this statement is to assure due process right for students involved in disciplinary action in the Cave Creek Unified School District, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before he/she may be suspended or expelled. Each school is to establish its due process procedure within the following guidelines.

DUE PROCESS POLICY

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the local school administration. In every incident, a written report of the alleged violation must be prepared by the person initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within five (5) school days of the referring person's first knowledge of the alleged violation.

The student may be permanently removed from a teacher's class, per teacher's request and approval from a Site Placement Review Committee. The student will then be reassigned to another teacher's classroom (A.R.S. 15-841-J). The Governing Board, at its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

ELECTRONIC DEVICES

Students, Staff and Parents may now bring their own technology devices to school for instructional purposes, if allowed by the teacher/administrator. Please refer to the Bring Your Own Technology (BYOT) handbook for more information. All non-district devices (laptops, iPads, etc.) will be provided access to CCUSD's guest network as necessary to support instructional program standards. All students will access district network resources through a password authentication system. The passwords will change regularly. Guest/student users must accept the terms of use and sign the *Electronic Information Services User Agreement* prior to accessing the network. CCUSD is not responsible for theft, damage or loss of any non-district device. Electronic devices or toys often cause disturbances or interfere with learning. Therefore, inappropriate use of the devices will result in consequences ranging from the student losing privileges, to suspension/expulsion, in accordance to the disciplinary section of this handbook. Inappropriate use includes any inappropriate filming, distributing or publishing any derogatory, defamatory abusive profane material; use when directed not to by the teacher/administrator; use for reasons other than educational purposes. Phones that disrupt the learning environment may be held for parent pick-up. Student use of devices is prohibited in common areas when unsupervised, such as during lunch or breaks, unless expressly authorized by the students' teacher or site administrator. **The school is not responsible when these personal items are lost or stolen.**

MIDDLE SCHOOL

In order to have the privilege of using personal devices at Sonoran Trails, students and at least one parent/guardian must complete the STMS Digital Citizenship Educational Program.

ENGLISH LANGUAGE LEARNERS

The Cave Creek Unified School District provides English Language Learner services for qualified students at all schools. Students with a primary home language other than English who do not demonstrate grade level competency in oral English, reading, and writing are eligible for services.

CCUSD does not offer a self-contained SEI program. Instead, students receive instruction in the mainstream classrooms, with a focus on standards that assist in student acquisition of English. Focused instruction is outlined on an *Individual Language Learning Plan* for each student. For further information, please contact your school principal or the Director of Curriculum at 480-575-2034.

EXTRA-CURRICULAR ELIGIBILITY (REF: Board Policy JJJ)

Extra curricular activities are defined as all interscholastic activities which are of a competitive nature and involve more than one school where a championship, winner or rating is determined (State Board rule R& 2-808).

Grade checks will be performed every week during AIA scheduled sport seasons in the athletics department. Students who are failing one or more classes, or have a grade point average (GPA) below 2.0 in a specific scheduled two week cycle, will be ineligible for the following two week cycle in order to focus on academic responsibilities. Students can re-establish academic eligibility prior to the end of the two week cycle by presenting a signed print out reflecting the improved grade from the teacher(s) in question and demonstrating improvement to a 2.0 GPA. Failing grades include those which are earned as a result of excessive tardiness or absences. Students who receive an "I" or "W/F" remain ineligible for the remainder of the semester.

You will be provided with rules/regulations for each sport in which you plan to participate. Individual programs may include higher standards of academic accountability and coaches may select to check grades more frequently in order to promote academic eligibility.

FOOD IN CLASSROOMS (REF: Board Policy JL-R)

According to the Maricopa County Department of Environmental Services, food brought in to the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items should be individually wrapped to avoid bare hand contact with the food. If the items are not individually wrapped, such as cookies or cupcakes from a bakery, an adult wearing non-latex gloves, must serve the food. Students are not allowed to share homemade food items.

FOOD SERVICES

All CCUSD schools are on the National School Lunch and Breakfast Program. Applications for free and reduced lunch are available during the school year in the cafeteria, the school front office, or online at www.ccusd93.org. If approved for free or reduced meals, students are entitled to one free meal or one reduced meal depending on eligibility. Any a la carte or second meals will be charged to the students account and will be expected to be paid.

Meal accounts or cash can be used to purchase breakfast, lunch and a la carte items. Money can be put on students' accounts with cash, check, or a credit card. Go to the Child Nutrition webpage at www.ccusd93.org to find the link for online payments. There is a \$3 service fee for all transactions when using online payments. Breakfast and lunch menus are available on the CCUSD home web page. Parents are responsible for any charges that occur during the school year on their child's account. All non-sufficient funds returned checks will be sent to Payliance. A fee of \$25 per check will be charged by Payliance for this service. We welcome all parents to come in and have lunch with their child during the school year.

For all types of reimbursable meals, students in grades Kindergarten up to and including twelfth grade are allowed to charge up to five (5) reimbursable meals.

At least one (1) advance written communication shall be given to the student and parent/guardian prior to providing additional meals charges beyond the conditions established by the District. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds for meals.

WELLNESS POLICY (REF: Board Policy JL)

The district has a wellness policy in place and follows the Arizona Nutrition and Wellness Standards. For more information regarding nutrition and wellness, including the Arizona Nutrition Standards, please visit their website at <http://www.ade.az.gov/health-safety/cnp/HB2544/quickguide7301standard-1-25-08.pdf>.

GIFTED LEARNING OPPORTUNITIES

The Cave Creek Unified School District uses the Cognitive Abilities Test (CogAT) to measure student ability in the following areas: verbal, quantitative and non-verbal. A gifted student is one that scores at or above the 97th percentile in any one of three areas. Differentiation of instruction is offered in all classrooms to suit the varying needs of all students.

Students may have the opportunity to:

- Participate in the district-wide Creative Inquiry program (3-7th grade) which encourages creativity and problem-solving skills through problem-based learning.
- Participate in school-wide enrichment programs (Odyssey of the Mind, Project Based Learning, STEM Program, World Language, National Honor Society).
- Be clustered in regular classroom for curriculum compacting and acceleration
- Participate in various programs at each individual school.

Student materials are available in each classroom for teachers to use with all students to encourage and nurture creativity, verbal, quantitative and spatial reasoning.

In an effort to identify and service all gifted students, CogAT (Cognitive Abilities Test) testing is conducted in late spring for all second grade students; three times per year (fall, winter and spring) based on teacher or parent referrals.

GRADE POINT AVERAGES (GPA)/ CLASS RANKINGS (REF: Board Policy IKC)

The Cave Creek Unified School District provides class rankings and grade point averages (GPA) for colleges and universities at the end of a student's fourth and sixth semester.

HARASSMENT (REF: Board Policy JICK)

The Cave Creek Unified School District is committed to providing all students and staff the right to learn in a safe and orderly school environment in which all members of the school community are treated with respect. This is your campus. Campus safety is a shared responsibility. If you become aware of a situation of someone who wants to cause harm to themselves or others there is an obligation to tell.

Threatening or intimidating with the intent to verbally or physically terrify, threaten or intimidate another person will not be tolerated in our schools. Substantive threats will be referred to a threat assessment team. Students have the right and responsibility to report harassment, bullying, cyberbullying, hazing or threat experiences, and to have that report processed by a knowledgeable staff member. All reported incidents of bullying or harassment need to be reported to an adult and will promptly be addressed by the principal or his/her designee. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension or expulsion from school, depending on the severity of the incidences and/or frequency of offenses. Counseling, mediation, community service and other programs where the student takes responsibility for the action may be used as alternative consequences.

Harassment or bullying is conduct that interferes with or limits the ability of an individual to participate or benefit from the district's programs or activities. The conduct includes, but is not limited to, offenses that are oral, written, graphic, electronic or physical in nature.

Bullying is any behavior that subjects a student to insults, taunts or challenges that are likely to intimidate or provoke a violent or disorderly response from a student being treated in this manner. Harassment categories include, but are not limited to, gender, race, religion, handicapping conditions or sexual orientation.

Harassment or discrimination against individuals who are immigrants, who speak another language or speak with a foreign accent, is also a violation of this policy.

HAZING (REF: Board Policy JICFA [ARS.15-2301])

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

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

Organizations who violate the hazing policy may forfeit their right to conduct operations on the campus.

Threats include any form of verbal or written statements or any other behavior that suggests that a person may do harm to another person or property.

Students who threaten persons or property may be referred for expulsion or long-term suspension unless the responsible administrator and parent agree that the student will participate in programs such as mediation, community service, restitution, alternative education or other programs in which the student takes responsibility for the consequences of the threat.

Threats against the life or health of another person are serious offenses and are subject to immediate removal from the school environment and investigation into the potential seriousness of the threat. Students who threaten the life of another student or adult are subject to expulsion from school. In cases of threats perceived to be serious by the Threat Management Team, the parent has the option of a psychological evaluation conducted by a trained school psychologist to evaluate and explore possible contributing factors in a student's aggressive behavior.

Any staff member who gets directly involved in, knowingly permits, authorizes or condones any form of harassment, bullying, hazing or threats of harm is subject to disciplinary action by the administration or Governing Board, and reported to law enforcement.

HEALTH INFORMATION

Dispensing Medication

For medications to be administered at school, the following procedure must be followed:

1. All prescription medications must be in the original pharmacy container, labeled with the child's name, prescription number, name of medication, dosage and number of times a day to be administered. Non-prescription medications, including dietary supplements, must also be in the original labeled container with information from the parent/guardian as to the date(s), time(s) and amount(s) to be given. (Medication forms are available on the website.) All medications and dietary supplements must be supplied by the parent(s)/guardian(s) and will be kept in the school health office. School personnel have the authority to administer medications, prescription and non-prescription, to minor students only with written permission from the parent(s) or legal guardian(s). Other school-designated personnel may only administer daily medications and emergency medications (epi-pens and asthma inhalers). Do not administer expired medication, medication age appropriate.
2. Permission may be granted for students to carry their inhalers, diabetic supplies/insulin or epinephrine injectors during the school day, per parent/guardian request, if the following process has been completed through the nurse's office.
 - a. Physician's written statement regarding student's medical condition on file in the health office.
 - b. Assessment of cognitive ability and maturity of student.
 - c. Completion of individualized health care plan with parent/guardian and school nurse, signatures.
3. Pain reliever medication is **NOT given or provided** at school. If a child is sick or in that much pain, the child should be at home. If your child should need Acetaminophen/Ibuprofen a parent must bring it to the health office with child's name, dosage and signature of parent allowing health office to administer this medication.
4. If a student becomes ill at school, parents will be notified as soon as possible. Parents are expected to arrange for their child to be taken home within one hour. Cave Creek Unified School District has 2 registered nurses for 7 schools with health assistants on each campus. Health Office staff is not allowed to diagnose illnesses. If you think that your student may be ill, check with your doctor before sending them back to school. Some signs of illness are: restlessness during the night, nausea or vomiting, runny nose, flushed face, headache, sneezing and coughing, fever, red, watery eyes, rash, sore throat, facial swelling and extreme fatigue. For the well being and safety of the students not feeling well and others, students should not return to school until they are free of symptoms for 24 hours without the aid of medication, whether prescribed by a doctor or over the counter medications. Students who have been sent home by the Health Office due to illness should be fever and symptom free for at least 24 hours without the aid of prescribed or over the counter medications

Pediculosis (Lice Infestation) (REF: Board Policy JLCC)

Students with pediculosis (lice infestation) shall be excluded from school until treated with a pediculocide.

Emergency Medical Cards

Emergency Medical Cards are required each year for every student. The emergency cards are vital to ensure the health and safety of your child while at school. Accurate phone numbers or emergency contact numbers are critical. The emergency card assures that the school has the most current information. Please notify the school office if immediate contact information changes during the school year. Sharing with us your student's allergies, chronic illness and medications ensures that they will receive emergency care that is appropriate for them.

HIGH SCHOOL GRADUATION REQUIREMENTS

4.0 English
3.0 Social Studies
3.0 Science
4.0 Math
1.0 PE/Health
1.0 Fine Arts or Career and Technical Education
6.0 Electives
22.0 Credits Total

Seniors must complete the last semester of their senior year to be eligible for a CSHS diploma. Seniors must take at least 4 classes on the CSHS campus. 2 of the 4 classes must be core classes.

HOMEWORK

Cave Creek Unified School District encourages a school-student-parent partnership to help teach student responsibility and raise student achievement. At the middle and high school level, parents and students are asked to check grades online.

At the elementary school level, an agenda book/planner is provided to each student in grades 3 through 6. The planner is expected to be in the student's possession each day. If the planner is misplaced or damaged, it is the student's responsibility to replace it. New planner replacement costs vary per site and are available at the school's front office.

Student and Family Responsibilities Pertaining to Homework

- **Student Responsibility**
 - 1) Be prepared for class. Bring completed assignments and tools needed to complete daily class work.
 - 2) Plan time at home to read, review and study each day.

- 3) Organize your work. Establish a schedule for homework completion.
 - 4) Seek assistance from teachers or parents when you need help.
 - 5) Check grades on-line.
- **Family Responsibility**
 - 1) Be sure your child is prepared for school each day.
 - 2) Check your child's homework and planner folder until his/her study habits are established.
 - 3) Arrange appropriate quiet study area for your child and plan a schedule for daily/weekly homework, study and review.
 - 4) Seek assistance or advice from your child's teacher as needed.
 - 5) Check grades on-line.

ID CARDS

Middle and high school students must be in possession of their ID cards at school at all times. All middle school and high school students are required to wear their ID on a lanyard around their neck, visible to the public. The first ID card is provided by the school. If lost, stolen or destroyed, the student is responsible for replacement of the ID card with a fee assessed.

IMMUNIZATION

Arizona law (A.R.S. 15-871, Ref: Board Policy JLCB) requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, students subject to this requirement who lack documentary proof may enroll, but not attend class until proof is provided.

Proof of immunization is defined as written documentation that includes the type of vaccine administered, the month and year of each immunization (except MMR immunization, for which the month, day and year is required), and the name of the physician or health agency administering the vaccine or laboratory evidence of immunity.

PARENT NOTIFICATION OF COMMUNICABLE DISEASES

For the well being of all students, parents are expected to contact the school nurse when their student has contracted a communicable disease.

INSPIRING EXCELLENCE

The Cave Creek Unified School District recognizes the importance of the professional staff, parents, students and other adults working together as a team to ensure that each student has the opportunity to learn in an educational environment that promotes excellence in learning.

In maintaining an appropriate environment, all persons connected with the school have a dual commitment: to promote the school mission and to recognize and protect the rights of others.

The **professional staff**, in teaching the district curriculum, is expected to:

- Cooperate and collaborate with students and parent(s) to maximize student learning.
- Ensure that student conduct is conducive to a quality educational program.
- Maintain an effective learning atmosphere.
- Help students realize their full potential.

The **Parents** are expected to:

- Cooperate and work collaboratively with the school, support its policies and notify the school of any special circumstances which may affect their child's learning.

The **Students** are expected to:

- Cooperate and work collaboratively with staff and other students in the pursuit of learning.
- Abide by the policies of the school and district.
- Come prepared with all materials and homework necessary for participation in class.
- Behave in a way that enhances the learning process.

The **Team** approach affords many opportunities for community involvement. The district encourages parent participation on:

- District committees involving policies and procedures
- Curriculum revision and redevelopment
- Personnel interview committees
- Parent advisory councils
- School councils

Each school has an invaluable community of students, staff, parents and other adults. Participation by the community is encouraged; for it takes a whole community to educate a child. When the community members are committed to a team approach, excellence in education is achieved. This is your campus. Campus safety is a shared responsibility. If you become aware of a situation of someone who wants to cause harm to themselves or others there is an obligation to tell.

INSURANCE

The district does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

An optional accident and sickness insurance program for students is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions.

Information on the policy is available from each school's office. The schools use these forms as a service to students and parents; the district has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year.

In an emergency, the school may call paramedics, who may decide that an ambulance should be called. These services are paid for by the parent.

INTERVIEWS-DEPARTMENT OF CHILDREN SERVICES

Interviews by Department of Children Services who are investigating abuse/neglect may be conducted at district schools. The parent of a student, who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

INTERVIEWS-LAW ENFORCEMENT OFFICERS

In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrator shall make reasonable efforts to notify the student's parent of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation.

If the law enforcement officer refuses to allow notification prior to the student interview, the officer or a representative of the district, will notify the student's parent within a reasonable time after the interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative was denied to right to be present during the interview, this fact shall be made known to the student's parent.

If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The building administrator will notify the parents of the arrest or will make reasonable effort to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

INTERVIEWS/SEARCHES – SCHOOL ADMINISTRATION (REF: Board Policy JIH)

Interviews

School officials may question students regarding matters incident to school without limitation.

Searches

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. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from school district counsel.

Items provided by the District for storage (i.e. 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, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel.

Automobile Searches (Ref: JLIE-R)

Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition if applicable or destroyed through district process.

NON-DISCRIMINATION

No person connected with the Cave Creek Unified School District, whether a student or employee or volunteer, shall, on the basis of gender, creed, color, sexual orientation or disabling condition, be excluded from participation in, be denied benefits of or be subjected to discrimination under any educational program or activity.

OPEN ENROLLMENT

The Cave Creek Unified School District has an open enrollment policy consistent with Arizona state law. Open enrollment is the term that is used for out-of-district students applying for Cave Creek Unified School District schools. Variance is the term used for in-district student applying for another Cave Creek Unified School District school for which they do not live in the attendance zone. Parents may pick up open enrollment applications or download them from our website, www.ccusd93.org.

PEST CONTROL

The facility services division will notify any school 72 hours before using any pesticide or herbicide. Notifications will include school office, front door postings, school newsletters and public address announcements.

PROMOTION/RETENTION [REF: ARS 15-521, ARS 15-701]

Students will normally progress from grade to grade. However, when data indicates the retention is in the best interest of a student's academic progress, there needs to be close cooperation and communication between the parents and appropriate school personnel. Each student considered for retention will be given individual considerations and decisions regarding retention will be made only after careful analysis of all data related to the student's growth and development.

In accordance with state law, teachers make the decision for promotion or retention of students. Decisions for kindergarten through eighth-grade students should be based on the following criteria:

1. A student's academic achievement,
2. Attendance/discipline records,
3. Standardized and alternative assessment results and
4. Any other information considered pertinent to the recommendation.

Measures of student achievement are defined as grades and/or standards of proficiency levels. A student successfully completes a course/subject if he/she earns a "satisfactory" in grades K-2, passes the reading portion of AzMERIT in Grade 3, and at least a grade of "D" or passing in grades 4-8.

The Governing Board shall require that, if a parent or legal guardian of a student chooses not to accept the decision of a teacher that the student be promoted or retained in a grade, the parent or legal guardian may file an official appeal. Only the Cave Creek Unified School District Governing Board may overturn the decision of the teacher(s).

PUBLIC CONCERNS/COMPLAINTS ABOUT FACILITIES & SERVICES: (REF: Board Policy KED-R)

Citizens of the District who have complaints about District facilities or services may register such complaints with the site administrator.*

Required information concerning complaint:

- Name(s) of person(s) making the complaint.
- Whether the person(s) represent an individual or group.
- Whether the person(s) making the complaint has discussed the problem with the site administrator.
- A summary of the complaint and suggested solution.

Processing of complaint:

- Level 1. The complaint shall be presented in writing, with a suggested solution, to the site administrator. Five (5) working days will be allowed for a reply.
- Level 2. If a satisfactory response is not received within five (5) working days, a copy of the complaint may be forwarded to the Superintendent, who will have ten (10) working days to reply.
- Level 3. If a satisfactory response is not received within ten (10) working days, a copy of the complaint may be forwarded to the Governing Board for its consideration. Consideration as to the disposition of the complaint will be given within thirty (30) days.

*If the matters of concern are eligibility and related procedures, procedural safeguards, or provision of a free and appropriate public education, the matter may be referred at any juncture in the procedure to the appropriate compliance coordinator.

PUBLISHING

(REF: Board Policy JICE & JICE-R)

Students may distribute or post such materials in the building or on school grounds subject to administrative approval and rules published by the site administrator.

REPORTING CHILD ABUSE

Mandatory Reporting Law

A.R.S. 13-3620 requires that school personnel and other persons having responsibility for the care or treatment of children, whose observation or examination of any child discloses reasonable grounds to believe that a child has been neglected or abused, are mandated to report the matter immediately. The statute also states that anyone who reports a case of suspected child abuse is immune from liability in any civil or criminal proceeding resulting from the report unless the reporter has been charged with or is suspected of committing the abuse, or is acting with malice. If school personnel fail to report

known or suspected child abuse or neglect, then they have committed a misdemeanor that is punishable under Arizona State law.

SCHOOL RESOURCE OFFICER (SRO)

The School Safety Program was established by A.R.S. 15-154 in 1994 for the purpose of placing School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning. Through comprehensive prevention and intervention approaches, School Safety Program funds officers to maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education instruction and training. Officers develop positive interactive relationships with the students, the staff and the community they serve. This proactive, prevention-based program is cultivated through collaborative working partnerships between officers, school administration, teachers, and police and juvenile probation departments.

SCHOOL & STUDENT PROPERTY/SEARCH & SEIZURE

(REF: Board Policy JIH)

Student lockers, desks, school textbooks and library books are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their lockers, desks, books and other property and equipment. Inspections of lockers and desks may be conducted by school authorities at any time without a search warrant or student consent. This may include the use of canine searches of lockers.

Personal items that are not considered necessary for the students educational experience should be left at home, as the school cannot assume responsibility for these items.

The Cave Creek Unified School District is not responsible for the safe keeping of your items nor does the district assume responsibility for your lost or stolen property. **Any personal item (i.e. electronic devices) which causes a disturbance or interferes with learning will be taken from you and only returned to a parent or guardian.** When there is reasonable suspicion to believe that some material or matter may be detrimental to the health, safety and welfare of others, a search may be conducted of personal property (including backpacks and cell phones), clothing pockets and vehicles parked on Cave Creek Unified School District property.

The use of school property after hours for skateboarding, rollerblading, bicycling or any other unsanctioned activity is prohibited.

School personnel reserve the right to use canines when appropriate. Cave Creek Unified School District reserves the right to search vehicles on school property.

Alcohol Detection Device

Students may be required to submit a test for alcohol detection (either for consumption or possession). An alcohol detection device may be used at the school or at any school related activity such as dances, athletic events, graduation, prom, fieldtrips and the like.

SCHOOL SITE COUNCIL

School councils (formerly called site councils) were enacted in 1994 by the Arizona legislature to "ensure that individuals who are affected by the outcome of a decision at the school site share in the decision making process" (Arizona Revised Statutes Section 15-351(A)).

School site council members work together to provide input regarding decisions that are implemented and effective for the site. These decisions focus on helping students and the organization as a whole.

In order to help School Site Councils work effectively and ensure that all voices are heard, the district provides training in team building, reaching consensus and establishing meaningful and authentic issues. Reaching consensus means that all members of the council give general agreement or approval on an issue. If consensus can not be reached; the principal is responsible for making the decision.

SPECIAL EDUCATION

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible students with disabilities.

This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities, and their parents, are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure that your input is considered.

If you want a copy of the procedural safeguards, please call the district's Special Education Department. Phone 480-575-2013.

If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed.

If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator or school psychologist if you wish to make a referral personally.

If your child is suspected of having a disability, we are required to evaluate your child to identify and document whether your child has a disability that may affect his or her learning and if so, to determine what special education and related services are required, if any.

The evaluation will be done only after a team has explained what they plan to do during the evaluation. The team will use tests and procedures selected specifically for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school.

This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you with the complete results within 60 calendar days of your written consent.

If your child is found to be eligible for special education services, you will serve as part of the team to help us develop an Individualized Education Plan (IEP) and identify the special education and related services your child needs. You may ask others to be present at the IEP meeting if you wish.

Preschool Childfind

If you think your preschool-age child may have speech or other delays, please call 480-575-2965 to make an appointment for screening. Children as young as age two may participate in hearing, vision and developmental screening to determine if further evaluation is necessary.

Eligible children identified with significant delays will be offered enrollment in special education programs in the district at no cost to the parent/guardian.

PARENT'S RIGHTS AND RESPONSIBILITIES

Student Education Records

Parents have the right to inspect and review all educational records, and all other rights guaranteed by the Family Educational Rights and Privacy Act.

Destruction of Educational Records

The district destroys all psychological and special education records on students five years after those students have been removed from special education, have been withdrawn from the district or have graduated.

Notifying the District Prior to Unilateral Placement in a Private Special Education School

If you disagree with the district and consider enrolling your child in a private special education school, you must provide the district with written notice ten (10) business days before you enroll your child.

The notice shall include a statement that you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your child in a private school at public expense.

More Information

If you do not understand special education services and what those services may offer your child, you should speak with the child's teacher, school psychologist or school administrator where your child receives educational services, or the Director of Special Education.

STUDENT AUTOMOBILE USE

All students who drive to school shall be required to park in areas designated for their parking, insofar as these are available. Cave Creek Unified School District high schools will assess a parking permit fee of \$130. The fee is non-refundable. Student parking permits may be revoked for parking or driving violations. The revocation of a student parking permit due to parking or driving violations is determined by the school administration. Only seniors, juniors and sophomores are eligible for a parking pass in our designated student parking areas. Parking in surrounding areas is prohibited and may result in suspension.

STUDENT DRESS, CONDUCT AND APPEARANCE (REF: Board Policy JICA)

Cave Creek Unified School District schools pride themselves on providing a safe, orderly and respectful environment in which students are challenged to achieve at high academic levels and demonstrate the essence of good character and good citizenship. The expectation is that every student and staff member will take pride in our schools and our community.

1. No student will prevent a teacher from teaching or prevent another student from learning.
2. No student will engage in any type of inappropriate behavior that disrupts his or her own education or the education of others.

The faculty and administration in the Cave Creek Unified School District recognize the rights of students to express their individuality through attire. They also recognize the rights and responsibilities of parents to determine the standards of dress for their children. However, Arizona law and district policy provide a safe, positive school campus that is conducive to learning. **Appropriate dress is critical to this effort.** Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are influenced by the general appearance of students. The following **guidelines** will assist you and your child in making good decisions about what to wear to school and you can help us enforce this policy by referring to it as you plan your school clothing purchases.

Garments that are "see-through," cut low, or expose one's midriff are not acceptable. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing. Undergarments must not be visible. Clothing must cover the entire buttocks and extend a reasonable length to ensure modesty. CCUSD wants to provide opportunities for students to express themselves within the set of parameters listed below:

Students must recognize that revealing clothing is not appropriate apparel in school. The following guidelines are examples and do not cover all situations. Clothing should have adequate coverage to allow a full range of movement without skin or undergarments showing.

Students shall not wear:

- Tank tops with straps less than 1 inch wide
- Halter-tops
- Garments with spaghetti straps without a cover up
- Strapless garments

Vulgar, Offensive Messages

Students shall not wear clothing that display messages that are vulgar, offensive, obscene, or libelous; that demean others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promotes alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.

Sagging Pants

Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.

Footwear/Jewelry/Accessories

- Shoes or sandals must be worn at all times on campus according to state law and for student safety.
- Body piercing that is a safety hazard and/or hinders performance in a classroom is not allowed.
- Wallet chains are not allowed.
- Hats are allowed in outside areas only.

Student/Parent Responsibility

Students and their parents/guardians have the responsibility to be aware of the school's dress code and conform to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact their school administration prior to wearing such attire or accessories to ensure compliance.

Administrator Discretion

The school administration retains the final discretion to determine that the garment or accessory meets the dress code. Some exceptions may be made for uniforms, formal attire, and/or costumes.

Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to; warning, parent conference, detention, community service or off campus suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent.

The Desert Sun Academy Dress Code

The Desert Sun Academy has a mandatory dress code for all elementary students. Dress code information is highlighted below:

Tops: Red, white or navy blue school golf shirts

- Short or long sleeves with official Desert Sun Academy crest/logo (available only from Charter School Uniforms www.charteruniforms.com)
- No other tops are acceptable

Bottoms: Khaki/tan or navy blue

- BOYS – Neat chinos, neat cotton fitted shorts, walking shorts or cargo shorts.
- GIRLS – skirts, pants, capris, jumpers, skorts or shorts.
- No stripes, embroidery, sweat pants, color trimmed or athletic bottoms.
- Bottoms may be purchased from Charter Schools Uniforms or any other stores that carry uniform-type children's clothing

Other Dress Code Rules:

- Shorts/skirts must be below mid-thigh.
- Shoes/sneakers must be safe and appropriate. Laces must be tied.
- No flip-flops are permitted.
- Sandals with a strap should be worn for safety.
- No athletic/gym type shorts are permitted.
- The principal or teachers will determine whether clothing complies with the Desert Sun Academy Dress Code. If students are out of uniform, they will need to "borrow" a uniform from the health office and return it the next day ironed and folded, OR call home and have a parent bring the student's uniform to school.

Winter/Cold Weather

On very cold days, students may need to wear hoodies, jackets, sweatshirts or sweaters over their school uniform.

- Outer garments must be solid in color.
- Teachers may ask students to remove outerwear in the classroom.
- A red, white or blue long sleeve shirt may be worn under the uniform short sleeve shirt on chilly days.
- Leggings may be worn **under uniform skirts and shorts** on chilly days and must be a solid color (red, white or blue).

STUDENT RECORDS INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. Copies of this policy are on file in each school office and at the district office.

If you wish to review your child's record, you may request that the school principal to set up a convenient time for such a review. The district will comply with your request as soon as possible.

If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation.

Upon reaching the age of 18, a student has all of the legal rights and responsibilities previously given to a parent or guardian. Parents who claim a student 18 years or older as a dependent, may still have access to the records.

All student records may be released to authorized district personnel or another school that the student wishes to attend. Student records will be released to others only with the signed, written and dated request of the person legally responsible for the student.

Directory information will be gathered and issued for each student. This information includes, but is not limited to: student's name, address, telephone number, date and place of birth; year book information such as major field of study, dates of attendance, school organizations and awards received; sports information such as height and weight. If there is personal information that you DO NOT wish to have included in directory information, indicate that request on the Cave Creek Unified School District Emergency Medical Student Information Card.

To protect the privacy of our students, parents/guardians who take photos that include children other than their own, at any school event, must not post them for public view.

The releasing of directory information to any agency with a profit motive is prohibited unless specific approval of the Governing Board is granted.

STUDENT SAFETY

In order to ensure a safe and clean school the following guidelines have been established:

- Visitors and volunteers must report to the office to sign in and secure a visitors pass.
- Students at the elementary level are permitted on school campus no earlier than 15 minutes prior to the beginning of the school day.
- Walk on the sidewalks (no running).
- Place trash in trash cans; plastic in recycling containers; paper in paper recycling containers.
- Respect adults, other students, and all other members of the community.
- Do not bring balloons on campus to celebrate a birthday or any other celebration.

Playground Rules (Elementary Level)

- Throwing rocks, sand, wood chips, dirt or pebbles is prohibited.
- Students at the elementary level are permitted on school campus no earlier than 15 minutes prior to the beginning of the school day.
- Use appropriate language at all times.
- Fighting or arguing is never acceptable.
- Swings and structures must be used with care and safety. Double swinging, jumping off swings, twisting in swings, or jumping off structures is prohibited.
- Tackle football and TAG are prohibited.

Cafeteria Rules

- Walk in the cafeteria; never run.
- Be seated with your class (elementary).
- Be polite and observe good manners at all times.
- Clean your place before you leave, and ask permission to be excused (elementary).
- Students are always responsible for listening to the teachers and aides during lunch.

Personal Transportation Rules

The following rules are to be observed by all bike riders, skateboarders, scooters, and hover boards entering and leaving school.

- When travelling to and from school, all ordinances concerning the above must be observed. Students who violate city and school transportation guidelines may jeopardize the privilege of bringing them to campus. A serious injury to oneself and others can be prevented through observation of these rules.
- It is strongly recommended that all students wear safety helmets.
- Once students are on campus, they must walk their bikes. Skateboards, scooters and hover boards must be checked in at the main office.
- Bike riding is not permitted on school grounds. Students may not cut/ride through the bus loop or parking lot.

TRANSPORTATION (REF: Board Policy EEAA)

Bus Information

The Governing Board authorizes the administration to provide regular school bus transportation to and from school for the following categories:

- Students with disabilities who require transportation, as indicated in their respective IEP
- Students living within a one (1) mile radius of the school where hazardous or difficult routes exist and where arrangements cannot be provided
- Students who are residents within a school attendance area and live more than one (1) mile from the school (HS students who live more than a mile and a half (1.5) from the school)

Field Trips

Parent-signed permission slips are required for student participation in out of district field trips. Chaperones will be assigned by the teacher on the trip. All school rules apply while students are on a field trip.

School Bus Conduct

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Additionally, students must remain properly seated, keep the aisle clear and ensure that all parts of their body (e.g., hands, heads etc.) remain inside the bus. Specific rules regarding school bus conduct are posted on each bus and available from each school. Violations of rules or safety are grounds for denial of bus transportation privileges/discipline.

School Bus Rules

Students shall observe District policies, regulations, and rules while being transported.

- Before boarding the school bus, students must have their ID card with them.
- Follow all instructions.
- Keep the aisles clear.
- Remain seated.
- Keep all body parts inside the vehicle.
- Talk quietly using respectful language and be courteous at all times.
- Do not throw anything inside the vehicle or from the vehicle.
- Do not eat or drink (plastic water bottles are acceptable).
- State law prohibits the transportation of animals, insects, weapons, glass containers, dangerous instruments, alcohol, and drugs (including medications) on a school bus.
- No helium balloons, skateboards, roller blades, or scooters allowed on the bus.
- Maintain orderly conduct at designated bus stops.

DISCIPLINE

DISCIPLINE

PHILOSOPHY AND JURISDICTION

The Cave Creek Unified School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with individual and group learning and interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing and maintaining an appropriate learning and behavioral environment.

According to Arizona law (A.R.S. 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration the authority to discipline students for disorderly conduct and other offenses at school-sponsored activities.

OFF-CAMPUS MISCONDUCT

The Student Disciplinary Code and all penalties may apply to conduct off school grounds (A.R.S. 15-341.14 – ‘to and from school’) that may endanger the health or safety of students within the school setting or substantially interfere with the educative process.

Examples of off-campus misconduct which may be subject to discipline include, but are not limited to: illegal activity, threats of violence, alcohol possession/use, fighting, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson and sexual assaults.

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including but not limited to: suspensions, expulsions, detentions, reassignment of class schedule, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, club sports, student government positions, class trips, class proms, senior farewell activities, graduation, and 8th grade promotion activities.

JURISDICTION DURING AFTER SCHOOL HOURS

The Cave Creek Unified School District may pursue disciplinary action against students for trespassing violations and acts of vandalism to district/school facilities and property when occurring during after school hours, weekends, holiday breaks and summer recess. Restitution will be sought for property damage and loss.

DEFINITION OF OFFENSES

THIS LIST IS NOT ALL INCLUSIVE

A student committing an act of misconduct not listed will nevertheless be subject to the discretionary authority of the school administrator or assistant superintendent.

ALCOHOL VIOLATION

(Possession/Use)

Using, under the influence of, in possession of alcoholic beverages or any substance being represented as alcohol.

ALCOHOL VIOLATION

(Providing/Selling)

Giving, selling, offering, providing or intending to provide alcoholic beverages or any substance being represented as alcohol.

ARSON (Structure/Property)

Intentional burning of property belonging to the school, school personnel or another person on campus.

AGGRAVATED ASSAULT

Causing serious physical injury to another; using a deadly weapon or dangerous instrument; person eighteen years of age or older committing the assault upon a child fifteen years of age or under; and/or knowing that the victim is a peace officer, teacher or other district employee.

ASSAULT

Intentionally, knowingly or recklessly causing any physical injury to another person; placing another person in reasonable apprehension of imminent physical injury; or touching another person with the intent to injure, insult or provoke such person.

BOMB THREAT

Threatening to cause harm using a bomb, dynamite, explosive or arson-causing device.

BULLYING

Repeated acts, over time that involves a real or perceived imbalance of power. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, cyberbullying or psychological (e.g., social exclusion, name calling, spreading rumors, manipulating social relationships).

BURGLARY OR BREAKING AND ENTERING

Entering or remaining unlawfully in or on a school district/facility or district motor vehicle with the intent to commit theft.

BUS MISCONDUCT

Not following district bus rules and regulations

CHEATING OR PLAGIARISM

Taking someone else's work for one's own, practicing fraud or deception with relation to school work or responsibilities or using electronic devices to inappropriately retrieve or disseminate classroom information.

COMBUSTIBLES

Possessing a substance or object that is readily capable of causing bodily harm or property damage (i.e., matches, lighters, firecrackers, snap caps, poppers, stink/smoke bombs and lighter fluid).

COMPUTER, TELECOMMUNICATION OR NETWORK INFRACTION

Inappropriate use of computers, telecommunications, and network resources. Definition is contained in Governing Board Policy J-3232

DANGEROUS INSTRUMENT/ITEM

Any object that is used, attempted to be used, or threatened to be used and is capable of causing serious physical injury (including blade length < 2.5 inches).

DEFIANCE OF AUTHORITY/ INAPPROPRIATE LANGUAGE

Refusing to comply with a reasonable request of school officials, including refusal to follow directions, talking back, gestures or showing disrespect.

DISRUPTIVE MATERIAL

Materials that are inappropriate for a school environment or might disrupt the educational process. This includes laser pointers, laser pens and shocking devices.

DISORDERLY CONDUCT

Use of profanity, obscene behavior or any conduct which is in any way disruptive to the educational process if the school.

DRESS CODE VIOLATION

Wearing clothing/apparel that does not fit within the dress code guidelines stated by school or district policy.

DRUG VIOLATION (Possession/Use)

The unlawful use, possession or intent to possess, any controlled drug or narcotic substance, or substances represented as synthetic drugs, simulated drugs or designer drugs or equipment used for preparing or taking drugs or narcotics. Includes being under the influence of drugs. Includes the inappropriate possession/use of over-the-counter medications. The category does not include tobacco or alcohol, however, it could include vapor releasing devices.

DRUG VIOLATION (Providing/Selling)

Giving, selling, offering, providing or intent to provide any controlled substance, or substances represented as such, simulated drugs, synthetic drugs, designer drugs or equipment used for preparing or taking drugs or narcotics. Includes providing/selling of over-the-counter medications. This category does not include tobacco or alcohol, however, it could include vapor releasing devices.

ELECTRONIC DEVICES (Inappropriate Use Of)

This includes, but not limited to cell phones (sexting), camera phones, video cameras, and any ipads, tablets, watches etc.

ENDANGERMENT

Recklessly endangering another person with a substantial risk of physical injury or imminent death.

EXTORTION

Knowingly obtaining or seeking to obtain property or services by means of a threat to inflict harm in return for protection.

FIGHTING

Mutual participation in an incident involving physical violence, where there is no major injury.

FIRE ALARM MISUSE

Intentionally activating fire alarm when there is no fire.

FIREARM (Possession/Threat/Use)

The possession, use, or threat to use 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. Firearm does not include a firearm in a permanently inoperable condition.

FORGERY

Writing and/or using the signature or initials of another person. Impersonating another person on the telephone with regard to attendance also falls within this category.

GAMBLING

Participation in games of chance for the purpose of exchanging money or something of value.

GANG ASSOCIATION OR GANG ACTIVITY

Gangs which initiate or advocate activities which threaten the safety and well being of persons or property on school campuses are dangerous and are in opposition to the purpose for which the school is operated. For the purpose of this district policy, a gang is a group of three or more people who:

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

GANG CLOTHING, SYMBOLS, PARAPHENALIA

The wearing of hats, bandanas, tattoos and/or other clothing or symbols or possession of paraphernalia that is associated with gangs or gang –like activity.

HARASSMENT/INTENDED

Harassment (Non - Sexual)

Anonymously or knowingly communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses including inappropriate symbols or language that incite hostility. Continues to follow/stalk another person in or about school for no legitimate purpose after being asked to desist.

Harassment (Sexual)

Sexual harassment is unwelcome conduct of a sexual nature that can include unwelcome sexual favors and other verbal, non-verbal or physical conduct of a sexual nature. Sexual harassment may include unwanted physical contact of non-sexual body parts.

HARMFUL SUBSTANCE

Knowingly adding a harmful foreign substance to food, drink or medicine.

HAZING

Any intentional, knowing or reckless act committed by a student(s) against another student(s), which contributes to or causes a substantial risk of potential physical injury, mental harm or degradation in connection with an initiation, affiliation or maintenance of membership in any organization.

HORSEPLAY/ROUGHHOUSING

Non-serious but inappropriate physical contact (i.e., hitting, poking, pulling, pushing) including boisterous play or behavior.

INCITING

Use of language or gestures that may incite another person or other people to fight or engage in other acts of inappropriate behavior.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION/CLOSED CAMPUS

Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of school officials.

LITTERING

Leaving or depositing trash in places other than appropriate receptacles.

PARKING VIOLATION

Not following posted and/or written parking regulations at the high schools.

PROFANITY/VERBAL ABUSE

Students prohibited from using vulgar, profane and/or racist language or gestures. Students are also prohibited from displaying or being in possession of obscene or inappropriate material.

PUBLIC DISPLAY OF AFFECTION

Holding hands, kissing, sexual touching or other displays of affection in violation of school policy.

SEXUAL MISCONDUCT

The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, de-pantsing, pulling another's underclothing, possession or distribution of pornographic materials.

TARDY

Arriving at school/class after the scheduled start time.

THEFT

Taking or attempting to take money or property belonging to another person or the school.

THREATS OR INTIMIDATION

Indicating by word or conduct, the intent to cause physical injury or serious damage to a person or property.

TOBACCO/NICOTINE/VAPOR RELEASING DEVICES VIOLATIONS

The use, possession, or intent to use/possess tobacco products, simulated tobacco products, or products which contain tobacco or nicotine including e-cigarettes and smokeless tobacco products are prohibited. Students are not permitted to be in possession or use tobacco or simulated tobacco products which are meant for human consumption on or near school property or school sponsored events. Tobacco or simulated tobacco products include, but are not limited to cigarettes, cigars, tobacco, snuff, chewing tobacco, e-cigarettes or similar devices, hookah pens, rolling papers, lighters, matches and vapor releasing devices, of any kind. These and other smoking related paraphernalia are strictly prohibited.

TRESPASSING

Entering or remaining on a school campus or district facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and those who have been directed by a school official to leave the premises.

TRUANCY/UNEXCUSED ABSENCE

Not in attendance for an entire day and does not have an acceptable excuse.

VANDALISM

Willful destruction or defacement of personal or school property.

VIOLATION OF GOOD NEIGHBOR POLICY

The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering, parking and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action.

WEAPONS (Other) POSSESSION

(i.e. billy clubs, brass knuckles, knife)

Bringing/possessing on school campus any weapon, including on the person, in a backpack, locker, automobile or anywhere else.

WEAPONS (Other) USE OR THREAT (Other)

(i.e. billy clubs, brass knuckles, knife)

Using or threatening to use any weapon to inflict harm on another person.

POSSIBLE DISCIPLINARY ACTIONS

Parents will be notified for all disciplinary action.
(REF: Board Policy JK)

CLASS CLOSURE

A student's class(s) may be closed upon administrative referral.

COMMUNITY SERVICE

Student assigned community service on campus (i.e., trash pick-up, etc.).

CONFERENCE

A school official (teacher, administrator or staff member) will talk to the student and try to reach an agreement on how a student should behave. This meeting may be recorded in an administrative log.

CONFISCATION

A school official may confiscate any inappropriate item or material from a student.

DETENTION

A school official may assign detention before or after school, during lunch or on Saturdays.

DIVERSION PROGRAM

A school official may assign a diversion program in an effort to provide a continuum of support services that encourages positive youth development. Attendance at a diversion program may reduce the number of suspension days.

EXPULSION

All conduct that will result in expulsion requires a formal hearing before the Governing Board or their designee. The student will be allowed all rights as in a formal suspension hearing. *No student shall be expelled unless the Governing Board has determined that such punishment is acceptable after the formal hearing.*

IN-SCHOOL SUSPENSION

The temporary removal of a student from class(s) to a supervised on-campus setting.

LONG-TERM SUSPENSION

A student may be suspended eleven (11) days or more up to four (4) semesters. This suspension may be recommended by the local administration, but only imposed by a hearing officer appointed by the Governing Board. All long-term suspensions may be appealed to the Governing Board, with hearing rights guaranteed.

SUSPENSION (Alternative Suspension Program)

This program is designed to provide an alternative to out-of-school suspension.

LOSS OF CREDIT

A student may lose credit in one or more classes.

LOSS OF CREDIT FOR TEST OR ASSIGNMENT

Plagiarism or violation of test taking procedures may result in the student's loss of credit for the test or assignment.

PARENT NOTIFICATION

When the assigning of a minimum disciplinary action, such as detention, is ineffective, the school personnel will contact the parent(s) through a letter or a phone call.

REFERRAL TO LAW ENFORCEMENT

Students may be referred to law enforcement agencies when school officials witness or receive information regarding criminal misconduct.

REFERRAL TO SOCIAL AGENCY

School officials may refer students to social agencies.

REQUIRED ATTENDANCE TO COMMUNITY FORUMS

School officials may mandate attendance to various community forums.

RESTITUTION

A student responsible for destruction or theft will be required to pay for repair, replacement and labor costs.

SHORT-TERM SUSPENSION

Following an informal hearing, a student may be suspended off-campus up to nine (9) days. **NO APPEAL IS AVAILABLE REGARDING A SHORT-TERM SUSPENSION.**

SUMMARY SUSPENSION

The student is immediately suspended off-campus for an indefinite period of time. Suspensions of this type are only made when it is necessary to remove the student from the school in order to eliminate a clear and present danger.

TEMPORARY REMOVAL FROM CLASS

The student is not allowed to attend one or more classes for a specified period of time.

NOTE: Action taken by the school authority will fall between the minimum and the maximum category identified in the following disciplinary action charts. Employment of discipline alternatives is at the discretion of the school authority. In some situations, (i.e., alcohol, drug violations, suspensions), may be reduced when the student attends counseling or drug awareness classes.

* These offenses on the following disciplinary action charts mean a violation of official and state law. School authorities may also notify appropriate law enforcement authorities. Law enforcement authorities may take action in addition to that taken by the school.

STUDENT OFFENDERS FACE CONSEQUENCES DISCIPLINARY ACTION CHARTS

Multiple offenses in a combination of categories may result in long-term suspension or expulsion

Offense	Range	Action to Be Taken	
		FIRST OCCURENCE	REPEATED OCCURENCES
Alcohol Violation*(Possession/Use/Paraphernalia)	Minimum	Short-term Suspension	Long-term Suspension
	Maximum	Expulsion	Expulsion
Bus Misconduct	Minimum	Conference/Detention	Suspension/Loss of Privilege
	Maximum	Suspension/Loss of Privilege	Expulsion/Loss of Privilege
Cheating or Plagiarism	Minimum	Loss of credit for test/assignment	Short Term Suspension
	Maximum	Short Term Suspension	Loss of Course Credit
Classroom Disruption	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short-term Suspension	Long Term Suspension
Dangerous Instrument/Item/Disruptive Material	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Expulsion
Defiance of Authority/Insubordination/Inappropriate Language	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Dress Code Violation	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Drug Violation*(Possession/Use/Paraphernalia)	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	Long Term Suspension	Expulsion
Electronic Devices (Inappropriate use of)	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Long Term Suspension	Expulsion
Fighting/Mutual Combat	Maximum	Short Term Suspension	Long Term Suspension
	Maximum	Expulsion	Expulsion
Forgery*	Minimum	Loss of Credit for test/assignment	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension Loss of Credit/Class
Gambling*	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Gang Clothing, Symbols, Paraphernalia	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	Long Term Suspension	Expulsion
Horseplay/Roughhousing	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Inciting	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	Expulsion	Expulsion
Leaving School Grounds Without Permission/Closed Campus	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Littering	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Physical/Verbal Abuse of Staff	Minimum	Short Term Suspension	Long Term Suspension
	Maximum	/Expulsion	Expulsion
Public Display of Affection	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Tardy	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Loss of Credit
Tobacco/Nicotine /Vapor Releasing Devices Violations*	Minimum	Short Term Suspension	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension
Truancy/Unexcused Absence*	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Loss of Credit
Vehicle Operation/Parking Violations	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension /Loss of Privilege	Loss of Privilege/Expulsion
Violation of Good Neighbor Conduct	Minimum	Conference/Detention	Short Term Suspension
	Maximum	Short Term Suspension	Long Term Suspension

*These offenses also mean violation of local or state law. School authorities may also appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school.

STUDENT OFFENDERS FACE CONSEQUENCES

DISCIPLINARY ACTION CHARTS

The following offenses are subject to expulsion on the first offense

Offense	Range	Action to Be Taken
		FIRST OCCURENCE
Aggravated Assault	Minimum	Short Term Suspension
	Maximum	Expulsion
Alcohol Violation (Providing/Selling)	Minimum	Short Term Suspension
	Maximum	Expulsion
Arson*	Minimum	Short-term Suspension
	Maximum	Expulsion
Assault*	Minimum	Short Term Suspension
	Maximum	Expulsion
Bomb threat*	Minimum	Long term Suspension
	Maximum	Expulsion
Bullying*	Minimum	Short Term Suspension
	Maximum	Expulsion
Burglary or Breaking and Entering	Minimum	Short Term Suspension
	Maximum	Expulsion
Combustibles/Fireworks/Explosive Devices*	Minimum	Short Term Suspension
	Maximum	Expulsion
Computer, Telecommunications, Network Infraction/Inappropriate Use of Electronic Devices	Minimum	Conference/Short Term Suspension/Loss of Privilege
	Maximum	Expulsion
Disorderly Conduct/General Student Conduct	Minimum	Conference/Detention
	Maximum	Expulsion
Drug Violation (Providing/Selling)	Minimum	Long Term Suspension
	Maximum	Expulsion
Endangerment	Minimum	Short Term Suspension
	Maximum	Expulsion
Extortion*	Minimum	Short Term Suspension
	Maximum	Expulsion
Fighting/Mutual Combat	Minimum	Short Term Suspension
	Maximum	Expulsion
Fire Alarm Misuse	Minimum	Short Term Suspension
	Maximum	Expulsion
Firearm (Possession/Threat/Use)	Minimum	Long Term Suspension
	Maximum	Expulsion
Gang Association or Gang Activity	Minimum	Short Term Suspension
	Maximum	Expulsion
Harassment/Intended Harassment (Verbal, Written, Graphic, Electronic, Sexual, Racial, or Physical)	Minimum	Conference/Detention
	Maximum	Expulsion
Harmful Substance*	Minimum	Short Term Suspension
	Maximum	Expulsion
Hazing	Minimum	Short Term Suspension
	Maximum	Expulsion
Sexual Misconduct	Minimum	Short Term Suspension
	Maximum	Expulsion
Theft*	Minimum	Conference/Detention
	Maximum	Expulsion
Threats or Intimidation	Minimum	Short Term Suspension
	Maximum	Expulsion
Trespassing	Minimum	Conference/Detention
	Maximum	Expulsion
Vandalism*	Minimum	Conference/Detention
	Maximum	Expulsion
Weapons Possession*	Minimum	Short Term Suspension
	Maximum	Expulsion
Weapons Use or Threat*	Minimum	Short Term Suspension
	Maximum	Expulsion

*These offenses also mean violation of local or state law. School authorities may also appropriate police authorities. Law enforcement authorities may take action in addition to that taken by the school.

APPEAL PROCEDURE – LOSS OF CREDIT (REF: Board Policy JH-R)

An appeal procedure will be provided whereby a student may appeal the loss of credit for a course to principal or designee. It will be the responsibility of the student to present evidence to the principal or designee that would indicate that special circumstances existed to justify an exemption for the loss-of-credit policy.

STUDENT SUSPENSION/EXPULSION/DUE PROCESS RIGHTS (REF: Board Policy JKD, JKE)

The Governing Board regards the use of out-of-school suspension or expulsion as an extraordinary step, which shall be utilized only when other means of bringing acceptable behavior have failed or the nature of the offense is so serious it endangers the health, welfare or safety of other students or school personnel. Schoolwork missed due to suspension must be made up and full credit earned.

The authority to suspend a student for up to and including nine (9) days after an informal hearing is held rests with the superintendent or designee. Each suspension shall be reported to the Governing Board within five (5) days (ARS 15-843(l) (K)).

A recommendation to expel shall be determined by the principal and forwarded to the superintendent. The authority to expel rests with the Board. All expulsions requested shall have supporting data indicating the due process procedures.

All students and their parents have the right to a hearing to review all charges and proposed punishment in disciplinary matters.

AUTHORITY TO SUSPEND (REF: Board Policy JKD)

The authority to suspend a student for up to and including nine (9) days after an informal hearing is held rests with the Superintendent or designee. Of a danger to students or staff members is present, the principal may immediately remove the student from the school. The school will contact parents prior to removing the student from campus and will communicate with parents for a follow-up hearing as soon as practicable. The person imposing it shall report each suspension to the Governing Board within five (5) days (ARS 15-843).

SHORT TERM SUSPENSION PROCEDURES (REF: Board Policy JKD)

Suspension for nine (9) days or less:

Step 1: The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received the notice, the student will be asked for an explanation of the situation.
- The authorized district personnel shall make reasonable efforts to verify the facts and statements prior to making a judgment.

Step 2: Provided that a written record of the action taken is kept on file, authorized district personnel may;

- Suspend the student for up to nine (9) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for nine (9) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

When Suspension is Involved;

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

NOTE: A suspended/expelled student may not attend any school activities regardless of their location.

NO APPEAL IS AVAILABLE REGARDING A SHORT-TERM SUSPENSION.

LONG-TERM SUSPENSION/EXPULSION PROCEDURES (REF: Board Policy JKD)

Suspension for Over Ten (10) Days

Step 1: If the offense is one that could result in a suspension of over ten (10) days, in addition to steps 1 and 2 of the short terms suspension procedures, the superintendent/designee will set up and conduct a formal hearing. *

Step 2: Written notice to the parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult present) at least five (5) working days prior to the formal hearing describing:

- The charges and rule or regulation violated.
- The extent of the punishment being considered.
- Designation of District Witnesses.
- The date, time and place of the hearing.
- The rights of the student to be represented by counsel and have witnesses present.

Step 3: A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the actions and their parents or legal guardians and legal counsel from attending any executive session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's request.

*For students protected under the Individuals with Disabilities Education Act (IDEA), the IEP or 504 Team shall convene a manifestation determination meeting within ten (10) days of the initiation of the disciplinary action. Suspension for students with IEPs and/or 504s need not be consecutive days; they may be cumulative over the school year.

Note: Additional information is available in Board Policy JKD.

STUDENT DISCIPLINE HISTORY/CUMULATIVE

Students and parents are advised that the district may take into account prior referrals or disciplinary actions at any other school or grade level when determining an appropriate consequence for a violation of the District's Code of Conduct. Upon transfer of a student to another school within the District, transmitting the student's complete record of prior disciplinary reports, including those incidents in which no formal disciplinary action was taken will be forwarded. In the event that a student is referred for disciplinary action for violation of school or district policies, the school shall take into consideration all prior disciplinary referrals and/or actions taken at the student's current and previous schools when determining an appropriate consequence for the current referral.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

Students placed in special education programs will be expected to abide by the rules on conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of IDEA and state statutes.

ARIZONA LAWS PERTAINING TO ATTENDANCE, ASSAULT, EXPULSION, THREATS & BULLYING

ATTENDANCE

A.R.S. 15-803 – School Attendance; Exemptions; Definitions

1. It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless excused pursuant to section 15-803.
2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child. Absences may be considered excessive when the number of absent days exceeds ten (10) percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
3. As used in this section:
 - "Habitually truant" means a truant child who is truant for at least five (5) school days within a school year.
 - "Truant" means an unexcused absence for at least one class period during the day.
 - "Truant child" means a child who is between six (6) and sixteen (16) years of age who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

ASSAULT

A.R.S. 13-1203 – Assault; Classification

1. A person commits assault by:
 - Intentionally, knowingly or recklessly causing any physical injury to another person; or
 - Intentionally placing another person in reasonable apprehension of imminent physical injury; or
 - Knowingly touching another person with the intent to injure, insult or provoke such person.
2. Assault committed intentionally or knowingly pursuant to subsection A, paragraph 1 is a class 1 misdemeanor. Assault committed recklessly pursuant to subsection A, paragraph 1 is a class 2 misdemeanor. Assault committed pursuant to subsection A, paragraph 3 is a class 3 misdemeanor.

A.R.S. 13-1204 – Aggravated Assault

1. A person commits aggravated assault as defined in 13-1203 under any of the following circumstances: 8(d). If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is on any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of his/her professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.
2. Aggravated assault pursuant to subsection A, paragraph 1 or 2 of this section is a class 3 felony except if the victim is under fifteen (15) years of age in which case it is a class 2 felony punishable pursuant to 13-705. Aggravated assault pursuant to subsection A, paragraph 3 of this section is a class 4 felony. Aggravated assault pursuant to subsection A, paragraph 9 subdivision (b) or 10 of this section is a class 5 felony. Aggravated assault pursuant to subsection A, paragraph 4, 5, 6, 7 or 8 or paragraph 9 subdivision (c) of this section is a class 6 felony.

EXPULSION AND SUSPENSION

A.R.S. 15-841 – Responsibilities of pupils: expulsion; alternative suspension; education programs; community service; placement review committee

1. Pupils shall comply with the rules, pursue the required course of study and submit to the authority of the teachers, the administrators and the governing board. A teacher may send a pupil to the principal's office in order to maintain effective discipline in the classroom. If a pupil is sent to the principal's office pursuant to this subsection, the principal shall employ appropriate discipline management techniques that are consistent with the rules adopted by the school district governing board. A teacher may remove a pupil from the classroom if either if the following conditions exist:
 - The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
 - The teacher has determined that the pupil's behavior is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with other pupils in the classroom or with the ability of the other pupils to learn.
2. A pupil may be expelled for continued defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in section 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section 15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate.
3. A school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

4. A school district may annually or upon the request of any pupil or the parent or guardian review the reasons for expulsion and consider readmission.
5. As an alternative to suspension or expulsion, the school district may reassign any pupil to an alternative education program if good cause exists for expulsion or for a long-term suspension.
6. A school district may also reassign a pupil to an alternative educational program if the pupil refuses to comply with the rules, refuses to pursue the required course of study or refuses to submit to the authority of teachers, administrators or the governing board.
7. A school district or charter school shall expel from school, for a period of not less than one year, a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. The subsection shall be construed consistently with the requirements of the Individuals with Disabilities Education Act, 20 United States Code Sections 1400 through 1420. For the purposes of this subsection:
 - "Expel" may include removing a pupil from a regular school setting and providing educational services in an alternate setting.
 - "Firearm" means a firearm as defined in 10 United States Code Section 921.

THREATS

A.R.S. 13-2911 – Interference with or disruption of an educational institution; violation; classification; definitions

1. A person commits interference with or disruption of an educational institution by doing any of the following:
 - Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
 - a. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - b. Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
 - Intentionally or knowingly entering 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.
 - Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
2. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are not required to be directed at a specific individual, a specific educational institution or any specific property or any specific property of an educational institution.
3. The chief administration officer of an educational institution or an officer or employee designated by the chief administrative officer to maintain order may order a person to leave the property of the reasonable grounds to believe wither that:
 - Any person or persons are committing any act that interferes with it disrupts the lawful use of the property by others at the educational institution.
 - Any person has entered on the property of an educational institution for the purpose of committing any act that interferes with or disrupts the lawful use of the property by others at the educational institution.
 - Interference with or disruption of an educational institution pursuant to subsection A, paragraph 1 of this section is a class 6 felony. Interference with or disruption of an educational institution pursuant to subsection A, paragraph 2 or 3 of this section is a class 1 misdemeanor.

ANTI-BULLYING PROVISIONS

A.R.S. 15-341 – Anti-bullying provisions require school districts to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school busses, bus stops and at school sponsored events and activities.

The procedures must contain the following:

- A confidential process that allows pupils to report incidents of harassment, intimidation or bullying to school officials.
- A procedure for the parents or guardians of pupils to submit written reports concerning harassment, intimidation or bullying to school officials.
- A requirement that school district employees report suspected harassment, intimidation or bullying.
- A formal process for the documentation and investigation of reported incidents of harassment, intimidation or bullying.
- A formal process for an investigation of suspected incidents of harassment, intimidation or bullying.
- Disciplinary procedures for students admitting to, or who are found guilty of, committing harassment, intimidation or bullying.
- A procedure that provides consequences for submitting false reports of harassment, intimidation or bullying.

Equal Educational Opportunities – JB-R

JB-R

REGULATION REGULATION

EQUAL EDUCATIONAL OPPORTUNITIES

Compliance Officer

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

Complaint Procedure

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

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

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

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

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

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

FEDERAL LAW PERTAINING TO HOMELESS STUDENTS

SEC 1032 EDUCATION FOR HOMELESS CHILDREN AND YOUTHS (SUBTITLE B OF TITLE VII OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (42 U.S.C. 11431 ET SEQ.)

1. Each State education agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.
2. In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices or policies that may act as a barrier to the enrollment, attendance or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths.
3. Homelessness alone is not sufficient reason to separate students from the mainstream school environment.
4. Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging State student academic achievement standards to which all students are held.

The term "homeless youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. Homeless status is determined in cooperation with parents or, in the case of unaccompanied youth, the local educational agency liaison.

Additional information regarding the McKinney-Vento Homeless Assistance Act is available from the district's homeless liaison/intervention specialist.

PREVENTION PROGRAMS

Cave Creek Unified School District DIVERSION AND PREVENTION PROGRAM

The Cave Creek Unified School District diversion and prevention program takes a thorough and comprehensive approach to prevention. Through the support of its community and the guidance of the district Governing Board, policies, programs and curriculum have been put into place to fight the battle against substance abuse.

With an emphasis on student involvement, our schools have initiated programs such as peer leadership, peer mediation, student support groups, mentoring, peer tutoring and group counseling. At the elementary level, a variety of research-based programs are used.

An educational and information basis for positive decision making is provided for all students through the curriculum. The curriculum also teaches the effects and harm of various substances.

The discipline policy regarding possession, use and sale of drugs and alcohol is strictly applied. Students who provide drugs and/or alcohol in the schools are recommended for expulsion on the first offense. Students who are found in possession or under the influence of drugs and/or alcohol on a first offense may be suspended for nine (9) days with an option for a reduction of suspension if the student and parent attend diversion classes. A second offense of use or possession of drugs and/or alcohol will result in a recommendation for long term suspension and/or expulsion hearing of the student. Bullying Diversion programs are also recommended and used for bullying incidences. Misuse of technology diversion programs are also recommended and used for electronic device infractions.

IMPORTANT RESOURCES FOR INTERVENTION

Emergency	911
Information and Referral	602-234-0053
Crisis Hotline	602-249-1749
Phoenix Crime Stop	602-262-6151
Scottsdale Crime Stop	480-312-5000
Department of Child Protective Services	602-530-1800

SAP (Student Assistance Program)

SAP is a school based support program for students (K-12) designed to identify issues which prevent students from learning and being successful in school. SAP provides education, prevention, early identification, intervention, referral and support groups for students. SAP provides a safe place in which students are free to express their feelings and concerns as they develop positive relationships with peers and adults and acquire knowledge and skills leading to student success.

HELPFUL NUMBERS/NOTES

HELPFUL NUMBERS FOR PARENTS

Assessment	480-575-2035
Curriculum	480-575-2034
Education & Community Services	480-575-2026
Facilities	480-575-2051
Finance	480-575-2021
Food Services	480-575-2420
Human Resources	480-575-2040
Special Education Services	480-575-2013
Transportation	480-575-2080

NOTES:

