

**Student and Parent Handbook
2024-2025**



Spirit of Sunrise

Be Kind and Respectful, Be responsible, Be Safe

Our Mission

Sunrise Drive Elementary School, a caring and collaborative learning community, ensures that each student achieves intellectual and personal excellence, and is well prepared for college and career pathways.

Our Vision

Learning transfers to life beyond the Sunrise Drive Elementary School experience, enabling each student to flourish as a responsible citizen in the global community.

TABLE OF CONTENTS

Sunrise Drive School Hours	3
Student Attendance	4
Arrival and Dismissal	5
Bus Transportation	7
Breakfast and Lunch	9
Dress Code	9
Toys, Electronic Devices and Cell Phones	10
Student Discipline	11
Health Related Issues	14
Visitors on Campus	15
Home-School Communication	16
Student Records/Custody	17
Homework Guidelines	18
Counseling... ..	19
Curriculum and Instruction	19
Extra-Curricular Activities	19
Family Faculty Organization	20
CFSD Governing Board Policies	21

SUNRISE DRIVE SCHOOL HOURS

Regular School Days

	<u>Grade</u>	<u>Hours</u>
	Kindergarten	8:00-11:00 AM or 12:00-3:00 PM
	Kindergarten Plus	8:00-11:00 AM or 12:00-3:00 PM (alternates with
K)	Grades 1-5	8:00 AM - 3:00 PM
	Office	7:30 AM - 3:30 PM

Early Release Days (ER Days)

	<u>Grade</u>	<u>Hours</u>
	Grades K	8:00-10:15 AM or 11:15-1:30 PM
	Kindergarten Plus	8:00-10:15 AM or 11:15-1:30 PM (alternates with
K)	Grades 1-5	8:00 AM - 1:30 PM
	Office	7:30 AM - 3:30 PM

Half-Days - Parent/Guardian-Teacher Conferences and Grading

	<u>Grade</u>	<u>Hours</u>
	Kindergarten	8:00-9:30 AM or 10:00-11:30 AM
	Kindergarten Plus	8:00-9:30 AM or 10:00-11:30 AM (alternates with
K)	Grades 1-5	8:00- 11:30 AM (No lunch at school)
	Office	7:30 AM -3:30 PM

Early Release Days

Early Release takes place every Thursday at Sunrise Drive with a few exceptions during weeks when students do not attend five days of school. The time provided by the Early Release schedule is devoted to teachers and other staff members for professional growth, analyzing student work, team meetings and whole staff professional learning meetings. Early Release will **NOT** take place on the following Thursday afternoons with students being dismissed at 3:00.

- **September 5, 2024**
- **November 14, 2024**
- **January 23, 2025**

Parent/Guardian-Teacher Conference Half-Days

Parent/Guardian-Teacher Conferences are formally scheduled across all district elementary schools on the dates listed below. Teachers and parents may schedule a conference at any time throughout the course of the school year to support student success in school. Students will be released early following the half-day schedule on the following dates.

- **Tuesday, October 22, 2024**
- **Wednesday, October 23, 2024**
- **Thursday, October 24, 2024**
- **Friday, March 14, 2025**

Grading Days

Grading Days are formally scheduled across the District to allow time for teachers to grade and prepare report cards. Students will be released early following the half-day schedule on the following dates:

- **Thursday, October 31, 2024**
- **Thursday, February 13, 2024**
- **Wednesday, May 21, 2025**

STUDENT ATTENDANCE

Every student should attend school regularly unless she or he is ill. This is critical to the student's academic, social, and emotional success. State law requires students to attend 90% of the school year. Attendance is recorded at 8:00 AM.

Student Absences

Parents/Guardians are asked to call the school attendance line at 520-209-7901 by 7:00 AM on any day a child will be absent from school. The call is important to help us ensure the safety of your child and to ensure accurate attendance records. When a child is absent, and we have not heard from the parent/guardian, we will call your home, work, or emergency contact number(s) to verify the absence as part of our safe arrival plan. Students arriving after 9:45 AM will be marked absent for the morning. Parents/Guardians may request to have missed assignments sent home when the student returns to school.

Student Tardiness

Students arriving after the second bell at 8:00 AM are tardy. Students must be in the classroom at 8:00 AM to be counted as present. It is important for parents/guardians to commit to students arriving between 7:35 AM and 7:55 AM so that they may be in class by 8:00 when instruction begins.

Changes in a Student's Routine

Parents/guardians should communicate any change in transportation at dismissal time to the office staff. ***Either a written note or a phone call from a parent/guardian to the office staff is needed for a change in a child's dismissal plan.***

If parents/guardians plan to be out of town and a child(ren) will be cared for by friends or relatives, please notify the school and be sure that the person named is listed on the Emergency Card in the office.

Parents/Guardians are asked to schedule appointments for their children on Early Release Thursdays when students leave school at 1:30 or after 3:00 on the other days of the week. This prevents children from missing valuable academic learning time. When a student needs to leave campus with a parent/guardian for an appointment the student will be called from class to be dismissed once the parent/guardian arrives at school to minimize the amount of instructional time lost due to the student leaving prior to dismissal.

ARRIVAL AND DISMISSAL

The campus is open to students at 7:35 AM when staff supervision begins. Students should arrive between 7:35 AM and 7:55 AM. Students report to their classrooms upon arrival. Children who are transported to school by parents/guardians or walk to school should not arrive at school before **7:35 AM**. Parents/Guardians who need child care before 7:35 AM should contact Community Schools about the CARE program <https://communityschools.cfsd16.org/>. Entrance to campus is through the south gate for all students.

Additionally, school dismisses at 3:00 p.m. on regular days and 1:30 p.m. on Early Release Thursdays. Children should be picked up promptly following dismissal. All students are required to bring a note from home when a change in their routine occurs such as the following situations:

- Leave campus with anyone other than the parent or guardian
- Ride a different bus
- Get off a different bus stop
- Do not ride the bus, but are picked up from school

Drop Off/Pick Up/Parking Procedures

Sunrise Drive Staff is committed to each child's safety and asks that each parent/guardian and visitor partner with the school staff to make our campus safe. Parents/Guardians are asked to stay away from the front entrance gate to campus so that staff may focus on greeting students safely to ensure only staff and students enter the campus.

Parents/Guardians who transport students need to use the Visitor's Parking Lot and observe all traffic signs and patterns. Volunteers and staff provide direction to support the flow of the traffic. **Parents/Guardians must remain in vehicles during arrival and dismissal.**

- Drive and move in the drop-off/pick-up lane along the sidewalk in the Visitor's Parking Lot. **Once the vehicle is in spots 1-6, students exit or enter from the passenger side of the vehicle.** Exiting and entering the vehicle on the passenger side keeps the students on the sidewalk away from moving vehicles. For everyone's safety, do not pass vehicles while in the parking lot.

The school will provide a placard for families to display in the windshield of the vehicle to identify the student which facilitates staff calling students to the vehicle. Distribution of placards takes place at Meet the Teacher prior to the start of school. Parents/Guardians may also request additional placards in the school office as needed.

The Staff Parking Lot is not for Parents/Guardians, or visitors, and may not be used for student drop-off or pick-up. The Staff Parking Lot was designed for the flow of buses, large vans, and vehicles with disabled placards or plates. This is the official bus loading and unloading zone. Parents/Guardians and visitors must use the Visitor's Parking Lot to ensure the safety of our students transported by buses, vans, and by parents/guardians with disabled placards or plates. *Teachers escort students to the bus loading zone and the parent pick-up area to ensure safe arrival and dismissal.*

Students who arrive on campus by walking should enter campus using the sidewalk on the west side of the staff lot. This will ensure that the student does not cross traffic with the bus pathways. Family members should say goodbye to their students in front of the Lounge building to the west of building L.

At the end of the day, students who depart campus by walking will meet their family members on the west side of the staff lot under the shade structures.

The cooperation of each parent, guardian, and visitor is needed to create a safe environment for everyone. The Sunrise Drive Staff understands that these procedures may not be convenient, but each procedure was defined to ensure the safety of each student. Please help us keep all children safe and set a good example by following the procedures.

Bus Transportation

Students transported via school bus are under the authority of the school bus driver and the Catalina Foothills School District. Students eligible for riding the bus are assigned to a bus route and stop and are supplied with a bus card which is attached to the student's backpack. If a student needs a replacement card due to loss, the cost is \$5.00. Students will not have access to the bus without the official bus card. Please help your child learn the bus number of his/her bus and the driver's name. The following behaviors promote a safe bus ride for all students:

- Listen and follow directions.
- Sit in the assigned bus area.
- Use a quiet voice.
- Keep hands, feet, and objects inside the bus.
- Share seats and space with others.
- Stay in a line to load and unload the bus.
- Use kind words and actions.
- Be respectful of the bus driver and other students.
- Report any unsafe or inappropriate behavior to the driver.
- Encourage others to follow the rules.
- Respect bus property.

Bus Stop Guidelines

Safe transportation of school children is a joint responsibility. Bus owners, drivers, school authorities, students, and parents/guardians must all cooperate in order to assure the safe, comfortable transportation of children. The safety and welfare of students waiting at bus stops is the responsibility of parents/guardians. Students are responsible for exhibiting safe bus behavior. CFSD school buses are equipped with video cameras to assist in determining infractions on the bus and who is involved. Students who do not conduct themselves properly may be denied the privilege of riding on district school buses.

Expectations at the Bus Stop

- Arrive on time at the bus stop.
- Stand a safe distance back from the curb and line up single file, facing the street, when the bus approaches.
- Do not move toward the bus or attempt to enter the bus until it has come to a complete stop.
- Always be in the driver's sight.
- Always use steps and handrails, and do not crowd or push when getting on or off the bus.
- Follow the driver's instructions at all times.
- Treat fellow passengers with respect.
- Report any improper conduct to the bus driver who will inform the principal of the misconduct.

Suggestions for Parents/Guardians

- Adult supervision is needed for elementary children waiting at a bus stop.
- Report any problems to the bus driver.
- Talk with your children about safety at the bus stop.

Riding a bus is a privilege. Students are required to conduct themselves safely while riding the bus, waiting for the bus and departing the bus. The bus driver will be responsible for the safety of the student riders and for enforcing the bus rider rules under the direction of the school administration.

Bicycles, Skateboards, Rollerblades and Skates

Students may ride bicycles to school. Bicycles may not be ridden in walkways. Students should lock bicycles in the designated area near the front office. For safety purposes, **skateboards, roller blades, sneakers with wheels, and skates are not allowed on school grounds.**

BREAKFAST AND LUNCH

Students may choose to bring their lunch each day or pick up a lunch prepared by Southwest Foodservice Excellence, LLC (SFE). Also, breakfast will be available as students enter campus. Breakfast and lunch include milk, and students may also purchase milk if bringing lunch from home. Cards are used to account for the meals and milk purchased by the student. Parents/guardians load money to the student's account to pay for the meals. If a student qualifies for free or reduced meals, the card will be used for record keeping purposes for reimbursement from the federal government. Information about who qualifies for free or reduced meals is not shared with others.

Tips for breakfast or lunch:

- Monthly breakfast and lunch calendars are provided by SFE and can be accessed on the school website.
- Breakfast will be served between 7:30 AM and 7:55 AM in the MPR.
- Students will eat breakfast and lunch outside in the assigned areas supervised by staff members.

DRESS CODE

Students and all adult visitors are expected to be dressed appropriately for school at all times. The purpose of the dress code is to protect the health and safety of children and facilitate an instructional setting that does not include distractions. The following guidelines must be adhered to when on campus:

- No suggestive, disrespectful, profane or violent words or pictures are allowed to be worn.
- The torso and buttocks must be covered and no undergarments should be visible.

For students, physical activity is encouraged every day and appropriate clothes and shoes should be worn every day by students. Learning is an active process at Sunrise Drive; clothing may become soiled on occasion from outdoor play, art, or learning activities. Students playing on the playground and active in PE benefit from wearing rubber-soled shoes. Stable closed-toe shoes or strapped sandals are preferable. Sandals and shoes with high wedge soles are not safe. **Flip-flops and sneakers with wheels in the soles ("Wheelies") are not safe and should not be worn to school.** Students are encouraged to wear hats to protect from the sun, but they are to be worn outdoors only.

The staff will determine if the attire is appropriate. If inappropriate attire is worn, the student will be asked to remove the item, turn clothing inside out, or wear an item from the Health Office. The student will return to class when the dress code violation has been resolved.

All parents/guardians and visitors are expected to dress appropriately while on campus by following the guidelines defined. Adults following the dress code may have access to campus; however, adults who do not follow the dress code, will not be granted access to campus.

TOYS, ELECTRONIC DEVICES, CELL PHONES

Students should not bring items to school that will interfere with or disrupt learning. Toys, electronic devices, cell phones and smart watches should be left at home. Toys, play equipment, sports equipment, and other electronic devices will be kept by the principal or teacher for the parent/guardian to pick-up.

Sunrise Drive is equipped with numerous devices for students to use in the learning environment. However, teachers and administrators at each school site have the flexibility as to whether or not to allow the Bring Your Own Device (BYOD) option in classrooms. At Sunrise Drive, a teacher may provide permission, following the CFSD Technology policy, to allow a student the option to BYOD to enhance learning. When this situation takes place, the teacher will communicate clearly with students and parents/guardians. All devices including cell phones and SMART watches should be left at home unless the direct communication from the teacher is sent to the parents/guardians.

We understand that many students have cell phones or smart watches as a safety measure and communication with parents/guardians. This is a parent/guardian's decision to send an expensive device to school that will not be secured by school staff members. The following guidelines will be followed if a student brings a cell phone to school:

- Cell phones or SMART watches should remain in backpacks at all times.
- Cell phones or SMART watches should be turned off during the instructional hours of school.
- A phone or SMART watch that makes noise during class will be secured in the office, and parents/guardians may make arrangements to pick up the device in the office at a later time.
- Continued disruptions of ringing phones will result in the loss of the privilege of bringing the phone to school.
- Students are to use school phones when to contact his/her parents.

STUDENT DISCIPLINE

The Sunrise Drive staff and students value the dignity of all members of the school community at all times. A positive, consistent approach to discipline, which focuses on safety, respect, communication, self-discipline, problem solving, development of a positive self-image, and prevention of discipline infractions is used.

Sunrise Drive students and staff are expected to respect the rights, feelings, and opinions of all members of the learning community. Students are expected to conduct themselves in an orderly, polite, caring, and safe manner. Children can and should become increasingly responsible for their own behavior. The Sunrise Drive staff respects the right of students to make choices and to experience logical consequences for those choices. Students are taught planning, decision-making, and problem-solving skills to develop their abilities to make sound personal and academic choices.

Spirit of Sunrise

Be Kind and Respectful, Be Responsible, Be Safe

Location	Be Safe	Be Responsible	Be Kind and Respectful
Classroom	<ul style="list-style-type: none"> ● Enter a room only if an adult is present ● Keep your hands, feet, and objects to yourself ● Use materials and equipment properly 	<ul style="list-style-type: none"> ● Be on time ● Come prepared to learn ● Participate ● Do your best work ● Take care of your materials and equipment ● Clean up your area 	<ul style="list-style-type: none"> ● Be a good listener ● Ask before you use others' things ● Use good manners ● Appreciate differences ● Share ● Include others ● Be friendly
Restroom	<ul style="list-style-type: none"> ● Walk ● Wait patiently to use the bathroom ● Wash hands with soap 	<ul style="list-style-type: none"> ● Use your time wisely ● Report any problems to an adult ● Throw trash in the garbage can 	<ul style="list-style-type: none"> ● Use quiet voices ● Stay in your own stall ● Use equipment properly ● Flush the toilet once ● Throw away used paper towels in the garbage cans ● Clean up after yourself
Lunch	<ul style="list-style-type: none"> ● Walk ● Wash hands before you eat ● Stay seated 	<ul style="list-style-type: none"> ● Take what you have ordered ● Eat in the designated area ● Raise your hand for permission to leave the table 	<ul style="list-style-type: none"> ● Enter, eat, and exit quietly ● Use quiet voices ● Eat your own food ● Stay seated ● Use good manners ● Clean up after yourself
Playground	<ul style="list-style-type: none"> ● Stay within boundaries ● Use equipment appropriately 	<ul style="list-style-type: none"> ● Solve problems using your words ● Tell an adult when something unsafe is happening 	<ul style="list-style-type: none"> ● Use your hands and feet appropriately ● Follow the Sunrise staff's instructions

	<ul style="list-style-type: none"> ● Leave nature in its place ● Ask for a pass to leave the playground 	<ul style="list-style-type: none"> ● Return to the classroom on time ● Return equipment 	<ul style="list-style-type: none"> ● Include others and take turns ● Follow the agreed upon rules ● Keep playground clean
Walkways	<ul style="list-style-type: none"> ● Walk in line with your class ● Use quiet voices ● Travel on the right side of the blue line ● Look where you are going ● Keep your hands, feet and objects to yourself 	<ul style="list-style-type: none"> ● Go directly to your destination ● Travel to the right of the blue line ● Remain quiet in the walkways 	<ul style="list-style-type: none"> ● Show silent recognition of others ● Wait quietly to enter a classroom
Buses	<ul style="list-style-type: none"> ● Buckle your seat belt ● Stay seated ● Use quiet voices ● Face forward ● Wait until bus comes to a complete stop before standing 	<ul style="list-style-type: none"> ● Be on time ● Give any notes to bus driver ● Find a seat quickly ● Keep belongings with you ● Keep any cell phones in your backpack 	<ul style="list-style-type: none"> ● Follow the bus driver's instructions ● Wait patiently
Arrival	<ul style="list-style-type: none"> ● Walk ● Follow Sunrise staff/volunteer instructions ● Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> ● Arrive between 7:35-7:55 ● Hang backpacks on hooks ● Go to your playground ● Go directly to class when bell rings 	<ul style="list-style-type: none"> ● Use quiet voices ● Greet students and adults in the walkways
Dismissal	<ul style="list-style-type: none"> ● Travel with your class ● Use quiet voices ● Keep hands, feet and objects to yourself ● Stay in your designated area ● Follow Sunrise staff instructions 	<ul style="list-style-type: none"> ● Watch for your car/bus ● Keep all packed belongings in your backpack ● Get permission from adult to leave your designated pickup area 	<ul style="list-style-type: none"> ● Sit and wait patiently ● Greet your driver
Interactions with Peers	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to self ● Help a peer when they are hurt. 	<ul style="list-style-type: none"> ● Work cooperatively with your peers. ● When working with peers, stay focused on your learning. ● When playing with peers, use equipment 	<ul style="list-style-type: none"> ● Make eye contact ● Use kind words ● Use good manners ● Listen to each other ● Share ● Include others ● Be friendly

		<p>and materials appropriately.</p> <ul style="list-style-type: none"> ● Report any problems to an adult 	
<p>Transitions Between Class</p>	<ul style="list-style-type: none"> ● Travel with your class ● Use quiet voices ● Walk on cement ● Walk on the right side of the blue line ● Look where you are going ● Keep your hands, feet and objects to yourself 	<ul style="list-style-type: none"> ● Go directly to your destination 	<ul style="list-style-type: none"> ● Show silent recognition of others ● Wait quietly to enter a classroom between classes

HEALTH-RELATED ISSUES

A health assistant is assigned to Sunrise Drive Elementary School during school hours to provide health services to students per CFSD policy. A Registered Nurse is assigned to Sunrise Drive to oversee the Health Office and student health services. The treatment of injuries or illness will be initiated based on the Arizona Department of Health Emergency Guidelines for Schools and Infectious Disease Chart.

The Emergency Health Form, which will be completed by the beginning of the school year, must have complete information regarding whom to call and current telephone numbers in case of an emergency. If we are unable to reach the parent/guardian to pick up the student, the designee on the Emergency Health Form will be contacted.

Medications

When it is essential for a student to take medicine in school, the following requirements shall be met:

- A licensed Arizona Physician, Registered Nurse Practitioner, Physician's Assistant or Dentist will prescribe the medication.
- There must be a written order from the Physician or provider stating the name of the medication, dosage, time to be given, indication and correct student's name.
- CFSD medication consent form shall be signed by a parent or guardian.
- All Medications (Prescription and Over the Counter) must be brought to the Health Office by the parent or guardian.
- Medications must be brought to the Health Office in the original prescription container with the dispensing pharmacy's label.
- The original prescription container shall serve as the prescriber's order since the prescription is on file at the pharmacy and the pharmacist may be requested to prepare a special container for school use.
- Over the counter medications need a prescription filled out by the student's physician and the CFSD consent form shall be signed by the parent or guardian. (This includes cough drops.)
- If the student has life-threatening allergies or a disease in which the student can self-administer and carry her/his medication, the prescription needs to specify these directions.
- CFSD has standing orders from the Pima Health Department for the administration of Tums and Acetaminophen (generic Tylenol) for students 6 and older. Students must have a current Emergency Health History (forms are available in the Health Office), to receive these medications.
- Supervision of medication administration protocol is managed by a Registered Nurse. Medication will be administered by an agent designated by the principal: usually the Health Assistant, Office Clerk or Office Secretary.
- When medications are discontinued or the school year has ended, the parent/guardian must pick up medications or they will be discarded.

Vision and Hearing Screenings

Annual vision and hearing screenings are a part of the CFSD health program for certain grades. The screenings occur during the beginning of the year.

Immunization Requirements for School Entry

As of January 1, 1991 Arizona State law requires parents/guardians of new entrants to present documentation, which includes dates, of all required immunizations. Schools will be responsible for excluding those who have not started the shots or who are overdue for the next dose. Exemptions to immunization requirements are available. Pima County Health Department requires a copy of the original immunization booklet or paper from the doctor's office. It should be signed by the physician or clinic.

Required Immunizations in the State of Arizona

- OVP (Polio) 4 doses at any age, but 3 doses meet requirements for ages 4-6 if at least one dose was on/after the 4th birthday; 3 doses meet requirements for 7 years and older if at least one dose was on or after the 4th birthday.
- DPT (Diphtheria/Pertussis/Tetanus) Age 6 and under: Needs 6 doses at any age but 4-5 doses meet requirements for ages 4-6 if at least one dose was on or after the 4th birthday. Age 7 and older 4 doses but 3 doses meet the requirements for ages 7-18 years if at least one dose was on or after the 4th birthday. If one last dose was given before the 4th birthday, one more Td is required.
- MMR (Measles, Mumps, Rubella) 2 doses both have to be administered on or after 1st birthday.
- TD (Tetanus) required every 10 years.
- Hepatitis B: 3 doses are required.
- Varicella ~ Children attending child care, K, 1st, 2nd and 7th grade are required to show proof of immunization or history of varicella (chicken pox) infection.

VISITORS ON CAMPUS

The Sunrise Drive staff values parent/guardian volunteers. Teachers prepare schedules for parental assistance during special instructional times as well as for special programs and field trips. Teachers determine the volunteer schedule and who fills the volunteer times. Students must respect the parent/guardian in the volunteer role in order for the parent/guardian to volunteer to support all of the students in the class.

All visitors and volunteers will need to check-in at the office. The clerk will ask for the visitor's photo ID on the initial visit to verify their identity and make a copy of the identification. ID photocopies are to be filed in a logbook and stored in a secure location for future reference. Once the volunteer or visitor is confirmed as someone who will be given access to the campus, she/he will sign in and receive a numbered visitor badge in exchange for their car keys or cell phone. When returning to the office to exit the campus, the volunteer or visitor will hand off her/his visitor badge in exchange for their car keys or cell phone. Adults must adhere to this procedure in order to have access to the campus. The visitor badge needs to be worn around the neck at all times when on campus. If family members bring something to the school for their child during the school day, the item will be left in the school office for delivery. Parents/Guardians will not deliver items as this may disrupt the learning environment.

Escorted tours are scheduled throughout the year. Visitors must make a reservation by calling 520-209-7901 or using a link provided in print. Visitors attending a tour do not have access to the classrooms where children are learning as it may disrupt the learning of students.

HOME-SCHOOL COMMUNICATION

Parents/Guardians have access to teachers via email at any time during the school year. Additionally, teachers communicate with parents/guardians through periodic newsletters, student reports, phone calls, and emails sent through ParentVUE. The school website includes information about the learning community, including celebrations of students, upcoming events, and Principal newsletters. Keeping informed ensures student preparedness. Parents/Guardians are invited and encouraged to attend Curriculum Nights and Parent-Teacher Conferences. Teachers present an overview of the curriculum, the classroom program for the year, and important classroom routines and procedures during Curriculum Night. Information to parents/guardians about the school and the child's progress will be formally reported to you in the following ways:

Report Cards

The elementary academic year is divided into three trimesters. Student progress is formally reported to parents/guardians via ParentVUE following the end of the trimester:

- [November 15, 2024](#)
- [February 28, 2025](#)
- [May 30, 2025](#)

ParentSquare

We are excited to announce that Catalina Foothills School District has adopted a new form of school-to-home communication: [ParentSquare](#). It is designed to keep parents informed and facilitate their participation in school.

What is ParentSquare?

ParentSquare provides a safe and efficient way for the school principal, teachers, staff, and parents/guardians to:

- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- And much more... all in one centralized place!

Parents – Getting Started Video

Watch our [Getting Started Video](#) to learn how to make the most of ParentSquare!

How to Stay Informed

All school, grade level, and classroom information will now be sent directly to your computer or phone via email and/or text. You can also download the free ParentSquare App for even easier access.

Download the Free App

- [Download for iOS](#)
- [Download for Android](#)

Activate Your Account

CFSD will initiate the setup process with you. We will send you an invitation email and/or text with a link to activate your ParentSquare account. From your email, click the button, "Activate Your Account."

Training Resources for Families

We want to make sure you have all the tools you need to use ParentSquare effectively. Check out the ParentSquare Training Resources for Families for comprehensive online training.

ParentVUE

ParentVUE is a web-based communication tool that allows parents/guardians and students secure access to grade, assignment, and attendance information. This secured access requires a confidential username and password issued by CFSD. Assignments and student performance can be viewed as teachers enter grades into their electronic grade books. ParentVUE organizes and formats the data for convenient viewing.

STUDENT RECORDS/CUSTODY

Please keep the school informed of any changes in health needs, home and work phone numbers, guardianship, and address. CFSD policy states: If a family moves to a new address, the parent/guardian must bring in new proof of residence (new lease or closure papers) to the Sunrise Drive Office within a week of relocation. The cumulative record is an individual report on each student required by law. It may be viewed by the school staff and by parents/guardians in the presence of the school principal or designee. Only appropriate CFSD staff and the child's parents/guardians may see the record unless it is subpoenaed by the court.

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If a parent/guardian has a court order limiting the custody, communication, or visitation rights of one parent, please submit a copy to the school office. Unless the court order is on file at Sunrise Drive, the school staff must provide equal rights to both parents.

HOMEWORK GUIDELINES

When assigning homework to students, the goal is to support students in achieving academic success and in applying what they have learned in school. Helping students develop competence, confidence, and strong work habits will foster their independence as learners. Homework assignments help students develop responsibility and support the retention of skills and concepts. We are committed to supporting students in developing and practicing effective study skills. In order to achieve the goals of responsibility and retention, students benefit from structures such as a location to work and a predictable time to focus on the work.

Student Homework Responsibilities

1. Listen to class directions.
2. Write down assignments, due dates, and instructions.
3. Take home the instructions and materials needed to complete the assignment.
4. Set up, keep, and use a special study place and daily time to do homework.
5. Give your best effort
6. Ask your parents/guardians for help if you need it, but don't let them do it for you; do as much of the assignment as you can.
7. Show your parents/guardians your completed work.
8. Turn the assignment in on time.

Parent/Guardian Homework Responsibilities

1. Make a plan with your child for a quiet, well-lit homework area, and a consistent scheduled time to do homework.
2. Read to your child and/or have your child read aloud to you.
3. Offer guidance with assignments without taking away the student's responsibility for completing the assignments.
4. Encourage your child to use an assignment calendar or planner.
5. If your child has trouble with an assignment, try the following strategies:
 - Ask your child to read the directions and tell or show you what is to be done.
 - Read the directions to your child. Have him/her tell you the directions in his/her own words.
 - Stress the order of steps in the task. Have him/her do the first problem as you watch and encourage.
 - If it is clear the assignment is still too difficult, attach a note to the teacher. Your child should not complete the assignment at that point.

Homework Time Guidelines

Kindergarten and First Grade	5-30 minutes weekly
Second Grade	5-30 minutes daily
Third Grade	30-45 minutes daily
Fourth Grade	30-60 minutes daily
Fifth Grade	30-60 minutes daily

COUNSELING

The school counseling program is a developmentally based school guidance program offering instruction in areas such as academic mindsets, peer group interaction, cooperation, transition, understanding feelings, and conflict resolution. Students have the opportunity to participate in a variety of lessons and groups with the counselor. Additionally, the counselor is available to support parents/guardians, students, and staff with problem solving related to student learning and community referrals.

CURRICULUM AND INSTRUCTION

The Catalina Foothills School District (CFSD) is fully committed to providing a meaningful and rigorous education that prepares students well for work and life in a 21st century global society. Each curricular area includes content-specific Arizona State Standards that communicate K-12 overarching learning expectations of students. It is our goal to integrate content standards and Deep Learning Proficiencies to prepare our students for success in a rapidly changing world. The content standards and Deep Learning Proficiencies may be accessed on the website at <http://sdes.cfsd16.org/> by clicking on Curriculum.

EXTRA-CURRICULAR ACTIVITIES

Lunch Recess Clubs

Students have an opportunity to participate in Club activities and events during the lunch recess period which may include Lego Club, Steppers, Garden Club, Yoga, Games and Student Council. The student elects to attend club meetings with no attendance requirement needed.

Parties and Events

Students may enjoy two parties during the school year defined by the teacher. During these parties/events, food may be served and are defined by the teacher. The food items should be individually wrapped and store-bought. There may be no more than one (1) food or beverage that does not meet nutrition standards. Homemade snacks are not permitted. Parents/guardians should refrain from bringing additional items not requested by the teacher. Teachers will communicate with parents/guardians when the parties/events will take place and what will be served. When celebrating student birthdays, food items are not allowed to be brought in by students or parent(s)/guardian(s), and food will not be provided by the classroom teacher. Party invitations may not be passed out at school unless all classmates are invited to the event.

Community Schools

CFSD Community Schools offers a wide range of extracurricular activities for children, including sports and Chess Club. Fall and spring schedules of classes may be accessed online that will take place on Early Release Thursdays. Schedules for an extensive array of summer programs are sent home in the spring. The Community Schools phone number is 520-209-7551.

CARE

Extended day care is provided both before and after school. CARE at Sunrise Drive operates between the hours of 6:30 AM – 8:00 AM and 3:00 PM to 6:00 PM. Students must be registered in the CARE program to participate.

FAMILY-FACULTY ORGANIZATION (FFO)

<https://sunriseffo.org/>

The Family-Faculty Organization (FFO) supports dynamic home-school collaboration, cooperation, and commitment. The FFO organizes volunteers who work in the classrooms, in the library, and on special school-wide projects. The FFO is a valued part of the learning community! All parents/guardians are automatically a member of Sunrise Drive Family-Faculty Organization when a student is enrolled at Sunrise Drive.

Everyone is welcome to attend the monthly FFO meetings. Notification of meeting times can be found on the school's master calendar and the Sunrise Drive FFO website. Meetings address a variety of topics, such as Principal Updates, fundraisers, and school projects, and other important issues. Some of the projects undertaken by the FFO include school pictures, book fairs, Campus Clean-Up, and Picnic and Play, Spiders & Cider, Spring Chinese Festival, and the Evening of the Arts Festival. The FFO fundraising efforts support programs and events, field trips, and artists in residencies. Also, the FFO provides an online directory for families to access. Click on the heading, "MTK Online Community" to access the contact information for Sunrise Drive families. The FFO is a critical element in the success of Sunrise Drive Elementary School.

Catalina Foothills School District Board Policies

HAZING

Governing Board Policy Exhibit JICFA-EB

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

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any student who is enrolled or accepted for enrollment in the Catalina Foothills School District. A person shall be considered a student until graduation, transfer, promotion or withdrawal from the Catalina Foothills School District.

Definitions

A person commits "hazing" by intentionally, knowingly or recklessly, for the purpose of pre initiation activities, pledging, initiating, holding office, admitting or affiliating a minor or student into or with an organization or for the purpose of continuing, reinstating or enhancing a minor's or student's membership or status in an organization, causes, coerces or forces a minor or student to engage in or endure any of the following:

- Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both.
- Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the minor or student, including activities that are reasonably calculated to cause the minor or student to harm themselves or others.
- The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug or other substance that poses a substantial risk of death, physical injury or emotional harm.
- An act of restraint, confinement in a small space or significant sleep deprivation.
- Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury.
- Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics or unhealthy exposure to the elements.
- Any act in violation of section A.R.S. [§13-1215](#) or [13-1216](#).

"Organization" means an athletic team, club, or similar group that is affiliated with Catalina Foothills School District and whose membership consists primarily of students enrolled at Catalina Foothills School District.

It is not a defense to hazing if either of the following applies:

- The victim or person against whom the hazing was directed, acquiesced or consented, whether implied or expressed, to the conduct.
- The conduct was sanctioned or approved by the Catalina Foothills School District or the conduct was traditional and customary, or both.

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

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator.

The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a

result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

Hazing is a class 1 misdemeanor, except that if the hazing results in a person's death it is a class 4 felony.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

Governing Board Policy JICK-EB

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

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

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

Prohibited Conduct

Student harassment, intimidation and bullying are prohibited on school property, in school buses, and at school-sponsored events and activities.

Cyber harassment, intimidation and bullying are also prohibited. This includes any act of harassment, intimidation or bullying committed by use of electronic technology or electronic communication including by cell phone, social networking and other internet communications. Cyber harassment, intimidation and bullying is prohibited on school computers, networks, forums, mailing lists or other District owned property as well as on an individual's personal electronic media and equipment.

Disciplinary action may result from student harassment, intimidation or bullying that occurs outside of the school and the school day when such conduct results in a substantial negative physical, mental or emotional impact on the victim at school or interferes with the authority of the school system to maintain order.

Distinctions between Harassment, Intimidation and Bullying

Harassment, intimidation and bullying often involve similar conduct, but there are some distinctions.

Harassment: Harassment is based on state and federal legally protected categories such as an individual's race, color, religion, sex, sexual orientation, ethnicity, national origin or disability. In some cases, conduct can be deemed harassment even though the conduct is not directed at a particular student or group of students. Harassment is often a form of unlawful discrimination that violates an individual's civil rights. Sexual harassment may also be a violation of Title IX of the Education Amendments Act.

Bullying: Bullying focuses on an imbalance of power between the student or students accused of bullying and the student or students who are the victims of the bullying. For example,

bullying may be based on one or more of the following factors or criteria--economic status, physical size or personal appearance.

Intimidation: Intimidation involves threats, by word or conduct, to physically harm another person or harm or steal another person's property.

Factors to Consider

In determining whether conduct is harassment, intimidation or bullying, the following "Factors" should be considered:

- Is the conduct related to race, color, religion, sex, ethnicity, national origin, disability, sexual preference, gender identity, cultural background, economic status, physical size, personal appearance social status or some other factor or criteria that causes a real or perceived imbalance of power in favor of the student accused of harassment, intimidation or bullying?
- Does the conduct at issue involve either a series of incidents or a single serious incident?
- Has a student's ability to participate in school been significantly impacted? Has the student been physically injured or emotionally harmed or has his or her property been damaged? Has a student been placed in continuing fear of personal harm or damage to property?

Absent unusual circumstances, a combination of the Factors listed above is required to find that harassment, intimidation or bullying has occurred.

Taking into consideration the Factors referenced above, harassment, intimidation or bullying may include, but not be limited to, the following conduct:

- Unwelcome or derogatory verbal or written comments, photographs or graphics, including name calling or rumor spreading
- Social exclusion, ostracism, hazing, or stalking
- Unwelcome physical contact such as touching, pushing, hitting, kicking, shoving, or spitting
- Extortion
- Threats of harm to a person or property
- Damage to or theft of personal property
- Physical harm or violence

Conduct that is harassment, intimidation or bullying may be verbal, written or physical, and/or include use of the internet and social media. Such conduct may occur directly or through another person.

Reporting

A student who is experiencing harassment, intimidation or bullying or who believes another student is experiencing such conduct should report the situation to a school employee, preferably a school administrator or counselor. School personnel are to maintain appropriate confidentiality of the reported information.

Retaliation

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

Discipline

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

Submitting False Report

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

Contacting Emergency Medical Services and Law Enforcement

Emergency medical services shall be contacted, if appropriate, when a student has been physically harmed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that a notification of an incident of harassment, intimidation or bullying is required by law.

STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING
COMPLAINT FORM

Governing Board Policy JICK-EA

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

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

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

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

Name	Address	Telephone Number
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The projected solution

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

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

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____

STUDENT DISCIPLINE

Governing Board Policy JK

The District's policies and procedures for student discipline define conduct that may result in discipline of a student, set forth due-process procedures for various types of discipline, describe actions that may be taken as a result of excessive absences, and set forth other rights and responsibilities related to student conduct.

These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the orderliness of the school.

The District reserves the right to hold students accountable for behavior that did not occur on District property or behavior that occurred in other school districts.

When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

A.R.S. [15-841](#)(G) requires Districts to expel any student who brings a firearm to school, with said expulsion to be for a period of not less than one year. This may be modified on a case-by-case basis.

For any other disciplinary infraction, a school district may impose an out-of-school suspension or expel a pupil who is enrolled in kindergarten through fourth grade (K-4) only if all of the following apply:

- A. The pupil is seven (7) years of age or older.
- B. The pupil engaged in conduct on school grounds that meets one (1) of the following criteria:
 1. Involves the possession of a dangerous weapon without authorization from the school.
 2. Involves the possession, use or sale of a dangerous drug as defined in A.R.S. [13-3401](#) or a narcotic drug as defined in A.R.S. [13-3411](#).
 3. Immediately endangers the health and safety of others.
 4. The pupil's behavior is determined by the School District Governing Board to qualify as aggravating circumstances and that all of the following apply:
 - a. The pupil is engaged in persistent behavior that has been documented by the school and that prevents other pupils from learning or prevents the teacher from maintaining control of the classroom environment.

b. The pupil's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with the school counselor, school psychologist or other mental health professional or social worker if available within the School District or through a state sponsored program.

c. The pupil's parent or legal guardian was notified and consulted about the ongoing behavior.

d. Before a long-term suspension or expulsion, the school provides the pupil with a disability screening and the screening finds that the behavioral issues were not the result of a disability.

C. Failing to remove the pupil from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances."

D. Before suspending or expelling the pupil, the School District considers and, if feasible while maintaining the health and safety of others, in consultation with the pupil's parent or guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the District, that are appropriate to the circumstances and that are considerate of health and safety. The School District shall document the alternative behavioral and disciplinary interventions it considers and employs.

E. The District, by policy, provides for both:

1. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who have served at least five (5) school days of a suspension that exceeds ten (10) school days to be considered for readmission on appeal of the pupil's parent or legal guardian.

2. A readmission procedure for pupils who are in kindergarten through fourth grade (K-4) and who are expelled from or subject to alternative reassignment at the school to be considered for readmission on appeal of the pupil's parent or legal guardian at least twenty (20) school days after the effective date of the expulsion or alternative reassignment.

A school district is exempt from having to meet the prescribed criteria for the suspension of a student in kindergarten (K) or the first through the fourth (1st – 4th) grades if either:

A. Expulsion is required pursuant to A.R.S. [15-841](#)(G) due to a student's possession of a firearm at school.

B. The suspension does not exceed two (2) days and the aggregate suspensions for the pupil does not exceed ten (10) days within a school year.

"Aggravating circumstances" means the pupil is engaged in persistent behavior that:

A. Has been documented by the school.

- B. Prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.
- C. Is unresponsive to targeted interventions as documented through an established intervention process.

The discipline, suspension, and expulsion of pupils shall not be based on their race, sex, (which includes a prohibition against sexual harassment as described in the District's policy concerning sexual harassment), sexual orientation, gender identity or expression, national origin, ethnicity, religion, creed, age, or disability.

The principal of each District school shall ensure that a copy of all rules pertaining to discipline, suspension, and expulsion and the provisions pertaining to confinement of pupils are distributed to each student's parents at the time the student enrolls in school each year.

Behavior Management and Discipline of Students with Special Needs

The Superintendent shall oversee a collaborative process for the identification, description, and monitoring of best practices for behavioral management and discipline of special needs students. The practices shall include, but not be limited to:

- A. authorized and prohibited disciplinary methods,
- B. recommended and required training for special education program teachers and aides, and
- C. requirements for conveying notice of disciplinary measures taken.

Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- A. Rules established for the referral of students.
- B. The conditions of A.R.S. [15-841](#), when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

Confinement

Under A.R.S. [15-841](#), the Superintendent shall ensure that disciplinary policies involving the confinement of pupils left alone in an enclosed space shall include the following:

- A. A process for prior written parental notification that confinement may be used for disciplinary purposes that is included in the pupil's enrollment packet or admission form.

B. A process for written parental consent before confinement is allowed for any pupil in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal or teacher determines that the pupil poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

Restraint and Seclusion

The use of restraint and seclusion is not limited, by policy or practice, to students with disabilities.

A school may permit the use of restraint or seclusion techniques on any pupil if both of the following apply:

- A. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
- B. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

If a restraint or seclusion technique is used on a pupil:

- A. School personnel shall maintain continuous visual observation and monitoring of the pupil while the restraint or seclusion technique is in use.
- B. The restraint or seclusion technique shall end when the pupil's behavior no longer presents an imminent danger to the pupil or others.
- C. The restraint or seclusion technique shall be used only by school personnel who are trained in the safe and effective use of restraint and seclusion techniques unless an emergency situation does not allow sufficient time to summon trained personnel.
- D. The restraint technique employed may not impede the pupil's ability to breathe.
- E. The restraint technique may not be out of proportion to the pupil's age or physical condition.

Schools may establish policies and procedures for the use of restraint or seclusion techniques in a school safety or crisis intervention plan if the plan is not specific to any individual pupil.

Schools shall establish reporting and documentation procedures to be followed when a restraint or seclusion technique has been used on a pupil. The procedures shall include the following requirements:

- A. School personnel shall provide the pupil's parent or guardian with a written or oral notice on the same day that the incident occurred unless circumstances prevent

same-day notification. If the notice is not provided on the same day of the incident, notice shall be given within twenty-four (24) hours after the incident.

B. Within a reasonable time following the incident, school personnel shall provide the pupil's parent or guardian with written documentation that includes information about any persons, locations, or activities that may have triggered the behavior, if known, and specific information about the behavior and its precursors, the type of restraint or seclusion technique used and the duration of its use.

C. Schools shall review strategies used to address a pupil's dangerous behavior if there has been repeated use of restraint or seclusion techniques for the pupil during a school year. The review shall include a review of the incidents in which restraint or seclusion techniques were used and an analysis of how future incidents may be avoided, including whether the pupil requires a functional behavioral assessment.

If a school district or charter school summons law enforcement instead of using a restraint or seclusion technique on a pupil, the school shall comply with the reporting, documentation, and review procedures established under the paragraph above. School resource officers are authorized to respond to situations that present the imminent danger of bodily harm according to protocols established by their law enforcement agency.

Schools are not prohibited from adopting policies which include procedures for the reasonable use of physical force by certificated or support staff personnel in self-defense, defense of others, and defense of property (A.R.S. [15-843](#), subsection b, paragraph 3).

The District authorizes the use of these definitions which are included in A.R.S. [15-505](#):

A. "Restraint" means any method or device that immobilizes or reduces the ability of a pupil to move the pupil's torso, arms, legs, or head freely, including physical force or mechanical devices. Restraint does not include any of the following:

B. Methods or devices implemented by trained school personnel or used by a pupil for the specific and approved therapeutic or safety purposes for which the method or device is designed and if applicable prescribed.

C. The temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a pupil to comply with a reasonable request or to go to a safe location.

D. The brief holding of a pupil by one (1) adult for the purpose of calming or comforting the pupil.

E. Physical force used to take a weapon away from a pupil or to separate and remove a pupil from another person when the pupil is engaged in a physical assault on another person.

F. "School" means a school district, a charter school, a public or private special education school that provides services to pupils placed by a public school, the Arizona State Schools for the Deaf and the Blind, and a private school.

G. "Seclusion" means the voluntary confinement of a pupil alone in a room from which egress is prevented. Seclusion does not include the use of a voluntary behavior management technique, including a timeout location, as part of a pupil's education plan, individual safety plan, behavioral plan, or individualized education program that involves the pupil's separation from a larger group for purposes of calming.

Threatened an Educational Institution

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

Regulating Off-Campus Speech

While the District may regulate certain types of off-campus student speech, it must be mindful of student rights of expression under the First Amendment.

Circumstances that may implicate the District's off-campus regulatory interests include, but are not limited to:

- A. Serious or severe bullying or harassment targeting particular individuals.
- B. Threats aimed at teachers or other students.
- C. The failure to follow rules concerning:
 - 1. Lessons.
 - 2. The writing of papers.
 - 3. The use of computers.
 - 4. Participation in other online school activities.
- D. Breaches of school security devices.

The District may take affirmative steps to work with the student, short of discipline, to engage in future respectful and accountable digital citizenship.

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

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

Self-Reporting

Any student seeking help with substance abuse issues may self-report to the staff or administration without incurring discipline or law enforcement sanctions under the following conditions:

- A. Students must not be in possession of nor under the influence of illegal substances and may not have paraphernalia with them or in their vehicle.
- B. Students should not be under investigation by the administration for issues relating to illegal substances.

Adopted: February 13, 2024

LEGAL REF.:

A.R.S.

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

[13-2911](#)

[13-3401](#)

[13-3411](#)

[15-105](#)

[15-341](#)

[15-342](#)

[15-841](#)

[15-842](#)

[15-843](#)

[15-844](#)

CROSS REF.:

[GBEB](#) - Staff Conduct

[JIC](#) - Student Conduct

[JKA](#) - Corporal Punishment

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[JLDB](#) - Restraint and Seclusion

EXHIBIT

**STUDENT DISCIPLINE
DISCIPLINE MATRIX**

Governing Board Policy JK-E

The following matrix specifies the types of conduct that will result in disciplinary action. In each instance, a range of discipline is possible. References to "Behaviors Which May Result in Student Suspension/Expulsion" refer to Catalina Foothills School District Policy JKD-Student Suspension.

Discipline in excess of the maximum may be recommended and imposed (1) in the case of multiple rule violations arising out of the same event or series of events, or (2) when a student has repeatedly violated one or more of these rules, or (3) when the student's conduct is particularly serious. Discipline less than the minimum may be recommended and imposed in appropriate circumstances. Beginning in the fourth (4th) quarter, students subject to discipline risk loss of participation in promotion, graduation, and related activities.

The following is not a checklist of all discipline that must be imposed. Administrators have broad discretion in disciplining a student and may increase the minimum or decrease the maximum based on circumstances.

Behaviors Which May Result in Student Suspension/Expulsion

Behaviors		First Occurrence	Subsequent Occurrence
<p>Alcohol. A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer or be under the influence of alcohol at school, school activities, or events.</p>	Minimum	<ul style="list-style-type: none"> ● Confiscation ● Parent conference ● Sheriff notification ● Short-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Parent conference ● Sheriff notification ● Recommended short-term suspension of not less than five (5) days. When the student returns after the suspension, severe limitations will be imposed on their school-related activities
	Maximum	<ul style="list-style-type: none"> ● Confiscation ● Parent conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Parent conference ● Sheriff notification ● Recommended expulsion

<p>Arson and Reckless Burning. A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher- approved class activities such as an approved and supervised experiment in a chemistry class.</p> <p>A person commits arson of an occupied structure by knowingly damaging an occupied structure.</p> <p>A student commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wild land or property.</p> <p><i>Note:</i> A Sheriff 's notification is required for arson of an occupied structure. A.R.S. 13-706(W)(4)</p>	Minimum	<ul style="list-style-type: none"> ● Sheriff notification ● Administrative conference and documented warning. ● Short-term suspension 	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended long-term suspension
	Maximum	<ul style="list-style-type: none"> ● Sheriff notification, ● Recommended expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion
<p>Cellular Phones and Other Electronic Communications. Possession or use of personal electronic communication devices by students is permitted provided that: a) such devices do not disrupt the education program or school activity; b) such devices are kept in the "off" position in the classroom unless the teacher has expressly permitted their use; and c) the devices are permitted by the school administration and are used in accordance with school guidelines.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Confiscation for one (1) day 	<ul style="list-style-type: none"> ● Parent conference ● Confiscation for duration of school year
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Confiscation for duration of school year 	<ul style="list-style-type: none"> ● Short-term suspension

<p>Defamation. A student shall not use defamatory words or phrases, post them on the Internet, or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office. The Internet posting of defamatory words or material, even when posted from home, may be subject to disciplinary action.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Parent conference and short-term suspension 	<ul style="list-style-type: none"> ● Recommended long-term suspension
<p>Defiance of Authority - Untruthfulness. A student shall obey the reasonable orders of teachers, administrators, and other School District employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other School District employees in a vulgar or profane manner.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Recommended expulsion
<p>Disruptive Conduct. A student shall not engage, or attempt to engage, or encourage others to engage in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, activity, or electronic services including networks, databases, hard drives, or other computer-accessible sources of information.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Recommended expulsion

<p>Dress and Appearance. A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans or graphics, or slogans or graphics related to drugs, alcohol, or gangs shall not be worn or displayed. Immodest or indecent attire is not acceptable. Footwear must be worn.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Parent conference and short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Parent conference and short-term suspension 	<ul style="list-style-type: none"> ● Recommended long-term suspension
<p>Drugs (possession). A student shall not possess, purchase, offer to purchase, use, transfer, or be under the influence of drugs or controlled medication (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies). The term "drugs" is defined in JK-R paragraph 2 and includes imitation controlled substances and vapor releasing toxic substances, and the general group of pharmacological agents commonly known as hallucinogens.</p> <p><i>Note:</i> A Sheriff's notification is required when school personnel observes violation. A.R.S. 13-3411(F)</p>	Minimum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification, ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended long-term suspension
	Maximum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion

<p>Drugs (sale). A student shall not sell or offer to sell drugs or controlled medication. The term "drugs" is defined in JK-R paragraph 2 and includes imitation controlled substances and vapor releasing toxic substances, and the general group of pharmacological agents commonly known as hallucinogens.</p> <p><i>Note:</i> A Sheriff's notification is required when school personnel observes violation. A.R.S. 13-3411(F)</p>	Minimum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion
	Maximum	<ul style="list-style-type: none"> ● Confiscation, ● Parental conference ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Confiscation, ● Parental conference ● Sheriff notification ● Recommended expulsion
<p>Drug Paraphernalia (possession). A student shall not possess, transfer, or use drug paraphernalia as defined by A.R.S. 13-3415.</p> <p><i>Note:</i> A Sheriff notification is required if drug residue is clearly visible.</p>	Minimum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended long-term suspension
	Maximum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion
<p>Drug Paraphernalia (sale). A student shall not sell, or offer to sell drug paraphernalia as defined by A.R.S. 13-3415.</p> <p><i>Note:</i> A Sheriff notification is required if drug residue is clearly visible.</p>	Minimum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion

	Maximum	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Confiscation ● Parental conference ● Sheriff notification ● Recommended expulsion
Emergency Alarms and Fire Control Devices. A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying use of the device.	Minimum	<ul style="list-style-type: none"> ● Parent conference 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Recommended long-term suspension
Endangering the Health and Safety of Others. A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.	Minimum	<ul style="list-style-type: none"> ● Parent conference 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Recommended expulsion
False Reporting. Knowingly submitting a false report.	Minimum	<ul style="list-style-type: none"> ● Parent conference and documented warning 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended suspension
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion

<p>Forgery - Plagiarism - Cheating. A student shall not use or attempt to use the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not converse or share his or her knowledge or work with another student before or during a test unless specifically approved in advance by the teacher. A student shall not bring into a test any materials or notes unless approved by the teacher.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference and documented warning 	<ul style="list-style-type: none"> ● Suspension
	Maximum	<ul style="list-style-type: none"> ● Suspension 	<ul style="list-style-type: none"> ● Recommended expulsion
<p>Gambling. Unless the activity is properly supervised and has received the express approval of the school principal, a student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity.</p>	Minimum	<ul style="list-style-type: none"> ● Confiscation ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Confiscation and short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Confiscation ● Parent conference ● Short-term suspension 	<ul style="list-style-type: none"> ● Confiscation ● Recommended long-term suspension

<p><i>Gang Activity or Association.</i> A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation in such a group is prohibited because of the disruption to the educational activities that result from such activities or dress.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion

<p>Harassment/Sexual Harassment/Intimidation/Bullying. (See Policy JICK) A student shall not harass, intimidate, or bully another person. This includes but is not limited to, threats to use physical, sexual, verbal or emotional abuse to humiliate or coerce others and aggressive, antisocial behavior. Some specific examples of such prohibited conduct include, but are not limited to:</p> <ul style="list-style-type: none"> ● Unwelcome, offensive, or derogatory verbal or written comments. Examples may include comments, jokes, sexual innuendos, name calling, use of slang that others find offensive, or rumor spreading. Note that conduct does not have to reference a specific person. ● Calling attention to physical or sexual characteristics in a negative or embarrassing manner. ● <p>Displaying or threatening to display on school property or on the internet or through social media nude or sexual pictures, cartoons, graphics, or calendars including portrayal of one or more students in an unflattering manner.</p> <ul style="list-style-type: none"> ● Social exclusion, ostracism, hazing, or stalking 	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Possible suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Suspension
	Maximum	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion

<ul style="list-style-type: none"> ● Unwelcome physical contact such as touching, pushing, hitting, kicking, shoving, or spitting ● Extortion ● Threats of harm to a person or property ● Damage to or theft of personal property ● Physical harm or violence <p>Cyber harassment, intimidation and bullying includes any act of harassment, intimidation or bullying committed by use of electronic technology or electronic communication including by cell phone, social networking, and other internet communications. Cyber harassment, intimidation and bullying is prohibited on school computers, networks, forums, mailing lists or other District owned property as well as on an individual's personal electronic media and equipment.</p> <p>Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:</p> <ul style="list-style-type: none"> ● Written contact such as sexually suggestive or obscene letters, notes, electronic messages or invitations ● Verbal contact such as sexually suggestive or obscene comments, threats, slurs, epitaphs, jokes about gender specific traits, sexual propositions, and threats to disclose information 			
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<ul style="list-style-type: none"> ● Physical contact such as touching, pinching, brushing up against another's body, impeding or blocking movement, assault ● Visual contact such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, pictures, cartoons, posters, or magazines <p>Harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome.</p> <p>Harassing conduct that is nonsexually oriented is also prohibited. Such conduct may include actions, words, jokes, or comments based on an individual's disability, race, national origin, religion, or other legally protected characteristics.</p> <p>Harassing behavior can be direct or indirect and by use of social media.</p> <p>Note: Sexual harassment is a mandatory report to sheriff if the harassment involves sexual touching of the anus, penis, vagina, or female breast.</p>			
<p>Indecent Exposure. Indecent exposure is the deliberate exposure by a person of a portion or portions of the person's own sexual body parts. Prohibited exposure includes "flashing" and "moonng."</p>	<p>Minimum</p>	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Short-term suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Long-term suspension

	Maximum	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion
<p>Initiation and Hazing. A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. All initiations, including those related to any school club, athletic team, or other group are subject to the above prohibitions whether or not the conduct occurs on school grounds.</p> <p>Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Short-term suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Suspension
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion
<p>Misrepresentation/Extortion/Theft. A student shall not take, use, or borrow any property by misrepresentation deception, or by express or implied threat. A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Sheriff notification ● Long-term suspension 	<ul style="list-style-type: none"> ● Recommended expulsion

<p>Obscenity/Vulgarity. A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the school community, would find that taken as a whole, appeal to prurient interests and lack serious literary, artistic, political, or scientific value. The standard to be used is that of the school community, in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities in a patently offensive manner.</p> <p><i>Note:</i> Distributing pornography or items of a sexual nature to minors is a mandatory report to sheriff under A.R.S. 13-3620.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Parent conference ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Short-term suspension 	<ul style="list-style-type: none"> ● Recommended long-term suspension
<p>Sexual Abuse. Sexual abuse is any sexual contact involving a minor student. It does not include consensual contact if (a) both students are 14 through 17 years of age; (b) both students are over 17 years of age; (c) one of the students is 18 or 19 years of age and the other student is 16 or 17 years of age but no more than 24 months younger than the older student.</p> <p><i>Note:</i> This offense is a mandatory report to Sheriff under A.R.S. 13-3620.</p>	Minimum	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion
	Maximum	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion

<p>Taking/Sending Sexually Explicit Photographs of Minors. Students shall not take and/or send sexually explicit photographs or messages of a student via technology (sexting).</p> <p><i>Note:</i> This offense is a mandatory report to Sheriff under A.R.S. 13-3620 if the student is a minor.</p>	Minimum	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion
	Maximum	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Parent conference ● Suspension ● Expulsion
<p>Tardiness. A student shall not be tardy to class or to any required school activity.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Administrative conference ● Detention / In school suspension
	Maximum	<ul style="list-style-type: none"> ● Detention 	<ul style="list-style-type: none"> ● Short-term suspension

<p>Threats/Assaults/Fighting. A student shall not make verbal, written, or physical threats; nor verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or any other person.</p> <p>Any incident that threatens or could potentially threaten the safety or security of students or staff is considered a threat.</p> <p><i>Note:</i> A Sheriff notification is required if (1) conduct poses a threat of death or serious physical injury to employees, student or anyone on the property of the school; (2) conduct involves the discharge, use, or exhibition that is threatening of a deadly weapon or dangerous instrument; or (3) conduct involves physical injury that is not accidental.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Possible expulsion 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Possible expulsion
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion
<p>Tobacco/Tobacco Products/Vapor Products. A student shall not possess or use tobacco or tobacco products, matches, lighters, or electronic cigarettes/vaporizer pens, e-liquids, or other vapor products.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Confiscation, and participation in cessation program 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Long-term suspension

<p>Traffic and School Bus Rules. When operating a motor vehicle on campus or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regulating the student's conduct while in a school bus or other school vehicle, and shall obey the directives of school bus drivers.</p> <p><i>Note:</i> A minimum five (5) days suspension from the bus will be imposed for throwing an item from a school bus.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Exclusion, ● Long-term loss of parking permit ● Detention / In school suspension
	Maximum	<ul style="list-style-type: none"> ● Exclusion (short-term) 	<ul style="list-style-type: none"> ● Exclusion (permanent)
<p>Truancy. A student shall not be truant from class or to any required school activity.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Detention / In school suspension 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Long-term suspension
<p>Unauthorized Entry. A student shall not gain or attempt to gain forceful or unauthorized entry to, or occupation of, school buildings or grounds designated off limits areas on or off the campus.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion
<p>Vandalism/Littering/ Destruction of Property. A student shall not damage, destroy, or deface any school property or property belonging to any other person, and shall not litter on school property or at a school event.</p>	Minimum	<ul style="list-style-type: none"> ● Pay restitution ● Administrative conference ● Campus work program 	<ul style="list-style-type: none"> ● Pay restitution ● Parent conference ● Short-term suspension

	Maximum	<ul style="list-style-type: none"> ● Pay restitution and long-term suspension 	<ul style="list-style-type: none"> ● Pay restitution and recommended expulsion
<p>Violation of Federal, State, or Local Law. A Student shall not violate any federal, state, or local law.</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference and documented warning ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Parent conference and documented warning ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Sheriff notification ● Recommended expulsion
<p>Violation of School Policies and Rules. A Student shall not violate any Governing Board policy, administrative regulation, or school rule.</p>	Minimum	<ul style="list-style-type: none"> ● Administrative conference and documented warning 	<ul style="list-style-type: none"> ● Short-term suspension
	Maximum	<ul style="list-style-type: none"> ● Short-term suspension 	<ul style="list-style-type: none"> ● Recommended long-term suspension
<p>Weapons or Dangerous Items. A student shall not possess, use, or threaten to use firearms, weapons, explosives, fireworks, laser pens, or any other instrument capable of harming any person or property or that reasonably would create the impression of such harm.</p> <p><i>Note:</i> Sheriff notification is required if student is in possession of a firearm or deadly weapon on school grounds. A.R.S. 13-3102(A)(12)</p>	Minimum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended long-term suspension 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion
	Maximum	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion 	<ul style="list-style-type: none"> ● Parent conference ● Sheriff notification ● Recommended expulsion

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

Governing Board Policy IJNDB

Appropriate use of Electronic Information Services

This policy and related regulation and exhibits define the acceptable uses of technology and technological education efforts within the District. The District may provide electronic information services (the District's EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District, or users who acquire access privilege through association with the District. The use of these services shall be in support of instructional, informational, communication, research, administrative, and educational goals of the District.

Electronic information services (EIS) include, but are not limited to networks (e.g., LAN, WAN, Internet), telephone systems/voice mail, electronic mail, databases, hardware, software, Google Apps for Education's G Suite and Additional Services (e.g., Google Docs, Gmail, Google Sheets, Google Classroom), and any computer-accessible source of information. These include, but are not limited to hard drives, tapes, compact disks (CDs), or other electronic sources/media (e.g., Universal Serial Bus [USB] flash drives, iPods), or such similar equipment as may become available.

To assure that the District's EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the District's EIS to follow this policy, related regulation, and exhibits for appropriate use. Anyone who misuses, abuses, or chooses not to follow this policy, related regulation, and exhibits will be denied access to the District's EIS and may be subject to disciplinary action up to and including termination and/or legal action. This policy applies to qualifying students, employees, and other users who acquire access privileges through association with the District.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism, that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to the use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities.

It is the policy of the Board to:

- A. prevent access to or transmission of, inappropriate material via the District's EIS, the Internet, electronic mail, or other forms of direct communications;
- B. prevent unauthorized access and other unlawful online activity;

- C. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- D. comply with the Children's Internet Protection Act [P.L. No. 106-554 and 47 U.S.C. 254(h)].

Each user will be required to sign an annual EIS Acceptable Use Agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences. The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services.

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

Filtering and Internet Safety

As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Limits, controls and prohibitions shall be placed on student:

- A. Access to inappropriate matter.
- B. Safety and security in direct electronic communications.
- C. Unauthorized online access or activities.
- D. Unauthorized disclosure, use and dissemination of personal information.

The protective measures shall also include monitoring the online activities of students.

Circumvention of the District's protective measures is a violation of the Acceptable Use Agreement.

Education, Supervision and Monitoring

It shall be the responsibility of all District employees to be knowledgeable of the Board's policies, regulations, and procedures relating to the use of technology resources. Further, it shall be the responsibility of all employees, to the extent prudent to an individual's assignment, to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Superintendent shall provide for appropriate training for District employees and for

students who use the District's computer network and have access to the Internet. Training provided shall be designed to promote the District's commitment to:

- A. the standards and acceptable use of the District's network and Internet services as set forth in District policy;
- B. student safety in regards to use of the Internet, appropriate behavior while using, but not limited to, such things as social networking Web sites, online opportunities and chat rooms; proper use of personal devices; cyberbullying awareness and response; and compliance with E-rate requirements of the Children's Internet Protection Act.

While training will be subsequently provided to employees under this policy, the requirements of the policy are effective immediately upon hire. Employees will be held to strict compliance with the requirements of this policy and related regulation, regardless of whether training has been given.

The Superintendent is responsible for the implementation of this policy and for establishing and enforcing the District's EIS procedures for appropriate technology protection measures (filters), monitoring, and use. Violations of this policy may result in disciplinary action up to and including termination (in the case of a District employee) or suspension or expulsion (in the case of a student) and may constitute a violation of federal or state law in which case appropriate law enforcement shall be notified. The Superintendent shall report violations of this policy to the Board and shall make reports to the appropriate law enforcement agency when determined necessary.

Acceptable Use Agreements

Each user will be required to sign, annually, an Acceptable Use Agreement. A user who violates the provisions of the agreement will be denied access to the District's EIS and may be subject to disciplinary action.

Parent/Legal Guardian Notification

Parent(s)/legal guardian(s) will be notified of the policies regarding the use of technology and the Internet while at school. Parent(s)/legal guardian(s) will also be notified of their ability to prohibit the student from the use of technology and the Internet while at school in which covered information may be shared with an operator pursuant to A.R.S. 15-1046. This does not apply to software or technology that is used for the daily operations or administration of a local education agency or Arizona Online instruction programs authorized pursuant to A.R.S. 15-808.

Adopted: March 12, 2024

LEGAL REF.:

A.R.S.

[13-2316](#)

[13-3506.01](#)

[13-3509](#)

[15-341](#)

[15-808](#)

[15-1046](#)

[34-501](#)

[34-502](#)

20 U.S.C. 9134, The Children's Internet Protection Act

47 U.S.C. 254, Communications Act of 1934 (The Children's
Internet Protection Act)

CROSS REF.:

[GBEA](#) - Staff Ethics

[GBEB](#) - Staff Conduct

[GBEBB](#) - Staff Conduct With Students

[GBEBC](#) - Gifts to and Solicitations by Staff Members

[GBI](#) - Staff Participation in Political Activities

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

[GDQD](#) - Discipline, Suspension, and Dismissal of Support Staff Members

[IJM](#) - Interest Materials Selection and Adoption

[IMH](#) - Class Interruptions

[IMH-R](#) - Class Interruptions

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

[JJE](#) - Student Fundraising Activities

[JK](#) - Student Discipline

[JK-RA](#) - Student Discipline

[KHA](#) - Public Solicitations in Schools

Governing Board Policy IJNDB-R

REGULATION

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

(Safety and Use of Electronic Information Services)

Acceptable use of technology resources means technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational goals of the District. This regulation is designed to guide qualifying students, employees and other users who acquire access privilege through association with the District in the acceptable use of the District's electronic information services (EIS), including computer systems, networks, and other technology resources.

Filtering, monitoring and access controls shall be established to:

- Limit access by minors to inappropriate matter on the Internet and World Wide Web.
- Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (e.g., wikis, blogs, on-line collaborative learning sites).
- Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
- Restrict access by minors to materials harmful to minors.

Content Filtering

A content filtering program or similar technology shall be used on the District's networked EIS as well as on standalone computers capable of District authorized access to the Internet. The technology shall at a minimum limit access to obscene, profane, sexually oriented, harmful, or illegal materials. Should a District adult employee have a legitimate need to obtain information from an access-limited site, the Superintendent may authorize, on a limited basis, access for the necessary purpose specified by the employee's request to be granted access.

Installation of Software

Users may not install personal software onto District computers without first receiving the express permission of their administrator. Users requesting permission to install personal software must provide the administrator with a copy of the software license that permits them to install the software. Files obtained from sources outside the District, including electronic

storage devices brought from home and files downloaded from newsgroups or bulletin boards, may contain dangerous computer viruses and should never be downloaded onto District computers without prior approval. This is not intended to restrict the downloading of files from Internet sources or online services for use as curriculum supplements by teachers.

Duty Not to Waste District Resources

Users must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings, printing multiple copies of documents, downloading lengthy files such as non-educational games, movies and music, streaming music or movies, or otherwise creating unnecessary network traffic.

Education, Supervision, and Monitoring

It is the responsibility of all District employees to be knowledgeable of the Board's policy and administrative regulations and procedures related to the use of technology resources. Employees are further responsible, to the extent prudent to an individual's assignment, to educate, supervise, and monitor student use of the District's online computer network. District, department, and school administrators shall provide employees with appropriate in-servicing and assist employees with the implementation of this Policy IJNDB and this regulation.

As a means of providing safety and security in direct electronic communications and to prevent abuses to the appropriate use of electronic equipment, all computer access to the Internet through the District's EIS or standalone connection shall be monitored periodically or randomly through in-use monitoring or review of usage logs.

Access Control

Individual access to the District's EIS shall be by authorization only. Designated personnel may provide authorization to students and staff who have completed and returned an annual Acceptable Use Agreement. The Superintendent may give authorization to other persons to use the District's EIS.

Employees leaving the District shall discontinue use of District technology upon termination of employment. Access to the District's EIS will be removed.

Directory Information

The District designates the following personally identifiable information contained in a student's education records as "directory information" and may disclose that information without prior written consent [20 U.S.C. 1232g(a)(5)(A)]:

- The student's name.

- The student's address.
- The student's telephone listing.
- The student's date and place of birth.
- The student's electronic mail address.
- The student's photograph/image.
- The student's grade level.
- The student's major field of study.
- The student's dates of attendance.
- The student's enrollment status (e.g., part time or full time).
- The student's participation in officially recognized activities and sports.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.
- The student's most recently attended educational agency or institution.

Absent unusual circumstances, a request to not disclose directory information from a student's educational records without prior written consent must be made in writing to the school principal by August 31st of each school year or for new students, within three weeks of enrollment. If the parent(s)/legal guardian(s) have not indicated, in writing, refusal to allow the release of directory information, the District will assume it has permission to release the above-mentioned information. This designation will remain in effect until it is modified by the signed and dated written direction of the parent(s)/legal guardian(s).

Web Publishing

The District recognizes the value and potential of publishing on the Internet. School faculty and staff may create electronic home pages or group pages that seek to carry out official business and communication of the District's mission. All such pages must be accessible to the District, parent(s)/legal guardian(s), and students from an official school website within the District. All staff publishers must adhere to the policies of the District, and must comply with all relevant federal and state laws. Web pages shall not display personally identifiable student information unless explicit and verifiable written permission has been granted by the student's legal parent/guardian. Web pages must reflect positively upon the District and school. E-mail addresses/links on web pages must be a cfsdl6.org address. The District provides computer services and networking to enhance the District's educational and administrative processes, and to improve communication with the world community. Material that fails to meet established educational objectives or that is in violation of a provision of District policy and administrative regulations will be removed.

Student Google Accounts

The District has created Google accounts for all students, with an alias to allow for collaborative sharing between students and their teachers. These accounts will be used at school for school-related projects, but may also be used by students outside of school with parent(s)/legal guardian(s) permission.

The Google naming convention will be an alias with first initial, last initial, series of numbers from student identification (ID) and a Catalina Foothills School District (CFSD) site domain. District-provided e-mail using the Google account can only be sent and received between students and teachers within CFSD. The password for each student's account will be shared with parent(s)/guardian(s) to keep them informed about student use of this technological tool. This account will be considered the student's official CFSD Google account until such time as the student is no longer enrolled in Catalina Foothills School District.

See section on acceptable use in this regulation for acceptable and prohibited conduct. Access to and use of the student Google account is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of student Google account when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and adjudication.

Bring Your Own Device (BYOD)

The District's goal is to increase students' access to digital tools and facilitate more immediate access to technology-based information. To this end, the District recognizes the value of allowing students and staff to bring their own devices to school to connect to the District's EIS. These devices are commonly referred to as Bring Your Own Device (BYOD) or personal electronic devices (PDs). The purpose of this section of IJNDB-R is to authorize and establish reasonable rules for students and staff to possess and use their PDs at school.

A PD is any electronic device owned by a student or his/her family or a staff member that stores, transmits, receives or displays voice messages, data, or images, or provides a wireless unfiltered connection to the Internet. This definition includes, but is not limited to, cellular telephones, digital audio players, digital cameras, laptop computers, tablet computers, pagers, portable game players, and any new technology developed with similar capabilities.

This regulation applies to a student's or staff member's use of a PD while 1) on school property (including buses), 2) at a school event, or 3) while using the District's network (including at home).

- A student or staff member is permitted to use a PD only after the student and a parent(s)/legal guardian(s) or staff member have signed and returned the annual Acceptable Use Agreement.

- In a classroom setting, a student or staff member may only use a PD for educational purposes at the direction of a teacher or administrator. Other than in a classroom setting on school property, the administration at each school will determine where and when and for what purpose a student or staff member may use a PD. A school administrator or staff member always has the right to prohibit a student(s) from using a PD at certain times or during designated activities that occur during the school day (e.g., school presentations/assemblies, theatrical performances, or guest speakers).
- In a classroom setting, a student or staff member is prohibited from using a PD to access the Internet using any external Internet service. In a classroom setting, a student using a PD, including a smart phone, may only access the Internet using the Wi-Fi access provided by the District.
- The student/owner of a PD is the only person allowed to use the device. Students are prohibited from sharing their assigned user name and/or password with others. A student must sign in to the designated PD District wireless network using his or her assigned username and password.
- If a student's use of a PD causes disruption in any setting, the student can be directed either to put the PD away and/or the PD can be confiscated and the student referred to an administrator for further discipline.
- On school property, a student or staff member may not use a PD to connect to the District's network by a network cable plugged into a data outlet. Also, on school property, a student may not print from a PD.
- The District is not liable for any PD that is lost, loaned, damaged, or stolen. Each student or staff member is responsible for his or her own PD, including set-up, maintenance, charging, and security. Students will not be able to charge personal devices at school. Staff members will not store a student's PD, nor will any District staff diagnose, repair, or work on any PD. If a PD breaks while being used in school, the student or staff member will put the device away and take it home at the end of the school day where the student and the parent(s)/legal guardian(s) or staff member can troubleshoot the issue.
- The District is not responsible for the payment of any user fees or data charges associated with the use of a PD that are billed by a third party to a student and/or a student's parent(s)/legal guardian(s) or staff member, even if the fees or charges were incurred by the student or staff member for an educational purpose.
- A student or staff member who violates a law, District policy, procedure, or school rule while using a PD will be disciplined pursuant to District policies. In addition, an administrator can revoke a student's PD privileges.
- Students or staff do not have any expectation of privacy in anything they create, store, send, receive, or display on or over the District's EIS.

- School officials may search and/or seize a student's PD if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure, or school rule.

PDs are a supplement to the equipment already in use in the classroom. BYOD is an optional program for students and staff and parent(s)/legal guardian(s) are not required to purchase a device for their child. Students who do not have access to a PD will be provided with comparable District-owned equipment for classroom lessons that require access to technological resources. Access to or use of PDs will not be used as a factor in grading or assessing student work.

Social Media

Catalina Foothills School District (CFSD) recognizes that access to new learning technologies gives students and teachers greater opportunities to learn, engage, communicate, and develop skills needed for work, life, and citizenship. The District is committed to developing 21st Century technology and communication skills, including the use of "social media."

Use of social media requires a high level of responsibility and accountability. With this in mind, the District has developed the following guidelines to provide direction to employees and students when participating in web-based social media activities.

Social media is the use of web-based and/or mobile technologies to communicate through interactive dialogue. Social media technologies include, but are not limited to, blogs, picture-sharing, vlogs, wall-postings, e-mail, instant messaging, music-sharing, crowdsourcing, voice over IP (VoIP), Facebook, LinkedIn, X, YouTube, Instagram, TikTok, and any successor protocol to transmit information. These technologies include any services or applications that: transmit sounds, images, texts, messages, videos, or electronic information; electronically records, plays, or stores information; or accesses the Internet or private communication or information networks used on any device, including smartphones and tablets and other such mobile technologies and subsequent generations of these and related devices.

In this regulation, the term "*school-related social media*" means use of a District-approved social media site through the District's EIS. The term "*personal social media*" means all other use of social media, including an individual's own private and or commercial use of social media, not connected to the District's EIS. The term "*communication*" includes words, pictures, drawings, photographs/images, and videos.

Use of Personal Social Media by District Employees:

- District employees are required to maintain a professional relationship with students. To maintain this professional relationship, an employee shall not "friend" or accept personal Facebook, X or other third-party social media requests from students. Employees shall redirect students to school-related social media sites approved by the District.

- The only exception to the rule above is that an employee may use personal social media to communicate with a student who is a relative or a close family friend, provided that 1) the parent(s)/legal guardian(s) of the student has indicated in writing that he or she is aware that an employee is communicating by personal social media with the student; 2) the content on the employee's personal social media site is appropriate; and 3) the employee informs the school site administrator that he or she is communicating with the student by means of personal social media. (For example, if the conditions of this paragraph are satisfied, it may be appropriate for a teacher who is also a student's aunt to "friend" the student on the teacher's personal Facebook page.)
- An employee shall not communicate in a manner that is unprofessional and would 1) disclose confidential or private information; 2) cause harm to students, parent(s)/legal guardian(s), employees, or other members of the school community; 3) significantly and adversely impact the employee's work-related reputation or the reputation of the District; 4) should not reflect negatively on the employee, a colleague, student, or the District. These restrictions shall not be interpreted to prohibit any communication on a matter of public concern when the employee's interest in engaging in the communication outweighs the District's interest in managing its work force effectively.
- Employees shall not expect personal social media communications that have been marked as "private" to remain private. It is not uncommon to have information in a personal "private" social media site to be disclosed to the District by a person within the personal "private" group, and the District may investigate the information further.

***Use of School-Related Social Media
by District Employees:***

- Communications with other employees, individual students, parent(s)/legal guardian(s), and other members of the school community must always be professional in content and tone.
- An employee shall intervene to stop disrespectful, defamatory, discriminating, harassing, intimidating, bullying, vulgar and/or obscene behavior.
- Confidential or private information about students, employees, parent(s)/legal guardian(s), or other members of the school community shall not be disclosed by employees.
- Only social media sites approved by the District shall be used by employees. Sites are approved based on their educational content. All social media communications using the District's EIS may be monitored by the District.
- Communications with students shall be academic in nature and relate to school topics. *Employees shall avoid discussion of personal topics with students.*
- Employees shall ensure that their profile and related social media site are professional and consistent with how they wish to present themselves to other employees, parent(s)/legal guardian(s), and students and should not reflect negatively on the

employee or the District. An employee's profile shall also be consistent with the mission of the District.

- Communications (e.g., blogs and wiki posts) shall be well written using Standard English. Writing conventions shall be followed, including proper grammar, capitalization, and punctuation.
- An employee shall use his or her real name and always be identifiable as an employee of the District.
- An employee shall acknowledge his or her mistakes, correct errors quickly, confirm receipt of updated or revised posts, and respond promptly to concerns about misinformation.
- The District's proprietary content and information (e.g., District assessments, curriculum, etc.) shall not be shared. Employees shall comply with copyright laws when using the creative works of others.
- Employees shall limit exposure of advertising to students and families.
- Employees shall follow the law, Board policies, and District regulations. Read and follow the "Terms of Service" of providers and, for teachers, ensure that students do the same.
- Employees shall stay informed and cautious about the emergence of new problems in the use of social media.
- Questionable conduct, contact, or content shall be reported by employees to a school site administrator.

Use of Social Media by Students:

Students are responsible for using good judgment and behavior when using social media and will be held accountable for statements and postings.

- *For school-related social media.* A student's school-related social media communication can be considered inappropriate if it violates existing behavior standards in the District's Student Handbook regardless of whether the communication occurs on or off school property. If a student's communication would be considered inappropriate inside the classroom or at school, then it is also inappropriate on a school-related social media site.
- *For personal social media.* A student's personal social media communication can be considered inappropriate if it is reasonably likely to have, or does have a negative impact on the school environment and the communication:
 - promotes illegal drugs, illegal activities, violence, or drinking;

- promotes or incites violence or causes personal harm or bodily injury;
 - involves prohibited discrimination, defamation, harassment, intimidation, threats or stalking;
 - is obscene or vulgar; or
 - disrupts a classroom, the school, or a District activity.
- A student should state/post only what he or she wants the world to see. Parent(s)/legal guardian(s), teachers, and administrators may visit a student's social media sites. Once something is shared, it should be assumed that it will be available for everyone to see, even if the information is only shared on a personal "private" site. Even after something is removed from a social media site, it may already have been copied or printed by others and may remain on the Internet permanently.
- When using school-related social media:
 - Use social media for school-related purposes only. Avoid discussion of personal topics.
 - Express opinions respectfully and treat others with dignity and respect.
 - Use Standard English. Blog and wiki posts, for example, should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation.
 - Be open and honest. Use a real name (and CFSD alias) and do not use someone else's identity.
 - Accept responsibility. Acknowledge mistakes and correct errors quickly. Confirm receipt of updated or revised posts, and respond promptly to concerns and misinformation.
 - Comply with copyright laws when using the creative works of others.
 - Follow the "Terms of Use" of any third-party social media provider.
 - Report questionable conduct, contact, or content to a teacher, administrator and/or parent(s)/legal guardian(s).

Search and Seizure

Searches and/or Seizures that Require Reasonable Suspicion

School officials may search and/or seize student property if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure or school rule. This authority extends to

student-owned electronic/technology devices and electronic storage.

Searches and/or Seizures that Do Not Require Reasonable Suspicion

Students have no reasonable expectation of privacy concerning the following and may be inspected and/or searched at any time with or without notice, by school personnel:

- Electronic devices provided to students by the District, including computers, laptops and tablets, electronic storage devices (e.g., thumb drives, separate hard drives, etc.) and other electronic/technology devices.
- Communications (includes words, pictures, drawings, photographs/images, videos recordings, and sound files) that are sent, received, or created using the District's EIS, including District-created email accounts, social media communications using the District's EIS, or District-created storage for electronic communications.

Acceptable Use

The use of the District's EIS is a privilege and not a right. The following sets out rules for District employees and students to follow to appropriately use the District's EIS. Each user of the District's EIS, including a user of a PD shall:

- Use the District's EIS to support personal educational objectives consistent with the educational goals and objectives of the District.
- Abide by all copyright and trademark laws and regulations.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by the District.
- Use electronic mail only for communications that are relevant and of interest to mail recipients.
- Follow District's policies, school rules, and behavior standards set out in the District's student handbooks.
- Observe all applicable state or federal laws.
- Obtain permission to record, transmit, or post photos or a video of a person with any electronic device.
- Obtain permission from a classroom teacher or administrator before making publicly available any images, video, or audio files recorded at school.

- Understand that inappropriate use may result in cancellation of permission to use the District's EIS and appropriate disciplinary action up to and including expulsion.
- Understand that many services and products are available for a fee and acknowledge personal responsibility for any expenses incurred without District authorization.
- Use the District-created alias as the only form of masked identity when using the District's EIS.

The following also includes prohibited uses of the District's EIS. Each user of the District's EIS, including a user of a PD, shall not:

- Send, submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, intimidating, fraudulent, or illegal material.
- Use the network in any way that would disrupt the use of the network by others.
- Use the District's EIS for commercial purposes or personal financial gain.
- Attempt to harm, modify, add or destroy software or hardware nor interfere with system security.
- Disclose home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.

Attempt to log into the District's EIS using any account and/or password other than the login(s) assigned to the user. It is inappropriate to use or attempt to discover another user's password. Sharing of passwords is prohibited. A District employee may use a student account and/or password for troubleshooting purposes only, and should never ask the student for the account information.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the District's EIS, including use of PDs.
- Take responsibility for the content of their posting on any form of technology through any form of communication.
- Take responsibility for assigned personal and District accounts, including password protection.

- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and District accounts and files by unauthorized persons.
- Adhere to all District policies related to technology, including but not limited to, the use of District technology, copyright and trademark laws, student rights, parent rights, the Family Educational Rights and Privacy Act (FERPA), staff ethics, mandatory reporting requirements, and staff-student relations.

Violation of the rules set out above will result in staff and/or student discipline in accordance with state law, Board policies and regulations, the District Code of Conduct, and school handbooks.

Policy IJNDB and this regulation are not intended to prohibit the use of District bulletins on the e-mail system that are for employee personal use only. Currently approved bulletins are "classified ads" and the "advice column."

It shall be the responsibility of all District employees and students to be knowledgeable of the details of the Acceptable Use Agreement. When the signed agreement is returned to the school, the user may be permitted use of the District's EIS resources through the school equipment.

The District reserves the right to enact rules and regulations essential for the efficient administration of the electronic information systems.