

# MCOB Parent/Student Handbook 2019 - 2020

**Student Name:** \_\_\_\_\_

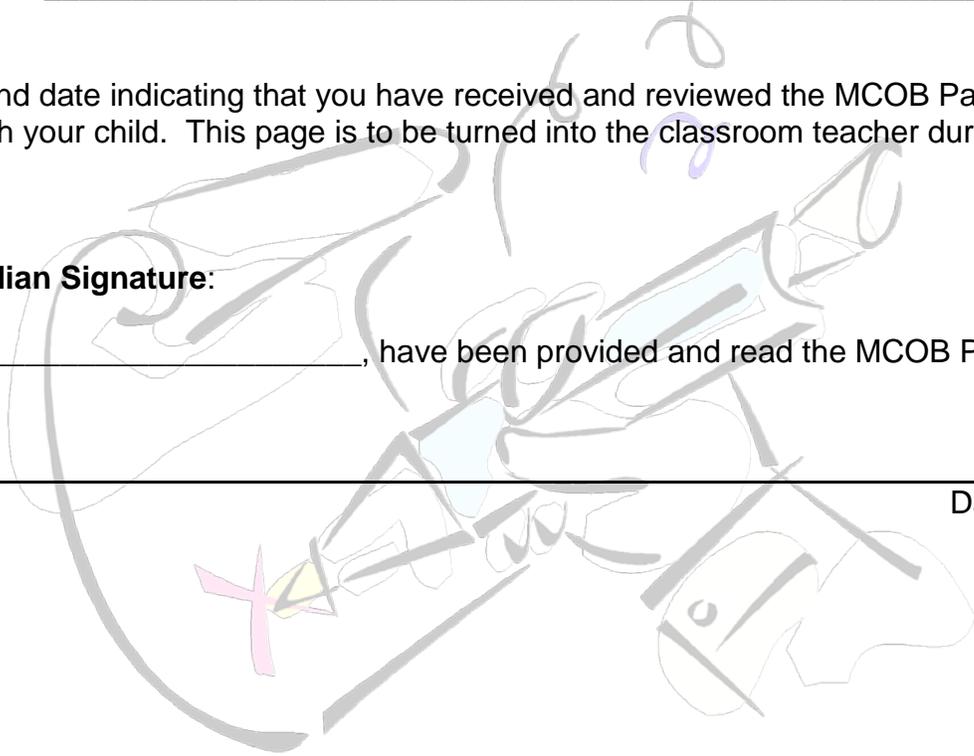
Please sign and date indicating that you have received and reviewed the MCOB Parent/Student Handbook with your child. This page is to be turned into the classroom teacher during the first week of school.

**Parent/Guardian Signature:**

I, \_\_\_\_\_, have been provided and read the MCOB Parent/Student Handbook.

Signature

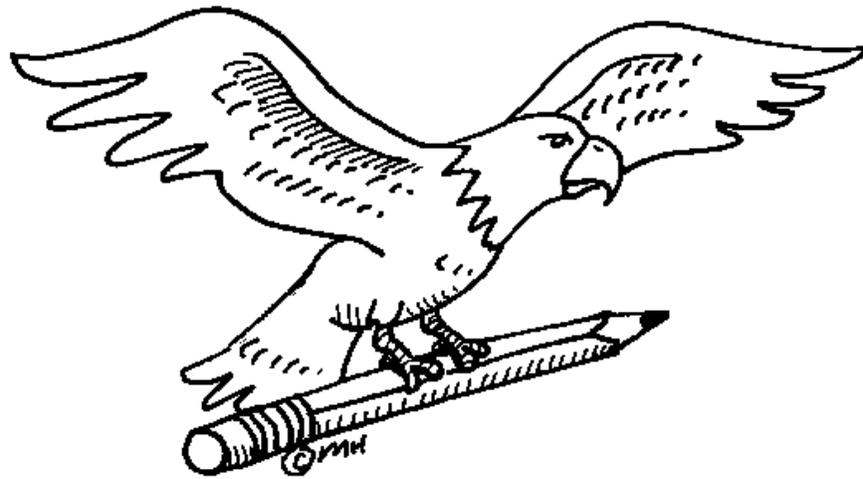
Date



Mary C. O'Brien Elementary School

# Parent & Student Handbook

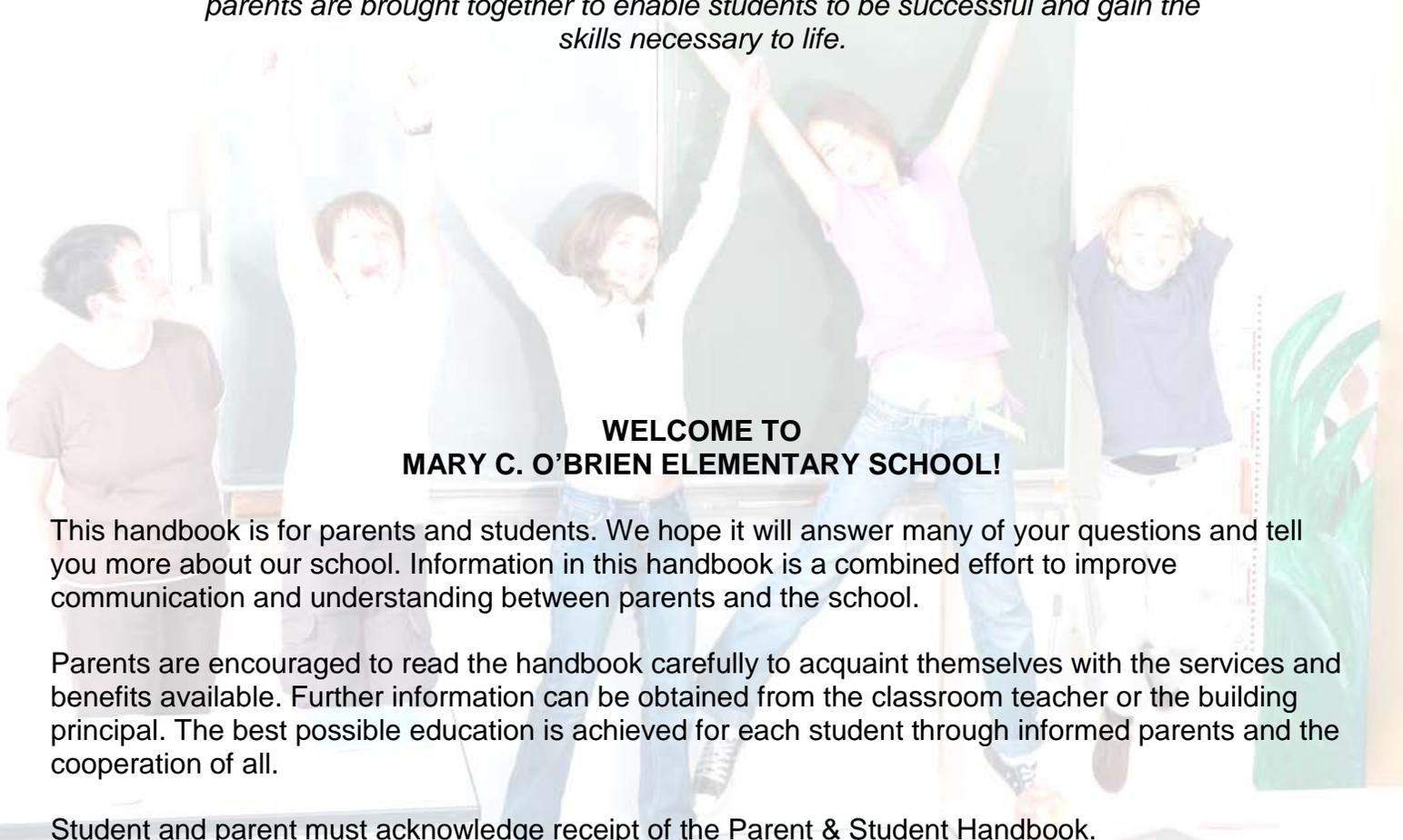
## 2019 - 2020



Mary C. O'Brien Elementary School  
Physical Address: 1400 N. Eleven Mile Corner Road, Casa Grande, AZ 85194  
Mailing Address: 3740 N. Toltec Road, Toltec, AZ 85131  
Telephone: (520)450-4400      Fax: (520)450-4405

## **Mission Statement**

*It is the mission of the Mary C. O'Brien Accommodation School District to develop and maintain a positive educational learning environment, in which the full potential of all students can be realized. To this end, the combined resources of the school, staff, partners in education and parents are brought together to enable students to be successful and gain the skills necessary to life.*



## **WELCOME TO MARY C. O'BRIEN ELEMENTARY SCHOOL!**

This handbook is for parents and students. We hope it will answer many of your questions and tell you more about our school. Information in this handbook is a combined effort to improve communication and understanding between parents and the school.

Parents are encouraged to read the handbook carefully to acquaint themselves with the services and benefits available. Further information can be obtained from the classroom teacher or the building principal. The best possible education is achieved for each student through informed parents and the cooperation of all.

Student and parent must acknowledge receipt of the Parent & Student Handbook.

## **CONTENTS**

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against the school district. Further, the contents of this handbook apply to all students of the school, as the contents now appear in the handbook or may be amended in the future.

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The  indicates information important/new to this school year.

<b>District Staff</b>	
Pinal County Superintendent	Jill Broussard
Superintendent	Martin Bassett
Chief Deputy	Tonya Taylor
Business Manager	Anna Carreon
Plant Supervisor	Jesse Salazar
Admin Assistant to Transportation	Sue Ann Lankford
Transportation Supervisor	Steve Bays
Transportation	Arnold Emerson
Psychologist	Jack Russell
Technology	Peter Lin
<b>MCOB Staff</b>	
Principal	Lisa Raymond
Social Worker	Jennifer Peters
Registered Nurse	Sharon Wargo
Administrative Assistant	Carmen Robles
School/SPED Secretary	Terri Garrison
Cafeteria	Jose Calderon
	Yessenia Quezada
	Sarah Antillion
Custodial/Grounds Keeping	Paul Vasquez
	Greg Graciano
	Belen Bellamy
	Robert Mejia
Bus Drivers	Aaron Chapman
	Pat McKune
	Tom Smith
	TBD
<b>Classroom Faculty &amp; Staff</b>	
Kindergarten	Adriana Lucio
1 <sup>st</sup> Grade	Lynn Salazar-Lujan
2 <sup>nd</sup> Grade	Patricia Baeza
3 <sup>rd</sup> Grade	Eileen Vasquez
4 <sup>th</sup> Grade	Lori Hawkins
5 <sup>th</sup> Grade	Jacob Aguayo
6 <sup>th</sup> Grade	Denise Carter
Resource	Rellie Lawyer
Physical Education	Kyle Peters
Reading Coach	Jackie Mims
Curriculum Enrichment	Marie Barricklow
Technology	Danise Pierce
Paraprofessionals	LeeAnn Miller
	Kathy Garza
	Bertha Jimenez
	Patricia Benster
	Martina Quezada
	Doreen Lopez
	Dawn Galloway

## A. Parent –School Relationship

Effort will be made to keep parents/guardians informed of their child's program activities and progress. A close relationship and cooperation between parent/guardian and the school will foster the best possible environment for the child. Contact between the school and parent/guardian will be made through regularly scheduled conferences, home visits, written communications, telephone contacts, etc.

Parents are welcome to contact the child's teacher as needed. As teachers are involved in a variety of instructional and/or work programs during the day, it is difficult to leave this setting to accept phone calls. If parents wish to talk to a teacher, the school secretary will forward the parent to the teacher's voicemail. The teacher will return the call at the earliest possible time.

Should a parent have a concern, it is strongly advised that the parent speak to the child's classroom teacher first and foremost. If the concern is not satisfactorily responded to, it is then appropriate to schedule an appointment with the school principal. The school principal will consult with the classroom teacher or other personnel involved, and if appropriate, arrange to have the teacher or individual attend a meeting with the parent and she will resolve any problems or concerns.

Parents can check on student grades and attendance using the Parent Portal, an electronic resource via the school website. Contact Carmen Robles for information on the Parent Portal.

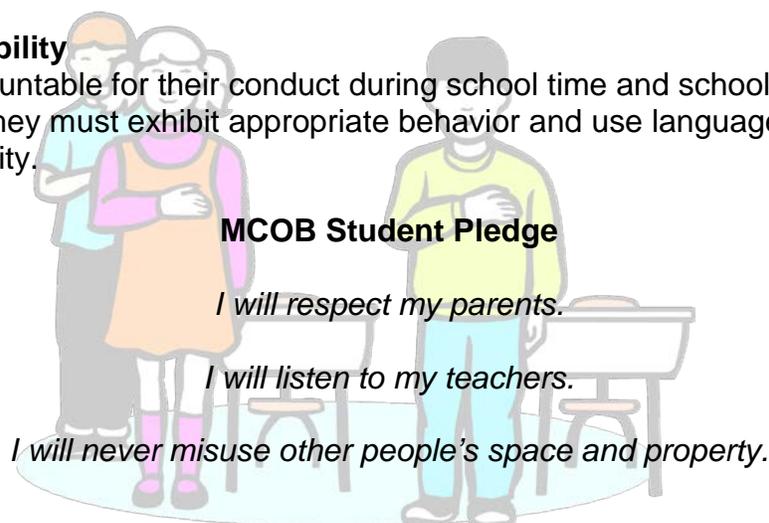
Parents are held accountable for certain parental responsibilities and for their child's conduct during school time and school activities. Parents must understand that their child must exhibit appropriate behavior and language.

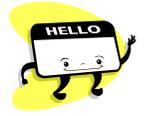
Parental Responsibilities include:

1. Making sure their child attends school in a timely manner and on a regular basis
2. Having their child nourished, in good health, and ready to learn
3. Educating themselves and their child of school rules and district regulations
4. Paying for property damages as a result of their child's misconduct.

## B. Student Responsibility

Students are held accountable for their conduct during school time and school activities. Students must understand that they must exhibit appropriate behavior and use language that is not offensive to the rest of the community.





### **C. Classroom Visitation**

Parents are welcome to the school to participate in various activities throughout the year or to observe in the classroom.

MCOB welcomes parents, guardians, and siblings for birthday celebrations, Friday Flag, and school productions. Picture and video may be taken during school productions only. Picture and video is not permitted during instruction.

To protect valuable instructional time, MCOB requests that during instruction only adults be present in the classroom. Arrangements for siblings should be made so that only an adult observe during instruction. Parents visiting during instructional time must remain observers and not interfere with the class. Teachers will maintain control of the classroom management and instruction. If a parent has a concern with their observations, the parent may schedule an appointment with the teacher or administration.

During the school year, instructional swimming is provided to students as part of their physical education program; therefore, the pool is only open for swimming to MCOB students during that time.

Parents are welcome to eat lunch with their child. Your own lunch can be brought or an adult school lunch can be purchased for \$3.50. If you would like to order an adult school lunch, please call the front office by 10:00 a.m. so it can be prepared for you. You may sit with your child at their regularly assigned table or elsewhere after notifying the teacher. Arrangements or requests to sit with students who are not your child will not be made.

All visitors are required to sign in and out at the front office. Once signed in, the school secretary will call the classroom and announce the arrival. It is always appreciated if prior arrangements with the teacher have been made. Be sure to sign out when leaving campus.

Extended classroom visitation or observation must be approved by administration.

Teachers are not allowed to release students to parents or any other adult without receiving permission from the office, therefore, please report to the office to check a child out of school.

### **D. Volunteering**

Parents are invited and encouraged to participate in the school program as a volunteer for Art Masterpiece. MCOB has put in place Volunteer Procedures to ensure the safety of all students. A tiered system of volunteering has been put in place. The type of volunteer work you will provide determines the tier you are placed. Some tiers require a background check or fingerprint clearance card. Please contact Lisa Raymond for more information on volunteering.

At this time MCOB is fully staffed so volunteer duties such as copying, classroom aides, etc. are not necessary.

The Parent Booster Organization welcomes volunteers. No background check or fingerprint clearance card is required to participate in Parent Boosters. Parent Booster meetings are typically



scheduled for the first Tuesday of each month. Parent Boosters can be contacted through e-mail at [mcobparentbooster@gmail.com](mailto:mcobparentbooster@gmail.com).



### **E. Conferences**

Parents/guardians may request a conference at any time. Classroom teachers are available from 3:00 p.m. – 3:45 p.m. Monday through Thursday or upon request. It is strongly encouraged that parents meet with their child's classroom teacher concerning a situation before requesting a meeting with the school principal.

Regularly scheduled Parent-Teacher Conferences will be held in October and March.



### **F. Admission/Enrollment**



All resident students shall be enrolled and served first. Resident students are those that live within the unincorporated area that serves as the "district" boundaries. This unincorporated area is centered around the Pinal County Housing Project at Eleven Mile Corner. If remaining capacity exists within the guidelines recommended by each school principal and approved by the County School Superintendent and an appropriate, in-district program is available, non-resident students will be considered for open enrollment.

Parents of resident students are required to complete an enrollment application. The enrollment application includes proof of residency such as a lease agreement and utility bill in the name of the parent. Enrollment applications can be picked up the MCOB front office.

Resident students may be screened by the principal, teacher, and/or school psychologist to determine academic strengths, needs, and appropriate academic placements.

If remaining capacity exists within the guidelines recommended by each school principal and approved by the County School Superintendent and an appropriate, in-district program is available, non-resident students will be enrolled based on the following priorities:

1. The first level of enrollment preference shall be for non-resident county pupils whose parent is employed at one (1) of the program schools or with other Pinal County School Superintendent sponsored programs.
2. The second level of enrollment preference shall be to non-resident county students who were enrolled in the district the previous year with appropriate behavior and attendance records.
3. The third level of enrollment preference shall be to any sibling who would be enrolled concurrently with the non-resident pupil.
4. The fourth level of enrollment preference shall be to non-resident county students who were not enrolled in the school the previous year.
5. The fifth level of enrollment preference shall be for non-resident/ non-county students whose parent is employed at one of the district schools or with other Pinal County School Superintendent sponsored programs.

If the capacity is not sufficient to enroll all of the students requesting enrollment, the district shall accept these students to the extent of available capacity through a selection process adopted by the County School Superintendent.

The Mary C. O'Brien Accommodation School District retains the right to decline enrollment of a student who has been suspended/expelled by any school district in this state during the period of suspension/expulsion or who is not in compliance with a condition of disciplinary action imposed by any other school or school district or with a condition imposed by the juvenile court pursuant to A.R.S. 8-301. Acceptance for enrollment may be revoked upon finding the existence of any of these conditions.

The Mary C. O'Brien Accommodation School District shall not admit a non-resident student if the district has been notified by the resident school district that the admission of the student would violate a court order of desegregation or an agreement with the United States Department of Education Office of Civil Rights directed toward the remediation of alleged or proven racial or ethnic discrimination.

An approved open enrollment may be revoked at any time if it is determined that the provided information has been falsified or if information has been omitted from the open enrollment application. Additionally, open enrollment may be revoked due to poor attendance or failure to follow school rules, District policies and procedures, and/or disruptions by the student or parent that interfere with the day to day running of the school. If an open enrollment for a District student is revoked, the student will transition to the successor school at the end of the natural grading period or at a time otherwise designated by the District. If the student is in jeopardy of having his/her open enrollment revoked, the school will, when circumstances permit, send a warning letter to the parent.

Mary C. O'Brien Accommodation School District may provide transportation for students. Non-resident students may request that the district provide transportation services. Such requests are subject to approval by the Principal of each school and the Transportation Director for Pinal County Schools.

Currently MCOB has four bus routes to Casa Grande, Arizona City, Eloy, Toltec, and Coolidge. Typically, door to door transportation is provided, however, lengthy bus rides may result in a neighborhood bus stop.

Questions regarding transportation can be sent to the Transportation Department at 520-450-4466.



## **G. Transportation**

Transportation of students is a privilege extended to students in the program and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs. Non-resident students may request that the district provide

transportation services. Such requests are subject to approval by the Principal of each school and the Transportation Director for Pinal County Schools.

Our #1 goal each day is to transport all student bus riders safely to and from school. In order to accomplish this goal, we need the cooperation of Parent/Guardian of student bus riders, in order for our bus routes to run smoothly we ask that any bus changes please be made in a timely manner. Please read the following because there are important changes that will be enforced.

- Change requests can be submitted with a phone call or letter brought to our transportation office or to the school office.
- Notes given to Bus Drivers will be turned into the school office and turned over to Transportation for approval.
- MCOB parents/students will turn in their bus changes to the school office(s) by **2:00p.m.** **Please be advised we will not accept any bus changes after the cut off time.**
- Change of **pick-up** address must be made the day before, the afternoon route so the driver gets it and can plan accordingly, must be an address that is on transportation application
- Change of **pick-up** for the next morning made after the drivers have left for their **afternoon** pre-trips will not be taken into consideration, and the parent must find transportation to the school
- Parents are limited to **three different address's**: a pickup, a possible different drop-off and an emergency drop off
- We will not pick up any student who resides down un-serviced dirt roads. Transportation will physically check the roads condition before determining if it is suitable to drive our buses on it.
- Any dirt road that is suitable to drive on must be checked after a heavy rainstorm. Buses will not be driven down muddy roads. Any student who resides down a dirt road that the district is driving on must have an alternate pick-up at the nearest paved road to be determined by the driver according to the current route, if no alternate pick-up is established a parent must find provide transportation to school
- Communication between parents and drivers through personal cell phones or verbally, concerning **change of addresses** will not be allowed the parents must fill out the change of address paperwork so it is properly, documented
- Communication between parents and drivers through personal cell phones or verbally, about a change of pick up or drop off must also be made with a note or phone call to MCOB office or transportation office
- If there are any **address changes, new paperwork must be filled out so we have current information in case of an emergency**

Transporting student bus riders' home from the elementary school, if no one is home at the time of drop off and the bus driver is not instructed to leave the student he/she will get back on the bus and will continue with the route. When the bus route is finished the driver will try again and if no one is home the student will be taken back to Mary C. O'Brien School and a parent/guardian will have to pick the student up at MCOB.

Please take a few minutes to review with your child appropriate behavior while entering, riding, and leaving the bus. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers. Your child's cooperation in following all rules and procedures is appreciated by the drivers. The primary purpose of rules and procedures on the buses are for the safety of all students.

You must make sure the school has the correct address and phone number(s) where your child will be picked up and dropped off. Students will be required to ride the one bus to which they have been assigned unless other arrangements are approved.

Cameras are installed in every school bus.

For routing questions, bus changes or problems concerning buses or drivers, or any questions concerning any changes please call:

Transportation Dept.

Jesse Salazar 520-450-4467

[jsalazar@pinalk12.org](mailto:jsalazar@pinalk12.org)

Sue Anne Lankford 520-450-4466

[slankford@pinalk12.org](mailto:slankford@pinalk12.org)



## H. Attendance

For the school to properly educate all students, the school must have students present on a regular basis.

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

Frequent absenteeism or tardiness may result in a child's open enrollment application for the next school year to not be accepted.

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

### ***Absence Notification***

Parents or persons having custody of a student are required to notify the school in advance of or at the time of any absence. The District also requires that at least one telephone number be given to the school office so that a reasonable effort to notify by telephone may be accomplished. This telephone number, if available, must be provided at the time of enrollment of the student in the school. The parent or persons having custody of a student shall promptly notify the school of any change in this telephone number.

The Department of Education defines an **excused** absence as being an absence due to illness, doctor appointment, bereavement, family emergencies, religious purposes, and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. ***In order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, authorized person; or with a written note to the MCOB front office. A note from a doctor is required to excuse any absence of 3 or more days due to illness.*** If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as **unexcused**.

### ***Truancy***

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S 15-803 or 15-901.

Truant means an unexcused absence for at least one class period during the day. This includes absence from any class, study hall or activity during the school day for which the student is scheduled.

Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The administrator will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

### ***Tardy Policy***

School begins at 8:15 a.m. It is important that all students be on time. Three tardies will be considered one unexcused absence. If a student is habitually tardy, a conference between the parent and principal may take place.

### ***Perfect & Excellent Attendance Rewards***

Students will be recognized for Perfect and Excellent Attendance. Perfect Attendance is defined as a student being absent zero days from school in any given quarter. Excellent Attendance is defined as a student being absent one or fewer days in a quarter.

### Quarterly Pins

Perfect Attendance pins will be awarded quarterly to any student with zero absences in that quarter.

### Quarterly Certificates

Perfect Attendance certificates will be awarded to any student with zero absences in that quarter. Excellent Attendance certificates will be awarded to any student with 1 or less absences in that quarter.

### Excellent Attendance Movie Field Trip

Any student who earns Perfect or Excellent attendance in Quarter 1 and Quarter 2 will be allowed to participate in a field trip to Harkins in December. Any student who earns Perfect or Excellent attendance in Quarter 3 and Quarter 4 will be allowed to participate in a field trip to Harkins in May. The field trip is pending funding.



## I. Uniforms

Students enrolled in the Mary C. O'Brien Elementary School are required to dress in uniform.

The School Uniform consists of:

- Khaki pants, shorts, or skirts
- White or Navy-Blue Polo shirts with collars
- School sponsored shirt

The purpose of requiring school uniforms is to create a safe and disciplined learning environment. Students who feel safe, who acquire basic values, and who learn habits of good citizenship will, in all likelihood, perform better as students. The potential benefits of school uniforms include the following:

1. instilling students with discipline;
2. helping students resist peer pressure;
3. helping students concentrate on their schoolwork;
4. helping prevent students from wearing gang colors and insignia at school; and
5. helping school officials recognize intruders who come to the school.

Participation in the school uniform program is mandatory for all students enrolled at Mary. C. O'Brien Elementary School with the exception of "Non-Uniform" Days. Students may wear school appropriate attire for \$1 on specified "Non-Uniform" Days. Proceeds benefit the 6<sup>th</sup> grade class.

To donate or request gently used uniforms, please contact Jennifer Peters at 520-450-4400 or [jpeters@pinak12.org](mailto:jpeters@pinak12.org).

Students may be directed to remove or discontinue use of any item of clothing or accessory that interferes with instruction or the school environment.



## J. Weather Related and Emergency Closings

### *Delayed Opening & School Closing*

If the opening of school is to be delayed, the local law enforcement and the local broadcast media will be notified, requesting that they assist in disseminating the information.

### *Early Dismissal*

If school is dismissed early, the procedure shown below will be followed for early dismissal of students:

- Students will be released from school only after the principal has ascertained that appropriate notice has been given to parents or guardians. Staff members will be released when they are no longer needed to supervise students
- The principal will remain at the school until all students are departed.



## K. Field Trips

Field trips are useful to encourage learning through exploration of the environment not immediately accessible to the classroom. Field trips will be planned within the context of the school program and will be appropriate for the age level, grade level, and curriculum.

Field trips are chaperoned by employees; therefore, parents will not be assigned as chaperones. Parents and siblings may attend field trips that are at venues open to the public. It is the parent's responsibility to contact a public venue to find out if admission is possible, the parent must provide their own transportation to/from the venue, and the parent is responsible for admission fees and/or other expenses. Unfortunately, some venues are not open to public. In these cases, parents will experience the field trip through their child's description at home. Similarly, some venues are rented privately and are contracted for a maximum number of attendees. The school's priority is to the students and employee chaperones. If extra space is available, parents may attend with advance approval from administration. To allow all interested parents to attend, siblings will not be allowed at privately rented venues.

Parents may sign their child out of school during the field trip. As the field trip is part of a school day, any student signed out early may accrue an absence.

Before any student is taken from school grounds on a field trip, written permission must be obtained from the parents or legal guardians.

In general, field trips shall be conducted within the normal school day, although longer or overnight trips may occur.

Students may be excluded from a field trip based on attendance or behavior issues.

#### **L. Special Instructional Programs**

A long-range plan will be the basis for providing special education services for students with exceptional needs and education requirements. These services may include specialized programs, personnel, facilities, materials, and equipment needed to promote the individual physical, social, intellectual, and emotional growth of exceptional students.



Please contact MCOB for more information on special education.

It is the responsibility of the school to identify and evaluate student who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education. The school contact for Section 504 is Lisa Raymond at 520-450-4400.

#### **M. Child Find**

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located and evaluated to receive the supports and services they need.



MCOB is looking for any students who might have difficulties resulting from a disability or who might need special education services in order to succeed in school.

If you know of a student or a younger sibling of a student who has major difficulty with organizational skills, learning or understanding, speaking or writing, getting along with others, making adjustments in different situations or completing tasks; please contact Terri Garrison at 520-450-4400 to have his/her progress checked. Free special education services are available to eligible students.

For more information, call Child Find at (602)364-4015 or visit the Child Find website at [www.ade.az.gov/ess/childfind](http://www.ade.az.gov/ess/childfind).



## **N. Gifted and Talented Education Program**

MCOB is committed to identifying and serving our gifted students. MCOB realizes that students develop at different rates and have unique gifts and talents. Our gifted education program is designed to aid students to achieve optimal development of their intellectual, emotional, and social abilities and to honor the diversity among our identified gifted students through provision of differentiation, challenging curriculum, and enrichment activities.

Testing takes place at least three times a year September, January, and April. Referrals for testing can be made by teachers, counselors, principal, students, parents, or an outside agency by contacting Marie Barricklow at 520-450-4400 or [mbarricklow@pinalk12.org](mailto:mbarricklow@pinalk12.org). Parents are notified of results within 30 days of test completion.



## **O. Electronic Information Services**



Details of the user agreement shall be discussed with each potential user of the electronic information services (EIS). When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

### **Terms and Conditions**

**Acceptable use.** Each user must:

- A. Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- B. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- C. Abide by all copyright and trademark laws and regulations.
- D. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- E. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- F. Not use the network in any way that would disrupt the use of the network by others.
- G. Not use the EIS for commercial purposes.
- H. Follow the District's code of conduct.
- I. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

J. Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

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

- A. Maintain supervision of students using the EIS.
- B. Agree to directly log on and supervise the account activity when allowing others to use District accounts.
- C. Take responsibility for assigned personal and District accounts, including password protection.
- D. 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.

**Personal responsibility.** I will report any misuse of the EIS to the administration or system administrator, as is appropriate.

I understand that many services and products are available for a fee and *acknowledge my personal responsibility for any expenses incurred without District authorization.*

**Network etiquette.** I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- A. *Be polite and use appropriate language.* I will not send, or encourage others to send, abusive messages.
- B. *Respect privacy.* I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- C. *Avoid disruptions.* I will not use the network in any way that would disrupt use of the systems by others.
- D. *Observe the following considerations:*
  - 1. Be brief.
  - 2. Strive to use correct spelling and make messages easy to understand.
  - 3. Use short and descriptive titles for articles.
  - 4. Post only to known groups or persons.

## Services

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility

for how the electronic information services (EIS) is used and bears the risk of reliance on the information obtained.



### **P. Food Service and Meal Charges**

The County School Superintendent shall permit all enrolled students to participate in the National School Lunch Act, Special Assistance Program. The District agrees to provide meals (breakfast and lunch) to all enrolled students at no charge as long as the District is approved for the program.

Menus will be sent home on a monthly basis.

Parents may choose to provide students with a lunch from home. MCOB cannot accommodate heating food items sent from home.



### **Q. Health and Wellness Plan**

The Mary C. O'Brien Accommodation School District serves to make a significant contribution to the general well-being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process. We provide student wellness in the areas of nutritional guidelines, nutrition education, and physical activity.

The Student Wellness Policy, JL, and our Wellness Plan are available on our website at [www.pinalk12.org](http://www.pinalk12.org).

Each year our program is evaluated by the Arizona Department of Education. Any results from our most recent assessments will be on the above website.



### **R. Confidentiality of Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA

allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- o School officials with legitimate educational interest
  - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
  - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- o Other schools to which a student is seeking to enroll;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877- 8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:



## **S. Cell Phone & Tablet Usage**

Parents may allow students to bring a cell phone or tablet to school at their own risk. MCOB is not responsible for lost, stolen, or broken cell phones/tablets. The cell phone must remain off during instruction so not to interfere with teaching and learning. Social media should not be used by the student during the school day. All games and apps used during the school day must be school appropriate. Pictures and videos may only be taken during public performances. No other picture or video during class, recess, lunch, on the bus, or any other time during the school day will be allowed. Cell phones/tablets will be confiscated if a student misuses the device in any way. Parents may have to come pick up the device from administration if confiscated.



## **T. Student Violence/Harassment/Intimidation/Bullying**

The County School Superintendent of the Pinal County Schools believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The County School Superintendent 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 County School Superintendent, bullying in any form will not be tolerated.

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

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

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

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

**Cyberbullying:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephone devices, social networking and

other Internet communications, on program computers, networks, forums and mailing lists, or other program-owned property, and by means of an individual's personal electronic media and equipment.

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

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

Students are prohibited from bullying on program grounds, program property, program buses, at program bus stops, at program sponsored events and activities, and through the use of electronic technology or electronic communication equipment on program computers, networks, forums, or mailing lists.

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

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member or the program. Program personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to 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 program policies and administrative regulations.

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

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 program policies shall be followed.

Law enforcement authorities shall be notified any time program officials have a reasonable belief that an incidence of bullying is a violation of the law.

As mentioned above, students can report bullying to any staff member. A complaint form is also available in the nurse's office for anonymous bullying complaints.

## **U. Discipline**

The goal of the discipline policy for the Mary C. O'Brien Accommodation District is to provide a structured climate, which is safe and orderly and enables students to learn at an optimum level. The

discipline policy is designed to provide all students the opportunity to develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with knowing that they are achieving their academic goals while maturing as young adults. The policy will be well communicated and consistently enforced. Conduct that is counterproductive to an individual's learning or self-development; that is detrimental or unsafe to persons or property; that violates laws, policies, or commonly accepted standards will not be tolerated.

The complete Discipline Guidelines are attached and includes the range of corrective disciplinary actions per District Policy. According to District Policy, no appeal is available from a short term suspension.

# Pinal County Schools

## Mary C. O'Brien Accommodation District

### Discipline Guidelines

The goal of the discipline policy for the Mary C. O'Brien Accommodation District is to provide a structured climate, which is safe and orderly and enables students to learn at an optimum level. The discipline policy is designed to provide all students the opportunity to develop positive self-control, successful interpersonal skills, self-direction, self-understanding, and the self-worth that comes with knowing that they are achieving their academic goals while maturing as young adults. The policy will be well communicated and consistently enforced. Conduct that is counter productive to an individual's learning or self-development; that is detrimental or unsafe to persons or property; that violates laws, policies, or commonly accepted standards will not be tolerated.

Mary C. O'Brien Accommodation District / Villa Oasis Interscholastic Center for Education do not tolerate the following behavior, graffiti, tagging, and/or gang related activity. All students are expected to comply with the school regulations outlined herein and to respect the authority of the school staff. **All staff members** are expected to enforce school and district policies in a firm, fair, consistent, and timely manner.

### Specific Procedures for Disciplinary Consequences

The sequence of disciplinary consequences follows the "progressive discipline" model and begins with minimal actions which can be taken and ends with the maximum action which can be administered. This listing does not imply that a "step by step" progression of increasing severity needs to be used by the school staff in dealing with a violation. Disciplinary consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent on such factors as:

- The severity of the incident.
- The student's attitude which includes the student's sense of ownership of the behavior (accepts responsibility or shifts blame) and willingness to change.
- The student's discipline record.

### Citizenship

The goal in discipline is for the students to grow and develop self-control and self-direction to the point that their habits and attitude will enable them to live harmoniously within their peer group and ultimately, to achieve self-mastery. Some measures of control are necessary with students. The classroom teacher is directly responsible for the conduct of students in the classrooms. Such actions as disobedience, violation of reasonable rules, defiance of authority of teachers, insubordination, and habitual profanity, vulgarity, fighting, or smoking upon school premises will not be tolerated.

## Campus Behavior

Staff have the right to expect students to follow district regulations while in classrooms, on school buses, and when involved in any school related functions.

## Student Rights

Learn in an environment, which is safe and free of disruption. Be treated with dignity and respect without being subjected to ridicule and unprofessional behavior from educational personnel.

## District Tardy Policy Students Arriving at School After 8:00 A.M.

Every student is expected to be on time for school. If a student is 10 or more minutes late, he/she will be considered **tardy**. A student will be considered tardy if he/she does not have a valid written excuse (cleared through the office). The only valid excuse from the home would be extreme family emergency (cleared through the office). **Car trouble, etc. is not a valid excuse.** Any tardy without a written excuse is considered an unexcused tardy for which **ISS** can be assigned. Students are expected to be in class on time. Students who are caught outside of class after the tardy bell will be sent to the office and could be assigned to **ISS**. A student will be considered **truant** if he/she misses at least one class period and does not have a valid written excuse (cleared through the office) Consequences for excessive tardiness are as follows: **Tardy Number 5** - ISS and Parent Conference- If there is a continuation of tardy behavior, a Behavior Intervention Team (BIT) meeting will be held to review current performance and consideration of appropriate educational placement for the student.

## Passing Time Between Periods

There will be no loitering between classes. Students are to proceed on to their next class after break time, take their seat, and prepare for class.

## Dress Code

### **Uniform Schools**

Where uniforms are expected, students will follow the uniform code and dress in designated clothing with shirts tucked in at the waist.

### **Non-uniform schools**

**General Guidelines:**

The wearing or carrying of any clothing or symbol that denotes gang activity is prohibited on school grounds and at school activities, both on and off campus. Prohibited items of clothing or symbols include, but are not limited to any item of clothing, jewelry, accessory, notebook, or symbol which, by the nature of its color, design, arrangement, representation, trademark, or any other attribute that disrupts the school climate, denotes membership in a gang or any other group which advocates drug use or inappropriate behavior.

**Specific Guidelines:**

- No hats or beanies may be worn during class. No hair nets, bandanas, sweatshirt hoods worn up or other head coverings.
- Only one belt buckle may be worn at any one time and initial must be the student's initial. Belts must be in pant loops and not hanging loose.
- No extremely oversized pants or shorts. Pants and shorts must be worn above the hips - no sagging.
- No apparel that administrator's judge to be too revealing and distracts from the educational process. No strapless dresses or tops. Tank tops must have a strap width of at least one inch. No bare midriff clothing of any kind. No "see through" apparel, extremely short skirts / short shorts, short skirts with slits or long skirts with slits pass the mid-thigh.
- No underwear showing! This includes any other type of clothing that resembles underwear.
- No pajamas or bedroom slippers may be worn to school or on field trips.
- No other type of clothing that the administration considers to denote gang involvement or is inappropriate for a school setting. (Clothing will have no writing or pictures indicating drugs, alcohol, sex, weapons, or violence)

## **Metal Detection / Canines**

In accordance with Mary C' O'Brien School District policy on weapons, a random search of students may be conducted at any time. The searches may be aided by the use of metal detectors. Students who are found with a weapon will be recommended for expulsion and will be referred to local law enforcement or to the schools SRO (**School Resource Officer**). Any other items found which are inappropriate for school will be confiscated and handled according to district policy. It is the intent of the MCOB District / Villa Oasis Interscholastic Center for Education and Mary C' O'Brien to use trained detection canines in an effort to provide a school environment that is safe and drug free if and when the administration determines it appropriate. The routine inspection of areas such as classrooms, lockers, gym areas, common areas, parking lots, or vehicles located on district property shall be performed unannounced and on a random basis.

## **Corrective Disciplinary Consequences**

### **Teacher/Counselor/Administrator**

**Student Conference** – Purpose: To clarify expectations and let the student know what consequences will be recommended or assigned if inappropriate behavior continues.

**Parent Conference** – Purpose: To inform the parent by phone or in person, to have the incident explained with future consequences reviewed and to document conference.

**In-School Suspension (ISS)** – Purpose: To remove the student from regular educational environment for a designated period of time for non-compliance with school Discipline Policy and to continue academic study under supervision of school staff. A **Disciplinary Referral Form** outlining specific behaviors which violate the Discipline Policy will be completed prior to a student attending ISS so that administrators may assign appropriate consequences, length of assigned ISS and academic work.

## **Administrator/Designee-Assigned Disciplinary Consequences**

**After School Detention** - Students will be required to attend school-sponsored detention for a minimum of one hour after school. Students who do not serve their office assigned detention are automatically assigned ISS or could face a suspension.

**Suspension (In-School)** - Students will be required to attend school-sponsored suspension at a designated location where they will study and may participate in campus clean up. Students not completing their In-School Suspension (ISS) will be suspended from school (At-Home).

**Suspension (At-Home)** – The Student is removed from school due to the serious nature of the inappropriate behavior for one to five days not to exceed 20 days in one year. The student must have a parent/guardian accompany him/her upon student's return to school and/or conference with an administrator prior to being allowed to return to classes. The student is not to appear on campus nor attend any school functions (after school or evening) while on home suspension. Special Education students must follow federal guidelines regarding off-campus suspension.

**Referral to Law Enforcement** - Inappropriate behavior may not only violate school and district policies but state and local criminal law. If it is determined that criminal laws have been violated by our students, school officials will notify appropriate law enforcement authorities as well as take appropriate action to satisfy Education and Penal Code mandates.

**Recommendation for Expulsion** - When the Principal determines that a student has committed an offense(s) considered grounds for expulsion, the Principal has the authority to recommend that the student be expelled. The School Board has the final decision on all recommendations. Expulsion causes the student to be terminated from enrollment in the MCOBSD.

## **Counselor/Administrator:**

### **Behavior Intervention Team**

Students may be referred to the **Behavior Intervention Team** which is a team of educators who meet to discuss a student's behavioral performance and create a targeted plan to promote a desired behavioral change to include services and modifications designed to address the behavior so that it does not reoccur in the educational setting.

### **School Discipline Team**

Students referred to the **School Discipline Team** due to repeated violations of the behavioral expectations, excessive absenteeism, or gross negligence of academic effort, may be reviewed by a school team that includes the school principal, counselor and other school staff, OR the school principal, counselor and school superintendent to determine conditions for continued placement within the district or removal from the program. It may be suggested they look to other educational programs if their Educational and Behavioral issues can not be met within the MCOB District.

## Corrective Disciplinary Actions

<i>Occurrence</i>	<i>Range of Minimum Discipline</i>	<i>Range of Maximum Discipline</i>
<b><u>Absenteeism</u></b>	First – Referred to Principal Subsequent – Counselor referral/ Behavior Intervention Team	First – Parent Conference Subsequent – Refer to Student Discipline Team <i>Police Report / Citation (under age of 16 )</i>
<b><u>Alcohol, use or under the influence of*</u></b>	First – Counseling Subsequent – Behavior Contract	First - Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<b><u>Arson *</u></b>	First – Behavior Intervention Team / Referral to counselor Subsequent – Suspension	First – Suspension/ <i>Police Report</i> Subsequent – Referral to School Discipline Team
<b><u>Bomb Threat*</u></b>	First – Suspension <i>Police Report/ Citation</i> Subsequent - Referral to School Discipline Team	First – Suspension <i>Police Report/ Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Cheating/Dishonesty</i></b>	First - Principal/Counselor and/or Parent Conference Subsequent –Refer to Behavior Intervention Team	First – Parent Conference/ Loss of assignment credit Subsequent – Suspension/Refer to Schools Discipline Team
<b><i>Disruptive Conduct</i></b>	First – Principal Conference and/or Parent conference Subsequent - Referral to Counselor/Behavior Intervention Team	First –Removal from Class (ISS) / Principal/Counselor intervention, parent conference Subsequent – Referral to School Discipline Team
<i>Occurrence</i>	<i>Range of Minimum Discipline</i>	<i>Range of Maximum Discipline</i>
<b><u>Forgery</u></b>	First –Parent Conference/Principal Subsequent – Counselor Referral, ISS	First –In School Suspension Subsequent - Referral to School Discipline Team <i>Police Report</i>
<b><i>Disturbing school meeting or activity</i></b>	First –Principal, Counselor Referral Subsequent – In School Suspension	First – In School Suspension Subsequent - Referral to School Discipline Team <i>Possible Police Report</i>
<b><i>Dress or appearance violation</i></b>	First –Principal, Clothing Corrected Subsequent – Parent Conference Counselor Referral	First – In School Suspension Subsequent – Referral to School Discipline Team

<b><i>Drug Possession*</i></b>	Over the counter drugs First – Counseling /Outside Referral Subsequent – In School Suspension	Prescription and Illegal Drugs First - Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Drug Sale*</i></b>	First – Suspension <i>Police Report/ Citation</i> Subsequent - Referral to School Discipline Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Drug Use</i></b>	First – Parent Conference/Principal, Counselor Referral, In School Suspension, <i>Police Report / Citation</i> Subsequent – Suspension	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Endangerment*</i></b>	First – Principal, Counselor Referral Subsequent – In School Suspension	First – Suspension Subsequent - Referral to School Discipline Team <i>Police Report / Citation</i>
<b><i>Occurrence</i></b>	<b><i>Range of Minimum Discipline</i></b>	<b><i>Range of Maximum Discipline</i></b>
<b><i>Ethnic Slurs</i></b>	First –Principal, Counselor Referral Subsequent – In School Suspension	First - Suspension Subsequent - Referral to School Discipline Team <i>Police Report / Citation</i>
<b><i>Extortion*</i></b>	First – In School Suspension Subsequent – Suspension <i>Police Report / Citation</i>	First – Suspension <i>Police Report / Citation</i> Subsequent – Referral to School Discipline Team
<b><i>False Alarm (emergency, fire, security, etc.)*</i></b>	First - Referral to Behavior Intervention Team, Police Report Subsequent – In School Suspension	First – Suspension <i>Police Report / Citation</i> Subsequent – Referral to School Discipline Team
<b><i>False Information or Identification</i></b>	First – Principal conference Subsequent – In School Suspension	First - Suspension Subsequent – Referral to School Discipline Team
<b><i>Fighting*</i></b>	First – Referral to Behavior Intervention Team & Principal/ Parent Contact Subsequent – Suspension <i>Police Report / Citation</i>	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Firearms/Explosive Device/Knife*</i></b>	First – Suspension Subsequent – Referral to School Discipline Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Gambling</i></b>	First –Parent Conference/ Referral to Counselor & Principal Subsequent – Referral to Behavior Intervention Team	First – Suspension Subsequent - Referral to School Discipline Team
<b><i>Harassment/Threats/Verbal abuse*</i></b>	First - Principal/Counselor Conference Parent Conference Subsequent – Referral to Behavior Intervention Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Occurrence</i></b>	<b><i>Range of Minimum Discipline</i></b>	<b><i>Range of Maximum Discipline</i></b>
<b><i>Hazardous or Physically offensive condition, causing</i></b>	Principal/Counselor Conference Subsequent – Referral to Behavior Intervention Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Hazing*</i></b>	First – Referral to Counselor & Principal, Parent Conference Subsequent – ISS Referral to Behavior Intervention Team	First - Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Improper Sexual Advances Harassment* Assault*</i></b>	First – Referral to Counselor & Principal, Parent Conference/ISS Subsequent – Referral to Behavior Intervention Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Insubordination/Defiance of Authority</i></b>	First – Referral to Counselor & Principal, Parent Conference Subsequent – Referral to Behavior Intervention Team	First –Removal from Class In School Suspension Subsequent – Referral to School Discipline Team

<b><i>Insult/verbal abuse of a faculty or staff member</i></b>	First – Referral to Counselor & Principal, Parent Conference/ISS Subsequent – Referral to Behavior Intervention Team	First –Removal from Class In School Suspension Subsequent – Suspension, Removal from class without credit <i>Police Report / Citation</i>
<b><i>Lewd/Lascivious Behavior Indecent Exposure or Public Sexual Indecency *</i></b>	First – Referral to Counselor & Principal, Parent Conference/ISS Subsequent – Referral to Behavior Intervention Team	First - Suspension Subsequent Referral to School Discipline Team <i>Police Report / Citation</i>
<b><i>Littering</i></b>	First – Principal conference Subsequent – In School Suspension	First – In School Suspension Subsequent - Referral to School Discipline Team
<b><i>Occurrence</i></b>	<b><i>Range of Minimum Discipline</i></b>	<b><i>Range of Maximum Discipline</i></b>
<b><i>Malicious Mischief</i></b>	First – Referral to Counselor & Principal, Parent Conference Subsequent – Referral to Behavior Intervention Team	First – In School Suspension Subsequent - Referral to School Discipline Team
<b><i>Obstructing an Investigation</i></b>	First – Parent Conference Subsequent – In School Suspension	First - Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<b><i>Obstructing traffic, vehicular or pedestrian</i></b>	First – Referral to Counselor & Principal, Parent Conference Subsequent - In School Suspension	First – Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<b><i>Physical Assault *</i></b>	First - Suspension Subsequent – Referral to Behavior Intervention Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Plagiarism</i></b>	First – Referral to Counselor & Principal, Parent Conference/No Credit on assignment Subsequent – In School Suspension	First – In School Suspension / No Credit on assignment Subsequent - Referral to School Discipline Team
<b><i>Resisting Authority</i></b>	First – Referral to Counselor & Principal, Parent Conference/ISS Subsequent – Referral to Behavior Intervention Team	First – In School Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Slander</i></b>	First – Referral to Counselor & Principal, Parent Conference Subsequent –In School Suspension	First – In School Suspension Subsequent Referral to Behavior Intervention Team
<b><i>Occurrence</i></b>	<b><i>Range of Minimum Discipline</i></b>	<b><i>Range of Maximum Discipline</i></b>
<b><i>Tardiness. (After 5 unexcused tardies)</i></b>	First – Referral to Counselor & Principal, Parent Conference/ISS/ Subsequent – Referral to Behavior Intervention Team	First – In School Suspension Subsequent – Referral to School Discipline Team
<b><i>Tobacco Product use*</i></b>	Referral to Counselor & Principal, Parent Conference Subsequent – In School Suspension	First – In School Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<b><i>Unauthorized entry / trespass/loitering</i></b>	First – Referral to Counselor & Principal, Parent Conference Subsequent – In School Suspension	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Vandalism or destruction of property (School Related)*</i></b>	First –Parent Conference/ Referral to Counselor & Principal/ Suspension, Restitution Subsequent – Referral to Behavior Intervention Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<b><i>Violation of County School Superintendent policy or school rule</i></b>	First –Referral to Counselor & Principal, Parent Conference/ISS/ Subsequent – Referral to Behavior Intervention Team	First – Suspension Subsequent – Referral to School Discipline Team <i>Possible police report/citation</i>

<b><i>Violation of a local, state, or federal law</i></b>	<b>First – Parent Conference, Referral to Police Subsequent – In School Suspension, referral to police and parent conference</b>	<b>First - Suspension Subsequent - Referral to School Discipline Team <i>Police Report / Citation</i></b>
<b><i>Occurrence</i></b>	<b><i>Range of Minimum Discipline</i></b>	<b><i>Range of Maximum Discipline</i></b>
<b><i>Vulgar or Obscene, language, gestures, or symbols (To include gang gestures/symbols)</i></b>	<b>First – Referral to Counselor &amp; Principal, Parent Conference Subsequent – Referral to Behavior Intervention Team</b>	<b>First – In School Suspension Police Report/Citation Subsequent - Referral to School Discipline Team</b>
<b><i>Weapons violation (Not firearm/explosive device/knife*)</i></b>	<b>First – Principal/Parent Conference Subsequent – In School Suspension</b>	<b>First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team</b>