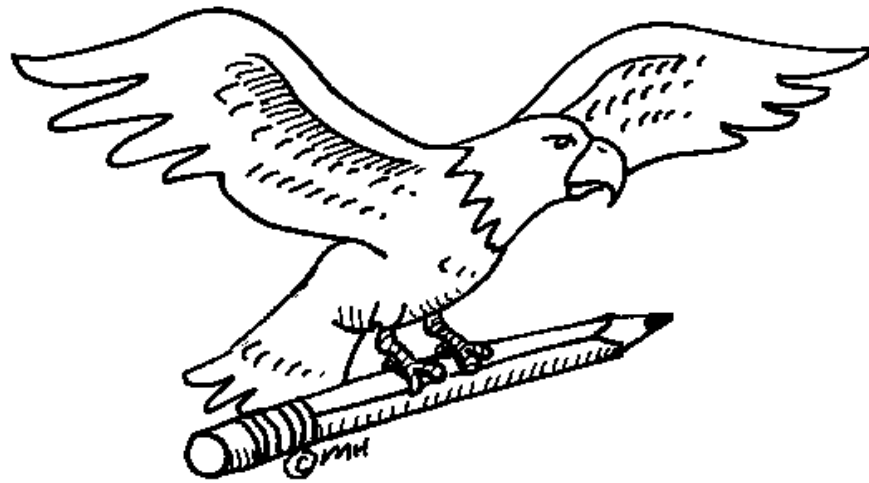


Mary C. O'Brien Elementary School

Parent & Student Handbook

2023 - 2024



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.

Table of Contents



Signature Page (to be returned to teacher).....	Front Cover
Staff List.....	4
A. Parent – School Relationship.....	5
B. Student Responsibility.....	5
C. Classroom Visitation.....	6
D. Volunteering.....	6
E. Conferences.....	6
F. Admission/Enrollment.....	6
G. Transportation.....	8
H. Attendance.....	10
I. Uniforms.....	13
J. Weather Related & Emergency Closing.....	14
K. Field Trips.....	15
L. Special Instructional Programs.....	16
M. Child Find.....	16
N. Gifted and Talented Education Program.....	16
O. Electronic Information Services.....	17
P. Food Services and Meal Charges.....	18
Q. Health and Wellness Plan.....	19
R. Confidentiality of Student Education Records.....	19
S. Cell Phone Usage.....	21
T. Student Violence/Harassment/Intimidation/Bullying.....	21
U. Discipline.....	23

District Staff	
Pinal County Superintendent	Jill Broussard
Superintendent	Martin Bassett
Chief Deputy	Tonya Taylor
Business Manager	Sherree Ramirez
Plant Supervisor	Jesse Salazar
Admin Assistant to Transportation	Stella Tarango
Transportation Supervisor	TBD
Transportation	Arnold Emerson
Psychologist	Jack Russell
Technology	Jacob Aguayo
MCOB Staff	
Principal	Lisa Raymond
Social Worker	Jennifer Peters
Registered Nurse	Sonya Martinez
Administrative Assistant	Carmen Robles
School/SPED Secretary	Lee Ann Miller
Cafeteria	Jose Calderon
	Delfria Valenzuela
	Carolina Rodriguez
Custodial/Maintenance	TBD
	Raquel DeFreese
	Ramon Espinoza
	Diana Varela
Bus Drivers	Elizabeth Grossi
	Pat McKune
	Yvette Stewart
	Marcy Kee
Classroom Faculty & Staff	
Kindergarten	Caitlin Sinks
1 st Grade	Lynn Salazar-Lujan
2 nd Grade	Patricia Baeza
3 rd Grade	Eileen Vasquez
4 th Grade	Melissa Puentes
5 th Grade	Adriana Lucio
6 th Grade	Denise Carter
Resource	Rellie Lawyer
Physical Education	Kyle Peters
Reading Coach	Jackie Mims
Curriculum Enrichment	Marie Barricklow
Technology	Gerard Deall
Paraprofessionals	Monique Garza
	Kathy Garza
	Bertha Jimenez
	Patricia Benster
	Lissette Williamson
	Danelle Miller
	Dawn Galloway
	John Francois

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.

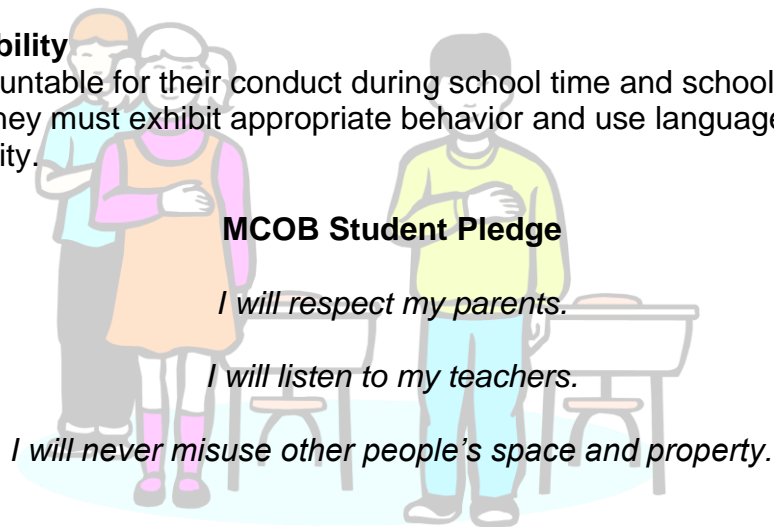
Parents are held accountable for certain parental responsibilities and for their child's conduct during school time and school activities. Parents must understand that their child must exhibit appropriate behavior and language.

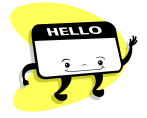
Parental Responsibilities include:

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

Non-essential visitors will be limited during the instructional day. Class observation needs to be scheduled with the principal in advance.

Families may come for lunch. Families may eat outside at a picnic bench or in the cafeteria separate from the class's assigned section.

Special events will be open to families.

If a visitor is approved by an administrator to be on campus, the visitor is required to sign in and out at the front office. Once signed in, the school secretary will call the classroom and announce the arrival. Be sure to sign out when leaving campus.

Extended classroom visitation or observation must be approved by administration.



D. Volunteering

Art Masterpiece is likely to begin in the fall. Background checks, at District expense, are required for Art Masterpiece volunteers.

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.



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. Conferences may also be held virtually.

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



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. Due to the COVID-19 Pandemic during the 2020/2021 School Year, students enrolled as of August 2020 will be given enrollment preference after the third level of enrollment preference and before the fourth level of enrollment preference.
5. The fourth level of enrollment preference shall be to non-resident county students who were not enrolled in the school the previous year.
6. 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 three 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.

Parents are allowed TWO addresses for each child:

- ONE address for regular Pickup/Drop-off and ONE Emergency address.
- If your child needs and alternate stop location, you may use the Emergency drop off address.
- Please allow 48 hrs. for new addresses to be routed and added to your child(s) bus.

Requests:

- Any change requests are to be submitted by phone, email or other written notice to our Transportation office or the child's school office.

- Communication between parents and drivers regarding a route change **MUST** be made with an email or phone call from the parent to Transportation or child's school office.
- Parents must have change requests submitted by **2:00p.m.** • This includes the current days afternoon Drop off **and** the next morning's Pick up.
- In order for the drivers to adjust their routes and transport your child, we will not accept any bus changes **AFTER** the cut off time.

Road Conditions:

- Un-serviced dirt roads pose danger for the buses and passengers during travel. Transportation will check the roads to determine if it is safe for travel. If it is not, an alternate location at the nearest paved road will be offered.
- Buses will not be driven down muddy roads. If the road is unsafe for travel, an alternate location will be offered, or parents will provide transportation to school.
- Due to bus limitations, available space, and blind spots that pose dangers for students, drivers will not travel down any Dead Ends or Cul-de-sac's. Instead, an alternate location will be offered.

MCOB Elementary School Transport:

- It is preferred that someone be present at the drop off location.
- If no one is visible and the child cannot enter the drop off location, drivers are instructed to keep the student on the bus and continue with the route.
- When the bus route is completed, the driver passes by the location once more.
- If the student still cannot enter, the student will be taken back to Mary C. O'Brien School and a parent/guardian will have to pick the student up at the MCOB office.

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.

All students shall conduct themselves in the same manner as they would in the classroom. Students shall follow the rules stated on this sheet as well as any issued by any vehicle operator in any district vehicle. Improper behavior while in using this privilege will result in disciplinary action.

Improper behaviors include but are not limited to the following:

- o Threatening or Intimidating
- o Physical abuse or threat of harm to any person
- o Damage or threat of damage to property
- o Conduct constituting a breach of any federal, state, or city law
- o Carrying or possessing a weapon on school grounds.
- o Conduct or speech that violates commonly accepted standards of the district.
- o Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband

When a student fails to practice proper conduct, the bus driver will inform the principal of the misconduct, which may then be brought to the attention of the parents.

Students who become serious disciplinary problems related to school transportation may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Any student who violates any of these rules may be subject to discipline up to expulsion. These punishments may be in addition to any customary discipline that the district presently dispenses.

Students riding on special-activity buses are under the direct supervision of the bus driver in cooperation with sponsor(s). Students who do not conduct themselves properly will be denied the privilege of riding on special-activity buses.

Transportation of students is a privilege extended to students in the District and is not a statutory requirement except for necessary transportation of students with disabilities as indicated in their respective individual education programs.

*Site Reference: www.azsba.org -Pinal County School Programs- Policies sourced:
EE, EEAE, EEAEC, EEAE-EA, EEAE-EB, EEAE-R*

Cameras are installed in every school bus.

Please call the Transportation Department for any questions regarding bus changes, bus routes, or other concerns.

Transportation Dept.
Jesse Salazar 520-450-4467
jsalazar@pinalk12.org

Stella Tarango 520-450-4466
starango@pinalk12.org

Student Drop Off and Pick Up

Student Drop Off and Pick Up will be located at the North Side Parking Lot. Signage on the exterior fence will point parents in the direction of the North Side Parking Lot.

Staff will be present in the North Side Parking Lot for Student Drop Off from 7:50 a.m. – 8:15 a.m. Parents are to drive through the Entrance Gate around the lot to the awaiting staff member. Vehicles are to remain in line while waiting to drop off their child. The student may exit the vehicle and will be allowed entrance to walk to class. The adult is to remain in the vehicle. Students arriving tardy after 8:15 a.m. are to be brought to the MCOB Front Office.

Student Pick Up will be at the North Side Parking Lot. Vehicles are to enter through the Entrance Gate then remain in line until dismissal. A staff member will identify the adult picking up the child at the car window. The staff member will radio for the child. Vehicles may depart through the Exit Gate in order of the line they are waiting. Vehicles are not allowed to pull around other cars to exit.

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.



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**.

Tardy Policy

School begins at 8:15 a.m. It is important that all students be on time.

Perfect & Excellent Attendance Rewards

All Perfect & Excellent Attendance Rewards will be suspended this school year.

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.

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

COVID-19 & Attendance

Personal Responsibility

The District recognizes the importance of strong positive relationships between parents/guardians, staff, and schools for student success. Working together to prevent the spread of COVID-19 will also ensure a safe learning and working environment for all. The following expectations are essential for creating the safest school environment for the upcoming year:

- *Adults should screen themselves and their children daily for signs of COVID-19. This should include taking temperatures and looking for a fever, cough, or shortness of breath. This will be especially important for individuals identified in the high-risk categories.*
- *Staff and families will be educated about the importance of staying home when appropriate.*
 - *Staff and students who are sick should stay home. This includes all individuals who have a temperature.*
 - *Staff and students should stay home if they have tested positive for or are showing COVID-19 symptoms.*
 - *Staff and students who have recently had close contact with a person with COVID-19 must follow the District guidelines outlined later in this section.*
 - *Policies and communication regarding truancy will also be evaluated to accommodate those who stay home when sick.*

Preparation for When Someone Gets Sick

The following guidelines will be utilized by the District in the event a staff member or student gets sick while at work or school:

Symptom Screening

- *Symptoms are to be checked by parent daily include fever, chills, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or any other symptom of illness.*

Return to School after Illness

- *Students are to stay home when sick. Students may return when ready to participate in school activities. The student must be fever free for 24 hours without the use of fever reducing medication. Students with vomiting and/or diarrhea should stay home till symptoms are resolved.*

Confirmed Cases of COVID-19

If there is a confirmed case of COVID-19 in the District, a short-term closure of some or all facilities may be implemented. A confirmed case is identified as an infected person being in a school/district building. In such cases, the District will implement the procedures set on the Continuity of Operations Plan.

Returning to School or Work

The following CDC guidelines will be utilized by the District when a staff member or student has a confirmed case of COVID-19. These guidelines also provide specific steps that must be completed prior to returning to school/work following a positive test for COVID-19. All staff and students with a confirmed case of COVID-19 will follow CDC and/or Arizona Department of Health guidance. Upon confirmation of a positive test, staff must inform their school site or Human Resources of the test results immediately. Parents must inform their child's school of a positive COVID-19 test. Staff and students may return to work or school upon meeting the following criteria:*

- *At least 5 calendar days have passed since the date of their first positive test or symptom onset or documentation from a doctor or local health department allowing the return to work, AND*
- *Staff/student has no fever for at least 24 hours prior to returning (that is one full day of no fever without the use of medicine that reduces fevers), AND*
- *Other symptoms have improved (for example, when cough or shortness of breath have improved), or symptoms were never present.*

Close Contact of COVID-19

The following will be utilized by the District when a close contact has been identified. Per the CDC guidelines, a close contact is an individual who has been within six feet, for 15 minutes or more, of a person who has tested positive for COVID-19. The timeframe for having contact with the confirmed individual includes the period of 48 hours before the individual becomes symptomatic.

No notice will be sent to families in the event of a positive COVID case at school. Students and staff are not required to quarantine after a COVID exposure pending no symptoms arise.

Staff or students who have had an exposure as a close contact but remain asymptomatic will adhere to the following practices while at work or school:

- *Self-Screen: Staff and students should take their temperature and assess symptoms prior to coming to work.*
- *Wear a Mask: Masks are optional for staff and students.*
- *Physical Distancing: Staff and students should try to maintain physical distancing in the work or school setting.*
- *Disinfect and Clean Workspaces: Staff and students should clean and disinfect their workspaces routinely. The District will implement their cleaning processes for all facilities, and staff and students are encouraged to also maintain cleanliness throughout the day.*
- *Testing: If staff or students choose to take a test for COVID-19, they should provide their supervisor or school with the results of a negative test. If they receive a positive test, they must adhere to the District protocols.*

Fully Vaccinated Persons

Fully vaccinated persons may refrain from testing and quarantine following a known exposure if asymptomatic.



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
- Face coverings are optional

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 6th grade class.

To donate or request gently used uniforms, please contact Jennifer Peters at 520-450-4400 or 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.

Temporary Closure of Facilities

The District may dismiss staff and students at an affected school site or facility depending on the situation. An initial short-term building closure will allow time for the local health officials and District administrators to assess the situation and determine appropriate next steps, including making the determination if an extended building closure is necessary to stop or slow further spread of COVID-19.

During the assessment period of a temporary building closure:

- Local health officials and District administrators will establish recommendations for the scope (e.g., a single school, a building at a school) and duration of closures.
- Staff, students, and their families of the impacted site or building will be discouraged from gathering or socializing elsewhere.

Communication

The District will work closely with local health officials to disseminate accurate and timely communication regarding confirmed COVID-19 cases and any building closures. In addition to the

communication platforms and best practices outlined in the Communications section of this document, school staff will follow guidance of the health department on a reporting a confirmed case of COVID-19.

Extending a Building Closure

The decision to temporarily close a building or facility is not taken lightly, and the extension of a closure may take place if deemed necessary to stop or slow the further spread of COVID-19.

- Depending on exposure and health and safety factors, some facilities may be allowed to open for limited uses during a temporary or extended building closure.
 - Teachers may be allowed to develop and deliver lessons and materials virtually from their classrooms, thus maintaining continuity of teaching and learning.
 - Other staff members may be allowed to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed on site will be made in collaboration with local health officials.
- District administrators will work in close collaboration and coordination with local health officials to make building closure decisions. The nature of these actions (e.g., geographic scope, duration) may change as the public health situation evolves.
- District officials will seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed to for the safety of the school community. This guidance will be aligned with the phases outlined in the various sections of the District's Continuity of Operations Plan.

Supporting Students During a Building Closure

In the event of a building closure, the District will ensure continuity of educational and support services for all students. These are outlined in more detail in the respective sections of this document but include implementation of in-person and virtual learning, provision of essential social services, and ensuring continuity of food service programs.



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 Lee Ann Miller 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.



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. 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.

Free breakfast will be served in the cafeteria from 7:50 am – 8:15 am with portable, disposable packaged food items. Students in grades 1 – 6 may eat breakfast in the cafeteria or outdoors. Kindergarten will eat breakfast in the cafeteria. Breakfast will allow for mixed grade level grouping.



Free lunch will be served in the cafeteria with mixed grade level grouping.

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

In the event of virtual learning, a "Grab and Go" meal distribution program at specific locations will be determined for the "Grab and Go" program based upon need and information will be provided to families.



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.pinak12.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:

Family Policy Compliance Office
U.S. Department of Education 400
Maryland Avenue, SW Washington,
D.C. 20202-5901

Arizona Department of Education
Exceptional Student Services 1535
W. Jefferson, BIN 24
Phoenix, AZ 85007



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.

MCOB uses a text messaging system for communication with parents. Standard text messaging fees and rates may apply.



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>
<u>Absenteeism</u>	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>
<u>Alcohol, use or under the influence of*</u>	First – Counseling Subsequent – Behavior Contract	First - Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<u>Arson *</u>	First – Behavior Intervention Team / Referral to counselor Subsequent – Suspension	First – Suspension/ <i>Police Report</i> Subsequent – Referral to School Discipline Team
<u>Bomb Threat*</u>	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
<i>Cheating/Dishonesty</i>	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
<i>Disruptive Conduct</i>	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>
<u>Forgery</u>	First –Parent Conference/Principal Subsequent – Counselor Referral, ISS	First –In School Suspension Subsequent - Referral to School Discipline Team <i>Police Report</i>
<i>Disturbing school meeting or activity</i>	First –Principal, Counselor Referral Subsequent – In School Suspension	First – In School Suspension Subsequent - Referral to School Discipline Team <i>Possible Police Report</i>
<i>Dress or appearance violation</i>	First –Principal, Clothing Corrected Subsequent – Parent Conference Counselor Referral	First – In School Suspension Subsequent – Referral to School Discipline Team

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

<i>Insult/verbal abuse of a faculty or staff member</i>	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>
<i>Lewd/Lascivious Behavior Indecent Exposure or Public Sexual Indecency *</i>	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>
<i>Littering</i>	First – Principal conference Subsequent – In School Suspension	First – In School Suspension Subsequent - Referral to School Discipline Team
<i>Occurrence</i>	<i>Range of Minimum Discipline</i>	<i>Range of Maximum Discipline</i>
<i>Malicious Mischief</i>	First – Referral to Counselor & Principal, Parent Conference Subsequent – Referral to Behavior Intervention Team	First – In School Suspension Subsequent - Referral to School Discipline Team
<i>Obstructing an Investigation</i>	First – Parent Conference Subsequent – In School Suspension	First - Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<i>Obstructing traffic, vehicular or pedestrian</i>	First – Referral to Counselor & Principal, Parent Conference Subsequent - In School Suspension	First – Suspension Subsequent – Referral to School Discipline Team <i>Police Report / Citation</i>
<i>Physical Assault *</i>	First - Suspension Subsequent – Referral to Behavior Intervention Team	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<i>Plagiarism</i>	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
<i>Resisting Authority</i>	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
<i>Slander</i>	First – Referral to Counselor & Principal, Parent Conference Subsequent –In School Suspension	First – In School Suspension Subsequent Referral to Behavior Intervention Team
<i>Occurrence</i>	<i>Range of Minimum Discipline</i>	<i>Range of Maximum Discipline</i>
<i>Tardiness. (After 5 unexcused tardies)</i>	First – Referral to Counselor & Principal, Parent Conference/ISS/ Subsequent – Referral to Behavior Intervention Team	First – In School Suspension Subsequent – Referral to School Discipline Team
<i>Tobacco Product use*</i>	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>
<i>Unauthorized entry / trespass/loitering</i>	First – Referral to Counselor & Principal, Parent Conference Subsequent – In School Suspension	First – Suspension <i>Police Report / Citation</i> Subsequent - Referral to School Discipline Team
<i>Vandalism or destruction of property (School Related)*</i>	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
<i>Violation of County School Superintendent policy or school rule</i>	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>

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