



School District #8

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Integrity • Equity • Joy • Growth • Relationships

# Family Handbook 2024-25 School Year

Welcome to the 2024-25 School Year! We look forward to a wonderful year. The Osborn Family Handbook provides important information about our district, including the calendar, contact numbers, expectations for student behavior and other useful resources. Please review the information and contact your child's teacher or principal should you have questions.

The current version of this Handbook can be found online at [www.osbornnet.org](http://www.osbornnet.org). It will be updated during the year, if necessary. Thank you for working with us to create a community where we can fulfill our mission of advancing the full potential of every child. We look forward to working together throughout the year to provide your child with an extraordinary learning experience.



## **Mission**

*The Osborn Community advances the full potential of every child by developing emotional intelligence and academic excellence.*

## **Vision**

*Every child is supported on their path to a thriving future.*



## **Core Values**

***Integrity*** - We do the right thing, even when it's hard.

***Equity*** - We model the justice and opportunity we expect in our community.

***Joy*** - We seek hope, beauty, and fun in every day.

***Growth*** - We try new things, staying flexible and curious so we can be better tomorrow than we are today.

***Relationships*** - We move forward together, through caring and collaboration.



## Osborn School District 2024-25 School Calendar

July							August							September						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

  

October							November							December						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

  

January							February							March						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29

  

April							May							June							
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	
			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

\*Two Hour Early Dismissal Every Wednesday

**Symbol Key**

<table border="0"> <tr> <td style="width: 15px; height: 15px; background-color: #ADD8E6; border: 1px solid black;"></td> <td>School Breaks/Holidays</td> </tr> <tr> <td style="width: 15px; height: 15px; background-color: #FFA500; border: 1px solid black;"></td> <td>Parent-Teacher Conf./ Early Dismissal</td> </tr> </table>		School Breaks/Holidays		Parent-Teacher Conf./ Early Dismissal	<table border="0"> <tr> <td style="width: 15px; height: 15px; background-color: #D3D3D3; border: 1px solid black;"></td> <td>Quarter/Semester End</td> </tr> <tr> <td style="width: 15px; height: 15px; background-color: #00FFFF; border: 1px solid black;"></td> <td>First/Last Day</td> </tr> </table>		Quarter/Semester End		First/Last Day
	School Breaks/Holidays								
	Parent-Teacher Conf./ Early Dismissal								
	Quarter/Semester End								
	First/Last Day								

Dismissal Times	Regular	Early Dismissal Wednesday
Clarendon/Encanto	2:45 PM	12:45 PM
Longview/Solano	3:15 PM	1:15 PM
Montessor	3:00 PM	1:00 PM
OMS	3:55 PM	1:55 PM

<b>First Day Students</b>	August 5 School Resumes	January 6
Labor Day Holiday	September 2 Martin Luther King, Jr. Holiday	January 20
K-8 Parent / Teacher Conf. <b>Early Dismissal</b>	October 2-4 Presidents' Day Holiday	February 17
Fall Break	October 7-11 Parent / Teacher Conf. <b>Early Dismissal</b>	March 5-7
Veterans Day Holiday	November 11 Spring Break	March 10-14
Thanksgiving Recess	November 27-29 Cesar Chavez Day Observed	March 31
Winter Break	Dec 23- Jan 3 Indigenous People's Day Observed	April 18
	Last Day Students - Early Dismissal	May 22

<b>Quarters:</b>	1st Quarter Ends-Oct 4 (44/90 Days) 2nd Quarter/Semester Ends-Dec 20 (46/90 Days) 3rd Quarter Ends-March 7 (43/90 Days) 4th Quarter/Semester Ends May 22 (47/90 Days)	<b>Total: 180 Days</b>	Adopted 1/16/24
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**IMPORTANT DISTRICT CONTACT INFORMATION**

<b>ENCANTO ELEMENTARY</b> Preschool – 3 <sup>rd</sup> Grade 1420 West Osborn Rd., 85013-3688 Principal: Kimberly Fernandez			<b>CLARENDON ELEMENTARY</b> 4 <sup>th</sup> – 6 <sup>th</sup> Grade 1225 West Clarendon Ave., 85013-3359 Principal: Jeff Martin			<b>LONGVIEW ELEMENTARY</b> Preschool – 6 <sup>th</sup> Grade 1209 East Indian School Rd., 85014-4925 Principal: Ken White		
Front Office	<b>602-707-2300</b>	Front Office	<b>602-707-2200</b>	Front Office	<b>602-707-2700</b>			
Social Worker	602-707-2335	Social Worker	602-707-2211	Social Worker	602-707-8769			
Nurse's Office	602-707-2315	Nurse's Office	602-707-2215	Nurse's Office	602-707-2715			
<b>OSBORN MIDDLE</b> 7 <sup>th</sup> – 8 <sup>th</sup> Grade 1102 West Highland Ave., 85013-2470 Principal: Carol Hayes Assistant Principal: Allison Ahl			<b>SOLANO</b> Preschool – 6 <sup>th</sup> Grade 1526 West Missouri Ave., 85015-2616 Principal: Theresa Nickolich			<b>MONTECITO</b> Montessori Program 715 East Montecito Ave., 85014 School Lead: Jill Singh		
Front Office	<b>602-707-2400</b>	Front Office	<b>602-707-2600</b>	Front Office	<b>602-707-2500</b>			
Social Worker	602-707-2413	Social Worker	602-707-2607	Nurse's Office	602-707-2515			
Nurse's Office	602-707-2415	Nurse's Office	602-707-2615					
			<b>OSBORN DISTRICT OFFICE</b> 1226 W Osborn Rd, 85013					
			Front Desk			<b>602-707-2000</b>		
			Records Request			602-707-2000		
			Technology Helpdesk			602-707-2010		
			Child Nutrition Dept.			602-707-2021		
			Transportation Dept.			602-707-2051		
			Special Education			602-707-2014		
			McKinney Vento			602-707-2335		
			21st Century Programs			602-707-2017		
			Preschool Coordinator			602-707-2518		
			Head Start			602-468-3431		
			Teaching & Learning			602-707-2006		
			Native American Specialist - email			<a href="mailto:astevens@osbornsd.org">astevens@osbornsd.org</a>		

## Volunteering in Osborn

Osborn School District values our volunteers. We recognize the impact their involvement has on our students' achievement and success. There are two categories for volunteers, including parent/guardian volunteers and non-parent/guardian community volunteers. See below for more information on the differences in the process to qualify in either category, and visit our website (using the QR Code) for links to the application materials.



### **PARENT/GUARDIAN VOLUNTEERS**

An online orientation is required before parents/guardians may volunteer. The orientation process for parents and guardians includes: **watching a video module, completing an information form, and taking a short quiz.** Parents/Guardians only need to complete this process once. For specific questions or concerns regarding volunteering, please contact your school's front office.

### **NON-PARENT/GUARDIAN COMMUNITY MEMBER VOLUNTEERS**

Volunteering opportunities for non-parent/guardian members of the community who do not have a relative attending an Osborn school include classroom tutoring, working in the library, completing special projects, and any number of school support opportunities. If you are interested in being a community volunteer, please contact the school secretary to receive approval from the school Principal. The next steps include **watching a video module, completing an application form, taking a quiz, and submitting information for a required fingerprinting (completed by our Human Resources Department).**

**PLEASE ENSURE 30 DAYS ADVANCE COMPLETION OF THE TRAINING, QUIZ AND FINGERPRINTING TO ENSURE YOUR APPLICATION IS APPROVED PRIOR TO YOUR DESIRED EVENT.**

*Once you complete the application form, the district will review your responses and reach out for completion of the required fingerprinting. The front office staff of the schools you selected will be notified when you are cleared to volunteer. Please check with the front office staff once you have submitted your application.*

## **Osborn School District Actions in Response to Serious Acts of Misconduct**

The following overview of the Serious Acts of Misconduct and consequences is the result of the effort of Osborn to create an atmosphere of safety and security for all students on all our campuses. It is rooted in our mission to advance the full potential of every child by developing emotional intelligence and academic excellence. While striving to keep all students safe, we also are focused on protecting the learning of all students. We believe, as an elementary school district, that our job is to guide students in their learning, in all aspects academic, social, and behavioral.

Our approach to working with students who may not make the best decisions in the school setting is to first form partnership with their family in giving them the tools to be productive contributors to the peaceful environment of the school and classroom.

Our aim is to not be punitive, but rather instructional, helping students gain the social-emotional intelligence to successfully participate in their school environment. We have an obligation to every child and every family to strive to keep students learning in their classrooms as much as possible. But student safety is the primary concern.

This Policy on the Serious Acts of Misconduct will drive administrator actions with students and families with a focus on resolution of conflicts, learning of appropriate social skills for productive interactions in the classroom, and protecting the overall safety of all students on campus.

Thank you for choosing Osborn and being our partners in the growth and development of our children.

## Osborn School District Actions in Response to Serious Acts of Misconduct

One or more action item will be selected from “Intervention and Support Actions” AND “Disciplinary Actions”

Level of Action	Intervention & Support Actions	Disciplinary Actions
<b>A</b>	<ul style="list-style-type: none"> <li>Restorative Conversation</li> <li>Teacher/Student OR Student/Student Conference</li> <li>Family Contact (optional)</li> </ul>	<p><i>Additional disciplinary actions may not be appropriate for Level A violations. Although a serious act of misconduct may have occurred, the severity or frequency of the violation does not warrant a disciplinary action.</i></p>
<b>B</b>	<ul style="list-style-type: none"> <li>Restorative Conversation</li> <li>Teacher/Student OR Student/Student Conference</li> <li>Family Contact</li> </ul>	<ul style="list-style-type: none"> <li>Loss of Privileges</li> <li>Community Service</li> <li>Restitution</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>Restorative Conversation</li> <li>Teacher/Student OR Student/Student Conference</li> <li>Family Contact</li> <li><i>Referral to counseling services</i></li> <li><i>MTSS Referral (Functional Behavior Assessment with Behavior Support Plan)</i></li> <li><i>Family Conference</i></li> </ul>	<ul style="list-style-type: none"> <li>Loss of privileges</li> <li>Community service</li> <li>Restitution</li> <li>Revocation of Open Enrollment at the end of the school year</li> </ul> <p><b>AND/OR</b></p> <ul style="list-style-type: none"> <li>Suspension (up to 5 days and Restorative Return with family conference)</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>Restorative Conversation</li> <li>Teacher/Student OR Student/Student Conference</li> <li><i>Referral to counseling services</i></li> <li><i>MTSS Referral (Functional Behavior Assessment with Behavior Intervention Plan) with possible referral to Alternative Placement.</i></li> <li><i>Family Conference</i></li> </ul>	<ul style="list-style-type: none"> <li>Loss of privileges</li> <li>Community service</li> <li>Restitution</li> <li>Revocation of Open Enrollment at the end of school year</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Suspension (up to 10 days and Restorative Return with family conference) <i>(For students with an IEP, a team will determine if the action was a manifestation of the child's disability)</i></li> </ul>

Aggression		Range of Discipline	
Violation	Definition	K-4	5-8
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C, D
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C
Disorderly Conduct	<b>13-2904. Disorderly conduct:</b> A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person: 1. Engages in fighting, violent or seriously disruptive behavior; or 2. Makes unreasonable noise; or 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or 6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)	Depending on Frequency and Severity: A, B, C, D, E	Depending on Frequency and Severity: A, B, C, D, E
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C
Endangerment	<b>13-1201. Endangerment:</b> classification A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.	Depending on Frequency and Severity: C, D, E	Depending on Frequency and Severity: C, D, E
Fighting	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.	Depending on Frequency and Severity: B, C, D	Depending on Frequency and Severity: B, C, D, E
Assault	<b>A.R.S. §13-1203. Assault:</b> A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.	Depending on Frequency and Severity: B, C, D, E	Depending on Frequency and Severity: B, C, D, E



Aggravated Assault	<p><b>A.R.S. §13-1204. Aggravated assault:</b> A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:</p> <ol style="list-style-type: none"> <li>1. If the person causes serious physical injury to another,</li> <li>2. If the person uses a deadly weapon or dangerous instrument,</li> <li>3. If the person commits the assault after entering the private home of another with the intent to commit the assault,</li> <li>4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,</li> <li>5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties,</li> <li>6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.</li> </ol>	Depending on Frequency and Severity: D, E	Depending on Frequency and Severity: D, E
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Alcohol, Tobacco, and Other Drugs		Range of Discipline	
Violation	Definition	K-4	5-8
Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	Depending on Frequency and Severity: B, C, D	Depending on Frequency and Severity: C, D, E
Drug Violation	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415). "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).	Depending on Frequency and Severity: B, C, D	Depending on Frequency and Severity: C, D, E
Tobacco Violation	The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).	Depending on Frequency and Severity: B, C, D	Depending on Frequency and Severity: C, D, E

Arson		Range of Discipline	
Violation	Definition	K-4	5-8
Arson of a Structure or Property	<b>A.R.S. §13-1703. Arson of a structure or property:</b> A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.	Depending on Frequency and Severity: C, D, E	Depending on Frequency and

			Severity: C, D, E
Arson of an occupied structure	<b>A.R.S. §13-1704 Arson of an occupied structure</b> A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.	Depending on Frequency and Severity: C, D, E	Depending on Frequency and Severity: C, D, E

Attendance Policy Violation		Range of Discipline	
Violation	Definition	K-4	5-8
Tardy	Arriving at school or class after the scheduled start time.	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B
Leaving School Grounds without Permission	Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.	Depending on Frequency and Severity: B, C, D	Depending on Frequency and Severity: B, C, D
Unexcused Absence	Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B, C
Truancy	The state of Arizona requirement for school attendance and definitions for truancy are as follows: <b>A.R.S. §15-803. School attendance</b> ; exemptions; definitions A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either: 1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c). 2. The child is accompanied by a parent or a person authorized by a parent. 3. The child is provided with instruction in a home school.  B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1. C. As used in this section: 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day. 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C

Harassment, Threat, and Intimidation		Range of Discipline	
Violation	Definition	K-4	5-8
Harassment,	<b>A.R.S. §13-2921. Harassment</b> ; classification; definition	Depending on Frequency	Depending on Frequency

Nonsexual	<p>A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> <li>1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.</li> <li>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</li> <li>3. Repeatedly commits an act or acts that harass another person.</li> <li>4. Surveils or causes another person to surveil a person for no legitimate purpose.</li> <li>5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</li> <li>6. Interferes with the delivery of any public or regulated utility to a person.</li> </ol> <p>Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.</p>	<i>and Severity:</i> A, B	<i>and Severity:</i> B, C, D
Bullying	<p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)</p>	<i>Depending on Frequency and Severity:</i> B, C, D	<i>Depending on Frequency and Severity:</i> B, C, D, E
Threat or Intimidation	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202)</p> <p><b><u>A.R.S. §13-1202. Threatening or intimidating</u></b></p> <p>A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:</p> <ol style="list-style-type: none"> <li>1. To cause physical injury to another person or serious damage to the property of another; or</li> <li>2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or</li> <li>3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.</li> </ol> <p>B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.</p>	<i>Depending on Frequency and Severity:</i> A, B, C, D	<i>Depending on Frequency and Severity:</i> B, C, D, E
Hazing	<p><b><u>A.R.S. §15-2301. Hazing prevention policies;</u></b> definitions</p> <p>B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:</p> <ol style="list-style-type: none"> <li>1. Customary athletic events, contests or competitions that are sponsored by an educational institution.</li> <li>2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.</li> </ol> <p>C. For purposes of this section: 2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:</p> <ol style="list-style-type: none"> <li>(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.</li> <li>(b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.</li> </ol> <p>3. "Organization" means an athletic team, association, order, society, corps, cooperative,</p>	<i>Depending on Frequency and Severity:</i> A, B, C	<i>Depending on Frequency and Severity:</i> A, B, C, D, E

	club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.		
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Lying, Cheating, Forgery or Plagiarism		Range of Discipline	
Violation	Definition	K-4	5-8
Cheating	To deprive of something valuable by the use of deceit or fraud 2 : to influence or lead by deceit, trick, or artifice	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B
Forgery	Falsely and fraudulently making or altering a document	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B, C
Lying	To make an untrue statement with intent to deceive 2 : to create a false or misleading impression	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B
Plagiarism	To steal and pass off the ideas or words of another as one's own	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B, C

School Policies, Other Violations of		Range of Discipline	
Violation	Definition	K-4	5-8
Defiance, Disrespect Towards Authority, and Non Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C
Combustible	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C, D
Contraband	Items stated in school policy as prohibited because they may disrupt the learning environment.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C

Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.	Depending on Frequency and Severity: A	Depending on Frequency and Severity: A, B
Gambling	To play games of chance for money or to bet a sum of money.	Depending on Frequency and Severity: A, B	Depending on Frequency and Severity: A, B, C
Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy	Depending on Frequency and Severity: A	Depending on Frequency and Severity: A, B

School Threat		Range of Discipline	
Violation	Definition	K-4	5-8
Bomb Threat**	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Depending on Frequency and Severity: C, D, E	Depending on Frequency and Severity: C, D, E
Chemical or Biological Threat**	Threatening to cause harm using dangerous chemicals or biological agents.	Depending on Frequency and Severity: C, D, E	Depending on Frequency and Severity: C, D, E
Fire Alarm Misuse	Intentionally sounding a fire alarm when there is no fire.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C
Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat.	Depending on Frequency and Severity: A, B, C, D, E	Depending on Frequency and Severity: A, B, C, D, E

Sexual Offenses		Range of Discipline	
Violation	Definition	K-4	5-8
Pornography	The possession, distribution, or sharing of sexually explicit depiction of persons, in words or images.	Depending on Frequency and Severity:	Depending on Frequency and Severity:

		A, B, C	A, B, C, D
Indecent Exposure or Public Sexual Indecency	<p><b>13-1402. Indecent exposure;</b> exception; classification A. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. B. Indecent exposure does not include an act of breast-feeding by a mother.</p> <p><b>13-1403. Public sexual indecency;</b> public sexual indecency to a minor; classifications A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act: 1. An act of sexual contact. 2. An act of oral sexual contact. 3. An act of sexual intercourse. 4. An act of bestiality. B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.</p>	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C, D, E
Harassment, Sexual	U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001: Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C, D, E

Technology, Improper use of		Range of Discipline	
Violation	Definition	K-4	5-8
Computer, Network Infraction, Telecommunication Device	Improper use of technology is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use. Any violation of the District's Technology User Agreement will fall under this category.	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C

Theft		Range of Discipline	
Violation	Definition	K-4	5-8
Theft	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. <b>ARS §13-1802. Theft:</b> classification A. A person commits theft if, without lawful authority, the person knowingly: 1. Controls property of another with the intent to deprive the other person of such property; or 2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 4. Comes into control of lost, mislaid or misdelivered property of another under	Depending on Frequency and Severity: A, B, C	Depending on Frequency and Severity: A, B, C, D

	<p>circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or</p> <p>5. Controls property of another knowing or having reason to know that the property was stolen; or</p> <p>6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</p>		
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Trespassing		Range of Discipline	
Violation	Definition	K-4	5-8
Trespassing	<p>Trespassing: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (SDFS Terms and Definitions).</p> <p><b>A.R.S. §13-1503. Criminal trespass in the second degree:</b> A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p>	<p>Depending on Frequency and Severity: A, B</p>	<p>Depending on Frequency and Severity: A, B, C</p>

Vandalism or Criminal Damage		Range of Discipline	
Violation	Definition	K-4	5-8
Vandalism or Criminal Damage	<p>Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers).</p> <p><b>A.R.S. §13-1602. Criminal damage:</b> A person commits criminal damage by recklessly: Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles. Note: When using this code record the cost of repairing or replacing the damaged property under "Cost."</p>	<p>Depending on Frequency and Severity: B, C</p>	<p>Depending on Frequency and Severity: B, C, D, E</p>

Weapons and Dangerous Items		Range of Discipline	
Violation	Definition	K-4	5-8
Firearm (Including Destructive Devices)	<p><b>A.R.S §13-3111.</b> Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification</p> <p>A. Except as provided in subsection</p> <p>B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.</p>	E	E

	<p><b>A.R.S. §13-3101.</b> Definitions 4. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. The following is paraphrased from: 18 USC 921 Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms. Other Firearms –Firearms other than handguns, rifles or shotguns including: • Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive; • The frame or receiver of any weapon described above; • Any firearm muffler or firearm silencer; • Any destructive device, which includes: Any explosive, incendiary, or poison gas o Bomb; o Grenade, o Rocket having a propellant charge of more than four ounces, o Missile having an explosive or incendiary charge of more than one-quarter ounce, o Mine or Similar device • Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (Continued on next page) • Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.</p>		
Other Weapons, Dangerous Items	<p>Possession or distribution.</p> <p>Other weapons include, but are not limited to, Billy Club, Brass Knuckles, Knife with blade length at least 2.5 inches, Nunchakus.</p> <p>Dangerous items include, but are not limited to, Air Soft Gun, B.B. Gun, Knife with blade length less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Paintball Gun, Razor Blade or Box Cutter, Simulated Knife, Taser or Stun Gun, Tear Gas, Other Dangerous Item.</p>	<p>Depending on Frequency and Severity: A, B, C</p> <p>**Police Notification may be required</p>	<p>Depending on Frequency and Severity: B, C, D, E</p> <p>**Police Notification may be required</p>
Simulated Firearm	<p>Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm and is being portrayed as a firearm.</p>	<p>Depending on Frequency and Severity: A, B, C</p>	<p>Depending on Frequency and Severity: A, B, C</p>

**The following violations require immediate law enforcement notification.**

Burglary or Breaking and Entering (Second or Third Degree)	<p><b>ARS §13-1507. Burglary in the second degree;</b> classification A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein. B. Burglary in the second degree is a class 3 felony. <b>ARS §13-1506. Burglary in the third degree;</b> classification A. A person commits burglary in the third degree by: 1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. 2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.</p>	D, E	D, E
Burglary (First Degree)	<p><b>ARS §13-1508. Burglary in the first degree;</b> classification A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. B. Burglary in the first degree of a nonresidential structure or a fenced commercial o</p>	D, E	D, E
Extortion	<p><b>ARS §13-1804. Theft by extortion;</b> classification A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against</p>	D, E	D, E



	anyone. 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. 8. Cause anyone to part with any property.		
Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime. <b>ARS §13-1902. Robbery:</b> A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.	D, E	D, E
Armed Robbery	<b>ARS §13-1904. Armed robbery:</b> A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	D, E	D, E
Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	<b>A.R.S. §13-1404. Sexual abuse:</b> classifications - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast. <b>A.R.S. §13-1405. Sexual conduct with a minor:</b> classifications - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. <b>A.R.S. §13-1410. Molestation of child:</b> classification - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.	D,E	D,E
Sexual Assault (Rape)	<b>A.R.S. §13-1406. Sexual assault:</b> classification; increased punishment A. A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	D, E	D, E

## Glossary

- **Restorative conversation:** helps to take responsibility for actions; facilitated by 3rd party adult between the harm-doer and the person to whom harm is done; all sides are heard; solution-oriented
- **Restitution:** replacing or compensating for something that has been taken and/or damaged
- **Restorative return:** when student returns from suspension, student will engage in restorative conversations with those to whom harm have been done and to create a plan for success in the future
- **Manifestation:** A determination of whether a student's action is a result of their identified disability per IDEA
- **MTSS Referral:** A formal referral for review and observation to determine potential intervention needs and plans.
- **Behavior Support Plan:** A personalized plan monitored by on-campus adults for observation, documentation, and on-going support for the student
- **Logical Consequences:** Related, respectful, reasonable, empathetic; help to take responsibility for actions

## School Bus Expectations

The following safety expectations have been developed as a conscientious effort to eliminate accidents and create a safe environment for drivers and passengers. Please read and discuss with your children

1. Follow driver's directions the first time they are given.
2. Be at your stop at least five (5) minutes earlier than your scheduled pick-up time. Your bus is on a time schedule. Wait patiently for the school bus. Respect private property on the bus and at the bus stop.
3. Get in line before the bus arrives. Stand a safe distance back from the curb. Do not approach the bus until it has come to a complete stop and the driver has opened the door.
4. Always use the steps and the handrail when getting on and off the bus. NEVER jump, crowd or push anyone at anytime.
5. Take your assigned seats quietly and quickly. Stay in your seat at all times with your back against the backseat and facing forward.
6. Keep all parts of your body and all other objects inside the bus. Keep the aisle clear of legs, books, bags, etc. DO NOT yell out the bus windows.
7. No food, drinks, glass of any type, or overly large objects on the bus. This includes class projects. All objects should be able to fit on the student's lap. If not, it is too large and may not be brought onto the bus. SKATEBOARDS and BALLOONS are not permitted on the school bus!
8. Do not bring animals of any type on the bus; this includes insects.
9. The use of electronic devices is not allowed on the school bus by all passengers.
10. Talk in a regular voice; do not yell. Loud or vulgar language is prohibited.
11. Do not throw anything on the bus! Keep the bus clean. Keep all belongings in your backpack.
12. Be respectful to your driver, fellow classmates, and passers-by. Use respectful language and keep your hands and feet to yourself.
13. Students may not get off at another stop unless the Transportation Department is notified by school office / SPED Department.
14. Always walk in front of the bus when crossing the Street. DO NOT touch or run after the bus when it is in motion.

## **Electronic Information Services**

### **Acceptable Use Policy**

The Osborn School District is providing various Electronic Information Services (EIS) to educators, students, staff and the community. These services include, but are not limited to:

- Educational curriculum related software
- Databases
- The Internet, Social Media
- Electronic mail
- MS office applications
- Peripheral devices

### **Technology use to support educational goals**

Osborn School District may provide EIS to qualified students who attend district schools and Osborn School District Staff. District educators, parents, and voter's support and fund student use of technology in school because it is important for education. Students without technology skills and network access are at an educational disadvantage. It is important that students learn to use technology and the Internet.

The district requires safe, appropriate and lawful use of existing school facilities including science labs, libraries and athletic fields. New technology also requires safe, appropriate and lawful use.

All usage of EIS is to be in support of education and Osborn School District goals. Anyone who uses EIS must follow Osborn School District guidelines and rules for appropriate use.

Anyone, who misuses, abuses or chooses not to follow the guidelines and/or rules shall be denied access to Osborn School District EIS and may be subject to disciplinary action.

### **Blocking access to inappropriate information**

In accordance with Osborn School District's desire to use technology for educational purposes only, the district has software to filter and deny access to inappropriate Internet web sites. Osborn School District staff (who are responsible for students on the Internet) will provide reasonable guidance and instruction to students on its use.

Parents, students and staff must be aware that due to the lack of restriction of the Internet, there is still a possibility of accessing information that has not been screened by educators and may not be consistent with other Osborn School District policies. It is ultimately the individual EIS users who are responsible for their communications and use of EIS.

The Osborn School District may deny access and close account of those individuals who do not use EIS appropriately. The Osborn School District does not assume liability for an individual's inappropriate use of EIS.

### **Student & Parent contract required for EIS usage**

Each student and parent shall be required to sign an EIS contract regarding guidelines and rules of EIS usage. EIS usage will be allowed after signing the attached contract.

## **STUDENT BULLYING / HARASSMENT /INTIMIDATION Policy JICK ©**

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

### Definitions

#### **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:

- A. has the effect of physically harming a student, damaging a student's property, replacing a student in reasonable fear of harm or damage to property,
- B. 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,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. 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:*

- A. 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,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

#### **Cyberbullying**

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

#### **Harassment**

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual 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 replaces 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.

### **Prohibitions and Discipline**

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

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

### **Reporting Incidents of Bullying/Harassment/Intimidation**

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing.

Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

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

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate all reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

**STUDENT BULLYING / HARASSMENT /INTIMIDATION REPORTING FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

I wish to complain against:

Name of person(s) \_\_\_\_\_

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

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

Name Address Telephone Number

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**The projected solution:**

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

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

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Document received by \_\_\_\_\_ Date \_\_\_\_\_

Investigating official \_\_\_\_\_ Date \_\_\_\_\_

## **MCKINNEY-VENTO HOMELESS STUDENTS**

Students are considered homeless if they are:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled up with friends or relatives because they cannot find or afford housing

If children are homeless, they have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act. These protections include the right to:

- Go to school, no matter where they live or how long they have lived there
- Be enrolled immediately without birth certificates, immunizations, or school records
- Attend school while the school arranges for the transfer of school and immunization records or any other required documents
- Enroll in school without giving a permanent address
- Schools cannot delay enrollment
- Continue in the school they attended before becoming homeless or the school they last attended
- Receive transportation to and from the school they attended before becoming homeless or the school they last attended, if requested

If you have questions or concerns, please contact Cristina Delgado at 602-707-2335.

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## **CHILD FIND NOTICE**

It is the Osborn School District's responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services

We are also responsible for providing a free and appropriate public education (FAPE), which includes special education and related services to children with disabilities at public expense, under public supervision and direction without charge to the parents. For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, communication, social/emotional, and motor skills. If any concerns are noted, the child may be referred for additional help.

If you have any concerns about a child you know, please contact Osborn School District's Special Education Department at 602-707-2014 or the school in which those boundaries you reside.