

# Maricopa Unified School District

## Parental Rights, Rules & Regulations



# ANNUAL NOTICE TO PARENT OR GUARDIAN REGARDING YOUR RIGHTS

Dear Parent/Guardian:

As required by law, I wish to notify you, as guardian of students enrolled in our schools of your responsibilities. I ask, therefore, that you take your time to carefully review the review, please sign and return the attached acknowledgment indicating that you have received and read this notice. All references are to the California Education Code {E.C.} otherwise noted.

If you have any questions regarding this notice, please feel free to contact our school office at (661) 769-8231.

Sincerely,

Barry Lindaman  
District Superintendent

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## 9. Pupils in Hospitals Outside of School District

If your child is, due to a temporary disability, in a hospital facility which is located outside your school district, she/he may be eligible to attend the school district in which the hospital is located. In such situations, you should notify both the district where your child is located, so that individualized instruction, if possible, can be provided. {E.C. section 48208}

## 10. High School Students Leaving School at Lunch Time

The governing board of this school district, pursuant to Educ Code 44808.5, has decided to allow 12<sup>th</sup> grade pupils in good academic standing having regular attendance enrolled to leave the school grounds during the lunch period. Neither the school district nor any officer or employee shall be liable for the conduct or safety of any pupil during such time on school grounds pursuant to this section.

## 11. Minimum Days or Pupil Free Staff Development Days

These days are posted on the school calendar, see appendix.

## **DISCIPLINE**

### 12. Release of Student to Peace Officer

If a school official releases your child from school to a peace officer, the school official shall take immediate steps to notify you or a responsible relative of your child. If a student has been taken into custody as a victim of suspected child abuse cases, the peace officer will notify the parent or guardian. {E.C. section 48906}

### 13. Parent Responsibility

Parents or Guardians are liable for all the damages of their minor children which result in death or injury to other personnel or school property. Parents are also liable for damages to the student and willfully not returned. Parents are liable for a maximum of \$10,000 in damages and another maximum of \$10,000 for payment of a reward, if any. {E.C. section 48904}

The school district may withhold the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment. Code section 1714.1}

If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities or otherwise willfully disrupts school activities or otherwise willfully disrupts school activities or otherwise willfully disrupts school activities and is suspended for such misconduct for a portion of a school day in your child's classroom. {E.C. section 48900.1}

### 14. Student Search

The school principal or designee may search the student's backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon,

contraband. {U.S. Supreme Court Case: New Jersey v. T.L.O. (1985)}  
Note: School lockers are school district property and as such are open at all times.

### 15. Dress Code

The Maricopa Unified School District has adopted a dress code policy for the past 3 school years.

## STUDENT SERVICES

### 16. Services to Disabled Pupils

If you have reason to believe that your child (ages 0 through 12) which requires special services or accommodations, bring this to the school office. Your child will be evaluated to determine if special instruction or services are needed. {E.C. sections 56020, et seq.}

### 17. Student Sexual Harassment

Students in grades 4 through 12 may be suspended or expelled for sexual harassment. A copy of the district's policy on student sexual harassment is in your review.

### 18. Student Lunch Program

All students attending Maricopa Schools are eligible for the school lunch program.

## HEALTH SERVICES

### 19. Kindergarten and First Grade Physical Examination

Good health is important to your child's learning and successful academic achievement. State law requires that for each child enrolling in kindergarten or first time, the parent must present a certificate that the child has received a physical examination within the last 18 months. The child must be with the school district a written objection or waiver stating unable to obtain such services. You must understand if you fail to provide the certificate or waiver, or if your child is suffering from a contagious disease. You may be immunized at the same time that the physical examination is conducted. These services may be available to you through the Prevention Program (CHDP). Maricopa Schools Health Technician, (661)769-8233.

### 20. Immunizations

Immunizations must be up-to-date before admission to public and private elementary and secondary schools (grades Kindergarten through 12), children under age 18 years must have immunizations as outlined. New 7<sup>th</sup> grade entry requirements went into effect in 1999. A varicella requirement for Kindergarten entry went into effect in 1999.

**Vaccines and required doses are:**

VACCINE	REQUIRED DOSES
<b>Polio</b>	<b>4 doses at any age, but ... 3 doses</b> meet requirement for ages 4-6 if at least one given on or after the 4 <sup>th</sup> birthday; 3 doses meet requirement for ages 7-17 if at least one was given on or after the 2 <sup>nd</sup> birthday.
<b>Diphtheria, Tetanus and Pertussis</b> <i>Age 6 years and under (DTP, DtaP or any combination of DTP or DtaP with DT (tetanus and diphtheria).</i>	<b>5 (4) doses at any age, but ... 4 doses</b> does meet requirement for ages 4-6 if at least one was given on or after the 4 <sup>th</sup> birthday.
<b>Diphtheria, Tetanus and Pertussis</b> <i>Age 7 years and older (Tdap, Td, DT, or DTP, DtaP or any combination of these).</i>	<b>4 doses at any age but ... 3 doses</b> meet requirement for ages 7-17 years if at least one dose was given on or after the 2 <sup>nd</sup> birthday. If last dose was given before the 2 <sup>nd</sup> birthday, one more (Td) dose is required.
<i>7th grade Td booster.</i>	<b>1 dose</b> not required but recommended if more than 5 years have passed since last DTP, DtaP, DT, or Td dose.
<b>MMR (Measles, Mumps, Rubella)</b> <i>Kindergarten</i> <i>7th grade</i> <i>Grades 1-6 and 8-12</i>	<b>2 doses*</b> both on or after 1 <sup>st</sup> birthday. <b>2 doses*</b> both on or after 2 <sup>nd</sup> birthday. <b>1 dose</b> must be on or after 1 <sup>st</sup> birthday.
<b>Hepatitis B</b> <i>Kindergarten</i> <i>7th grade</i>	<b>3 doses</b> <b>3 doses**</b>
<b>Varicella***</b> <i>Kindergarten</i>	<b>1 dose</b> on or after 1 <sup>st</sup> birthday or health care provider documented varicella immunity.

\*\* Two doses of measles-containing vaccine required. One dose of mumps vaccine is not required. \* Two doses of measles-containing vaccine required; mumps vaccine is not required. \*\*\* Effective Date 7-1-1.

\*\*\*\* Two doses of the 2-dose formulation given at age 11-15 years along with documentation that the 2-dose formulation was used.

\*\*\*Effective Date 7-1-1.





#### 24. Scoliosis Screening (Curvature of the Spine)

If your child is enrolled in grade 7 through 12 and is suspected of having this condition, you will be notified. {E.C. section 49452.5}

#### 25. Vision Appraisal

Your child's vision will be checked by an authorized person before kindergarten through 8, unless you present to the school or optometrist verifying prior testing or religious belief. {E.C. section 49455}

#### 26. Sight and Hearing Test

The school district is required to provide for testing of the sight and hearing of a student enrolled in the schools unless you submit a written request. {E.C. section 49452}

#### 27. Information for Use in Emergencies

For the protection of your child's health and safety, you are required to return the enclosed Emergency Information Card. {E.C. section 49408}

#### 28. Immunizations and Control of Communicable Disease

This district cooperates with the local health office in the control and prevention of communicable disease in school-age children. This district may permit any person licensed as a physician and surgeon, or any person licensed as a registered nurse to administer an immunizing agent if advised in writing before any immunization program is instituted. {E.C. section 49403}

### **SEX EDUCATION**

#### 29. Sex Education

Sex Education or Family Life Education Courses are required for all students in certain classes. You have a right to request in writing which may contain information regarding sex. You may withdraw this request at any time. You also have the right to inspect and review any material used in these classes prior to the holding of such classes. {Course criteria E.C. section 51553}

#### 30. AIDS Prevention Instruction

You have a right to request copies of Education Code sections 261.1 and 261.2 from the district. Copies of these statutes permit parents or guardians to excuse children from instruction.

Any time an outside organization or guest speaker is scheduled to deliver AIDS instruction, or any time an assembly is held to deliver instruction, the parents must be notified. The notice must include the date of the instruction, name of the organization or affiliation of each guest speaker ... and information about parent's right to receive copies of the statutes relating to AIDS instruction.

A pupil shall not be subject to disciplinary action, academic parentparent withholds the pupil from the instruction. Also, dparent withholds the pupil from instruction an alternative educational activity shall be madeinstruction an alternative educational activity if parents have requested that they not receive instruction.

### 31. Instruction in AIDS Prevention

School districts are required by law to ensure that aSchool districts are required by law to receive receive AIDS prevention instrureceive AIDS prevention instructionreceive AIDS prevention instruction. Each pupil shall receive the instruction at leastcourses. Each pupil shall receive the instruction at least once in middle school and once in high school and once in high school. This instruction will alsoAIDS prevention. The instruction will alsoAIDS prevention. The instruction will also assistassist pupils to overcome peer pressure and use effective decision making skills to avoid high-risk activities. The instructional materials related to thisavoid high-risk activities. The instructional materials related to this are available for your inspection. If available for your inspection. If you do not want your child to receive instruction on this topic, you may submit that request in writing to the principal. {E.C. section 51201.5}

### 32. Venereal Disease Education Courses

BecauseBecause sexually transmitted diseases haveBecause sexually transmitted diseases have been a part of our society,society, this topic will be discussed in the following course(s): Health Class in the 9<sup>th</sup> grade and optionalgrade and optional courses from the Nutritional Health Services.grade and optional courses from the Nutritional Health Services. This topic shall emphasize that abstinence from sexual intercourse is the only ptopic shall emphasize that abstinence from sexual intercourse is the only method that is 100 percent effectthat is 100 percent effectthat is 100 percent effective against not only unwantedunwanted teenageunwanted teenage pregnancy and AIDS. All material and instruction on these topics shall be age-appropriate at these topics shall be age-appropriate and in accordance with state law. {E.C. section 51551}

If your child should enroll in classes dealing with t If your child should enroll in classes dealing with this topic, you will be given an opportunity writing a request for your child not attend such classes. You will also have the opportunity to inspect and review the instructional materials to be used in the classes. {E.C. section 51820}

## **EXEMPTIONS AND PARENTAL RIGHTS**

### 33. Parental Rights: Education Empowerment Act of 1998

TheThe Education Empowerment Act of 1998 establishes vaThe Education Empowerment Act of 1998 establishes, in addition to other rights identified in the Annual Notice. Your rights, as a parent or guardian, include the following:

**Inspection of Instructional Materials:** All primary supplemental instructional materials, including textbooks, teacher's manuals, films, tapes and software shall be complied and stored by the classroom shall be complied and stored by the classroom for your inspection in a reasonable time frame or in accordance with the policy determined by the governing board of the school district.

**Observation of School Activities:** You have the right to observe instruction and school activities that involve your child in accordance with the policy determined by the governing board of the school district to ensure the safety of your child and to prevent undue interference with the instruction and to prevent undue interference with the instruction.

personnel. Reasonable accommodation of parents personnel. Reasonable accommodation by the governing board of this school district. Upon written class or classes by activities in a reasonable time frame and in accordance by the governing board of this school district.

**Consent for Evaluations:** Your child may not be tested for a behavioral or emotional evaluation without your informed written consent.

**Affirmation or Disavowal of Beliefs:** A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine or political opinion. This law does not relieve pupils of any classroom assignments.

### 34. Other Parental Rights

The rights of parents and guardians of children are listed below. These rights include your right:

- a. To observe in your child's classroom (upon reasonable notice).
- b. To meet with your child's teacher and the principal (upon reasonable notice).
- c. To volunteer your time and resources at the school.
- d. To be notified on a timely basis if your child is absent from school without permission.
- e. To be notified concerning your child's classroom and standardized test performance.
- f. To request a specific school and teacher and to receive a response from the district. (This does not obligate the school to grant the request.)
- g. To have a safe learning environment for your child.
- h. To examine curriculum materials of your child's class.
- i. To be informed of your child's progress and appropriate interventions in the event of problems.
- j. To access student records for your child.
- k. To receive information concerning expectations for student learning.
- l. To be informed in advance about school rules, policies, dress codes and procedures for visiting the school.
- m. To receive information about any psychological testing of your child and permission for such testing.
- n. To participate as a member of any school organization or activity at the school, in accordance with governing membership.
- o. To question, and receive an answer regarding any information that appears inaccurate, misleading or that invades privacy.

### 35. Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if your child believes that an adequate alternative education project may work with her/him to develop and agree upon an alternate purpose of providing your child an alternate avenue for learning required by the class. The school will need a signed statement of your child's objection. {E.C. section 32255}

### 36. Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or your religious training and beliefs or personal moral conviction, your child shall be excused child, your child shall {E.C. section 51240}

### 37. Tests on Personal Beliefs

Unless you give written permission, your child will questionnaire, survey, or examination containing her/his parents or guardians personal beliefs or practices in sex, fher/his parents morality, or religion. {E.C. sections 51513, 60614}

## SCHOOL RECORDS AND ACHIEVEMENTS

### 38. Pupil Records

You have a right to inspect and review your child's records; to have an administrator assist you in amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of your child's privacy rights; to have a district-level decision not to change records; and to file a complaint with the Arizona State Department of Education if the district fails to comply with law with regard to your child's records. Records are confidential and will not be disclosed without your consent. Please be aware, however, that when your child enrolls or intends to enroll in a school, school officials and employees and other personnel with a legitimate educational interest and who send her or his records to that district. Your child's records may be accessed by school officials and employees and other personnel with a legitimate educational interest and who send her or his records to that district. Your child's records may be accessed by school officials and employees and other personnel with a legitimate educational interest and who send her or his records to that district. Your child's records may be accessed by school officials and employees and other personnel with a legitimate educational interest and who send her or his records to that district. For further information or assistance contact Barry Lindaman at (661) 769-8231 or the Family Protection Department of Education, 600 Independence Avenue, Phoenix, Arizona 85004. {E.C. sections 49063 and 49070; Family Education Privacy Act (FERPA) 34 CFR Part 99}

### 39. Standards of Proficiency in Basic Skills

The Maricopa Unified School District has adopted the State Academic Standards for grades K-12 for its curriculum in English, Math, Social Studies and Science. Yearly students are tested in these standards and the results are made available to the parent(s). {E.C. section 51215}

### 40. School Accountability Report Card

The School Accountability Report Card is available on request and is posted on the district's Internet site. This contains information about the district regarding the quality of the district's programs and its progress toward achieving stated goals.

### 41. Release of Directory Information

Directory information includes a student's name, address and place of birth, major field of study, and place of birth, major field of study, and sports, weight and height of members of athletic teams, and sports, weight and height



#### 44. Complaints Regarding Discrimination and the Education of Disabled Students

Our school district is committed to equal opportunity for all students. Our school district programs and activities shall be free from discrimination based on race, color, religion, national origin, sex, age, physical or mental disability, or parental status, physical or mental disability. Our district shall promote programs which ensure that these discriminatory practices are eliminated in all district activities. {E.C. section 56501}

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act (as EHA). The California Department of Education and the U.S. Department of Education have authority to enforce these laws. Programs and activities that receive Federal financial assistance are subject to the above cited federal statutes.

If you wish further details in this regard, or wish to file a complaint, contact the superintendent or other appropriate agency.

### MISCELLANEOUS

#### 45. New Additions to List of Student Discipline Matters

- a. Selling or offering to sell the prescription drug Soma is now prohibited.
- b. The prohibition against damaging school property has been extended to cover electronic files and databases.
- c. The prohibition against harassing fellow students has been extended to protect school personnel.

#### 46. Big 5" Mandatory Expulsion Orders

The present list of violations for which a school board must order an expulsion has been increased to five. The new addition is:

Explosive means a destructive device as defined in the United States Code. The five offenses are:

- a. Possession of a firearm.
- b. Brandishing a knife.
- c. Sale of controlled substances.
- d. Sexual assault.
- e. Possession of an explosive.

A comprehensive discussion of the rules and offenses can be obtained at the district office. {E.C. section 48915}

#### 47. Student Sexual Harassment

Students in grades 4 through 12 may be suspended or expelled. The Board of Trustees prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal law, including Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.







## **NOTIFICATION IN OTHER LANGUAGES**

53.53. Districts may wish to give, or may be required to give, this notification and may wish to (e.g., Uniform Complaint Procedure, Sexual Harassment/Unlawful Sexual Contact Procedure, etc.) in other languages. Section 4985 of Education Code provides:

When 15 percent or more of the pupils enrolled in instruction in kindergarten or any grades 1 through 5 are not fluent in English, as determined from the census data submitted to the State Department of Education pursuant to Section 52164 in the preceding year, all notices, statements, or records sent to the parent or guardian of a child in a school district shall, in addition to being sent in the child's primary language, and may be responded to either in English or in the child's primary language.

## **54. APPENDIX**

1. Kindergarten through 5<sup>th</sup> grade Discipline Matrix
2. Grade 6-12 Discipline Matrix
3. Maricopa Unified Dress Code
4. Maricopa Unified Instructional Calendar  
(Please take note of the pre-holiday days)  
Students will be dismissed at 12:45 p.m. on those days)
5. Maricopa Unified Sexual Harassment Policy
6. Maricopa Unified Student Use of Technology Policy
7. Maricopa Unified Students Privacy
8. No Child Left Behind Act of 2001"
9. Maricopa Unified List of Used Pesticides/Herbicides

# Maricopa Unified School District 2003/2004 Calendar

School Months	M	T	W	T	F	
1st MONTH - August						August 19, 20, 21 & 22 In Service Days
	25	26	27	28	29	August 25th, 1st day of school
September	1	2	3	4	5	September 1st, Labor Day
	8	9	10	11	12	
<i>19 school days</i>		16	17	18	19	
2nd MONTH - September	22	23	24	25	26	
October		30	1	2	3	
	6	7	8	9	10	
<i>20 school days</i>		14	15	16	17	
3rd MONTH - October	20	21	22	23	24	October 24th, End of 1st Quarter
		28	29	30	31	
November	3	4	5	6	7	
<i>19 school days</i>		11	12	13	14	November 11th Veterans Day Holiday
4th MONTH - November	17	18	19	20	21	
		25		27	28	November 27th & 28th, Thanksgiving
December	1	2	3	4	5	
<i>18 school days</i>		9	10	11	12	
5th MONTH - December	15	16	17	18		
	22	23	24	25	26	December 22rd - January 2nd, Christmas
January	29	30	31	1	2	
<i>15 school days</i>	5	6	7	8	9	
	12	13				January 16th, End of 1st Semester
6th MONTH - January	19	20	21	22	23	January 19th, Martin Luther King Day
	26		28	29	30	
February	2	3	4	5	6	
<i>18 school days</i>	9	10	11	12	13	February 9th, Lincoln Day
7th MONTH - February	16	17	18	19	20	February 16th, Washington Day
	23	24	25	26	27	
March	1	2	3	4	5	
<i>19 school days</i>		9	10	11	12	
8th Month - March	15	16	17	18	19	
		23	24	25	26	March 26th, End of 3rd Quarter
April	29	30	31	1		
<i>15 school days</i>	5	6	7	8	9	April 5th - 12th, Easter Vacation
9th MONTH - April	12	13	14	15	16	
	19	20	21	22	23	
		27	28	29	30	
<i>19 school days - May</i>	3	4	5	6	7	
10th MONTH - May		11	12	13	14	
	17	18	19	20	21	
		25	26	27	28	May 31st, Memorial Day
<i>18 school days - June</i>	31	1				June 3rd Last day of Classes

180 days taught

- 9 legal holidays
- 20 local holidays
- 5 District In-Service Days

	legal holiday		Minimum Day Semester End
	local holiday		Minimum Day In-Service
	In-Service		Minimum Day Holiday

**Maricopa Unified School District  
Official School Board Policy AR 5132 (a)**

- & **All students must wear clothing which is neat, clean and safe. Clothing must be in good condition and contribute to the welfare of the wearer. Student dress, personal appearance and conduct is required so as not to be the disciplinary control of the staff or interfere with the learning process.**
- & **Wearing apparel that advocates the use of or promotes sexually suggestive (obscene) behavior or detracts from the educational process will not be allowed. Buttons, badges, pictures, hats, jewelry, etc. will not be allowed. Possession of any electronic device will not be allowed. (E.C. 48901.5)**
- & **Excessively baggy/large trousers, pants and overalls with buttons or zippers worn at the waist; no sagging or bagging. No wallet chains, or long key chains, or long necklaces worn at school for any reason. If a belt is worn, the ends of the belt may not exceed a reasonable length.**
- & **Clothing that is tight fitting, excessively revealing, or which shows excessive midriff will not be permitted. Backless halter tops, bathing suit tops, tube tops, spaghetti necklines will not be allowed. Students in grades K-3 must not cover bra straps or are excessively revealing. In grades K-3 girls sun-length of shorts must be mid-thigh. Underwear (such as bras, briefs, etc.) must be worn as outer garments. Boys must keep their shirts on and buttoned unless worn underneath.**
- & **Hats may be worn outdoors only and must be removed before entering the gym). Bandannas and hair nets are not allowed. No bare feet or unclean shoes will be allowed (i.e. rubber thongs and slippers). Shoes with back straps are required for K-5 students. Shoes that are appropriate for back straps are required for grades 6-12. Shoes with cleats, spikes, steel toes or excessive high heels will not be worn at all times. Shoes with cleats, spikes, steel toes or excessive high heels will not be worn at all times. Shoes with cleats, spikes, steel toes or excessive high heels will not be worn at all times. Sandals may be worn in grades 6-12.**
- & **Un-hemmed clothing shall not be worn in classrooms. Apron, smock or jumpsuit as protective covering.**
- & **Body piercing ornaments that are unsafe or unsanitary are not allowed. The only body jewelry allowed are small pierced earrings worn in the earlobes. Weapon is not allowed. This includes but is not limited to chains. Wallet chains and items with spikes or studs.**
- & **Cosmetics applied to the face and hair that distract from the learning process, such as hair, painting of the face, glitter in the hair, etc., are unacceptable unless declared by the administration.**
- & **Students wearing inappropriate items or not meeting dress code requirements will be referred to the District Discipline Matrix. These rules pertain to all students, girls and boys alike.**
- & **The site administrator shall have the discretion to make exceptions for Special Days or Events.**
- & **Pants and shorts are too baggy when the two seams inner and outer of an individual's pants and shorts are brought to the front of the mid-thigh and touch the seams together.**

**SEXUAL HARASSMENT**

**Prohibited sexual harassment includes, but is not limited to, advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (E.C. 212.5)**

- 1.1. Submission to the conduct is explicitly or implicitly an individual's academic status or progress.**
- 2. Submission to or rejection of the conduct by an individual results in academic decisions affecting the individual.**
- 3. The conduct has the purpose or effect of having a negative impact on an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.**
- 4. Submission to or rejection of the conduct results in any decision affecting the individual regarding benefits and programs, or activities available at or through the school.**

**Types of conduct which are prohibited in sexual harassment include, but are not limited to:**

- 1. Unwelcome sexual flirtations or propositions.**
- 2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.**
- 3. Graphic verbal comments about an individual's body, or overly personal conversation.**
- 4. Sexual jokes, notes, stories, drawings, pictures or gestures.**
- 5. Spreading sexual rumors.**
- 6. Teasing or sexual remarks about students enrolled in a particular class.**
- 7. Touching an individual's body or clothes in a sexual way.**

**SEXUAL HARASSMENT (continued)**

8. Purposefully cornering or blocking normal movements.
9. Limiting a student s access to educational tools.
10. Displaying sexually suggestive objects.

**Notifications**

A copy of the District s sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (E.C. 48980)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location near each school prBe displayed in a prominent lo  
212.6)
3. Be provided as part of any orientation program conductedBe provided as part of any orient  
the beginning of each quarter, semester or summer session. (E.C. 212.6)
4. AppearAppear in any school or District publicatAppear in any school or District publi  
District sDistrict s comprehensive rules, regulations, proDistrict s comprehensive rule  
conduct. (E.C. 212.6)
5. Be provided to employees and employee organizations.

Investigation of complaints at school (Site Level Grievance Procedure.

1. TTheThe principal or designee shall promptly investigate all complaints of sexuaThe pri  
harassment. In so doing, he/she shall talk individually with:
  - a. The student who is complaining.
  - b. The person accused of harassment
  - c. Anyone who saw the harassment take place.

**SEXUAL HARASSMENT (continued)**

- d. **Anyone mentioned as having related information.**
2. **The student who is complaining shall have an opportunity to present witnesses and incident, present witnesses and complaint in writing.**
  3. **The principal or designee shall discuss the described above. When necessary described above. When good reasons that apply to the particular situation, the principal may discuss the complaint with the following persons:**
    - a. **The Superintendent or designee.**
    - b. **The parent/guardian of the student who complained.**
    - c. **The parent/guardian of the person accused of harassing someone.**
    - d. **A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.**
    - e. **Child protective agency.**
    - f. **Legal counsel for the District.**
  4. **When the student who complained and the person accused of harassing someone agrees, the principal or designee may arrange for the student to discuss the problem directly with the accused person unless such help is provided.**
  5. **The principal or designee shall tell the student who complained the right to file a formal complaint at any time in the uniform complaint procedures. If the student wishes to file a formal complaint the principal or designee shall assist the student in doing this.**



**SEXUAL HARASSMENT (continued)****(cf. 1312.3 - Uniform Complaint Procedures)**

6. **In reaching a decision about the complaint, the principal or designee shall take the following into account:**
  - a. **Statements made by the persons identified above.**
  - b. **The details and consistency of each person's account.**
  - c. **Evidence of how the complaining student reacted to the incident.**
  - d. **Evidence of past instances of harassment by the accused person.**
  - e. **Evidence of past harassment complaints that were found to be untrue.**
  
7. **To judge the severity of the harassment, the principal or designee may take the following into consideration:**
  - a. **How the misconduct affected one or more student's education.**
  - b. **The type, frequency and duration of the misconduct.**
  - c. **The number of persons involved.**
  - d. **The age and sex of the person accused of harassment.**
  - e. **The subject(s) of harassment.**
  - f. **The place and situation where the incident occurred.**
  - g. **Other incidents at the school, including incidents at the school not related to sex.**
  
8. **The principal or designee shall write a report of the reasons for the decision and shall present the report to the complainant and the person accused.**

**SEXUAL HARASSMENT (continued)**

9. **The principal or designee shall give the superintendent or designee a written report of the complaint and investigation. If harassment occurred, this report shall describe harassment, address the effects of the harassment, and prevent retaliation or further harassment.**
10. **Within two weeks after receiving the complaint, the principal or designee shall determine whether or not the student who complained has been further harassed. The principal or designee shall keep a record of the harassment. The principal or designee shall continue this follow-up at his/her discretion.**

**Enforcement**

**The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, those actions may include the following:**

1. **Removing vulgar or offending graffiti.**
2. **Providing staff in-service and student instruction or counseling.**
3. **Notifying parents/guardians.**
4. **Notifying child protective services.**
5. **Taking appropriate disciplinary action. In addition, the Superintendent or designee may take disciplinary measures against any person who files a complaint of sexual harassment which he/she knew was not true.**

**STUDENT USE OF TECHNOLOGY**

**At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to district Internet and on-line sites. (E.C. 48980)**

**(cf. 5145.6 - Parental Notifications)**

**The principal or designee shall oversee the maintenance of each school's resources and may establish guidelines and limits on their use. All students using these resources receive training in their proper use.**

- (cf. 0440 - District Technology Plan)**
- (cf. 4040 - Employee use of technology)**
- (cf. 4131 - Staff Development)**
- (cf. 4231 - Staff Development)**
- (cf. 4331 - Staff Development)**
- (cf. 6162.7 - Use of Technology in Instruction)**

**On-line/Internet Services: User Obligations and Responsibilities**

**Students are authorized to use the district's on-line services in accordance with their obligations and responsibilities and the district's Acceptable Use Agreement.**

- 1. The student in whose name an on-line service account is established shall use it for its proper use at all times. Users shall not use the account for commercial, political, or personal use unrelated to education. Users shall not use the account to disclose addresses and telephone numbers private. They shall not use the account to create their own account number.**
- 2. The district's system shall be used only for purposes related to education. Commercial, political and/or personal use unrelated to education is strictly prohibited.**
- 3. The district reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored.**

**(cf. 4145.12 - Search and Seizure)**

**STUDENT USE OF TECHNOLOGY (continued)**

4. **The use of the district s system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges.**
5. **Students are prohibited from accessing, posting, submitting, or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparaging others based on their race, national origin, sex, religion or political beliefs.**

**(cf. 5145.3 Nondiscrimination/Harassment)**

**Harmful matter includes matter, taken as applying contemporary statewide standards, which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political and which lacks serious literary, artistic merit (Penal Code 313)**

6. **Users shall not use the system to encourage the use of tobacco, alcohol, or other illegal substances, nor shall they promote unethical practices or any activity in violation of district policy.**

**(cf. 3513.3 - Tobacco-Free Schools)**

7. **Copyrighted material may not be reproduced, distributed, or transmitted without the express written permission of the copyright owner. Users may download copyrighted material for personal use only.**

**(cf. 6162.6 - Use of Copyrighted Materials)**

8. **Vandalism will result in the cancellation of user privileges. The intentional uploading, downloading or creating computer viruses and/or malicious attempt to harm or destroy district equipment or materials of any other user.**

**(cf. 5131.5 - Vandalism, Theft and Graffiti)**

**STUDENT USE OF TECHNOLOGY (continued)**

9. Users shall not read other users' mail or files, they shall not attempt to communicate with other users with other users' ability to send or receive electronic mail, to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or vulnerability to the principal or designee.

The Principal or designee shall make all decisions regarding violations of these regulations and may deny, revoke or suspend a student's access to technology. The decision of the principal or designee shall be final.

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)



**PRIVACY (continued)**

**In any case, the counselor shall not disclose information to parents/guardians when hIn any case, the couns  
cause to believe that this disclosure would endanger the health, safety or cause to believe that this disclos**

**(cf. 1312.3 - Uniform Complaint Procedures)**

**(cf. 6144 - Controversial Issues)**

**Legal Reference:**

**EDUCATION CODE**

**\_\_\_\_\_ 49602 Confidentiality of pupil information**

**51513 Personal beliefs**

**Policy  
adopted: October 8, 1998**

**MARICOPA UNIFIED SCHOOL MARICOPA UNIFIED  
Maricopa, California**









# PARENTAL ACKNOWLEDGMENT

Education Code section 48982 requires parents/guardians to sign and return this acknowledgment.

By signing below I am neither giving nor withholding my consent for my child's participation in the program. I am merely indicating that I have received and read the attached and read the attached relating to activities which relate to activities of my child/children.

Date: \_\_\_\_\_

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**Print Student(s) Name**

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**Print Student(s) Name**

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**Print Student(s) Name**

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**Print Student(s) Name**

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**Print Parent/Guardian Name**

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**Signature of Parent/Guardian**

