

STUDENT WELLNESS

The School strives to make a significant contribution to the general well being, mental and physical capacity, and learning ability of each student while affording them the opportunity to fully participate in the educational process.

The School is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults.

To ensure the health and well-being of all students, the Governing Body shall promote and monitor student wellness in a manner that the Governing Body determines is appropriate in the following areas:

- *Nutrition Guidelines:* All foods available in each school during the day will have as a primary goal the promotion of student health and the reduction of childhood obesity. All guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture, as those regulations and guidance apply to schools.
- *Nutrition Education:* The goal is to influence students' eating behaviors by providing nutrition education that is appropriate for students' ages; reflects students' cultures; is integrated into health education or core curricula; and provides opportunities for students to practice skills and have fun.
- *Physical Activity:* The goals for physical activity are to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.
- *Other School-Based Activities:* The goal is to create a total school environment that is conducive to healthy eating and physical activity.
- *Evaluation:* A primary goal will be to regularly (at least annually) evaluate the effectiveness of this policy in promoting healthy eating and changing the program as appropriate to increase its effectiveness; and

- *Parent, Community and Staff Involvement:* A primary goal will be to engage family members, students, and representatives of the School food authority, the Governing Body members, School administrators, and the public in development and regular review of this School policy.

The Executive Director is directed to develop administrative regulations to implement this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at School (i.e., competitive foods, snacks and beverages sold from vending machines, School stores, after-School programs, and funding-raising activities and refreshments that are made available at School parties, celebrations and meetings), including provisions for staff development, family and community involvement and program evaluation. Regulations and exhibits created for the purpose of implementing this policy shall be considered, in effect, to be an extension of this policy subject to Governing Body review.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 15-242

42 U. S. C. 1751 *et seq.* (National School Lunch Act)

42 U.S.C. 1771 *et seq.* (National School Lunch Act)

CROSS REF.: IA - Instructional Goals and Objectives

REGULATION**STUDENT WELLNESS**

An annual report shall be made to the Governing Body members on the School's compliance with law and policies related to student wellness. The report may include but not be limited to:

- Evaluation of the food services program.
- Recommendations for policy and/or program revisions.
- Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
- Assessment of school environment regarding student wellness issues.
- Listing activities and programs conducted to promote nutrition and physical activity.
- Providing feedback received from School staff, students, parents/guardians, and community members.

In accordance with the National School Lunch Act (42 U. S. C. 1751 *et seq.*) and the Child Nutrition Act (42 U.S.C. 1771 *et seq.*), as amended, an assurance that School guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually. The Executive Director shall receive assurances from all appropriate administrators and supervisors prior to making the annual report.

Nutrition Education

Nutrition education shall focus on students' eating behaviors, be based on theories and methods proven effective by research and be consistent with state and local School health education standards. Nutrition education at all levels of the curriculum shall include, but not be limited to, the following essential components designed to help students learn:

- Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
- Age-appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and

REGULATION

- How to assess one's personal eating habits, set goals for improvement and achieve those goals.

In order to reinforce and support nutrition education efforts, the guidelines will ensure that:

- Nutrition instruction provides sequential, comprehensive health education in accordance with the Arizona Department of Education curriculum regulations and academic standards;
- Cooperation with agencies and community organizations is encouraged to provide opportunities for appropriate student projects related to nutrition;
- Consistent nutrition messages are disseminated from the School throughout the communities, homes and media; and
- Nutrition education is extended beyond the School environment by engaging and involving families and community.

Nutrition Guidelines and Food Services Operations

All foods and beverages made available on campus during the School day are to be consistent with the Arizona Nutrition Standards. Guidelines for reimbursable School meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The School will create procedures that address all foods (including Foods of Minimal Nutritional Value and Competitive Food Sales) available to students throughout the School day in the following areas:

- National School Lunch Program and School Breakfast Program Meals.
- À la carte offerings in the food service program.
- Vending machines and school stores.
- Classroom parties, celebrations, fund-raisers, rewards and school events.
- Snacks served in after-School programs.

REGULATION**REGULATION**

In keeping with the School's nutrition program goals, only food prepared or obtained by the School's food services program should be served. This includes classroom reward or incentive programs involving food items as well as foods and beverages offered or sold at school-sponsored events outside the school day. Approval is required to ensure that the foods served meet the requirements of the School's nutrition policy and regulation (i.e., all foods served fit in a healthy diet and contribute to the development of lifelong healthy eating habits for the School's students).

Physical Activity

The School shall strive to provide opportunities for developmentally appropriate physical activity during the School day for all students.

Other School-Based Activities

The goal for other School-based activities is to ensure whole-school integration with the wellness program. The School will achieve the goal by addressing elements that include, but are not limited to, School meal times, dining environment, food as an incentive, marketing and advertising, skin cancer prevention and sun safety, staff wellness, and staff development and training.

Program Evaluation

In each School, the administration will ensure compliance with established School-wide student wellness goals and will report on the school's compliance to the Executive Director.

The School will, as necessary, revise the policy and develop action plans to facilitate their implementation.

STUDENT WELLNESS

Physical Activity Goals

The primary goal for the School's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle.

A comprehensive physical activity program encompasses a variety of opportunities for students to be physically active, including physical education, recess, walk-to-School programs, after-School physical activity programs, health education that includes physical activity as a main component, and physical activity breaks within regular classrooms.

Physical education (high school graduation requirements): Students must, at the least, satisfy the state and School's physical education credit requirement.

Physical activity (time, frequency, and/or intensity): Schools will ensure that students are moderately to vigorously active at least fifty percent (50%) of the time while participating in physical education classes.

Physical activity outside of physical education: Schools may offer after-school intramural programs and/or physical activity clubs that meet the needs and interests of all students, including those who are not athletically involved or those with special health care needs.

Recess to promote physical activity: Grades kindergarten (K) through six (6) will have recess or physical education classes daily.

- Each student in a kindergarten program and grades one (1) through five (5) shall have at least thirty (30) minutes of recess consisting of structured physical activity each day.
 - The structured physical activity may take place outside or inside the classroom.
 - Physical education classes may satisfy the recess requirement.
 - Unstructured recess time occurring immediately after lunch periods does not satisfy the recess requirement.

Walking or biking to School to promote physical activity: The School shall annually review safe routes for students who walk or bike to school.

REGULATION

REGULATION

Prohibition of use of punishment: The School will discourage the use of physical activity as punishment, the withholding of participation in physical education class as punishment, or the use of physical education class time to complete assignments from other classes.

After-School programs: The School shall encourage after-school programs to provide developmentally appropriate physical activity for participating children and reduce or eliminate the time spent in sedentary activities such as watching television or videos.

Community use: The School shall encourage community access to, and student and community use of, the School's physical activity facilities outside the normal school day.

STUDENT HEALTH SERVICES AND REQUIREMENTS

The Executive Director shall establish procedures for the student health services program in the School. Such procedures will provide for:

- Administration of patent or proprietary medications (over-the-counter [OTC] medications) in compliance with Arizona Revised Statutes and School policies.
- Administration of prescription medications in compliance with Arizona Revised Statutes and School policies.
- Administration of immunizations in conjunction with the County Health Department and in compliance with Arizona Revised Statutes.
- Providing preventive health information.
- The treatment of School-related injuries/illnesses, and recommendation for follow-up care.
- Screening clinics for selected physical impairments.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 15-344

IMMUNIZATIONS OF STUDENTS

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, haemophilus influenzae b (Hib), and varicella is required for attendance of a student in school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. The School administrator shall review the school immunization record at least twice each school year until the pupil receives all of the required immunizations. A student shall not be allowed to attend School without submitting documentary proof of compliance to the administrator unless the student is exempted from immunization. On enrollment, the administrator shall suspend that student if the student does not have documentary proof of compliance and the student is not exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from School attendance until documentary proof of compliance is provided to the administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending School.

The School will cooperate with county and state health departments in programs of immunization. Parents' permission must be secured before a student may participate in such immunization projects.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 15-872
15-873
15-874
A.A.C. R9-6-701 through 707

IMMUNIZATIONS OF STUDENTS

Subject to the exemptions in A.R.S. 15-873, immunization against each of the following diseases is required for attendance of a child in any school:

- Diphtheria;
- Tetanus;
- Hepatitis B;
- Pertussis;
- Poliomyelitis;
- Measles (rubeola);
- Mumps;
- Rubella (German measles);
- *Haemophilus influenzae* type b (Hib);
- Varicella; and
- Meningococcal.
- Hepatitis A, for a child one (1) through five (5) years of age in a day care program in Maricopa County.

Unless exempt in accord with R9-6-706, the schedule for compliance with the requirement for immunization against varicella is:

Grade student entering	as of September 1,
Kindergarten (K) through grade four (4) and grades seven (7) through ten (10)	2008
Kindergarten (K) through grade five (5) and grades seven (7) through eleven (11)	2009
Kindergarten (K) through grade twelve (12)	2010

REGULATION

REGULATION

Unless exempt in accord with R9-6-706, the schedule for compliance for a student eleven (11) years or older who has not previously received the meningococcal vaccine is:

Grade student entering	as of September 1,
Grade six (6)	2008
Grades six (6) and seven (7)	2009
Grades six (6) through eight (8)	2010
Grades six (6) through nine (9)	2011
Grades six (6) through ten (10)	2012
Grades six (6) through eleven (11)	2013
Grades six (6) through twelve (12)	2014

The preceding schedules will remain in effect unless the school is notified by the Arizona Department of Health Services of a modification to one (1) or both of the schedules.

A child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and has established a schedule for completion of the required immunizations.

A child shall not be allowed to attend school without submitting documentary proof to the school administrator unless the child is exempted from immunization pursuant to section 15-873. Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization. Homeless students shall be referred to the liaison for homeless students and shall not be required to comply with the immunization requirements until the fifth (5th) calendar day after enrollment.

The admitting official shall deem the student to be in compliance with the requirements of this regulation if:

- The student's immunization record complies with the documentary proof required pursuant to A.A.C. R9-6-704, and the student has received or is in the process of receiving all required age-specific vaccine doses according to exhibit JLCB-EA; or

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- An exemption from immunization is submitted in accordance with the procedures set forth in R9-6-706.

When the student's immunization record is not available at the time of enrollment, the School shall provide the responsible person with the following:

- Notification of the lack of compliance with the immunization requirements;
- A written notice that specifies when the required doses shall be completed, notes the availability of exemptions to immunization, and refers the student to a physician or local health department for review of the student's immunization history and provision of immunizations as needed; and
- Notification that the student is suspended in accordance with 15-872 until an acceptable immunization record that meets the standards of documentary proof is presented to the School.

When immunization records are presented that do not comply with the standards for documentary proof, the School shall:

- Notify the responsible person of the lack of compliance with the immunization requirements; and
- Obtain a review and verification of the student's immunization record by or in consultation with a certificated school nurse, a public health nurse, a licensed physician, or an authorized representative of a local health department.

If the admitting official is unable to verify the accuracy of the student's immunization record pursuant to the preceding paragraph, the School shall provide to the responsible person:

- A written referral to a physician or local health department for further review of the student's immunization history and provision of immunizations as needed; and
- Notification that the student is suspended until an immunization record that meets the standards of documentary proof is presented to the School.

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Each school shall maintain a current list of students without evidence of immunization or immunity to the diseases listed in R9-6-702, which shall include the names of all students with incomplete immunization histories or exemptions for personal or medical reasons where evidence of immunity has not been provided.

Schools shall forbid attendance by a student lacking proof of immunization or immunity against any of the immunization-preventable diseases as determined by the State Department of Health Services or local health department during periods of outbreaks of the diseases for which immunity is lacking. The announcement of an outbreak of disease and the length of the period of communicability shall be as declared by the state or local health department.

Standards for Documentary Proof

Proof of immunity to the diseases listed in R9-6-702 shall be documented in accordance with R9-6-704.

Immunization records or statements of immunity shall be signed by a physician or authorized representative of a health agency.

Exemptions to Immunizations

Students who have reached their fifth (5th) birthday shall be exempt from the Hib immunization requirement.

Students who have reached their seventh (7th) birthday shall be exempt from the pertussis immunization requirement.

Any student with laboratory evidence of immunity shall not be subject to immunization against that disease as a condition for attending school, provided that such evidence is submitted to the school.

In accordance with A.R.S. 15-873, documentary proof is not required for a student to be admitted to School if one (1) of the following occurs:

- The parent or guardian of the student submits a signed statement to the School administrator stating that the parent or guardian has received information about immunizations provided by the Department of Health Services, understands the risks and benefits of immunizations and the potential risks of nonimmunization, and that, due to personal beliefs, the parent or guardian does not consent to the immunization of the student.

REGULATION

REGULATION

- The School administrator receives written certification, signed by the parent or guardian and by a physician, that states that one (1) or more of the required immunizations may be detrimental to the student's health and indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.

An exemption pursuant to the preceding subparagraph is valid only during the duration of the circumstance or condition that precludes immunization.

If a medical exemption is granted in accordance with A.R.S. 15-873, it shall be defined by the grantor as either permanent or temporary.

- A permanent medical exemption may be provided for one (1) or more vaccines.
- A temporary medical exemption shall specify the date of its termination. A student with a temporary medical exemption shall be allowed to attend school on the condition that the required immunizations are obtained at the termination of the exemption. The responsible person shall be notified of the date by which the student shall complete all required immunizations.

Any exemption granted in accordance with A.R.S. 15-873 shall be recorded on the School immunization record in the student's permanent file.

Students who lack documentary proof of immunization shall not attend School during outbreak periods of communicable immunization-preventable diseases as determined by the Department of Health Services or local health department. The Department of Health Services or local health department shall transmit notice of this determination to the School administrator responsible for the exclusion of the students.

Reporting Communicable Diseases

The administrator of a school shall submit by telephone a report to the local health department any case, suspected case, or outbreak of a communicable disease as follows:

- Within twenty-four (24) hours after detecting a case or suspected case of:
 - Cryptosporidiosis
 - Enterohemorrhagic *Escherichia coli*
 - *Haemophilus influenzae*: invasive disease

REGULATION

REGULATION

- Hepatitis A
- Measles
- Meningococcal invasive disease
- Mumps
- Pertussis (whooping cough)
- Rubella (German measles)
- Salmonellosis
- Shigellosis
- Within twenty-four (24) hours after detecting an outbreak of:
 - Conjunctivitis: acute
 - Diarrhea, nausea, or vomiting
 - Scabies
 - Streptococcal Group A infection
- Within five (5) working days after detecting a case or a suspected case of:
 - Campylobacteriosis
 - Varicella (chicken pox)

The report shall include:

- The name and address of the school
- The number of individuals having the disease, infestation, or symptoms
- The date and time the disease or infestation was detected or the symptoms began
- The number of rooms, grades, or classes affected and the name of each
- Information about each affected individual to include:
 - Name,
 - Date of birth or age,
 - Residential address and telephone number,
 - Whether the individual is a staff member, student, child in care, or a resident,

REGULATION

REGULATION

- The number of individuals attending or residing in the school, and
- The name, address, and telephone number of the person making the report.

Other Required Reports

By November 15 of each year, the Executive Director shall submit a report on the immunization status of students to the state or local health department on a form provided by the Department.

The Executive Director of a school whose nurses are authorized to administer vaccines or immunizing agents shall submit monthly reports to the county health department in accordance with the procedures set forth in R9-6-707. Reports are due by the fifth (5th) day of the following month.

An immunization record shall be maintained for each student in the School. Each immunization record shall include the following information:

- Name of the student;
- Date of birth;
- The date of the student's admission to the school;
- The month and year in which each vaccine was received, except for measles, mumps, and rubella, for which the day, month, and year are required;
- The type of immunizing agents administered to the student;
- The date each dose of immunizing agent is administered to the student; and
- The established schedule for completion of immunizations if the student is admitted to or allowed to continue to attend a school pursuant to section 15-872, subsection E.

By November 15 of each year, each administrator of a public-school-based day care program or preschool shall submit a report to the state or local health department on a form provided by the Department.

A school shall transfer an immunization record and signed requests for provision of immunizations, including any revocations thereof, with the mandatory permanent student record and provide at no charge, on request, a copy of the immunization record to the parent or guardian of the pupil.



IMMUNIZATION OF STUDENTS

2011-2012 ARIZONA SCHOOL
IMMUNIZATION REQUIREMENTS

Age	Under Age Seven (7)	Seven (7) through ten (10) years	Eleven (11) years and older	Eleven (11) years and older
Grade	Kindergarten (K) and above	Kindergarten (K) through fifth (5th) grades	Sixth (6th) through ninth (9th) grades only	Ninth (9th) through twelfth (12th) grades
Vaccines				
DTaP / DTP / DT (Diphtheria, tetanus, acellular pertussis)	Four (4) or five (5) doses. At least one (1) dose at four (4) years of age or older is required. A sixth (6th) dose is needed if five (5) doses have been given before four (4) years of age.	History of four (4) DTaP or a total of three (3) tetanus and diphtheria doses given after twelve (12) months of age.	One (1) Tdap dose is required when five (5) years have passed since the last DTaP, DTP, DT, or Td. Students starting or finishing the first three (3) tetanus and diphtheria doses must receive one (1) Tdap as part of the three (3) dose series.	Students who have not already received Tdap are required to receive one (1) Tdap dose when ten (10) years have passed since the last DTaP, DTP, DT, or Td. Students starting or finishing the first three (3) tetanus and diphtheria doses must receive one (1) Tdap as part of the three (3) dose series.
Td				
Tdap		Not required for eleven plus (11+) year olds in these grades		

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Meningococcal			One (1) dose	One (1) dose recommended, but not required for tenth (10 th) through twelfth (12 th) graders in the 2011-2012 school year
Polio	<p>Three (3) to Four (4) doses</p> <p>Three (3) doses meet the requirement if the third (3rd) dose was given at four (4) years of age or older.</p> <p>Four (4) doses meet the requirement even if all four (4) doses were given during the first (1st) year of life.</p>			
MMR (Measles, mumps, rubella)	<p>Two (2) doses</p> <p>A third (3rd) dose will be required if the first (1st) dose was given before twelve (12) months of age.</p>			
Hepatitis B	<p>Three (3) doses</p> <p>A fourth (4th) dose will be required if the third (3rd) dose was given before twenty-four (24) weeks of age.</p>			
Varicella* (Chickenpox)	<p>One (1) dose if given before thirteen (13) years of age.</p> <p>Two (2) doses if first (1st) dose was given at thirteen (13) years of age or later.</p> <p>Varicella vaccination, or history of chickenpox disease, is required for kindergarten (K) and grades one (1) through twelve (12).</p> <p>*Students attending school prior to 9/1/2011 with parental recall of chicken pox disease are allowed to continue with parental recall of disease. As of 9/1/2011, students enrolling in school for the first time are required to present proof of varicella immunization, or valid exemption due to laboratory evidence of immunity, medical reasons personal beliefs.</p>			

Source: Arizona Immunization Program Office

COMMUNICABLE / INFECTIOUS DISEASES

Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student, and such records will be kept and maintained by the School.

A student suffering from a communicable disease shall be excluded from School to protect the student's own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. The School administrator or county health director shall make the decision for exclusion and readmission.

Pediculosis (Lice Infestation)

Students with pediculosis shall be excluded from School until treatment specific for pediculosis has been initiated and the student is symptom free.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 15-871
15-872
36-621
A.A.C. R9-6-202 *et seq.*
R9-6-301
R9-6-342
R9-6-355

**ACQUIRED IMMUNE DEFICIENCY
SYNDROME
AND HUMAN IMMUNODEFICIENCY
VIRUS INFECTIONS**

Students ill with HIV virus or acquired immune deficiency syndrome (AIDS) have a right to receive a public education. The School has a responsibility to assure a safe environment for all of its students and employees and directs that:

- Infected students receive a public education.
- Information be provided for parents, faculty and staff members, and other concerned persons concerning the actual and potential dangers of transmission of the disease.
- Decisions concerning the educational placement of infected students be determined upon the best medical knowledge available and on a case-by-case basis.
- Restrictions be placed upon a student as required by Department of Health Services regulations, advice of the County Health Department, and advice of a physician selected by the School.
- Protection for the rights of privacy of each infected student be a primary consideration.

Decision(s) regarding the type of educational setting for the student who is infected with HIV virus shall be based upon the behavior, neurologic development, and physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician and parents, and, at the discretion of the School, a physician selected by the Executive Director.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 15-871
 15-872
 A.A.C. R9-6-331
 R9-6-702 *et seq.*

MEDICINES / ADMINISTERING MEDICINES TO STUDENTS

Under certain circumstances, when it is necessary for a student to take medicine during School hours, the School will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the School or the student to administer the medicine. Appropriate forms are available from the School office.
- The medicine must come to the School office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label, on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the School office secretary as soon as practicable following the use of the medication;
- For breathing disorders, handheld inhaler devices may be carried for self administration provided the pupil's name is on the prescription label, on the medication container, or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

School employees may volunteer to be a student's diabetes care assistant, subject to approval by the student's parent or guardian, in an emergency situation as described in 15-344.01. The Executive Director may develop regulations for implementing this provision.

The School reserves the right, in accordance with procedures established by the Executive Director, to circumscribe or disallow the use or administration of any medication on School premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the student population.

This policy and any related policies or amendments to such policies shall be forwarded to the School liability insurance carrier for review.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 15-344
32-1601
32-1901

CROSS REF.: EBC-RC - Emergencies (First Aid)

STUDENT DISMISSAL PRECAUTIONS

No student will be removed from the School grounds, from any School building, or from any School function during School hours except by a person authorized to do so by the student's parent or by a person who has legal custody of the student, except as A.R.S. 8-303, 8-304, and 8-802 shall apply. Before a student is removed, the person seeking to remove the student must present, to the satisfaction of the Executive Director, evidence of proper authority to remove the student. If any police or court official requests the dismissal of a student during school hours, parents should be notified as soon as possible.

For purposes of the Arizona Medical Marijuana Act, no person may be denied custody of or visitation or parenting time with a minor, and there is no presumption of neglect or child endangerment for conduct allowed under the Act, unless the person's behavior creates an unreasonable danger to the safety of the minor as established by clear and convincing evidence.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 8-303
8-304
8-802
13-1302
36-2813

CROSS REF.: JIH - Student Interrogations, Searches, and Arrests

REGULATION**STUDENT DISMISSAL PRECAUTIONS****(Student Release Requirements)**

At the time of School admission, the administrator must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the School day, the administrator shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the administrator shall require satisfactory identification before such release. If there is a doubt, release may not be granted.

In the case of a written or verbal authorization by a lawful custodian of record, the administrator shall require satisfactory verification of the message as being from the lawful custodian of record. If there is a doubt, release may not be granted.

If an unauthorized person refuses to honor the decision of the administrator, the administrator shall call the local police authority.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the administrator, such change shall immediately be entered on the student's permanent record.

If any police or court official requests the release of a student during School hours, parents should be notified as soon as possible.

SEX OFFENDER NOTIFICATION

(Sex Offender and Dangerous Juvenile Offender Notification and Protective Measures)

Arizona statutes require law enforcement agencies to provide notification to the School regarding certain registered sex offenders and require courts to notify the School regarding juveniles adjudicated delinquent for "dangerous offenses" or certain sex offenses.

- Arizona Revised Statutes (A.R.S.) 13-3825 and 13-3826 require the local law enforcement agency to notify the community, including area schools, of the presence of a registered sex offender in the community when the offender has been determined by the agency to be a "level two" (medium risk) or "level three" (high risk) offender.
- A.R.S. 8-350 directs the court to notify the School when a student attending a school in the School has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child. *Dangerous offense* is defined in 8-350 as "an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person."
- A.R.S. 13-3821 permits a juvenile court to require a juvenile who has been adjudicated delinquent for certain sex offenses to register as a sex offender until the person reaches the age of twenty-five (25), and A.R.S. 13-3825 permits a juvenile court to further require such juvenile registered sex offender to be subject to the State's community notification requirements.

It is the Governing Body's desire to create and maintain a safe environment for the School's students and staff members. Therefore, the Executive Director is directed to develop procedures to disseminate the information received from the local law enforcement agency regarding adult and juvenile registered sex offenders present in the School and to provide teachers, parents, guardians, or custodians, upon request, information received from a court pursuant to A.R.S. 8-350 concerning a juvenile who has been adjudicated for or convicted of a dangerous offense or a specified sex offense.

School Procedures

Procedures within the School shall encompass, but not necessarily be limited to:

- Measures to disseminate information received from the local law enforcement agency to staff members, parents, guardians, or custodians when the School has been notified that a registered offender has moved into the community. When in the judgment of the Executive Director it is determined to be appropriate, the measures will include disseminating the information to students.
- Measures to provide to teachers, parents, guardians, or custodians, upon request, information received by the School under A.R.S. 8-350, regarding juveniles adjudicated delinquent of "dangerous offenses" or sex offenses.

Optional language: The following elements are available for inclusion at the School's discretion.

- School restrictions on and requirements of registered sex offenders.
- Assessment, enrollment, placement, and oversight of students about whom an A.R.S. 8-350 notification has been received.
- Student instruction in protective measures.
- Prohibitions against harassment of individuals or acts of vigilantism based upon information received by the School.

Adopted: date of Handbook adoption

LEGAL REF.: A.R.S. 8-208
8-321
8-350
8-371
13-1405
13-1406
13-1410
13-1417
13-3821
13-3825
13-3826
20 U.S.C. 1232g(b)(7)
42 U.S.C. 14071(d)

CROSS REF.: DJE - Bidding/Purchasing Procedures
EB - Environmental and Safety Program
GCF - Professional Staff Hiring
IJNDB - Use of Technology Resources in Instruction
JF - Student Admissions
JLI - Student Safety
JLF - Reporting Child Abuse/Child Protection
JR - Student Records

SEX OFFENDER NOTIFICATION**(Sex Offender and Dangerous Juvenile Offender
Notification and Protective Measures)**

To fulfill the requirements of Policy JLIF the following procedures are to be implemented.

**Registered Sex Offender
Community Notification**

When the local law enforcement agency notifies the School pursuant to A.R.S. 13-3825 and 13-3826 of a registered sex offender's presence in the community, the following actions shall occur:

- A copy of the notification flyer provided by the law enforcement agency, displaying the offender's photograph and disclosing the offender's exact address, status summary, and criminal background, is to be distributed to the School and department.
- The School administrator or department supervisor shall post the notification flyer at locations where the flyer is readily accessible for viewing by staff members, students, and visitors.
- The School administrator or supervisor shall inform students and staff members that a new flyer has been posted.
- When the registered sex offender described in the notice is also a student within the School, then the provisions regarding juvenile (youthful) dangerous offenders and sex offenders shall also be followed, except that the restrictions against disclosure of information shall not apply to the information obtained in the community notification received from the local law enforcement agency.

Optional language: The following statement (to the next double line) on notification is available for inclusion at the School's discretion.

Information is to also be communicated through media, such as newsletters, meal menus, press releases, and similar means to students, staff members, and parents/guardians advising them that listings of sex offenders in the area are available at the Arizona Department of Public Safety Sex Offender Infocenter, www.az.gov/webapp/offender, and at the United States Department of Justice National Sex Offender Public Registry, www.nsopr.gov/, as well as various other websites.

Optional language: The following restrictions (to the next double line) on offenders are available for inclusion at the School's discretion.

**School Restrictions on Registered
Sex Offenders**

An adult registered sex offender may not be present on School property, including School buildings, grounds, and vehicles, except when:

- The offender is the parent or guardian of a student attending the School and the offender is:
 - Attending a conference with School personnel to discuss the academic or social progress of the offender's child; or
 - Participating in child review conferences in which special education evaluation and placement decisions may be made with respect to the offender's child; or
 - Attending conferences to discuss other issues relating to the offender's child, such as student discipline, retention or promotion; or
- The offender has obtained prior written permission from the Executive Director.

When a registered sex offender is present on School property under any of the circumstances described above, the offender must comply with the following requirements:

- Notify the School administrator's office immediately upon arrival on School property;
- Remain at all times under the direct supervision of the School administrator or a person designated by the School administrator; and
- Notify the School administrator's office when the offender is departing from School property.

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A staff member who observes a person or a situation that leads the staff member to a reasonable belief that the person may be a sex offender, or that a sexual assault or abuse might occur, is to promptly notify a school official of his or her belief. The School official is to notify the Executive Director and, as appropriate, law enforcement of the staff member's belief. When an individual appears to have been inappropriately contacted or approached, or has been assaulted, law enforcement is to be notified without delay. The staff member is not to confront a suspected abuser; investigation and determination is to be left to proper authorities.

When the individual under suspicion is a student in the School, the Executive Director may, pursuant to A.R.S. 8-350, request from the juvenile court the criminal history of the student to determine if the student has been adjudicated delinquent for or convicted of a dangerous offense or a violation of A.R.S. 13-1405, 13-1406, 13-1410, or 13-1417. If the criminal history provided by the court shows such an adjudication or conviction, then the School shall implement the procedures outlined below for juvenile (youthful) dangerous offenders and sex offenders.

Juvenile (Youthful) Dangerous Offenders and Sex Offenders

When the School is notified by a juvenile court pursuant to A.R.S. 8-350 that a student attending a school in the School has been adjudicated delinquent for or convicted of and placed on probation for a dangerous offense or sexual conduct with a minor, sexual assault, molestation of a child, or continual sexual abuse of a child the Executive Director shall promptly notify the School administrator where the student is in membership.

The School administrator shall:

- Send notice to the student's teacher(s), and such other staff members as the principal determines appropriate to the circumstance, to contact the principal concerning a confidential matter. The noticed staff members will be provided with the information received from the juvenile court, and be directed to comply with the student record confidentiality requirements prescribed in School Policy JR. A staff member who improperly discloses confidential student information may be disciplined pursuant to School policy.

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Optional language: The following restrictions (to the end of this document) on juvenile offenders and instruction in protective measures are available for inclusion at the School's discretion.

- Confer with the student's probation officer to gather information on the student's offense, the conditions of probation, and assessment of the student as a risk factor where other students and staff members are concerned.
 - Where a viable risk is perceived, the principal shall notify the Executive Director who, in consultation with legal counsel and the juvenile offender's parole officer, shall determine further steps to be taken.
- Meet without undue delay and to the extent reasonably possible, with the student's parent(s) or guardian(s), the student's teacher(s), and the student's counselor where available. Advise the parties that the student juvenile offender:
 - Cannot attend a school where a victim of the juvenile offender is in membership;
 - Cannot attend a school where a sibling of a victim of the juvenile offender is in membership;
 - Must refrain from contact with the victim of the juvenile offender or a sibling of the victim while on School property.
- Notify the parent(s) or guardian(s) of the juvenile offender's victim of the juvenile offender's membership in the School.
- Upon request, make the notification information available to teachers, parents, guardians, or custodians.

Staff members are to be alert to and inform school officials of any behavior by a juvenile offender that creates an abnormal risk to members of the School community. However, each circumstance involving a student probationary juvenile offender attending the School shall be evaluated on a case-by-case basis. Whenever possible without placing other students or adult members of the School community at risk, reasonable efforts should be made to continue the student's education, to provide supportive services, and to avoid any acts of harassment or vigilantism against the student. Although federal and state laws and rules permit the release of information concerning a student

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registered sex offender, discretion should be exercised when discussing or disseminating information about the student. Whenever possible, the School community should encourage and support timely and appropriate intervention toward the expected outcome that a juvenile offender's conduct will be rectified so the student will commit no further offense and will develop into a responsible, self-controlled adult.

Instruction in Protective Measures

A committee including members of the School staff, the local law enforcement agency, and such other persons as the Executive Director may determine will convene to develop instruction in protective measures against sexual offenders. These shall include, but not be limited to, techniques child sexual molesters use to charm adults and gain access to children and how sexual predators use the internet to entice students into dangerous situations. The committee is to evaluate and select materials and strategies designed to deliver age-appropriate instruction that equips students in identifying, avoiding, fleeing from, and reporting assaults and attempted assaults by sexual offenders.

Instruction in protective measures is to be incorporated into the general curriculum. Instances of the posting of a new notification of a registered sex offender in the community should be accompanied with repetition and reinforcement of protective measures students should know and apply as a defense against sexual predators.



SEX OFFENDER NOTIFICATION

SEX OFFENDER AND DANGEROUS JUVENILE OFFENDER NOTIFICATION AND PROTECTIVE MEASURES

Following is a checklist¹ to help parents, teachers, and counselors spot an adult's possible sexual interest in children.

- *Persons who promote and sustain a special one-on-one relationship with a particular child.*
- *Persons who spend an inordinate amount of time alone with children other than their own.*
- *Persons who take pictures of children other than their own.*
- *Teachers, coaches, activity providers, et cetera, who pursue and cultivate an intense ongoing relationship with a child or student who is not a member of the adult's group.*

The checklist is provided only to aid school personnel and parents in the protection of students; it is not intended to be a finite or discriminatory listing. Each potential concern should be carefully considered and evaluated on a case-by-case basis.

¹Adapted from *The Stop Child Molestation Book, What Ordinary People Can Do In Their Everyday Lives to Save Three Million Children*, Gene G. Abel, M.D., and Nora Harlow, authors.