

CODE OF CONDUCT



H·I·G·L·E·Y

U N I F I E D

S C H O O L

D I S T R I C T

Higley Unified School District #60
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If you need a Spanish translation of this document, please call 480-279-7000.

Si necesita una traducción de este documento en español, favor de llamar a 480-279-7000.

TABLE OF CONTENT

PREAMBLE	3
TERMS AND DEFINITIONS.....	3
GOVERNING BOARD POLICIES	4
Board Policy JK- <i>Student Discipline</i>	4
Board Policy JK and Regulation JK-RA- <i>Student Discipline</i>	4
Board Policy JK-RA, <i>Self-Defense</i>	6
Board Policy JIC, <i>Student Conduct</i>	6
Board Policy JICA and Regulation JICA-R, <i>Student Dress</i>	6
Board Policy JICI, <i>Weapons in School</i>	7
Board Policy JICF and Regulation JICF-R, <i>Gang Activity/Secret Societies</i>	7
Pending Board Policy JICF, <i>Bullying</i>	7
Board Policy JICF, Regulation JICFA and Exhibit JICFA-EB, <i>Hazing</i>	8
Board Policy JICG, <i>Tobacco Use by Students</i>	9
Board Policy JICH, <i>Drug and Alcohol Use by Students</i>	9
Board Policy ACA, Regulation ACA-R, and Exhibit ACA-E- <i>Sexual Harassment</i>	9
Board Policy ECAC, <i>Vandalism</i>	10
Board Policy EEAE, <i>Bus Safety Program</i>	10
Board Policy IJNDB- <i>Use of Technology Resources</i>	13
Board Policy JJE, <i>Student Fund-Raising Activities</i>	13
Board Policy JLIE, <i>Student Automobile Use and Parking</i>	14
Board Policy JICB, <i>Care of School Property by Students</i>	14
Board Policy KFA, <i>Public Conduct on School Property</i>	14
FACTORS CONSIDERED IN DETERMINING APPROPRIATE DISCIPLINE.....	15
VIOLATIONS AND BOARD POLICIES	16
VIOLATION CONSEQUENCES	17
Aggression:.....	17
Alcohol, Tobacco, and Other Drugs:	18
Arson:	19
Attendance Policy Violation:.....	19
Harassment, Threat, and Intimidation:.....	20
Lying, Cheating, Forgery or Plagiarism:.....	21
School Policies, Other Violations of:	22
Sexual Offenses:.....	23
Technology, Improper use of:	24
Theft:.....	24
Trespassing:.....	25
Vandalism or Criminal Damage:.....	25
Weapons and Dangerous Items:.....	25
DEFINITIONS OF CONSEQUENCES	26
ACKNOWLEDGEMENT OF RECEIPT.....	27
EXCEPTION OF STUDENT DIRECTORY INFORMATION	28

PREAMBLE

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school-sponsored events. To meet these goals, we enlist the support of our community.

Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the district from imposing more or less severe consequences if, in the discretion of the district, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction. In addition, based upon the facts, long-term suspension or expulsion may be imposed, although not necessarily listed as a potential consequence on the grid for a particular behavior.

The Higley Unified School District uses a progressive discipline philosophy. However, district administration, the hearing officer(s) and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, the Higley Unified School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

TERMS AND DEFINITIONS

For purposes of this Code of Conduct, the following terms may have the meaning set forth below.

A.R.S. § - Arizona Revised Statutes, which references the laws enacted by the Arizona State legislature.

District - The Higley Unified School District #60

District Employee – A person employed by the District.

Expulsion - The permanent withdrawal of the privilege of attending a school and participating in any school activities, unless the governing board reinstates the privilege of attending the school.

Governing Board or Board – The governing body of the District comprised of publicly elected members of the community.

Parent – A natural or adoptive parent or legal guardian (court appointed) of a student.

Principal – The term Principal generally refers to the Principal of the school attended by the student who has been issued this Handbook.

Public – All persons other than District students and employees.

Regulation – A written regulation developed by the District Superintendent or designee to put the Board's Policies into practice.

Student – Any minor or adult person who is enrolled in an educational program of the District

Suspension - The temporary withdrawal of the privilege of attending a school or a HUSD sponsored event for a specified period of time. Any student suspended from school is automatically suspended from all athletic teams, including band, spirit line, winterguard, and drum line during that period of time. Please refer to the HUSD Athletic Handbook for additional information.

GOVERNING BOARD POLICIES

Board Policy JK- Student Discipline

Threat to an Educational Institution

“Threat to an educational institution” means to interfere with or disrupt an educational institution by engaging in any one or more of the following:

- Threatening to cause physical injury to an employee of an educational institution or any person attending an educational institution;
- Threatening to cause damage to any educational institution, the property of any educational institution, the property of any employee of an educational institution or the property of any person attending an educational institution;
- Going on or remaining on the property of any educational institution for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property of others; or
- Refusing to obey lawful order to leave the property of an educational institution.

The District will report such threats to the police. In accordance with A.R.S. § 15-841, a student who is determined to have threatened an educational institution will be expelled from school for at least 1 year, except that the District may modify this expulsion requirement for a student on a case-by-case basis and may reassign a student subject to expulsion to an alternative education program if the student participates in mediation, community service, restitution or other programs in which the student takes responsibility for the results of the threat. The District may require the student’s parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Board Policy Regulation JK-R- Student Discipline

Add Updated Policy once approved by the Governing Board (updates will include references to arson of an occupied or unoccupied structure, abduction, homicide, threats or intimidation, and rollerblades)

Board Policy JK and Regulation JK-RA- Student Discipline

Disorderly Conduct

A student may be disciplined while traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student’s behavior affects the school order.

A student may be subject to disciplinary action when the student engages in disorderly conduct by intentionally or recklessly causing public inconvenience, annoyance or alarm. Examples of disorderly conduct include, but are not necessarily limited to:

- Fighting or engaging in violent behavior – Includes any violence between 2 or more persons.
- Horseplay and roughhousing may lead to fighting and is considered unacceptable behavior.
- Making unreasonable noise.
- Using abusive or obscene language or gestures.
- Obstructing vehicular or pedestrian traffic.
- Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Possessing, using or distributing water guns, water balloons or similar items.

Insubordinate Conduct

A student may be subject to disciplinary action when the student engages in insubordinate conduct, such as failing to comply with the lawful directions of a school employee or other individual with authority to give direction to the student.

Endangering the Safety, Morals, Health or Welfare of Others

A student may be subject to disciplinary action when the student engages in any act that endangers the safety morals, health or welfare of others. Examples of such conduct include, but are not limited to:

- Selling, using or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
- Selling, using, or possessing weapons, fireworks, matches, lighters or other dangerous instruments or contraband.
- Using profane, vulgar, or abusive language (including ethnic slurs).
- Gambling.
- Hazing.
- Bullying
- Verbal, written or physical harassment.
- Engaging in lewd behavior.
- Extortion - Obtaining money, information or any other item or thing from others by coercion or intimidation.
- Threat/Intimidation - Threatening or frightening another person by physical force or verbal abuse.
- Stalking - Intentionally following a person in a time, place, manner that implies a threat to the safety of the person being followed.

Academic Misconduct

A student may be subject to disciplinary action when the student engages in any of the following forms of academic misconduct:

- Lateness (Tardiness) - Arriving late to school or class without permission or excuse.
- Cheating - Includes but is not limited to:
 - Using unauthorized help sheets or other prohibited test-taking aids.
 - Obtaining a test in advance without proper authorization.
 - Substituting for a test-taker.
 - Other forms of unauthorized collusion.
- Plagiarism - Includes but is not limited to:
 - Copying another's homework, term paper, examination, assignment or other work.
 - Obtaining examinations, term papers, or assignments from others with the intent to copy answers and present the work as one's own.
 - Viewing a video or reading a summary of an assigned book in lieu of the book itself.
 - Plagiarizing and submitting another person's words, thoughts, ideas or work as one's own.
 - Using a direct quotation without citing the source.
 - Paraphrasing the ideas, interpretation, or expressions of another, without giving appropriate credit;
 - Failing to acknowledge or document sources.

Acts Harmful to Public Order on School Property

A student may be subject to disciplinary action when the student engages in conduct that violates Board Policies, Administrative Regulations or rules for the maintenance of public order on school property.

Electronic Devices

A student may be subject to disciplinary action when the student uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment that may be used for similar purposes, during school day or during directed student study time, unless such use has been specifically authorized by the school administrator.

Safety Concerns

Rollerblades, skateboards, scooters, go peds, etc., are prohibited on all Higley Unified School District campuses. Schools will not store them. Students are expected to follow all local laws when traveling to and from school and are encouraged to wear appropriate safety equipment.

Truancy

A student may be subject to discipline due to excessive absenteeism.

Commission of a Crime

A student may be subject to disciplinary action when the student is believed to have or actually has committed a crime.

Board Policy JK-RA, *Self-Defense*

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (a) when made in response to verbal provocation alone, (b) when assistance from a school staff member is a reasonable alternative, or (c) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Board Policy JIC, *Student Conduct*

Students shall not engage in improper behavior, including, but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any other activity sponsored or approved by the Board.
- Physical assault or other physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Hazing, harassment, bullying.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school sponsored functions per A.R.S. § 13-3411.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator had a reasonable opportunity to become aware of the rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any Federal, State or City law or duly adopted Policy of the Board.
- Carrying or possessing a dangerous instrument or deadly/prohibited weapon on school grounds. This includes pocket knives and air soft BB guns.
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Board Policy JICA and Regulation JICA-R, *Student Dress*

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. To that end, students are expected to adhere to the following dress standards:

- Clothing that immodestly exposes the chest, abdomen, midriff, genital area, or buttocks is not permitted.
- Clothing items may not create an atmosphere of threat, intimidation, or undue pressure.
- Footwear must be worn at all times. Safety requirements for specific classes such as industrial technology, life management, physical education, and chemistry must be followed.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Clothing may not display or suggest obscene language or symbols.
- Clothing may not display or advertise alcohol, drugs, tobacco, or any illegal or controlled substance or item.

- The only acceptable headwear allowed that may be worn at school are hats and visors in their original unaltered condition. Bandannas, hairnets, knit stocking caps and so forth, are not to be worn at school. Students shall remove their headwear when in a building or when requested to do so by a member of the administration, faculty, or staff.
- Gang clothing/paraphernalia is prohibited on school property, in school vehicles, and at school activities. Gang paraphernalia is defined as any apparel, altered apparel, jewelry, accessory, notebook, or any manner of grooming which, by nature of its color, arrangement, trademark, or any other attribute denotes membership in a gang.

Exceptions for special activities, health considerations, or religious attire may be preapproved by the principal.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Board Policy JICI, *Weapons in School*

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any District activity. "Weapon" means any of the following:

- Projectile Propelling Weapons, Including Firearms and Air Soft/ Pellet Guns – Includes a loaded or unloaded, operable or inoperable gun or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means. Such weapons include air soft / pellet guns, BB guns, slingshots, bows or crossbows.
- Knives of any length.
- Other Weapons or Dangerous Instruments - Includes an explosive or other device or instrument that is capable of intimidating another person or inflicting bodily harm to another person, including any collection of parts that could be readily assembled to form a weapon or dangerous instrument.
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Board Policy JICF and Regulation JICF-R, *Gang Activity/Secret Societies*

For purposes of District Policy, a gang is a group of 3 or more people who:

- interact together to the exclusion of others;
- claim a territory or area;
- have a name; have rivals/enemies; and
- exhibit anti-social behavior – often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence, or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

Pending Board Policy JICF, *Bullying*

To be included with the authorization of SB 2415.

Board Policy JICF, Regulation JICFA and Exhibit JICFA-EB, Hazing

(To be displayed in school buildings and placed in student handbooks)

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

Definitions

"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:

- 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.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.
In accord with statute, violations of this policy do not include either of the following.

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

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All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

- The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:
- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

Board Policy JICG, Tobacco Use by Students

Students are prohibited from possessing or using tobacco products in the following locations: (a) District or school grounds; (b) District or school buildings; (c) District or school parking lots; (d) School playing fields; (e) School buses and other District vehicles; and (f) At off-campus school sponsored events.

Board Policy JICH, Drug and Alcohol Use by Students

The non-medical use, possession, or sale of drugs on school property or at school events by students is prohibited. "Non-medical" is defined as "a purpose other than the prevention, treatment or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. The term "drugs" includes, but is not limited to: (a) All dangerous controlled substances prohibited by law; (b) All alcoholic beverages; (c) Any prescription or over the counter drug, except those for which permission to use in school was granted by the District; (d) Hallucinogenic substances; and (e) Inhalants; and (f) Imitation drugs

Board Policy ACA, Regulation ACA-R, and Exhibit ACA-E- Sexual Harassment

Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a student to another student or staff member where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's education; or
- Submission to or rejection of such conduct is used as a basis for education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive education environment.

Sexual harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational benefits, such as grades, favorable assignments, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in ACA-R.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

Board Policy ECAC, Vandalism

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required.

Parents and students should be aware that the law provides that parents are liable for the willful destruction of property by a minor in their custody or control.

Board Policy EEAE, Bus Safety Program

A.A.C. R17-9-104 states, with respect to the authority of bus drivers, "Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the school bus driver's instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger."

Student behavior on a school bus should be the same as that in a well-ordered classroom with the exception that students are free to talk, but with no screaming or shouting.

The District's bus safety program applies to school buses and any other transportation vehicles used by the District to transport students.

Students have the privilege of riding District buses or other vehicles as assigned. Conduct that violates the Student Code of Conduct at bus stops, on District vehicles, in the process of boarding or exiting such vehicle, or otherwise related to the vehicle may result in disciplinary action being taken.

Students receive permission to travel to and from school by bus when prior arrangements have been made between parents and the school. Students not previously assigned to ride a bus, or a particular bus (i.e., to travel with a school friend), must seek permission to do so. The parent must request such permission; the administrator will communicate to the driver accordingly.

Some District school buses are equipped with video surveillance camera systems. These systems have both audio and video recording capability. Viewing of school bus videos is restricted to School District personnel on a need-to-know basis.

School bus rules are created to protect students, parents, staff and the community. Inappropriate behavior by students pulls the driver's attention away from the road, compromising the bus driver's ability to operate the bus in the safest possible manner.

Arriving at pickup point:

- o Be on time.
- o Walk on the left side facing oncoming traffic if the student must walk along a road.
- o Walk on the shoulder of the road where possible.
- o Get in line with other students without pushing or crowding; stay off the roadway.

Boarding the bus/vehicle:

- o Line up in single file, parallel to the roadway, with younger students in front.
- o Wait until the vehicle comes to a complete stop before attempting to board.
- o Board the vehicle quickly, but without crowding or pushing.
- o Never run on the bus.
- o Be particularly careful if you are carrying books or parcels.
- o Go directly to your seat. Sit straight, well to the back of the seat. Face the front of the vehicle.

Conduct on the bus/vehicle:

- o Remain seated throughout the trip.
- o Leave your seat only when the bus has reached its destination and comes to a complete stop.
- o Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- o Keep the aisle clear.
- o Do not talk to the driver except in case of an emergency.
- o Avoid doing anything that might disturb or interfere with the driver. Do not talk loudly or yell. Be courteous at all times.
- o Never stick hands, arms, head or feet out of the window.
- o Do not open windows without the driver's permission.
- o Do not throw anything within the bus or out of a window.
- o Do not touch the emergency door or exit controls or any of the bus safety equipment without the driver's permission.
- o Do not discard refuse (garbage) in the bus.
- o Do not eat or drink on the bus, with the exception that students may drink water from plastic water bottles.
- o Obey the driver's directions and instructions at all times.

Musical instruments, athletic equipment, large gift items and large school projects:

- o Should not occupy a seat needed for a passenger.
- o Must not be placed in the driver's compartment or the step well of the bus.
- o Must not block the aisle or any emergency exit of the bus at any time.
- o Must be under the student's control at all times or otherwise secured.

Prohibited items:

- o Tobacco
- o Alcoholic beverages
- o Insects, reptiles, or other animals
- o Weapons, explosive devices, drugs (including medication) or chemicals

***Any item that is otherwise prohibited by Governing Board Policies, Administrative Regulations or law.**

Violation of bus rules

- o Violation of bus rules may include the following actions by the bus driver:
- o Counsel the student.
- o Move the student to another seat.
- o Issue a bus conduct referral incident form to the student and/or the school administration.

Action taken by school administration may include:

LEVEL I	First offense Conference with student	Parent signs and returns Misconduct Report
	Second offense Three day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (telephone or in person) and student. If parent fails to attend Conference, student will remain suspended from bus until conference has occurred.
	Third offense Ten day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (telephone or in person) and student. If parent fails to attend Conference, student will remain suspended from bus until conference has occurred.
	Fourth offense Thirty day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (in person) and student. If parent fails to attend conference Student will remain suspended from bus until conference has occurred.
	Fifth offense Parent signs and returns Misconduct Report	Suspension of bus riding privileges for remainder of school year (or at least 4 months whichever is greater). Suspension carries through to next school year.

LEVEL II	First offense Five day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (telephone or in person) and student. If parent fails to attend Conference, student will remain suspended from bus until conference has occurred.
	Second offense Ten day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (telephone or in person) and student. If parent fails to attend Conference, student will remain suspended from bus until conference has occurred.
	Third offense Thirty day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (in person) and student. If parent fails to attend conference Student will remain suspended from bus until conference has occurred.
	Fourth offense Parent signs and returns Misconduct Report	Suspension of bus riding privileges for remainder of school year (or at least 4 months - whichever is greater). Suspension carries through to next school year.

LEVEL III	First offense Ten day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (in person) and student. If parent fails to attend conference Student will remain suspended from bus until conference has occurred.
	Second offense Thirty day suspension of bus riding privileges Parent signs and returns Misconduct Report	Conference with parent (in person) and student. If parent fails to attend conference Student will remain suspended from bus until conference has occurred.
	Third offense Parent signs and returns Misconduct Report	Suspension of bus riding privileges for remainder of school year (or at least 4 months whichever is greater). Suspension carries through to next school year.

LEVEL I	LEVEL II	LEVEL III
<input type="checkbox"/> Failure to remain properly seated <input type="checkbox"/> Loud disruptive talking or yelling <input type="checkbox"/> Failure to take assigned seat <input type="checkbox"/> Eating/drinking on bus <input type="checkbox"/> Bothering others <input type="checkbox"/> Throwing objects on bus <input type="checkbox"/> Crossing behind the bus <input type="checkbox"/> Continuously late to bus stop <input type="checkbox"/> Inappropriate conduct at bus stop <input type="checkbox"/> Other:	<input type="checkbox"/> Profanity, obscene language or gestures <input type="checkbox"/> Extending head or arm out bus window <input type="checkbox"/> Vandalizing district property <input type="checkbox"/> Verbal abuse of another student <input type="checkbox"/> Defiant behavior shown to school employee <input type="checkbox"/> Spitting on bus/at a person/from the bus <input type="checkbox"/> Throwing objects at the bus <input type="checkbox"/> Other:	<input type="checkbox"/> Lighting matches/lighter on bus <input type="checkbox"/> Throwing objects from the bus <input type="checkbox"/> Verbal abuse of, or physical assault on school employee <input type="checkbox"/> Drug/alcohol/tobacco use on bus <input type="checkbox"/> Tampering with emergency equipment <input type="checkbox"/> Possession of weapon, simulated weapon, or dangerous instrument <input type="checkbox"/> Shoving student into path of vehicle <input type="checkbox"/> Physical assault on student on bus or at bus stop

Loss of Bus Privilege

- o Riding a bus is a privilege. Students may lose their bus riding privileges immediately for serious infractions. School administrators will determine the length of time considering the infraction and behavioral history of the student involved. Bus suspensions may include field trips and activity runs.
- o Students who cut, deface or otherwise damage any school vehicle may be suspended or expelled from school. Parents will be liable for damage done to the vehicle by their children.

Board Policy IJNDB- Use of Technology Resources

Appropriate use of Electronic Information Services

The District may provide Electronic Information Services (EIS) to qualified students. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action.

Each student will be required to sign an EIS user's agreement. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time.

Acceptable Use

Each student of the EIS shall:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

Board Policy IJE, Student Fund-Raising Activities

Fundraising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific activities approved by the Superintendent. A student may be disciplined for engaging in unauthorized student fundraising activities

Board Policy JLIIE, *Student Automobile Use and Parking*

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. A student who fails to provide access to the interior of the car upon request by a school official will be subject to school disciplinary action. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Board Policy JICB, *Care of School Property by Students*

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to discipline for willful damage or destruction of school property.

If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

Board Policy KFA, *Public Conduct on School Property*

No person shall engage in conduct that may cause interference with or disruption of an educational institution. Interference with or disruption of an educational institution includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this policy, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered interference or disruption.

A person may also interfere with or disrupt the District function by forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.

Restitution for any financial loss caused by a violation of the policy may be required. Furthermore, an individual who interferes with or disrupts an educational institution is subject to misdemeanor or felony charges as provided in A.R.S. § 13-2911.

FACTORS CONSIDERED IN DETERMINING APPROPRIATE DISCIPLINE

<p>Potential Aggravating Factors:</p>	<ol style="list-style-type: none"> 1. The severity of the actual result of the conduct. 2. The potential and actual jeopardy to the members of the educational community and their property resulting from the misconduct. 3. The extent of the disruption or potential disruption to the educational environment. 4. The attitudes of the student and parent concerning the misconduct and potential disciplinary consequences. 5. The repetition of incidents of misconduct either with or without disciplinary intervention between the separate incidents. 6. Whether the student's behavior violated civil or criminal laws.
<p>Potential Mitigating Factors:</p>	<ol style="list-style-type: none"> 1. The age of the student. 2. The ability of the student to understand that the conduct was prohibited. 3. The ability of the student to understand the potential risk of the misconduct to the health and/or safety of others and their property. 4. The ability of the student to understand the potential of the disruption to the institution. 5. The ability of the student to understand the potential for disciplinary consequences. 6. Reasonableness of use of physical force in self defense, defense of others, and defense of property. 7. Frequency, type and magnitude of previous misbehaviors by the student. 8. Special intellectual, psychological, emotional, environmental or physical characteristics of the student.
<p>The threat or use of physical force by a student is not reasonable when:</p>	<ol style="list-style-type: none"> 1. Made in response to verbal provocation alone. 2. Assistance from a school staff member is a reasonable alternative. 3. The degree of physical force used is disproportionate to the circumstances or exceeds the necessary to avoid injury to oneself or to others or to preserve property at risk.

#

VIOLATIONS AND BOARD POLICIES

* Report to local law enforcement required

Aggression

Verbal Provocation -Board Regulation, JK-R
Minor Aggressive Act (e.g., hitting) -Board Policy, JIC
Disorderly Conduct -Board Regulation, JK-R
Recklessness -Board Regulation, JK-R
Endangerment -Board Policy, JIC
Fighting -Board Regulation, JK-R
Assault -Board Policy, JIC
*Aggravated Assault -Board Policy, JIC

Alcohol, Tobacco and Other Drugs (indicate whether sale/distribution or intent to sell/distribute; use; possession; or share)

Alcohol Violation -Board Policy, JICH
Tobacco Violation -Board Policy, JICH
Drug Violation -Board Policy, JICH
Inhalants
*Prescription Drugs (Inappropriate Use Of)
Over the Counter Drugs (Inappropriate Use Of)
*Illicit Drugs
Ecstasy
Cocaine or Crack
Hallucinogens
Heroin
Marijuana
Methamphetamine
Imitation Drugs
Other Illicit Drugs
Unknown Drug

Arson -Board Policy, JK-R & ECAC

Of a Structure or Property
*Of an Occupied Structure

Attendance Policy Violation

Tardy -Board Regulation, JK-R
Leaving School Grounds w/o Permission –
Board Regulation, JK-R
Unexcused Absence -Board Regulation, JK-R
Truancy -Board Regulation, JK-RA

Harassment, Threat and Intimidation

Harassment, Nonsexual -Board Policy, JIC
Bullying -Board Policy, JIC & Regulation, JK-R
Threat or Intimidation -Board Regulation, JK-R
Hazing -Board Policy, JIC & Regulation, JK-R

***Homicide** -Board Regulation, JK-R

***Kidnapping** -Board Regulation, JK-R

Lying, Cheating, Forgery or Plagiarism -Board Regulation, JK-R

Lying
Cheating
Forgery
Plagiarism

School Policies, Other Violations of -Board Policy, JIC

Combustible
Contraband
Defiance, Disrespect towards Authority, and Non-Compliance
Disruption
Dress Code Violation
Gambling
Language, Inappropriate
Negative Group Affiliation

Parking Lot Violations
Public Display of Affection

School Threat -Board Policy, KIC & KFA

* Bomb Threat
* Chemical or Biological Threat
* Fire Alarm Misuse

Sexual Offenses

Pornography -Board Regulation, IJNDB-R
Indecent Exposure or Public Sexual Indecency
Harassment, Sexual -Board Policy, ACA
Harassment, Sexual with Contact -Board Policy, ACA
* Sexual Abuse/Sexual Conduct with Minor/Child Molestation
* Sexual Assault -Board Policy, JIC

Technology, Improper Use of -Board Regulation, IJNDB-R

Computer
Network Infraction
Telecommunication Device

Theft -Board Policy, JIC

Petty Theft
Theft
Burglary/Breaking and Entering (Second and Third Degree)*
*Burglary (First Degree)
Extortion
Robbery
Armed Robbery

Trespassing -Board Policy, KFA

Vandalism or Criminal Damage -Board Policy, ECAC & KFA

Graffiti or Tagging
Vandalism of Personal Property
Vandalism of School Property

Weapons and Dangerous Items -Board Policy, JIC

*Firearms
Handgun
Shotgun or Rifle
Other Firearm or Destructive Device
Bomb
Grenade
Starter Gun or Pistol
Other Firearm or Destructive Device

***Other Weapons** -Board Policy, JICI

Billy Club
Brass Knuckles
Nunchakus

Dangerous Items -Board Policy, JICI

Air Soft Gun
B.B. Gun
Laser Pointer
Letter Opener
Mace
Paintball Gun
Pellet Gun
Razor Blade or Box Cutter
Simulated Knife
Taser or Stun Gun
Tear Gas
Other Dangerous Item

Simulated Firearm -Board Policy, JICI

VIOLATION CONSEQUENCES

*Report to local law enforcement required

Aggression:

Violation	Consequences		
	Minimum		Maximum
Verbal Provocation	K-6th : Verbal warning, conference, and/or detention. 7th-12th : Conference, 1 day ISS or OSS	K-6th : Conference, detention or 1 day ISS or OSS 7th-12th : Detention, 1-3 days ISS or OSS,	K-6th : 1-3 days ISS or OSS 7th-12th : 3-5 days ISS or OSS, long-term suspension or expulsion
Minor Aggressive Act	K-6th : Verbal warning, conference, and/or detention 7th-12th : Conference, 1-2 days ISS or OSS	K-6th : Detention or 1 day ISS or OSS 7th-12th : 2-3 days ISS or OSS	K-6th : 1-2 days ISS or OSS 7th-12th : 3-5 days ISS or OSS, long-term suspension
Disorderly Conduct	K-6th : Verbal warning, conference, detention, ISS or OSS 7th-12th : Formal conference, 3-5 days ISS or OSS	K-6th : Detention and/or ISS or OSS 7th-12th : 5-9 days ISS or OSS	K-6th : 1-3 days OSS 7th-12th : Long term suspension or possible expulsion
Recklessness	K-6th : Verbal warning, conference, detention 7th-12th : Formal conference, 1-3 day ISS or OSS	K-6th : Detention or 1-2 days ISS or OSS 7th-12th : 3-5 days ISS or OSS	K-6th : 1-3 days OSS 7th-12th : 5-9 days ISS or OSS, long-term suspension
Endangerment	K-6th : Mediation, detention, 1-3 days ISS or OSS 7th-12th : 1-5 days ISS or OSS	K-6th : 3-5 days ISS or OSS 7th-12th : 5-9 days ISS or OSS, Alternative Learning Center, long-term suspension	K-6th : 5-9 days OSS 7th-12th : Long term suspension, expulsion
Fighting	K-6th : Mediation, detention and/or 1-3 days ISS or OSS 7th-12th : 1-5 days ISS or OSS	K-6th : 3-5 days ISS or OSS 7th-12th : 5-9 days ISS or OSS or long-term suspension	K-6th : 5-9 days ISS or OSS 7th-12th : Long-term suspension, expulsion
Assault	K-6th : Mediation, 1-3 days ISS or OSS 7th-12th : 1-5 days ISS or OSS	K-6th : 3-5 days ISS or OSS 7th-12th : 5-9 days ISS or OSS, long-term suspension, expulsion	K-6th : 5-9 days ISS or OSS 7th-12th : Long-term suspension, expulsion
*Aggravated Assault	K-6th : Mediation, 1-3 days OSS 7th-12th : 1-9 days OSS	K-6th : 3-5 days ISS or OSS 7th-12th : Long-term suspension , expulsion	K-6th : 5-9 days OSS 7th-12th : Expulsion
Other Aggression e.g. horseplay and or roughhousing	K-6th : Mediation, 1-3 days ISS or OSS 7th-12th : Formal conference, 1-3 days ISS or OSS	K-6th : 3-5 days ISS or OSS 7th-12th : 3-5 days ISS or OSS	K-6th : 5-9 days OSS 7th-12th : 5-9 days ISS or OSS, long-term suspension or expulsion

Alcohol, Tobacco, and Other Drugs:

TYPES OF DRUGS:

Inhalants, Prescription Drugs (Inappropriate Use of), Over the Counter Drugs (Inappropriate Use of), Ecstasy, Cocaine or Crack, Hallucinogens
Heroin, Marijuana, Methamphetamines, Imitation drugs, Other illicit drug, Unknown drug, Drug Paraphernalia, and Substance represented as illicit drug.

Violation	Consequences		
	Minimum		Maximum
Alcohol Violation	K-6th: Consumption: 9 days OSS Brought and/or Possession: 5 days OSS parent conference, referral for services. 7th-12th: 5-9 days ISS or OSS with referral for services	K-6th: Consumption: 10 days OSS Brought and/or Possession: Long-term suspension, parent conference, referral for services 7th-12th: Referral for services, long-term suspension or expulsion	K-12th: Expulsion
Drug Violation – (use, possession, under the influence)	K-6th: 1-9 days ISS or OSS, Parent contacted, referral for services 7th-12th: 5-9 OSS with referral for services	K-12th: Referral for services, Alternative Learning Center, long-term suspension, expulsion	K-12th: Expulsion
*Drug Violation – (Sale or distribution)	K-12th: 5-9 days OSS, long-term suspension	K-12th: Long-term suspension, expulsion	K-12th: Expulsion
Drug Violation – (over-the counter use, possession, under the influence)	K-6th: Confiscate, parent contact, referral for services ISS or OSS 7th-12th: Formal conference- 1-5 days ISS or OSS	K-6th: Parent conference, 3 days ISS or OSS K-12th: 5-9 days ISS or OSS long-term suspension	K-6th: Referral for services, long-term suspension 7th-12th: Long-term suspension or expulsion
*Drug Violation – (over-the counter sale or distribution)	K-6th: 1-3 days OSS 7th-12th: 1-9 days OSS	K-6th: 1-3 days ISS or OSS, parent conference 7th-12th: Long-term suspension, expulsion	K-6th: Referral for services, OSS, possible expulsion 7th-12th: Expulsion
Drug Paraphernalia	K-6th: Confiscate item, 1-9 days OSS, parent conference 7th-12th: 1-9 days OSS with referral for services	K-6th: 1-3 days ISS or OSS, parent conference 7th-12th: Long-term suspension	K-6th: Long-term suspension or expulsion 7th-12th: Expulsion
Tobacco Violation	K-6th: Phone call to parents, 1-5 days OSS, possible referral for services 7th-12th: 1-3 days ISS or OSS, referral for services	K-6th: 5-9 days OSS, parent conference 7th-12th: 4-6 days ISS or OSS, long-term suspension	K-6th: 9 days OSS, possible long-term suspension 7th-12th: 6-9 days ISS or OSS, long-term suspension, expulsion

Arson:

Violation	Consequences		
	Minimum		Maximum
Arson of a structure or property	K-6th : Parent conference, and 5-9 days of OSS 7th-12th : Long-term suspension, expulsion, restitution	K-6th : Long-term suspension 7th-12th : Expulsion, restitution	K-12th : Expulsion, restitution
*Arson of an occupied structure	K-6th : Recommendation of expulsion 7th-12th : Expulsion, restitution	K-12th : Expulsion, restitution	K-12th : Expulsion, restitution

Attendance Policy Violation:

Violation	Consequences		
	Minimum		Maximum
Tardy	K-6th : Parent contact, verbal warning detention, ISS or OSS 7th-12th : Formal conference, 1-3 days ISS or OSS	K-6th : 1-3 days ISS or OSS 7th-12th : 3-5 days ISS or OSS	K-6th : 3-5 days ISS or OSS 7th-12th : 5-9 days ISS or OSS
Leaving School Grounds without permission	K-6th : Parent conference, verbal warning, 1 day ISS or OSS 7th-12th : Parent conference, detention, 1-3 days ISS or OSS	K-6th : parent conference, referral to school counselor, 1-2 days ISS or OSS 7th-12th : 3-5 days ISS or OSS possible loss of driving privileges	K-6th : Parent conference, 3-5 days OSS 7th-12th : 5-9 days ISS or OSS and loss of driving privileges
Unexcused Absence	K-6th : Parent conference, verbal warning, 1 day ISS or OSS 7th-12th : 1-3 days ISS or OSS	K-6th : Parent conference, referral to school counselor, 1-3 day ISS OR OSS 7th-12th : 3-5 days ISS or OSS	K-6th : Parent conference, 3 days ISS or OSS 7th-12th : 5-9 days OSS and possible loss of credit
Tuancy	K-6th : Notify parent, detention, CUTS referral 7th-12th : Notify Parent, 1-5 days ISS or OSS, CUTS referral	K-6th : Notify parent, 1-2 days ISS or OSS, CUTS referral 7th-12th : 5-9 days ISS or OSS, CUTS referral	K-6th : Notify parent, one 2-3 days OSS, CUTS referral 7th-12th : Long term suspension, possible loss of credit, CUTS referral
Other Attendance Violation	K-6th : Parent contact, verbal warning detention, ISS or OSS 7th-12th : Formal conference, 1-3 days ISS or OSS	K-6th : 1-3 days ISS or OSS 7th-12th : 3-5 days ISS or OSS	K-6th : 3-5 days ISS or OSS 7th-12th : 5-9 days OSS

Harassment, Threat, and Intimidation:

Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual

Violation	Consequences		
	Minimum		Maximum
Harassment, Nonsexual	K-6th: Verbal warning and/or detention, ISS or OSS 7th-12th: Formal conference, detention	K-6th: Parent conference, 1-3 days ISS or OSS 7th-12th: 1-5 days ISS or OSS	K-6th: Parent conference, 3-5 days ISS or OSS, referral for services 7th-12th: 5-9 days OSS- Long-term, suspension
Bullying	K-6th: Verbal warning and/or detention, mediation, counseling, ISS or OSS 7th-12th: Formal conference, 1-5 days ISS or OSS, intervention	K-6th: Parent conference, 1-3 days ISS or OSS 7th-12th: 5-9 days ISS or OSS, long-term suspension, intervention	K-6th: Parent conference, 3-5 days ISS or OSS, referral for services 7th-12th: Long-term suspension, expulsion, referral for services
Threat or Intimidation	K-6th: Verbal warning, mediation, counseling, ISS or OSS 7th-12th: Formal conference, 1-3 days ISS or OSS	K-6th: Parent conference, 1-3 days ISS OR OSS 7th-12th: 3-5 days ISS or OSS	K-6th: Parent conference, 3-5 days ISS or OSS, referral for services 7th-12th: 5-9 days ISS or OSS, long-term suspension, expulsion
Hazing	K-6th: 1-3 days ISS or OSS 7th-12th: 1-5 days ISS or OSS	K-6th: 3-5 days ISS or OSS 7th-12th: 1-9 days ISS or OSS, long-term suspension	K-6th: OSS, long-term suspension or expulsion 7th-12th: Long term suspension, expulsion

Lying, Cheating, Forgery or Plagiarism:

Violation	Consequences		
	Minimum		Maximum
Cheating	<p>K-6th: Verbal warning and parent contact, detention or 1-2 days ISS or OSS, possible loss of credit on assignment</p> <p>7th-12th: Formal conference, 1-3 days ISS or OSS, possible loss of credit on assignment</p>	<p>K-6th: Verbal warning, conference, detention, 1-2 days ISS or OSS, possible loss of credit on assignment</p> <p>7th-12th: 3-5 days ISS or OSS, possible loss of credit in class</p>	<p>K-6th: Verbal warning, detention, 1-2 days ISS or OSS depending on situation, referral to school counselor, possible loss of credit on assignment</p> <p>7th-12th: 5-9 days ISS or OSS, long-term suspension and possible loss of credit in class</p>
Forgery	<p>K-6th: Verbal warning and parent contact, detention or ISS or OSS</p> <p>7th-12th: Formal conference, 1-3 days ISS or OSS</p>	<p>K-6th: Verbal warning and parent contact, and/or detention 1-2 days ISS or OSS</p> <p>7th-12th: 3-5 days ISS or OSS, possible loss of credit in class</p>	<p>K-6th: Verbal warning, detention, 1-2 days ISS or OSS, referral to school counselor</p> <p>7th-12th: 5-9 days ISS or OSS, long-term suspension and possible loss of credit in class</p>
Lying	<p>K-6th: Verbal warning and parent contact, detention</p> <p>7th-12th: Formal conference, possible loss of credit on assignment</p>	<p>K-6th: Verbal warning and parent contact, and/or detention, 1-2 days ISS or OSS</p> <p>7th-12th: 1-2 days OSS, possible loss of credit in class</p>	<p>K-6th: Verbal warning, detention, 1-2 days ISS or OSS, referral to school counselor</p> <p>7th-12th: 1-2 days OSS, and possible loss of credit in class</p>
Plagiarism	<p>K-6th: Verbal warning and parent contact, detention, possible loss of credit on assignment, ISS or OSS</p> <p>7th-12th: Formal conference, 1-3 days ISS or OSS, possible loss of credit on assignment</p>	<p>K-6th: Parent contact, 1-3 days ISS or OSS</p> <p>7th-12th: 3-5 days ISS or OSS, possible loss of credit in class</p>	<p>K-6th: Conference, referral to school counselor, 3-5 days ISS or OSS</p> <p>7th-12th: 5-9 days ISS or OSS, long-term suspension and possible loss of credit in class</p>

School Policies, Other Violations of:

Note: This category comprises misbehavior defined in district policy but not captured elsewhere.

Violation	Consequences		
	Minimum		Maximum
Defiance, Disrespect Towards Authority, and Non-Compliance	K-6th: Verbal warning and or detention 7th-12th: Formal conference, 1-3 days ISS or OSS	K-6th: Parent conference 1-3 days ISS or OSS 7th-12th: 3-5 days ISS or OSS, possible removal from class	K-6th: Parent conference, 3-5 days ISS or OSS 7th-12th: 5-9 days ISS or OSS, removal from class, long term suspension
Combustible	K-12th: Formal conference, expulsion	K-12th: Formal conference, expulsion	K-12th: Formal conference, expulsion
Contraband	K-12th: Formal conference, expulsion	K-12th: Formal conference, expulsion	K-12th: Formal conference, expulsion
Disruption	K-6th: Verbal warning and or detention 7th-12th: Formal conference, 1-3 days ISS or OSS	K-6th: Detention and/or 1-3 days of ISS or OSS, parent conference 7th-12th: 3-5 days ISS or OSS	K-6th: 3-5 days ISS or OSS 7th-12th: 5-9 days ISS or OSS, removal from class, long term suspension
Dress Code Violation	K-6th: Verbal warning, parent contact, change of clothing 7th-12th: Change of clothing, notify parent	K-6th: Parent contact, change of clothing, detention/loss of recess 7th-12th: Change of clothing, formal conference, 1-3 days ISS or OSS	K-6th: Written warning, parent conference, change of clothing, ISS or OSS 7th-12th: Change of clothing, 3-5 days ISS or OSS
Gambling	K-6th: Conference, 1-3 days ISS or OSS 7th-12th: Formal conference, 3-5 days ISS or OSS	K-6th: Parent conference, 3-5 days ISS or OSS 7th-12th: 5-9 days ISS or OSS, possible referral for services	K-6th: 5-9 days ISS or OSS, long term suspension, possible expulsion. Referral for services 7th-12th: Long-term suspension, expulsion, referral for services
Language, Inappropriate	K-6th: Warning, parent contact, 1-3 days recess restriction, written apology to person(s) offended 7th-12th: Formal conference, 1-3 days ISS or OSS	K-6th: Parent contact, 3-5 days recess restriction, written apology to person(s) offended 7th-12th: 3-5 days ISS or OSS	K-6th: Parent conference, 1-3 ISS or OSS, written apology to person(s) offended 7th-12th: 5-9 days ISS or OSS
Negative Group Affiliation	K-12th: Formal conference 3-5 days ISS or OSS	K-12th: 5-9 days ISS or OSS	K-12th: Long-term suspension, expulsion
Parking Lot Violation ♦ Fees will <u>NOT</u> be pro-rated or refunded due to loss of privileges.	9th-12th: Formal conference, 1-2 days ISS or OSS	9th-12th: Suspension of privileges	9th-12th: Removal of parking lot privileges
Public Display of Affection	K-6th: Parent contact, verbal warning and/or detention 7th-12th: Verbal warning, conference, parent notification, 1-3 days suspension	K-6th: Parent conference, possible schedule change or movement restriction, detentions, 1-2 days ISS or OSS 7th-12th: 3-5 days ISS or OSS	K-6th: Parent conference, possible schedule change or movement restriction, detention, 3-5 days ISS or OSS, referral for services 7th-12th: 5-9 days ISS or OSS

Sexual Offenses:

Note: Consider age and developmentally appropriate behavior before using this category.

Violation	Consequences		
	Minimum		Maximum
Pornography	<p>K-6th: Parent contact, warning, detention</p> <p>7th-12th: Formal conference, 1-5 days ISS or OSS, referral for services</p>	<p>K-6th: Parent conference, detention, 1-3 days ISS or OSS</p> <p>7th-12th: 5-9 days ISS or OSS, referral for services</p>	<p>K-6th: Referral for services, 3-5 days ISS or OSS</p> <p>7th-12th: Long term suspension, referral for services possible expulsion</p>
Indecent Exposure or Public Sexual Indecency	<p>K-6th: Parent contact, warning, 1-2 days ISS or OSS</p> <p>7th-12th: 1-9 days ISS or OSS, long-term suspension, expulsion</p>	<p>K-6th: Parent conference, detention, 3-5 days ISS or OSS, referral for services</p> <p>7th-12th: Long- term suspension, expulsion</p>	<p>K-6th: Referral for services, 5-9 days ISS or OSS</p> <p>7th-12th: Expulsion</p>
Harassment, Sexual	<p>K-6th: Educate student, parent conference 1-3 days ISS or OSS, referral for services</p> <p>7th-12th: 1-9 days ISS or OSS, long-term suspension, expulsion</p>	<p>K-6th: Educate student, parent conference 3-5 days ISS or OSS, referral for services, possible classroom or school relocation, alternative placement.</p> <p>7th-12th: Long- term suspension, expulsion</p>	<p>K-6th: Educate student, parent conference 5-9 days ISS or OSS, referral for services, possible classroom or school relocation, alternative placement.</p> <p>7th-12th: Expulsion</p>
Harassment, Sexual with Contact	<p>K-6th: Educate student, parent conference 1-3 days ISS or OSS, contact social worker.</p> <p>7th-12th: 1-9 days ISS or OSS</p>	<p>K-6th: Parent conference, 3-5 days ISS or OSS, parent conference, referral for services, possible classroom or school relocation, alternative placement</p> <p>7th-12th: Long- term suspension</p>	<p>K-6th: Parent conference, 5-9 days ISS or OSS, classroom or school relocation, alternative placement</p> <p>7th-12th: Long- term suspension or expulsion</p>
*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation Sexual Assault (Rape)	<p>K-12th: Expulsion</p>	<p>K-12th: Expulsion</p>	<p>K-12th: Expulsion</p>

Technology, Improper use of:

Violation	Consequences		
	Minimum		Maximum
Computer or Network	<p>K-6th: Parent contact, review policy, suspension from all computer use for 1-2 weeks, alternate assignments for lab work</p> <p>7th-12th: Formal conference, possible suspension from all computer use for 1-2 weeks, alternate assignments for lab work 1-3 days ISS or OSS</p>	<p>K-6th: Conference, 1-3 days ISS or OSS, suspension from computer for 1 month</p> <p>7th-12th: Possible suspension from computer for 1 month, 3-5 day ISS or OSS</p>	<p>K-6th: Parent conference, suspension from the computer for remainder of school year, 3-5 days OSS</p> <p>7th-12th: Possible suspension from computer for the remainder of school year, 5-9 days ISS or OSS</p>
Telecommunication Device	<p>K-12th: Confiscate item, keep to the end of day, parent contact</p>	<p>K-12th: Confiscate item, parent must pick it up</p>	<p>K-12th: confiscate item, parent can pick it up last day of school and 1-9 days ISS or OSS</p>
Other Technology Computer	<p>K-6th: Parent conference, loss of computer use for 2 week duration</p> <p>7th-12th: Formal conference, possible suspension from all computer use for 1-2 weeks, alternate assignments for lab work 1-3 days ISS or OSS</p>	<p>K-6th: Parent conference, loss of computer use for 1 month</p> <p>7th-12th: Possible suspension from computer for 1 month, 3-5 days ISS or OSS</p>	<p>K-6th: Loss of computer use for the remainder of the year, 1-3 day OSS</p> <p>7th-12th: Possible suspension from computer for the remainder of school year, 5-9 days ISS or OSS</p>

Theft:

Indicate whether **School Property** or **Non-School Property**; dollar amount is recorded on the incident description page. A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below) **Dangerous instrument**: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Violation	Consequences		
	Minimum		Maximum
Petty Theft	<p>K-6th: Parent conference, detention, possible restitution, apology letter, 1-3 days ISS or OSS</p> <p>7th-12th: 3-5 days ISS or OSS, restitution</p>	<p>K-6th: Parent conference, possible restitution, apology letter 3-5 days ISS or OSS</p> <p>7th-12th: 5-9 days ISS or OSS, restitution</p>	<p>K-6th: parent conference, possible restitution, apology letter, 5-9 days ISS or OSS</p> <p>7th-12th: Long-term suspension, restitution</p>
Theft	<p>K-12th: 1-5 days ISS or OSS, restitution</p>	<p>K-12th: 5-9 days ISS or OSS, long term suspension, restitution, expulsion</p>	<p>K-12th: Long term suspension, expulsion, restitution</p>
Burglary or Breaking and Entering (Second or Third Degree)	<p>K-12th: 1-9 days ISS or OSS</p>	<p>K-12th: Long-term suspension</p>	<p>K-12th: Expulsion</p>
Extortion	<p>K-12th: 1-5 days ISS or OSS</p>	<p>K-12th: 5-9 days ISS or OSS, long-term suspension</p>	<p>K-12th: Long term suspension, expulsion</p>
Robbery	<p>K-6th: Parent conference, detention, possible restitution, apology letter, 1-3 days ISS or OSS</p> <p>7th-12th: 1-5 days ISS or OSS, restitution</p>	<p>K-6th: Parent conference, possible restitution, apology letter 3-5 days ISS or OSS</p> <p>7th-12th: 5-9 days ISS or OSS, restitution</p>	<p>K-6th: parent conference, possible restitution, apology letter, 5-9 days ISS or OSS</p> <p>7th-12th: Long-term suspension, expulsion, restitution</p>
Armed Robbery	<p>K-12th: Expulsion</p>	<p>K-12th: Expulsion</p>	<p>K-12th: Expulsion</p>

Trespassing:

Violation	Consequences		
	Minimum		Maximum
Trespassing	K-6th : Parent conference, detention, 1-3 day ISS or OSS 7th-12th : 1-3 days ISS or OSS, possible formal trespass by officer	K-2nd : Parent conference, 3-5 days ISS or OSS 7th-12th : 3-5 days ISS or OSS and/or arrest	K-6th : Parent conference, 5-9 days ISS or OSS 7th-12th : 5-9 days ISS or OSS, long-term suspension, expulsion and/or arrest

Vandalism or Criminal Damage:

Violation	Consequences		
	Minimum		Maximum
Graffiti or Tagging Vandalism of personal property Vandalism of school property	K-6th : 1-3 days ISS OR OSS, possible restitution and/or work detail 7th-12th : Formal conference, 3-5 days ISS or OSS and possible restitution	K-6th : 3-5 days ISS or OSS, possible restitution and/or work detail 7th-12th : 5-9 days ISS or OSS, long-term suspension and possible restitution	K-6th : Possible Restitution and/or work detail, 5-9 days OSS, long term suspension and/or possible expulsion 7th-12th : Long-term suspension, expulsion, possible restitution

Weapons and Dangerous Items:

Violation	Consequences		
	Minimum		Maximum
*Firearm (Including Destructive Devices) Firearms	K-6th : Recommend expulsion 7th-12th : Long-term suspension, expulsion	K-6th : Recommend expulsion 7th-12th : Expulsion	K-6th : Recommend expulsion 7th-12th : Expulsion
*Other Weapons	K-6th : Confiscate item, conference with parent/student, 1-3 days OSS (possession only) 7th-12th : 1-9 days ISS or OSS or long-term suspension	K-6th : Confiscate item, conference with parent/student, 3-5 days OSS (possession only) 7th-12th : Long term suspension or expulsion	K-6th : Long term suspension and/or expulsion 7th-12th : Expulsion
Dangerous Items Simulated Firearm	K-6th : Confiscate item, conference with parent/student, 1-5 days OSS (possession only) 7th-12th : Confiscate item, conference with parent/student, 1-5 days ISS or OSS (possession only)	K-6th : Confiscate item, conference with parent/student, 5-9 days OSS (possession only) 7th-12th : Confiscate item, conference with parent/student, 5-9 days ISS or OSS	K-6th : Long term suspension and/or expulsion 7th-12th : : Long-term suspension and/or expulsion

A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. § definition for dangerous instruments listed above) and must be reported to law enforcement.

DEFINITIONS OF CONSEQUENCES

Higley Unified School District will do everything we can to communicate with parents in a timely manner.

No Action

No Action Taken	No action was taken by the LEA in response to the incident.
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Actions within Due Process

The right to <u>due process</u> in disciplinary proceedings is applicable in all instances where the behavior of the student is being evaluated for possible suspension or expulsion. The student must always be treated with fundamental fairness, has a right to be fully informed about his/her alleged breach of behavior and must be provided with an opportunity to respond to such charges.	
Appeal Review	When an appeal under Sec 615(k)(3) has been requested by either the parent or the LEA , the state or LEA shall arrange for an expedited hearing, which shall occur within 20 school days of the date the hearing is requested and shall result in a determination within 10 school days after the hearing. IDEA 2004 [615(k)(4)(B)]
Disciplinary Hearing	An official meeting that is held to gather facts about a disciplinary action imposed on a student. This hearing is often done with a designated disciplinary hearing committee, one or more hearing officers, or school board
Manifestation Determination	Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the LEA, the parent, and relevant members of the child's IEP team (as determined by the parent and the LEA) must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine: <ul style="list-style-type: none"> • If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability; or • If the conduct in question was the direct result of the LEA's failure to implement the IEP. (OSEP)
Placement Review Committee	A.R.S. §15-841. <u>Responsibilities of pupils; expulsion; alternative education programs; community service; placement review committees</u> . Each school shall establish a placement review committee to determine the placement of a pupil if a teacher refuses to readmit the pupil to the teacher's class and to make recommendations to the governing board regarding the readmission of expelled pupils.
Board Review	School boards have the right to review student disciplinary actions imposed by a disciplinary hearing committee.

Expulsion

A.R.S. § 15-840. <u>Definitions</u> "Expulsion" means the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.	
A.R.S. § 15-841. <u>Responsibilities of pupils; expulsion; alternative education programs; community service; placement review committee</u> B. A pupil may be expelled for continued open defiance of authority, continued disruptive or disorderly behavior, violent behavior that includes use or display of a dangerous instrument or a deadly weapon as defined in § 13-105, use or possession of a gun, or excessive absenteeism. A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in §15-802. A school district may expel pupils for actions other than those listed in this subsection as the school district deems appropriate. G. A school district or charter school shall expel from school for a period of not less than one year a pupil who is determined to have brought a firearm to a school within the jurisdiction of the school district or the charter school, except that the school district or charter school may modify this expulsion requirement for a pupil on a case by case basis. This subsection shall be construed consistently with the requirements of the individuals with disabilities education act (20 United States Code sections 1400 through 1420).	
Expulsion with Services	The student was expelled from and is no longer enrolled in his or her regular school setting. Arrangements made for the provision of educational services.
Expulsion without Services	The student was expelled from and is no longer enrolled in his or her regular school setting. Total cessation of educational services.

Suspension

Suspension A.R.S. § 15-840. <u>Definitions 2</u> . "Suspension" means the temporary withdrawal of the privilege of attending a school for a specified period of time.	
In School Suspension- ISS OR OSS	Instances in which a child is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means school personnel are physically in the same location as students under their supervision.(OSEP)
Out of School Suspension- OSS	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). (OSEP)
Long Term Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes for a period of eleven days or more. (OSEP)
Short Term Suspension	Instances in which a child is temporarily removed from his/her regular class. This includes both removals in which no IEP services are provided because the removal is 10 days or less as well as removals in which the child continue to receive services according his or her IEP. (OSEP)

Other Removals or Reassignments

Reassignment to a Different Class	Student removed by school administration from one class and placed in another class with a different instructor
Reassignment to Another School within District	The student was reassigned to another school facility or program within the district that allowed him/her to continue to participate in the general curriculum at a school setting, including students receiving prescribed special education services who continued to receive these services.

Victim Related Actions

Meeting with School Counselor	School counselor formally meets with the student.
Referred to Outside Services/ Agency	Student is provided information for additional services within the community and it is suggested that the student seek the identified services.

ACKNOWLEDGEMENT OF RECEIPT
District Student/Parent Code of Conduct

Student Name
Please Print

Last Name

First Name

Grade

School Attending

Acknowledgement of Receipt of District Student & Parent Handbook/Code of Conduct

Student & Parent: I have received the District Student & Parent Handbook/Code of Conduct. I acknowledge that I have been given the opportunity to read and review it with my child/my parent/guardian. I understand that I am expected to comply with all provisions that apply to me. I understand that I may call the Principal if I have any questions pertaining to the information in the Handbook or Student Code of Conduct.

Technology Use Agreement

Student: I have read and agree to abide by the Computer Network Resources Code of Conduct. I understand that access to computers and Internet resources is provided for educational purposes only and I must not send or request offensive or illegal material. I understand that if I violate the rules relating to use of the District's technology, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Parent: I have read the Technology Use Agreement. I understand that school access to computers and the Internet is designed for educational purposes. While the District has taken precautions to minimize access by students to inappropriate material, I understand that it is impossible for the District to completely restrict access to such material and will not hold the District responsible if my child accesses such material. I hereby give permission to the District to permit my child use District owned computers and Internet access.

Bullying and Hazing Policies

Student & Parent: I have read the information relating to "Bullying" and "Hazing" located in the Handbook/Code of Conduct.

Equal Educational Opportunity/Non-Discrimination/Harassment Policy

Student & Parent: I have read the information relating to equal educational opportunities and nondiscrimination/non-harassment located in the Handbook/Code of Conduct.

My signature below attests that I have been provided a copy of the Code of Conduct, Technology Use Agreement, Hazing Policy, and the Non-Discrimination Policy of the Higley Unified School District and have been provided the opportunity to read and review them with my student/parent or guardian. Failure to sign or return this form does not preclude students from responsibility or discipline under the Code of Conduct.

Parent/Guardian Signature

Date

Student Signature

Date

This form is to be returned by the student to the teacher designated by the Principal within two (2) school days of the date the District Handbook & Code of Conduct is received by the student and parent.

INSERT SPANISH VERSIONS OF THE FORMS ONCE THE ORIGINALS ARE APPROVED AND TRANSLATED