

# Higley Unified School District

2935 South Recker Road

Gilbert, AZ, 85295

480.279.7000



# 2020-2021 STUDENT CODE OF CONDUCT

Para una versión en Español de este manual,  
por favor visite [husd.org](http://husd.org)

**Bridges Elementary School**

5205 S. Soboba Street  
Gilbert, AZ 85298  
480-279-8700  
Principal: Jeffrey Beickel  
Assistant Principal: Todd Berg  
Office Manager: Karen Adamczyk

**Centennial Elementary School**

Gilbert, Arizona 85297  
480.279.8200  
Principal: Rachel Broadley  
Assistant Principal: Matthew Verville  
Office Manager: Jennifer Brewer

**Chaparral Elementary School**

3380 E. Frye Road  
Gilbert, Arizona 85295  
480.279.7900  
Principal: Kristine Hanson  
Assistant Principal: Terry Peper  
Dean of Students: Amanda Day  
Office Manager: Norma Vasquez

**Coronado Elementary School**

4333 S. DeAnza Boulevard  
Gilbert, Arizona 85297  
480.279.6900  
Principal: Jeff Armstrong  
Assistant Principal: Brian Griggs  
Office Manager: Angela Barrera

**Cortina Elementary School**

19680 S. 188th Street  
Queen Creek, Arizona 85242  
480.279.7800  
Principal: Kelly Papke  
Assistant Principal: Dawn Michaelson  
Office Manager: Jody Muller

**Gateway Pointe Elementary**

2069 S. De La Torre Drive  
Gilbert, Arizona 85295  
480.279.7700  
Principal: Kaity Harris  
Assistant Principal: Andrea Szabo  
Office Manager: Antia Melton

**Higley Traditional Academy**

3391 E. Vest Avenue  
Gilbert, Arizona 85295  
480.279.6800  
Principal: Caryn Bacon  
Assistant Principal: Melissa Garland  
Office Manager: Kristine Zimmerman

**Power Ranch Elementary**

4351 S. Ranch House Parkway  
Gilbert, Arizona 85297  
480.279.7600  
Principal: Chris Reuter  
Assistant Principal: Michelle Britton Cota  
Office Manager: Susana Porter

**San Tan Elementary**

3443 E. Calistaoga Drive  
Gilbert, AZ 85297  
480.279.7200  
Principal: Ray Mercado  
Assistant Principal: Lyndsey Reeves  
Office Manager: Michelle Ryan

**Cooley Middle School**

1100 S. Recker Road  
Gilbert, Arizona 85296  
480.279.8300  
Principal: Shawn Varner  
Assistant Principal: Tera Geyer  
Dean of Students: Christine DeBono  
Office Manager: Marianne Sullivan

**Sossaman Middle School**

18655 E. Jacaranda Boulevard  
Queen Creek, Arizona 85142  
480.279.8500  
Principal: John Dolan  
Assistant Principal: Brandon Keeling  
Dean of Students: Bruce Potter  
Office Manager: Angela Marqueling

**Higley High School**

4068 E. Pecos Road  
Gilbert, Arizona 85295  
480.279.7300  
Principal: Alan Fields  
Assistant Principal: Nicole Johnson  
Assistant Principal: James Walker  
Assistant Principal/Athletic Director: Aaron Dille  
Dean of Students: Tommie Byrd  
Office Manager: Kim Brackett

**Williams Field High School**

2076 S. Higley Road  
Gilbert, Arizona 85295  
480.279.8000  
Principal: Mr. Steven Tannenbaum  
Assistant Principal: Gordon Ray  
Assistant Principal: Dan Fox  
Assistant Principal/Athletic Director: Darrell Stangle  
Dean of Students: Kristin Koke  
Office Manager: Kathrine Buchanan

**District Office**

Community Education	480.279.7055
Educational Services	480.279.7014
Food Services	480.279.7120
Higley Center for the Performing Arts	480.279.7190
Operations & Support	480.279.7132
Safe Hotline	480.279.7233

# TABLE OF CONTENTS

Letter from Superintendent

General Terms and Definitions

Governing Board Policies

Arizona Revised Statutes

Other References

NOTICE OF NON-DISCRIMINATION

Hazing

Student Violence/Harassment/Intimidation/Bullying

General School Procedures

Student Dress Standards

Student Rights and Expectations

Searches and Police Involvement

Factors in Determining Consequences

Teacher and Staff Consequences for Students

Administrator Consequences for Students

Technology Acceptable Use Policy

Bus Rules and Consequences

Administrator Consequences for Student Bus Riders

Conduct Violations, Definitions and Consequences Matrix

Acknowledgement of Receipt Signature Form

Acknowledgement of Bus Rider Privileges

Release of Student Directory Information Form

Social/News Media Opt-Out



Dear Students and Parents:

The Higley Unified School District's Student Code of Conduct describes expectations for student behavior during the school day, while on District property, and while attending a school activity or event. The District is committed to ensuring student safety and implementing the appropriate processes and consequences to address incidents and misbehaviors that disrupt the educational environment, learning activities or students at the risk of harm.

Should you have a concern, you can reach Higley 24/7 on the Safe Hotline by calling 480.279.7233 or sending an email to [safehotline@husd.org](mailto:safehotline@husd.org)

I look forward to the opportunity in supporting all Higley schools and programs, making our District educationally, emotionally and physically a great place for the students to learn.

Sincerely,

Mike Thomason, Ed.D

Superintendent

District Offices

2935 South Recker Road

Gilbert, AZ, 85295

480.279.7000

480.279.7500

## INTRODUCTION

The District has established guidelines for student conduct designed to ensure a safe environment for all students and staff in our schools. While students are responsible for their own actions, it is vital for the family, the school and the community to work together. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. 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, going to and from school, including but not limited to bus stops, school-sponsored events, behavior outside the school day which impacts the education of students or the educational environment at school, etc.

The Higley Unified School District uses a progressive discipline philosophy. However, school administration, district administration, the hearing officer and the Governing Board have the discretion to issue appropriate consequences based on various factors. The Higley Unified School District sets not only high expectations for academics but also for the conduct of students. The Higley Unified School District will not allow academic progress to be slowed because of the inappropriate conduct of students.

Nothing outlined in this publication is intended to restrict the District from imposing more or less severe consequences if warranted 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 on the facts, long-term suspension or expulsion may be imposed, even if not listed below as a potential consequence.

## INTRODUCTION

## GENERAL TERMS AND DEFINITIONS

**A.R.S. §** - Arizona Revised Statutes are the laws enacted by the Arizona State Legislature some of which apply to schools and school districts.

**District** - The Higley Unified School District #60.

**Employee** – A person employed by the Higley Unified School District #60.

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

**Parent** – A natural or adoptive parent (unless parental rights have been judicially limited or severed), a legal guardian (court appointed) or an individual acting as a parent in the absence of a parent or guardian.

**Policy** – A written HUSD Governing Board policy and administrative regulation, and exhibit.

**School Administrator**—The principal, assistant principal(s), principal's designee or district-level administrator serving at the school.

**Student**—Any individual 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 school-sponsored events, including but not limited to, clubs, athletic teams, band, spirit line, winterguard, and drum line during that period of time. Please refer to the HUSD Athletic Handbook for additional information.

## ARIZONA REVISED STATUTES

Statute Title	Statute Number
Bullying	A.R.S. § 13-1202
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct	A.R.S. § 13-2904 A.R.S. § 13-2911
Loitering	A.R.S. § 13-2905
School Day	A.R.S. §15-341, 15-901 ADOT R17-9-104
Suspension	A.R.S. § 15-843 A.R.S. § 15-841-15-844
Tobacco	A.R.S. § 36-798
Verbal Abuse	A.R.S. § 15-507

- To access Arizona Revised Statutes, please click the link below:

<http://www.azleg.state.az.us/arizonarevisedstatutes.asp>

- The statutes and references listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all state and federal laws or all District procedures.

## GOVERNING BOARD POLICIES

Please refer to the District website: <http://www.boarddocs.com/az/husdaz/Board.nsf/Public>

POLICY TITLE	REFERENCE NUMBER	POLICY TITLE	REFERENCE NUMBER
ABSENCES & EXCUSES	JH	SEARCHES & INTERROGATIONS	JIH
ATTENDANCE	JE	SCHOOL VIOLENCE/HARASSMENT/BULLYING/INTMIDATION	JICK
BUS SAFETY PROGRAM	EEAE	SEXUAL HARASSMENT	ACA
CARE OF SCHOOL PROPERTY BY STUDENTS	JICB	STUDENT AUTOMOBILE USE AND PARKING	JLIE
DRUG AND ALCOHOL USE BY STUDENTS	JICH	STUDENT CONDUCT	JIC
DUE PROCESS	JIA	STUDENT CONDUCT ON SCHOOL BUSES	EEAEC
EQUAL EDUCATIONAL OPPORTUNITY	JB	STUDENT DISCIPLINE	JK
EXPULSION	JKE	STUDENT DRESS	JICA
GANG ACTIVITY/SECRET SOCIETIES	JICF	STUDENT FUNDRAISING ACTIVITIES	JJE
HAZING	JICF	SUSPENSION	JKD
PUBLIC CONDUCT ON SCHOOL PROPERTY	KFA	TOBACCO USE BY STUDENTS	JICG
REMOVAL OF STUDENTS FROM ACTIVITIES	JKDA	USE OF TECHNOLOGY RESOURCES	IJNDB
RESTITUTION FOR PERSONAL PROPERTY DAMAGE	ECAD	VANDALISM	ECAC
RIGHTS & RESPONSIBILITIES	JI	WEAPONS IN SCHOOL	JICI

To access HUSD Governing Board Policy, please click the link below:  
<http://lp.ctspublish.com/asba/public/lpext.dll?f=templates&fn=main-h.htm>

- The policies listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all HUSD Governing Board Policies.
- In specific accordance with policy JICK and JICF, the entire policy can be found on the following pages.

## OTHER REFERENCES

HUSD ATHLETIC HANDBOOK	<a href="https://www.husd.org/site/Default.aspx?PageID=4345">https://www.husd.org/site/Default.aspx?PageID=4345</a>
ESTABLISHED SCHOOL PROCEDURES	Please visit the school's home page from <a href="http://www.husd.org">www.husd.org</a> .
ESTABLISHED CLASSROOM PROCEDURES	Please visit the teacher's homepage from the school's homepage or contact the classroom teacher directly.

## NOTICE OF NON-DISCRIMINATION

The Higley Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity and expression), age, disability, veteran or military status, religion, or genetic information in the admission or access to, treatment or employment in its educational programs or activities. Inquiries or complaints concerning discrimination may be referred to a District's Compliance Officer:

Ms. Mum Martens, 480-279-7000, Mum.Martens@husd.org

For inquiries or complaints relating to Section 504 of the Rehabilitation Act (which prohibits discrimination on the basis of disability), the Superintendent designates the following individual(s) as the Section 504 Coordinator:

Ms. Jennifer Corry, Director of Student Services, 480-279-7000, Jennifer.Corry@husd.org

For inquiries or complaints relating to Title IX (which prohibits discrimination on the basis of sex, the Superintendent designates the following individual(s) to act as Title IX Coordinator:

Ms. Mum Martens, 480-279-7000, Mum.Martens@husd.org

## HAZING

Policy JLIF—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.

"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.

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 investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with person who reported the incident.
- 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

Everyone is responsible for safe and secure schools  
Call: 480-279-7233  
Email: [safe.hotline@husd.org](mailto:safe.hotline@husd.org)

## STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

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

To assist in achieving a school environment based on the beliefs on the Governing Board, bullying in any form will not be tolerated.

**Bullying** may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

**Bullying** of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving or spitting,
- damage to or theft of personal property.

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

**Harassment** is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation** is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

### **Prohibitions and Discipline**

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

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

### **Reporting Incidents of Bullying**

Students who believe they are experiencing being bullied, or suspects another student is experiencing bullying, is to report the situation to the school administrator, another school employee or District bullying hotline. School personnel shall maintain confidentiality of the reported information.

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

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting false report under this policy shall subject the student to discipline up to and including suspension. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying has occurred as it is a violation of the law.

**To report incidents of bullying, please click on the link below to access the reporting form:**

**[http://www.husd.org/cms/lib08/AZ01001450/Centricity/Domain/1976/Bullying\\_Reporting\\_Form](http://www.husd.org/cms/lib08/AZ01001450/Centricity/Domain/1976/Bullying_Reporting_Form)**

## **GENERAL SCHOOL PROCEDURES**

### **ARRIVAL/DISMISSAL**

Students should not arrive at school in the morning until staff members are present to provide adequate supervision for safety's sake. Please refer to your school's webpage and parent communication for specific times.

At dismissal, students should immediately board the bus, leave for home if walking or riding a bicycle, assemble at the designated location for parent pick-up or assemble at the designated area for their after-school program. Students may not linger on campus because supervision is not provided.

It is vital that parents adhere to the school's procedures for arrival and dismissal traffic flow. The safety of every child is worth the extra minutes required to follow the established procedures. Student safety should always come before adult convenience.

## **ATTENDANCE**

Parents/Guardians are charged by law with the responsibility for their student's attendance. In the event of a necessary absence known in advance, the parent/guardian is expected to inform the school. All absences not verified by either parental or administrative authorization within 24 hours will be recorded as unexcused.

Parents are asked to prioritize their child's education by scheduling medical and dental appointments outside of school hours, as well as scheduling family vacations during school breaks, holidays and summer vacation.

## **BICYCLES, ETC.**

Schools will not store skateboards, scooters, roller blades, etc. inside the school building. If a student chooses to use this mode of transportation, the item must be able to be secured with a locking mechanism inside of the designated bicycle storage area.

Students are expected to follow all school procedures and local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles, scooters, skateboards, etc. must be walked or carried in crosswalks and upon entering the school grounds. At no time are bicycles, scooters, skateboards to be used on school grounds.

The school will not be responsible for the loss or theft of any of these items.

## **BUS RIDERS**

All students eligible for bus service to and from school will be issued and are required to carry a bus identification card when taking the bus. If the card is damaged or lost there is a \$5.00 replacement fee.

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

Students' behavior on a school bus should be the same as that in a well-ordered classroom. To assist with maintaining order and safety, 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. \*for more information, refer to page 18.

## **ELECTRONIC INFORMATION SYSTEMS**

Personal: Students and parents assume a personal risk of theft, loss or damage of their personal electronic devices when choosing to bring them to school. Student's personal electronic devices may not be used during the school day except in the instance of being asked to use them for an explicit educational purpose and under the direct guidance of the classroom teachers. Otherwise, electronic devices are to be off and not displayed for use. If a student uses a personal electronic device to engage in misconduct under another violation area, the student may receive additional consequences. The school may also confiscate personal electronic devices.

**The school or District is not responsible for the loss, theft or damage of student's personal electronic devices.**

**District:** HUSD provides District technology, including but not limited to, computers, network equipment, tablets, software, web based programs and interactive displays, for educational purposes. All electronic technologies are only to be used in support of the educational program of the District and access may be revoked at any time for any misconduct related to the use of electronic technologies.

All District provided technology is the property of the District. The student should have **NO** expectation of privacy with their use of District provided technology. Students and/or parents will be held financially responsible for lost, stolen or damaged technology and accessories under the student's care.

## **PERSONAL PROPERTY**

Protection and security of personal property is the student's responsibility. Examples of personal property include bicycles, skateboards, scooters, backpacks, purses, cell phones and other electronic devices, identification cards, and money.

**The school or District is not responsible for the loss, theft or damage of student's personal property.**

## **PRODUCT SALES**

Students may participate in school organization fund-raising sales on school campuses in accordance with the District policies for such. No other sale of items is permitted by students while on school or district property.

## **SELF-DEFENSE**

The threat or use of force by a student is NOT considered self-defense when:

- Used in response to verbal provocation alone.
- Assistance from a school staff member is an alternative.
- The student has an opportunity to remove him/herself from the situation or otherwise flee.
- The degree of physical force is disproportionate to the situation or exceeds that which would be necessary to avoid injury or protect personal property.

## **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. Bandanas, 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.

## **STUDENT RIGHTS & EXPECTATIONS**

Higley School District embraces that students are afforded many basic rights. Students' basic rights include the right to a meaningful educational experience. While the District strives to provide a school experience that is fostered in a learning environment that is safe and that values students' viewpoints, opinions and unique needs and characteristics, students must also demonstrate a commitment to honoring the rights of all members of our school system. To that end, students must balance their right to an education with their responsibility for their actions, particularly when their actions are inappropriate.

When students choose to demonstrate behavior that is inappropriate in accordance with District policies and procedures, they will need to accept the consequences. District policies and Arizona state law provides the District the authority to hold students accountable for inappropriate behavior on school property at any time, including but not limited to: on the way to and from school; whenever it impacts the educational environment, during any school-sponsored activity; at school bus stops; and in other locations outside of the school grounds, additionally if the behavior has a negative impact on school district employees, students or activities.

School administrators shall handle each report of a student disciplinary situation by speaking with students to gather information. Administrators may gather information from students without parent participation or consent. When gathering information from a student accused of a violation of the Student Code of Conduct, the administrator will afford due process.

### **Due Process Rights**

1. Students will be informed of the accusation against them and be provided with the supporting facts.
2. Students will have the opportunity to accept or deny the accusations.
3. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Student Code of Conduct occurred.

If the administrator determines that a violation of the Student Code of Conduct occurred, and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent will be contacted.

## SEARCHES & POLICE INVOLVEMENT

A student's right to privacy and unreasonable search and seizure must be balanced with the school's ultimate responsibility to protect the health, safety and welfare of all students and staff.

Administrators have the authority to conduct searches when they have a reason to suspect that the search will uncover evidence that a violation of the Student Code of Conduct has occurred or that a law has been violated.

Administrators may search student desks, lockers, backpacks, purses or other personal belongings and vehicles when reasonable suspicion exists and in order to determine if a school violation has occurred or a law has been broken.

Through a partnership with the Town of Gilbert, School Resource Officers (SROs) are present on high school campuses. Officers from Gilbert and Maricopa County Sheriff's Office (MCSO) also respond to middle and elementary schools as needed. Law enforcement officers may, at times, need to speak with students.

- When parents are being investigated for suspected child abuse or other criminal activity, the District is prohibited from notifying the parents.
- When students are being investigated for something unrelated to the school, the parents will be contacted prior to the law enforcement officer being allowed to speak with the student.
- When the school has called the police for a suspected crime committed by a student in relationship to the school, the District will allow the law enforcement officer to speak with the student unless the student refuses to be interviewed or requests to have a parent present.
- If law enforcement takes a student into custody, the school must comply. Administration will notify the parent unless directed otherwise.

## TEACHERS & STAFF CONSEQUENCES FOR STUDENTS

Teachers have classroom management plans that include consequences, included but not limited to those described below, for common classroom behavioral concerns. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral form will be generated and completed by the school administration.

Other teachers and other staff members may be responsible for supervising students in the cafeteria, on the playground, and throughout campus according to established school wide behavioral expectations. When students do not comply with staff members or respond appropriately with the informal actions described below, a disciplinary referral form will be generated and completed by the school administration..

**Conference/Behavior Plan:** The teacher or staff member will hold a conference with the student to discuss the continued inappropriate behavior and to develop a plan for changing the behavior and outlining the consequences if the behavior does not change. Parent may be notified.

**Detention:** The teacher or staff member will hold a child in the classroom or other supervised location before, during lunch or after school. Before, during and after school detentions are typically 30 minutes or less.

**Informal Talk:** The teacher or staff member informs the student of the inappropriate behavior, describes acceptable behavior and asks the student to make adjustments to his/her behavior so that the consequences do not need to progress. Parent not typically notified.

**Restriction of Privileges:** Teachers or staff members may restrict a student's participation in a special event or activity, i.e. fieldtrip, assembly, class party, etc. Parent may be contacted.

**Removal from Classroom:** (extreme circumstance) State law allows a classroom teacher to remove a student from the classroom and request that a staff committee determine whether the student should return to the classroom or be assigned elsewhere. Parent will be notified.

**Time-Out:** The teacher or staff member assigns the student to a buddy teacher classroom or other supervised location where the student is isolated from his/her classmates and the environment in which the student was making poor choices. Time-Out is typically one class period or less. Parent may be notified.

## ADMINISTRATOR CONSEQUENCES FOR STUDENTS

Depending on the various factors such as, type of behavior problem, the student's disciplinary history, the seriousness of the infraction administrators may take one or more of the actions, including but not limited to those described below. Consequences may also affect participation in extracurricular activities and may include notification of law enforcement. Parents will be notified of administrator consequences for students.

**Alternative Program Assignment:** The school administrator may recommend that the student be placed at the District's alternative learning program for a minimum of five school days up to the remainder of the semester or school year. Transportation may be provided to the student. Parent will be notified.

**Denial of Bus-Riding Privileges:** The school administrator may suspend a student's privilege of riding a school bus according to the guidelines on the following page. Students will be expected to arrange alternative transportation to and from school for the duration of the bus suspension. Parents will be notified.

**Saturday Detention:** The school administrator may assign the student to Saturday school.

**Diversion/Intervention Program:** The school administrator may assign the student to mandatory participation in a diversion/intervention program during a short or long-term suspension. If the administrator assigns a diversion program and if the student successfully attends the program, the administrator may choose to divert some of the days of the suspension. If the administrator assigns an intervention program, the student must successfully participate in the program to avoid other disciplinary consequences including a pending short or long-term suspension. Parent will be notified.

**Expulsion:** While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to an expulsion. Upon the school administrator's recommendation of an expulsion, a hearing may be scheduled with an appointed hearing officer. After a formal hearing, the hearing officer may recommend an expulsion to the Governing Board. Only the Governing Board may impose the expulsion. An expulsion is a permanent withdrawal of the privilege of attending any schools in the Higley Unified School District unless the Governing Board readmits the student in accordance with the procedures outlined in Board policy. The parent and student will receive notification of the expulsion hearing including information about the hearing procedures and student's rights.

**In-School Suspension (ISS):** The school administrator may assign a student to 10 days or less of suspension in school. During an in-school suspension, the student will be removed from his/her classroom and normal daily school activities and supervised in a location isolated from peers. Class work will be provided to the student. Parent will be notified.

**Out of School Suspension (OSS) (short-term):** The school administrator has the authority to suspend a student for 10 school days or less after appropriate due process. If immediate due process is not possible because the student's presence creates a danger to the school or because the student's criminal circumstance prohibits it, due process will be afforded as soon as possible thereafter. Classwork will be provided to the student. The student may not be present on any district campus or at any school or district activity when serving a short-term suspension. Parents will be notified for all short-term suspensions. There is no legal right to appeal a short suspension to any person other than the school administrator.

**Out of School Suspension (long-term):** While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to 11 school days or more. Upon the school administrator's recommendation of a long-term suspension, a hearing may be scheduled with an appointed hearing officer. The parent and student will receive notification of the long-term suspension hearing including information about the hearing procedures and student's rights.

**Restitution:** The school administrator may assign a student to financial liability for damage, loss, theft of school property. If the restitution amount is greater than \$100, law enforcement authorities will be contacted.

While not a disciplinary consequence, the school administrator may also convene the Threat Assessment Team. Every instance of threatening behavior will be treated seriously and examined thoroughly in determining whether a threat exists under the Threat Assessment process. According to the outcome of the Threat Assessment, a safety plan may be developed, victims may be notified and disciplinary consequences may be assigned as described above.

## **BUS RULES & CONSEQUENCES**

**Riding a bus is a privilege.**

- Students may lose their bus riding privileges immediately for serious infractions.
- Bus suspensions may include field trips and activity runs.
- Students who cut, deface or otherwise damage any school vehicle may be disciplined up to expulsion including being held financially liable for the damage.
- School administrators have the authority to determine the length of bus suspension considering the infraction and behavioral history of the student involved.

**Bus riders are expected to adhere to the following rules:**

- Follow directions immediately when asked. It is unsafe for the driver to have to argue or explain the reason for a request while operating the bus.
- Remain seated at all times and until the bus arrives at the scheduled stop.
- Keep all parts of body inside the bus and to self at all times.
- Talk quietly as would be in the classroom and use only appropriate language. Remember, younger students are watching and learning from older students.
- Throw away any garbage when exiting the bus.
- Keep the aisle clear at all times including keeping feet and legs out of the aisle.
- Water is the only allowable food or drink.
- Do not tamper with bus equipment or vandalize any parts of the bus. Students WILL be held responsible for the cost of the damage.
- ALL school expectations for appropriate behavior apply when riding the bus.
- Skateboards, longboards, and scooters are not allowed on bus.

**Bus drivers have the authority to apply the following actions regarding student discipline. If the student's misconduct continues, the bus driver will submit a discipline referral to the school administration.**

**Assigned Seat:** The bus driver or school administration may reassign a seat. Parent may be notified.

**Conference with Administrator:** The bus driver may request that the school administrator conference with the student about the inappropriate behavior. The bus driver may be present for the conference. Parent may be notified.

**Informal Talk:** The bus driver will discuss the inappropriate behavior, describe acceptable behavior and ask the student to make adjustments to his/her behavior so that the consequences do not need to progress. Parent not typically notified.

**Pull over:** The bus driver may pull over and stop the bus when student behavior causes an endangerment and it is unsafe to drive the bus. The driver will notify the transportation department. Student discipline referrals may result if the driver takes this action.

## ADMINISTRATOR CONSEQUENCES FOR BUS MISCONDUCT

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

The violations and definitions listed are not to be viewed as all-inclusive. School administrators have the discretion to assign a violation category to a student's misconduct based on all evidence collected and in alignment with normal practice. Nothing in this Student Code of Conduct is intended to restrict the district from imposing more or less severe consequences.

## TYPES OF BUS INFRACTIONS

### Level I

#### First Offense:

- Conference with student.
- Parent signs and returns Bus Misconduct Report.

#### Second Offense:

- Three-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

#### Third Offense:

- Ten-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

#### Fourth Offense:

- Thirty-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

#### Fifth Offense:

- Forty five-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

### Level II

#### First Offense:

- Five-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.

- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

**Second Offense:**

- Ten-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

**Third Offense:**

- Thirty-day suspension of bus riding privileges (suspension may carry over into next school year).
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

**Fourth Offense:**

- Sixty-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

## **Level III**

**First Offense:**

- Ten-day suspension of bus riding privileges
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

**Second Offense:**

- Forty five-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

**Third Offense:**

- One year suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

**In addition to suspension of bus-riding privileges, the student is also subject to school consequences including suspension from school or other school privileges.**

## **CONDUCT VIOLATIONS & CONSEQUENCES**

The violations and definitions listed are not to be viewed as all-inclusive. School administrators have the authority to determine the violation category of a student's misconduct based on all evidence collected and in alignment with normal practice.

Nothing in this Student Code of Conduct is intended to restrict the district from imposing more or less severe consequences.

While students will receive consequences for violations, students may also receive consequences for attempting to commit a violation or knowingly assisting or provoking a violation of the Code of Conduct.

Violations such as those involving alcohol, drugs, firearms possession, sexual abuse or other abuse and other serious incidents including threats, require a report to law enforcement. Schools also have the discretion to notify police of other incidents depending on the circumstances of the misconduct.

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, even if not necessarily listed as a potential consequence on the grid for a particular behavior.

\*Mandated report to ADE.

\*\* Mandated to report to local law enforcement, also ADE.

## CONDUCT VIOLATIONS & CONSEQUENCES

VIOLATION	<b>Aggravated Assault**</b>	
<b>DEFINITION</b>	Assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury; committing the assault knowing or having reason to know that the victim is a school staff member engaged in their duties.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS	9 day OSS
<b>3-6</b>	3 day OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 day OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 day OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	<b>Arson Unoccupied* Occupied**</b>	
<b>DEFINITION</b>	Knowingly damaging a structure, property, place or item by causing a fire or explosion.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	3 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	5 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion

VIOLATION	<b>Assault*</b>	
<b>DEFINITION</b>	Intentionally or recklessly causing physical injury or touching another with intent to injure, insult, or provoke. Intentional placement of another to create a fear of physical injury.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS	9 days OSS
<b>3-6</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Bullying** Policy JICK</b>	
	Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical, verbal or psychological.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	3 days OSS
<b>3-6</b>	1 day ISS	9 days OSS
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Bus Misconduct</b>	
<b>DEFINITION</b>	Any violation as defined by Level I, Level II, or Level III under Bus Misconduct on page 11. Any other policy JIC, Student Conduct, violation.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference with student	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	Conference with student	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	Conference with student	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	Conference with student	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Cheating/Plagiarism</b>	
<b>DEFINITION</b>	Intentionally using information from or property of another without permission to obtain an unfair advantage or receive a grade or score that was not legitimately earned.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference, Alternate Assignment	1 day OSS, Alternate Assignment
<b>3-6</b>	Conference, Alternate Assignment	2 day OSS, Alternate Assignment
<b>7-8</b>	Conference, No Credit	Removal from Class, No Credit
<b>9-12</b>	Conference, No Credit	Removal from Class, No Credit

<b>VIOLATION</b>	<b>Dangerous Items* Use/Possession/Distribution/Sale Policy JICI</b>	
<b>DEFINITION</b>	Items that are used, attempted or threatened to be used, and/or are readily capable of causing physical injury or creating a safety risk to any person. Sale or distribution is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation). This includes a knife with a blade less than 2.5 inches, airsoft gun, mace or airsoft gun.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Confiscate Item	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	Confiscate Item	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	Confiscate Item	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	Confiscate Item	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Defiance/Insubordination</b>	
<b>DEFINITION</b>	Intentionally resisting or disregarding the authority of District personnel. Disobedience including refusing to identify self, or failing to follow the directions of authority of a school or district staff member or an individual placed in authority by the school or the district (i.e., volunteers).	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	9 days OSS
<b>9-12</b>	Conference	9 days OSS

<b>VIOLATION</b>	<b>Disorderly Conduct</b>	
<b>DEFINITION</b>	An act which substantially disrupts the orderly conduct of a school function or behavior which substantially disrupts the orderly school environment.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS	3 days OSS
<b>3-6</b>	1 day OSS	5 days OSS
<b>7-8</b>	1 day OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	1 day OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Disrespect</b>	
<b>DEFINITION</b>	Treating District personnel or any other person with contempt and rudeness.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Detention	5 days OSS
<b>7-8</b>	Detention	9 days OSS
<b>9-12</b>	Detention	9 days OSS

<b>VIOLATION</b>	<b>Disruption</b>	
<b>DEFINITION</b>	Creating disturbances in class, on campus or at school sponsored events.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	9 days OSS
<b>9-12</b>	Conference	9 days OSS

<b>VIOLATION</b>	<b>Dress Code Policy JICA</b>	
<b>DEFINITION</b>	Non-compliance with the established student dress code standards.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference, Parent Contact, Change Clothes	Conference, Parent Contact, Change Clothes
<b>3-6</b>	Conference, Parent Contact, Change Clothes	Conference, Parent Contact, Change Clothes
<b>7-8</b>	Conference, Parent Contact, Change Clothes	Conference, Parent Contact, Change Clothes
<b>9-12</b>	Conference, Parent Contact, Change Clothes	Conference, Parent Contact, Change Clothes

<b>VIOLATION</b>	<b>Drug Paraphernalia* Use/Possession/Distribution/Sale</b>	
<b>DEFINITION</b>	Any apparatus or equipment used or capable of being used in any consumption, cultivation, manufacture, producing, processing, testing, (re)packaging, storing, concealing of a drug. Includes items used to store, package or contain any drug substances.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS	9 days OSS
<b>3-6</b>	1 day OSS	9 days OSS
<b>7-8</b>	1 day OSS	9 days OSS
<b>9-12</b>	1 day OSS	9 days OSS

<b>VIOLATION</b>	<b>Drugs and/or Alcohol** Use/Possession/Distribution/Sale Policy JICH</b>	
<b>DEFINITION</b>	The use, cultivation, manufacture, distribution, sale, purchase, transportation or possession of any alcohol, chemical substances, narcotics, prescription, non-prescription medications, inhalants, controlled substances or substances that are represented as any of the above. Over-the-counter and non-prescription pharmaceuticals are included unless the student has complied with the District's policy for such medication. Medication for cessation of smoking must be checked through the Health Office. Supplements and/or nutritional supplements shall be considered look-a-like drugs. Drug residue is also considered a drug.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Endangerment*</b>	
<b>DEFINITION</b>	Recklessly or intentionally creating, engaging in, encouraging or failing to report any potentially unsafe, dangerous or hazardous situation. Includes direct or indirect involvement in a risk to health, safety, welfare, injury, harm and/or death of students and staff. Includes acting as an accessory to any of above.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	5 days OSS
<b>3-6</b>	3 days OSS	9 days OSS
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Extortion*</b>	
<b>DEFINITION</b>	Knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, by means of a threat to do any of the following: (1) cause physical injury, (2) cause damage to property, (3) engage in illegal conduct, (4) make false accusations.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Fighting*</b>	
<b>DEFINITION</b>	When two or more persons engage in any physical violence towards each other in an angry or quarrelsome manner.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS	5 days OSS
<b>3-6</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Firearm** Use/Possession/Distribution/Sale Policy JICI</b>	
<b>DEFINITION</b>	A loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive.	
<b>CONSEQUENCES</b>	<b>All</b>	
<b>K-2</b>	Referral to District for Long Term Suspension or Expulsion	
<b>3-6</b>	Referral to District for Long Term Suspension or Expulsion	
<b>7-8</b>	Referral to District for Long Term Suspension or Expulsion	
<b>9-12</b>	Referral to District for Long Term Suspension or Expulsion	

<b>VIOLATION</b>	<b>Fire Alarm Misuse**</b>	
<b>DEFINITION</b>	Knowingly or purposely causing the fire alarm system and/or fire sprinkler system to engage. Additional consequences for any vandalism or school disruption may be applied. Fire Alarm Misuse shall be considered a threat to the school.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	3 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS, Restitution	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Forgery/Falsification/Lying</b>	
<b>DEFINITION</b>	Falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (includes dishonesty). Signing someone else's name to a document.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	1 day ISS
<b>3-6</b>	Conference	3 days OSS
<b>7-8</b>	Conference	5 days OSS
<b>9-12</b>	Conference	5 days OSS

<b>VIOLATION</b>	<b>Gambling</b>	
<b>DEFINITION</b>	Risking money or anything of value on the outcome of anything involving chance.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	3 days OSS
<b>3-6</b>	1 day ISS	5 days OSS
<b>7-8</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Gang Activity/Negative Group Affiliation Policy JICF</b>	
<b>DEFINITION</b>	An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal that may or may not have a common name, signs, symbols or colors and whose members engage either individually or collectively in prohibited or criminal activity.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Harassment* Policy JICK Policy JB</b>	
<b>DEFINITION</b>	The persistent or repeated annoying or tormenting of another.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	9 days OSS
<b>9-12</b>	1 day ISS	9 days OSS

<b>VIOLATION</b>	<b>Hate/Bias Related*</b>	
<b>DEFINITION</b>	Written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, gender identification or sexual orientation.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day OSS	3 days OSS
<b>3-6</b>	3 days OSS	9 days OSS
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Hazing* Policy JICFA</b>	
<b>DEFINITION</b>	Intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, committed in connection with an initiation into an affiliation or membership in any organization, that is affiliated with an educational institution or when the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	3 days OSS
<b>3-6</b>	1 day ISS	9 days OSS
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Horseplay/Rough-Housing</b>	
<b>DEFINITION</b>	Rough, boisterous play or behavior.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	3 days OSS
<b>7-8</b>	Conference	3 days OSS
<b>9-12</b>	Conference	3 days OSS

<b>VIOLATION</b>	<b>Indecent Exposure</b>	
<b>DEFINITION</b>	Intentional or attempted inappropriate display of body parts considered offensive to social standards. This may include depantsing or pulling at another's underclothing.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	1 days OSS
<b>3-6</b>	Conference	3 days OSS
<b>7-8</b>	3 days SUS	9 days OSS
<b>9-12</b>	5 days OSS	9 days OSS

<b>VIOLATION</b>	<b>Instigation/Verbal Provocation</b>	
<b>DEFINITION</b>	Provoking or antagonizing a fight or other dangerous, inappropriate situations.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>

<b>VIOLATION</b>	<b>Instigation/Verbal Provocation</b>	
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	9 days OSS
<b>9-12</b>	Conference	9 days OSS

<b>VIOLATION</b>	<b>Loitering</b>	
<b>DEFINITION</b>	Being intentionally present on school grounds, after a reasonable request to leave, not having any specific reason for being there, or not having written permission to be there from anyone authorized to grant permission.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	Detention
<b>3-6</b>	Conference	Detention
<b>7-8</b>	Conference	Detention
<b>9-12</b>	Conference	Detention

<b>VIOLATION</b>	<b>Other Firearm** Use/Possession/Distribution/Sale Policy JICI</b>	
<b>DEFINITION</b>	Other than handguns, rifles or shotguns or any weapon including a starter gun which will, is designed to, or may readily be converted to expel a projectile. This includes the frame or receiver of any weapon described above, any firearm muffler or firearm silencer, any explosive, incendiary, or poison gas, bomb, grenade, mine or similar device or any weapon which will or which may be readily converted to expel a projectile.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Physical Aggression/Minor Aggressive Acts</b>	
<b>DEFINITION</b>	Tussles, minor confrontations, pushing, shoving or other unsafe and/or inappropriate physical interactions.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	5 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	5 days OSS
<b>9-12</b>	Conference	5 days OSS

<b>VIOLATION</b>	<b>Profanity/Obscenity/Inappropriate Language</b>	
<b>DEFINITION</b>	Inappropriate, vulgar, or obscene language or gestures to the extent that it disturbs the educational process or environment. Profanity/Obscenity directed towards a school or district employee will be grounds for more severe consequences.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Detention	9 days OSS
<b>9-12</b>	Detention	9 days OSS

<b>VIOLATION</b>	<b>Public Display of Affection</b>	
<b>DEFINITION</b>	Consensual kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	1 day OSS
<b>3-6</b>	Conference	1 day OSS
<b>7-8</b>	Conference	1 day OSS
<b>9-12</b>	Conference	1 day OSS

<b>VIOLATION</b>	<b>Robbery*</b>	
<b>DEFINITION</b>	The use or threat to use force to take, or attempt to take, money or property that belongs to another person or the school/district.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Sale/Distribution of Personal Property</b>	
<b>DEFINITION</b>	The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on district property, at a school or district-sponsored event or on district-provided transportation.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	Conference	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>School Threat**</b>	
<b>DEFINITION</b>	The act of stating an intended action whether written, oral or electronic or an action that could cause harm, death, fear or panic. A school threat includes, but not limited to: fire alarm misuse, a bomb threat, any chemical threat, threats through social media specific to the school or students/staff at the school.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	3 day OSS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	9 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Sexual Harassment* With/Without Contact Policy ACA</b>	
<b>DEFINITION</b>	Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature made by one individual to another.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Detention	3 days OSS
<b>3-6</b>	1 day ISS	5 days OSS
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Sexual Materials/Pornography Use/Possession/Distribution/Sale</b>	
<b>DEFINITION</b>	Sexually explicit depiction of persons, images, words, or devices that contain nudity or represent sexual activity that is offensive or disrupts the educational environment.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	3 days ISS
<b>3-6</b>	1 day ISS	5 days OSS
<b>7-8</b>	1 day ISS	9 days OSS
<b>9-12</b>	1 day ISS	9 days OSS

<b>VIOLATION</b>	<b>Sexual Misconduct/Public Sexual Indecency</b>	
<b>DEFINITION</b>	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, or other acts that are inappropriate for the school environment related to sexual-type behaviors.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	3 days ISS
<b>3-6</b>	3 days ISS	5 days OSS
<b>7-8</b>	3 days ISS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	3 days ISS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Simulated Weapon Use/Possession/ Distribution/Sale Policy JICI</b>	
<b>DEFINITION</b>	An instrument displayed or represented as a weapon, including toys that resemble weapons.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	1 day OSS
<b>3-6</b>	Conference	3 days OSS
<b>7-8</b>	Conference	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	Conference	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Tardy Policy JE</b>	
<b>DEFINITION</b>	Failing to be at a designated location at a specified time. Repeated acts of tardiness may be considered defiance/insubordination.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	Detention, CUTS LITE Referral
<b>3-6</b>	Conference	Detention, CUTS LITE Referral
<b>7-8</b>	Detention	3 days ISS, Detention, CUTS LITE Referral
<b>9-12</b>	Detention	3 days ISS, Detention, CUTS LITE Referral

<b>VIOLATION</b>	<b>Technology Misuse Policy IJNDB</b>	
<b>DEFINITION</b>	Failure to use hardware, software, electronic devices, web pages, the internet, or networks for the intended educational use or in a manner that causes disruption at a campus or any district facility, including proxy use.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Suspension from Technology	3 days OSS, Suspension from Technology for Remainder of the Year
<b>3-6</b>	Suspension from Technology	5 days OSS, Suspension from Technology for Remainder of the Year
<b>7-8</b>	Suspension from Technology	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	Suspension from Technology	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Theft/Burglary</b>	
<b>DEFINITION</b>	Taking, or attempting to take, money or property that belongs to another person or the school/district without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. Burglary is the entering or remaining unlawfully in a structure or fenced yard with the intent to commit any theft or any felony.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Detention, Restitution	9 days OSS, Restitution
<b>3-6</b>	Detention, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	1 day ISS, Restitution	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	3 days ISS, Restitution	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Threatening/Intimidating* Policy JICK</b>	
<b>DEFINITION</b>	Frightening, compelling or deterring actions which may be actual or implied, verbal or physical in nature. May cause physical injury or damage to property.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 days ISS	3 days OSS
<b>3-6</b>	1 days ISS	5 days OSS
<b>7-8</b>	1 days ISS	5 days OSS
<b>9-12</b>	1 days ISS	5 days OSS

<b>VIOLATION</b>	<b>Tobacco* Use/Possession/Distribution/Sale Policy JICG</b>	
<b>DEFINITION</b>	Tobacco and tobacco substitutes (i.e., cigarettes, cigars), smokeless tobacco (i.e., dip, chew, snuff, twist) and/or electronic cigarettes, vaporizing pens or similar devices. Possession or distribution by any person of tobacco products on K-12 public, buildings, parking lots, playing fields and vehicles, and at off-campus school sponsored events, is a criminal offense.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	1 day OSS	9 days OSS
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Trespass</b>	
<b>DEFINITION</b>	Entering upon, or in, school property without legal justification or without the implied or actual permission of the administration. Applies to students serving a suspension and/or directed to leave the premises.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	3 days OSS
<b>3-6</b>	Conference	5 days OSS
<b>7-8</b>	Conference	5 days OSS
<b>9-12</b>	Conference	9 days OSS

<b>VIOLATION</b>	<b>Truancy Policy JHB</b>	
<b>DEFINITION</b>	Unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802. This includes leaving campus without permission.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Conference	Detention, CUTS LITE Referral
<b>3-6</b>	Conference	Detention, CUTS LITE Referral
<b>7-8</b>	Detention	5 days ISS, CUTS Citation
<b>9-12</b>	Detention	5 days ISS, Non-Credit Status, CUTS Citation

<b>VIOLATION</b>	<b>Vandalism/Property Damage*</b>	
<b>DEFINITION</b>	Willful defacing or destroying school/district or personal.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	Restitution, Work Detail	Restitution, 3 days OSS
<b>3-6</b>	Restitution, Work Detail	Restitution, 5 days OSS
<b>7-8</b>	Restitution, Work Detail	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	Restitution, Work Detail	Referral to District for Long Term Suspension or Expulsion

<b>VIOLATION</b>	<b>Vehicle Violation/Parking Lot</b>	
<b>DEFINITION</b>	Improper driving or parking of a vehicle on school district property, parking in prohibited areas, and/or improper driving to or from campus.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-8</b>	N/A	N/A
<b>9-12</b>	Conference	Revocation of parking permit for one year

<b>VIOLATION</b>	<b>Weapon** Use/Possession/Distribution/Sale Policy JICI</b>	
<b>DEFINITION</b>	Any object capable of inflicting bodily harm or intimidating another. Includes but is not limited to a dagger, dirk, stiletto, knife, pocket knife (at least 2.5 inches) opened by a mechanical device, iron bar, brass knuckles, chains, Billy clubs, Chinese stars, or any incendiary devices. Any dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument.	
<b>CONSEQUENCES</b>	<b>Minimum</b>	<b>Maximum</b>
<b>K-2</b>	1 day ISS	Referral to District for Long Term Suspension or Expulsion
<b>3-6</b>	1 day OSS	Referral to District for Long Term Suspension or Expulsion
<b>7-8</b>	3 days OSS	Referral to District for Long Term Suspension or Expulsion
<b>9-12</b>	5 days OSS	Referral to District for Long Term Suspension or Expulsion

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, even if not necessarily listed as a potential consequence on the grid for a particular behavior.

\*Mandated report to ADE.

\*\* Mandated to report to local law enforcement, also ADE.



Everyone is responsible  
for safe and secure schools  
Call: 480.279.7233  
Email [safe.hotline@husd.org](mailto:safe.hotline@husd.org)

To report Bullying, Harassment or Intimidation, please click on the link below.

<http://www.husd.org/bullyingreportingform>

The form may be submitted to any school employee who is then obligated by law to submit the report to the school administration.

# ACKNOWLEDGEMENT OF RECEIPT

This form is to be returned to the designated teacher within two (2) school days of the date it is received by the student. Code of Conduct can be found at [www.husd.org](http://www.husd.org).

Please print.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

- Bridges Elementary**
- Centennial Elementary**
- Chaparral Elementary**
- Coronado Elementary**
- Cortina Elementary**
- Gateway Elementary**
- Higley Traditional Academy**
- Power Ranch Elementary**
- San Tan Elementary**
- Cooley Middle School**
- Sossaman Middle School**
- Higley High School**
- Williams Field High School**

### Student Code of Conduct

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

### Technology Acceptable Use Policy

Student: I have read and agree to abide by the Technology Acceptable Use Policy rules and guidelines. I understand that access to computers and internet resources is provided for educational purposes only and I must not use the technology resources to send or request offensive or illegal material. I understand that if I violate the rules and guidelines for technology resources, my access privileges may be revoked and school and/or legal action may be taken as a consequence.

Parent: I have read the Technology Acceptable Use Policy rules and guidelines. I understand that school access to computers and internet resources is provided for educational purposes only. While the District has taken precautions to minimize access by students to inappropriate material, I understand that 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 either directly or indirectly. Unless I check the box below to **prohibit** such use, I hereby give permission to the District to permit my child to use District owned computers and internet access.

### Student Violence/Harassment/Intimidation/Bullying and Hazing Policies:

Student and Parent: I have read the information, including what is related to Student Violence, Harassment, Intimidation, Bullying, and Hazing, in the Code of Conduct and understand the consequences for violating these policies.

### Equal Educational Opportunities:

Student and Parent: I understand that in accordance with Governing Board Policy JB—Equal Educational Opportunities—the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, age, national origin, and disability or any other reason not related to the student’s individual capabilities. My signature below attests that I have been provided access to and/or received a copy of the Code of Conduct, Use of Technology Resources rules and guidelines, Hazing Policy, Student Violence Policy, the Equal Educational Opportunity Policy of the Higley Unified School District and have been provided the opportunity to read and review them with my child/parent/guardian. Failure to sign this form does not preclude students from the responsibilities and/or consequences outlined in the Code of Conduct.

Check box to **prohibit** the student’s use of District owned computers and internet access, except as may be required to access educational materials.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Student Signature Date

# ACKNOWLEDGEMENT TECHNOLOGY ACCEPTABLE USE AGREEMENT

## TECHNOLOGY ACCEPTABLE USE AGREEMENT

The Acceptable Use Agreement provides students, families, and staff with an understanding of the behaviors expected while using electronic devices belonging to the Higley Unified School District and personal electronic devices (PEDs) using the Higley Unified School District's (the District's) network. Signing of the Acceptable Use Agreement indicates acceptance of and agreement to adhere to the expectations outlined in this document. Any use of the District's equipment or accessing of the network implies agreement to and acceptance of the conditions outlined in this document.

### General Provisions

- All activities occurring on the District's network are intended for educational use and are subject to monitoring and retention.
- Access to all online content on the District's network is subject to compliance with school policies, federal and state regulations, and the Children's Internet Protection Act (CIPA).
- Attempts to circumvent the network filter are prohibited.
- Passwords are not to be shared with others.
- Users who engage in activities that result in the destruction of, loss of, or damage to the District's equipment may be held financially responsible for device repair or replacement.
- The District reserves the right to confiscate any electronic devices and to revoke usage privileges for anyone in violation of policies and procedures detailed in and/or in the spirit of the Acceptable Use Agreement. PED's that have been confiscated will be turned over to the student's parents or other responsible adult at the end of the school day, unless additional time is required for investigation or otherwise directed by law enforcement.

### Device as an Academic Tool

- It is understood that electronic devices are intended for educational use. Personal use of electronic devices is prohibited while on school premises. Additionally, devices must comply with the following:
  - Screensavers, backgrounds, and displays must be in alignment with the generally accepted understanding of school appropriate content. Disputes related to determinations of school appropriate content will be resolved by the site level administrator.
  - Any non-school related music, games, or other activities are prohibited during school hours, unless otherwise authorized by a site level authority.
  - Only games and applications which in no way contradict the accepted understanding of school appropriate content are allowed at any time.
  - Overwriting of content will occur during update and maintenance of devices belonging to the District. The District makes no guarantee that content will be preserved.
  - All education related content should be saved on school servers, drives, or other appropriate off-device storage.
  - Storage space will be allocated for educationally related use only.
  - The District's technology staff cannot provide support for off-site technical matters, websites and applications not of its creation, or non-District issued equipment.

### Web 2.0 / Social Media Use

The District's may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.
- Posts, chats, sharing, and messaging may be monitored.
- Engaging in and/or participating in cyberbullying is prohibited.
  - Cyberbullying is defined as the use of electronic communication to bully a person, typically by sending messages of a threatening or intimidating nature.
  - Cyberbullying will be subject to disciplinary action.

### Document and File Storage

The District offers both local and cloud storage for the students and employees.

- Cloud storage is intended for the convenience of teachers and students as they store classroom work and other publicly available files.

- Local storage is intended for sensitive documents and files including anything specific to a student or employees personal information.
- Examples of files appropriate to store to the cloud include:
  - Student work, lesson plans, assignment details
  - Class notes, newsletters, school calendars

Examples of files that should NOT be saved to cloud storage include but are not limited to:

- Any files containing personally identifying information such as social security numbers, addresses, grades, medical data, or behavioral information.
- Should there be a question as to whether a file is appropriate for cloud storage, contact the Technology Department, or err on the side of caution and save only to the local file server.

### **Prohibited Uses and Right of Inspection**

The District reserves the right to examine the contents of the file server, email, computers, and mobile devices used by district students. Random audits of all resources owned by the District's will occur and should be expected by all users. Detailed examination of personal electronic devices will only occur when there is reason to suspect an activity or material that violates any of the school's code of conduct or the law.

The following are explicitly forbidden at all times while using any the District's device, and when using any device while on school property, when representing the District's in any capacity, and/or when attending or participating in a the District's event. Anyone engaging in any of the following will be subject to disciplinary action:

- Accessing, sending, or distributing materials that may be deemed illegal, defamatory, abusive, offensive, threatening, pornographic, obscene, or sexually explicit.
- Engaging in illegal activities. Engaging in activities in violation of copyright or trademark laws.
- Taking, sending or distributing inappropriate, illicit, or sexually explicit photographs or videos.
- Using devices with the intent and/or result of embarrassing or maligning anyone.
- Taking photos of or recording anyone without their express permission.
- Using any recording device in areas assumed to be private such as bathrooms, locker or changing rooms, regardless of intent.
- "Hacking." Hacking includes malicious use of the District's network or property with personal devices or with devices belonging to the District's to develop programs or infiltrate a computer or computer systems and/or damage network or device components.
- Attempting to gain unauthorized access to any wireless network, school owned device, or account.

### **Limitation of Liability**

The District makes no warranties of any kind, express or implied, that the functions or the services provided by or through the District's will be error free or without defect. The District will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service.

The District is not responsible for financial obligations arising through the unauthorized use of the system.

The District's website, intranet, and network are to be used for educational purposes only. These resources will contain links to other sites that may be of educational interest to employees and students. The District is not the author of or otherwise associated with linked sites and is not responsible for the material contained in or obtained by these linked or searched sites.

### **Violations of the Acceptable Use Agreement**

Violations of this Acceptable Use Agreement may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges (all users)
- Loss of device use for a determined period of time (students)
- Notification of parents (students)
- Detention or suspension from school and school-related activities (students)
- Legal action and/or prosecution (all users)
- Financial restitution (all users)
- Confiscation of personal electronic devices

## Network Etiquette

Students are expected to abide by the generally acceptable rules of network etiquette:

- Be polite and use appropriate language. Do not send, or encourage others to send, abusive messages.
- Be brief.
- Strive to use correct spelling and make messages easy to understand.
- Use short and descriptive titles for articles.
- Post only to known groups or persons.
- Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. Do not use the network in any way that would disrupt use of the systems by others.
- Report any misuse to the teacher, administration or system administrator, as is appropriate.
- 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 attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.

## Additional Requirements for Personal Electronic Devices (PED's)

- While on campus, students will keep PED's off when they are not being used for instructional purposes, as permitted by a teacher or administrator.
- Students will access the internet only through the District's secure Wi-Fi server while on campus. The school/District is not, and will not be responsible for additional charges incurred for use during school while not on the District's server. Students will pay all fees for their data plans.
- Students will charge their PED before bringing it to school.
- Students will keep logins, passwords and personal information confidential.

Parent: I have received and read the *Technology Acceptable Use Agreement*. I accept full responsibility for supervision if, and when, my child's use of the electronic information services is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

STUDENT: I understand that violations of the rules stated in the Agreement may result in disciplinary action and my use of the technology resources may be suspended or permanently revoked.

Student Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ACKNOWLEDGEMENT OF BUS RIDER PRIVILEGES

Because all students may at one time or another ride a bus during the school year, this form is to be returned to the designated teacher within two (2) school days of the date it is received by the student. Code of Conduct can be found at [www.husd.org](http://www.husd.org).

Please print.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Bridges Elementary         | <input type="checkbox"/> Cooley Middle School   | <input type="checkbox"/> Higley High School         |
| <input type="checkbox"/> Centennial Elementary      | <input type="checkbox"/> Sossaman Middle School | <input type="checkbox"/> Williams Field High School |
| <input type="checkbox"/> Chaparral Elementary       |   |   |
| <input type="checkbox"/> Coronado Elementary        |   |   |
| <input type="checkbox"/> Cortina Elementary         |   |   |
| <input type="checkbox"/> Gateway Elementary         |   |   |
| <input type="checkbox"/> Higley Traditional Academy |   |   |
| <input type="checkbox"/> Power Ranch Elementary     |   |   |
| <input type="checkbox"/> San Tan Elementary         |   |   |

### Bus Rules and Consequences:

Student and Parent: I have been provided access to and/or received the District Code of Conduct where the rules and consequences for bus behavior are described. I acknowledge that I have been given the opportunity to read and review the bus rules and consequences with my child/parent/guardian. I understand that I am expected to comply with all pro-visions that apply to me whenever I am a passenger in District-provided transportation. I understand that I may contact the Director of Transportation or the school administrator if I have any questions pertaining to the information in the Code of Conduct.

### Posted in all HUSD Buses

### FOLLOW THESE RULES

1. Observe same conduct as in the classroom.
2. Be courteous. No yelling, screaming or profane language.
3. Be at pick-up location on-time. No running, pushing or shoving on bus or off the bus.
4. Do not eat or drink on the bus. Water bottles, used appropriately, are allowed.
5. Remain seated while the doors of the bus are closed.
6. Do not vandalize the bus. Skateboards, longboards, and scooters are not allowed on bus.
7. The driver or aide is authorized to assign seats. Follow the direction of the driver or aide at all times.
8. Stay sitting in your seat, facing forward.
9. Keep all body parts and objects inside the bus and to yourself. Do not throw items in or out of the bus.
10. No glass bottles, pets, insects, reptiles, weapons, chemicals or drugs/alcohol/tobacco are allowed on the bus.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## RELEASE OF STUDENT DIRECTORY INFORMATION

During the school year, the District may compile non-confidential student directory information that may be used for the school yearbook, school directory, athletic/activity rosters, school or District programs and newsletters. Student directory information is also requested by others such as colleges, universities, scholarship committees, the military, newspapers or other similar entities.

According to State and Federal laws, student directory information may be released to third parties without permission of parents/guardians or eligible students. Except for reports to CPS or law enforcement that are required by law, HUSD will honor a parent's request to not release directory information.

If you do not want your child's directory information released, please check the box and sign and return this form to the designated teacher within 14 calendar days of the date it is received by the student. If this notification is not received, the District may release directory information without further notice.

- Name\*
- Address\*
- Photograph\*\*
- Grade level
- Participation in activities and sports
- Weight & height if a member of an athletic team
- Honors and awards received

Student Name \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_

- I request that the District NOT release the directory information listed in the above box relating to the student named above. If there is a specific type of information that you wish not to be released from the above list, please note here:

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Juniors and Seniors Only:** Upon the request of military recruiters, a student's name, address and a phone number will be released. If you do not want your student's information released to recruiters, write out that request:

\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Does not apply to law enforcement or Child Protective Services in accordance with Governing Board Policy JLF.

\*\*Does not apply to the school yearbook. If you do not want your child's name and picture to appear in the school yearbook, please submit your request in writing to the school administration.

# SOCIAL/NEWS MEDIA OPT-OUT

## Social News Media Opt-Out

Your child may be photographed, interviewed, audio or video recorded during school related activities. Photographs may be used for classroom or school publications, including yearbooks. Photographs, interviews, or audio and video recordings may be used for school and district electronic, Internet and social media publications. Photographs, interviews, or audio and video recordings may be used by the public media.

Please sign either granting permission or restricting permission.

### Grant Permission:

I give permission for my child, \_\_\_\_\_ to be photographed, interviewed, audio or video recorded during school related activities and to be used for: all classroom and school publications; for school and district electronic, Internet and social media publications; and by the public media.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**OR**

### Restrict Permission:

Please indicate below any uses for which you **DO NOT** give your permission during events not open to the public:

- For classroom publications (Examples: Teacher Webpage; Class Bulletin Board; Class Newsletter)
- For school publications (Examples: School Social Media; Promotional Video; Yearbook; School Announcements; School Webpage)
- For District publications (Examples: District Webpage; District Social Media; Banners; District Advertisements)
- For public media publications (Television; Social Media; Broadcasts; Newspapers; Magazines)

By signing below I understand I am not giving permission for my child, \_\_\_\_\_, to be interviewed, photographed and audio or video-recorded for the use(s) checked above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date