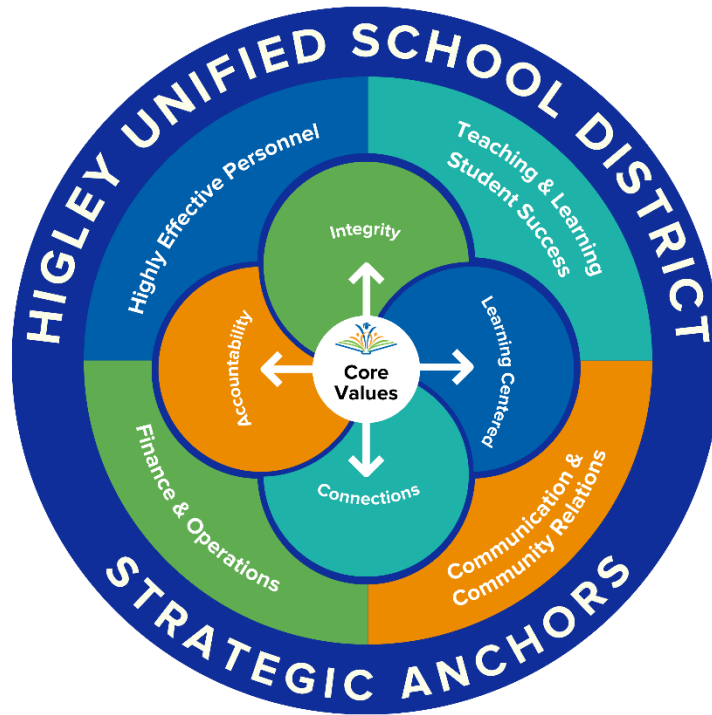


Higley Unified School District

2935 South Recker Road

Gilbert, AZ, 85295

480.279.7000



2023-2024

HANDBOOK

Para una versión en Español de este manual,

por favor visite husd.org

INTRODUCTION

Higley Unified School District #60 (“the District” or “HUSD”) has established requirements 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 violate school/district requirements 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 and behavior outside the school day that substantially impacts the education of students or the educational environment at school, etc.

The District generally has a progressive discipline philosophy. However, school administration, District administration, an assigned hearing officer and the Governing Board have the discretion to issue appropriate consequences based on various factors. Nothing outlined in this publication is intended to restrict the District from imposing more or less severe consequences. If warranted, at the discretion of the District, if 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. The District sets not only high expectations for academics, but also for student conduct. The District will not allow inappropriate student conduct to interfere with academic progress or school operations. The four core values of the Higley Unified School District are Integrity, Connections, Learning Centered, and Accountability. This handbook is crafted with those values in mind. We strive to provide a safe and productive learning environment for all and through these core values we have set expectations for student success.

STRATEGIC PLAN

Higley Unified School District is recognized as one of the top-performing school districts in the state of Arizona. The District serves approximately 13,500 students and includes two preschools, nine elementary schools, two middle schools, two high schools and a virtual academy. Stakeholders, including students, parents, employees, and community members, describe the District as having a reputation for academic excellence in the state and a close community that values quality education.

The District spent the 2021-2022 school year reviewing and updating its strategic plan. Leadership worked with stakeholders across the District to ensure all members of our community were represented within the strategic plan process. A video was created to highlight this process that included stakeholder feedback at all levels, including students from preschool to secondary, as well as employee, administrator, and community input. Leadership analyzed this feedback to update the District’s [portrait of a graduate](#) and [strategic plan](#), including the [mission and vision](#), and [core values](#). This plan will set the overall goals and steps to achieve them throughout the 2022-2027 school years.

MISSION AND VISION

Mission Statement

We empower students to be responsible citizens with the knowledge, skills, and work ethic required for success in their future endeavors.

Vision Statement

An innovative district that prepares learners for limitless opportunities.

PORTRAIT OF A GRADUATE



Responsible Citizen

Demonstrates integrity and empathy through global awareness and community engagement.

College and Career Ready Scholar

Possesses the knowledge and skills needed to be successful.

Innovative Learner

Thinks critically and creatively, works collaboratively, and communicates effectively.

HIGLEY SCHOOLS

Bridges Elementary School

5205 S. Soboba Street
Gilbert, AZ 85298
480.279.8700

Centennial Elementary School

3507 S. Ranch House Parkway
Gilbert, Arizona 85297
480.279.8200

Chaparral Elementary School

3380 E. Frye Road
Gilbert, Arizona 85295
480.279.7900

Coronado Elementary School

4333 S. DeAnza Boulevard
Gilbert, Arizona 85297
480.279.6900

Cortina Elementary School

19680 S. 188th Street
Queen Creek, Arizona 85142
480.279.7800

Gateway Pointe Elementary

2069 S. De La Torre Drive
Gilbert, Arizona 85295
480.279.7700

Higley Traditional Academy

3391 E. Vest Avenue
Gilbert, Arizona 85295
480.279.6800

Higley Virtual Academy

2935 S. Recker Road
Gilbert, Arizona 85295
480.279.9713

Power Ranch Elementary School

4351 S. Ranch House Parkway
Gilbert, Arizona 85297
480.279.7600

San Tan Elementary School

3443 E. Calistaoga Drive
Gilbert, AZ 85297
480.279.7200

Cooley Middle School

1100 S. Recker Road
Gilbert, Arizona 85296
480.279.8300

Sossaman Middle School

18655 E. Jacaranda Boulevard
Queen Creek, Arizona 85142
480.279.8500

Cooley Early Childhood Development Center

1100 S. Recker Road
Gilbert, Arizona 85296
480.279.8400

Sossaman Early Childhood Development Center

18655 E. Jacaranda Boulevard
Queen Creek, Arizona 85142
480.279.8600

Higley High School

4068 E. Pecos Road
Gilbert, Arizona 85295
480.279.7300

Williams Field High School

2076 S. Higley Road
Gilbert, Arizona 85295
480.279.8000

District Office

Community Education	480.279.7055
Educational Services	480.279.7196
Food Services	480.279.7090
Higley Center for the Performing Arts	480.279.7190
Maintenance & Construction	480.279.7098
Transportation	480.279.7130
Safe Hotline	480.279.7233
Emergency	911
Suicide & Crisis Lifeline	988

SCHOOL SAFETY

The Higley Unified School District has made many preparations to deal effectively with emergency situations that could occur in or around the school while your child is arriving to school, in class, or leaving school. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. It will always be our first priority to protect all students, staff, and visitors from harm and we pledge ourselves to that cause.

For our emergency response plan to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire departments. We also depend on you, as parents, to support our efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents to observe the following procedures related to school emergencies:

1. Talk to your children and emphasize how important it is for them to follow instructions from their teachers, school officials, and emergency responders during any school emergency.
2. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
3. During an emergency, please do not telephone the school. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in lockdown, then no staff members will be available to answer the phone as they will be working hard to protect your children and themselves from the threat.
4. We want to make sure that we can get in touch with you about on-campus events or emergency situations. Please log in to <https://parentvue.husd.org/>, go to "My Account", and ensure that we have your current email address and phone numbers. If one of the phone numbers is a cell phone, please indicate that as well, so that we can send you a text message in the event of an emergency. If you do not have a ParentVUE account or need assistance accessing your account, please contact your campus directly.
5. In the event of an emergency, please do not come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents' vehicles at or near the school could impede medical aid responders from arriving to or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical crisis response in order to address or protect parents. Parents' presence at the scene of the crisis could actually endanger not only themselves, but students and staff members as well. In the event of a severe school crisis, you must report to a designated off-campus location where you will be met by a school representative to provide you with up-to-date crisis information, and where you may also be reunited with your child if the school is evacuated. You will be notified of this location via e-mail and phone messages as indicated above.

The Higley Unified School District has adopted the Standard Response Protocol to implement a uniform response using clear and concise common images and language. Students and staff will be training, practicing, and drilling this protocol.

Safety is a top priority for our school district, and we are working to ensure we are creating a safe environment for our students and employees. We appreciate your cooperation and support. For additional district safety information, please visit <https://www.husd.org/safety>.

Gilbert Police
75 E. Civic Center Drive
Gilbert, AZ 85296
(480) 503 – 6500
(Non-Emergency)

Gilbert Fire
6860 S. Power Road
Gilbert, AZ 85295
(480) 503 – 6300
(Non-Emergency)

Queen Creek Police
20727 Civic Pkwy
Queen Creek, AZ 85142
(480) 358 – 3500
(Non-Emergency)

Queen Creek Fire
22358 S. Ellsworth Road
Queen Creek, AZ 85142
(480) 644 – 2400
(Non-Emergency)

FOR EMERGENCY CALL 911

NATIONAL SUICIDE & CRISIS LIFELINE CALL 988



® STANDARD

RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The “I Love U Guys” Foundation’s Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a “Term of Art” and is then followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

“In your Classroom or Area”

Students are trained to:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

“Get Inside. Lock outside doors”

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

“Locks, Lights, Out of Sight”

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door



EVACUATE

“To a Location”

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

“State Hazard and Safety Strategy”

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to shelter area
- Drop, cover and hold

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method





® STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows.

Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence. A

Lockdown is only initiated when there is an active threat inside or very close to the building.



SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents.

As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.



Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a drill and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

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.

Employee – A person employed by the District.

Governing Board or Board – The District’s publicly elected governing body.

Parent – A natural or adoptive parent (unless parental rights have been judicially limited or severed) or a court appointed legal guardian .

Policy – A Governing Board approved Policy.

Regulation – An administrative regulation that helps implement a Policy.

School Administrator—The Principal, Assistant Principal(s), Dean, 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 District 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, winter guard, and drumline during that period of time. Please refer to the HUSD Athletic Handbook for additional information regarding athletics.

Long-term Suspension - The temporary withdrawal from of the privilege of attending a school or a District sponsored event for the period of 11 days to 2 calendar years (730 days). Any student suspended from school is automatically suspended from all school-sponsored events, including but not limited to clubs, athletic teams, band, spirit line, winter guard, and drumline during that period of time. Please refer to the HUSD Athletic Handbook for additional information regarding athletics

Expulsion – The permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege.

ARIZONA REVISED STATUTES

Statute Title	Statute Number
Hazing	A.R.S. § 13-1215 A.R.S. § 13-1216 A.R.S. § 13-2301
Threatening or Intimidating	A.R.S. § 13-1202
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct/Threat to an Educational Institution	A.R.S. § 13-2904 A.R.S. § 13-2911
Loitering	A.R.S. § 13-2905
School Day	A.R.S. § 15-901, ADOT R-17-9-104
Discipline/Suspension/Expulsion	A.R.S. § 15-840 - § 15-844
Tobacco	A.R.S. § 36-798
Abuse	A.R.S. § 15-507

To access Arizona Revised Statutes, please click the link: <https://www.azleg.gov/arstitle/>

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/INTIMIDATION	JICK
BUS SAFETY PROGRAM	EEAE	SEXUAL HARASSMENT TITLE IX SEXUAL HARASSMENT	ACA ACAA
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	JICFA	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: <https://go.boarddocs.com/az/husdaz/Board.nsf/Public>

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. Policy JICK is included in its entirety on page 15 of this document.

OTHER REFERENCES

PARENT RIGHTS HANDBOOK	The Higley Unified School District adheres to all state statutes outlined in the Arizona Department of Education’s Parent Handbook. Please visit the Parent Handbook for more information.
HUSD ATHLETIC HANDBOOK	https://www.husd.org/athletics
ESTABLISHED SCHOOL PROCEDURES	Please visit the school’s home page from www.husd.org .
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 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 the District’s Compliance Officer:

Ms. Karen Johnson, 480-279-7000, Karen.Johnson@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. Shauna Miller, Special Education Executive Director, 480-279-7000, Shauna.Miller@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:

Mr. James Walker, 480-279-7000, James.Walker@husd.org

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 arrival and dismissal times.

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.

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.

ATTENDANCE - Policies JH, HE

Parents/Guardians are charged by law with the responsibility for their student's attendance. If a necessary absence is 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, SCOOTERS, SKATEBOARDS, ETC.

Schools will not store skateboards, scooters, rollerblades, 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 damage to, loss or theft of any of these items. Motorized vehicles are not permitted on school grounds.

BUS RIDERS - Policies EEAE, EEAEC, JICC

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 Handbook 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.

ELECTRONIC DEVICES - Policies IJNDB, JICB

Personal: 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 and return them to the parent/guardian at the end of the school day.

The school or District is not responsible for the loss, theft, or damage of a 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. Students should have NO expectation of privacy with their use of District provided technology. Students and/or parents/guardians will be held financially responsible for lost, stolen or damaged technology and accessories under the student's care.

PERSONAL PROPERTY

Students are responsible for the protection and security of their personal property. 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 a student's personal property.

PRODUCT SALES – Policy JJE

Students may participate in school organization fundraising 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.

Self-defense is not a complete defense to the use of threat or force but may be considered as a mitigating factor.

HAZING

Policy JICFA — Hazing is a crime and is prohibited by Arizona law and the District. Therefore, the District prohibits 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 District. Any allegation of hazing will be reported to the Title IX Coordinator to determine whether it may implicate Title IX.

"Hazing" is defined by law as follows:

A.R.S. § 13-1215 (A)

A. A person commits hazing by intentionally, knowingly or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting or affiliating a minor or student into or with an organization or for the purpose of continuing, reinstating or enhancing a minor's or student's membership or status in an organization, causes, coerces or forces a minor or student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both.
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the minor or student, including activities that are reasonably calculated to cause the minor or student to harm themselves or others.
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug or other substance that poses a substantial risk of death, physical injury or emotional harm.
4. An act of restraint, confinement in a small space or significant sleep deprivation.
5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury.
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics or unhealthy exposure to the elements.

Violations of Policy JICFA 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.

"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.

It is no defense to a violation of Policy JICFA if the victim consented or acquiesced to hazing or that the conduct was sanctioned or approved by the Organization nor the District or the conduct was traditional and customary or both.

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

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. 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 no 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 timeline 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 the 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.

Appropriate Penalties

- All violations of Policy JICFA 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.
- If a violation falls under the purview of Title IX Sexual Discrimination, the District's Title IX Grievance Process will apply.
- Sanctions include the revocation or suspension of an organization's permission to conduct operations in the District if the organization knowingly allowed, authorized or condoned the hazing activity.
- 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.

Everyone is responsible for safe and secure schools.

Call: 480-279-7233

Email: safe.hotline@husd.org

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

Policy JICK – Bullying is prohibited by Arizona law and Policy JICK. 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 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.

Reporting Incidents of Bullying

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

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 a false report under this policy shall subject the student to discipline up to and including suspension. Where disciplinary action is a 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:

<https://www.husd.org/report-bullying>

Everyone is responsible for safe and secure schools. Call:480-279-7233

Email: safe.hotline@husd.org

Rights Protections and Services

Anyone who reports bullying is entitled to receipt of rights protections and services in accordance with ARS 15-341 (37d). The rights protections and services are also outlined below. Please understand that the provision of rights protections and services does not constitute confirmation of the allegations. A thorough investigation must first be conducted including affording due process to the alleged offender. At the conclusion of the investigation, you will be provided notification of the closure of the incident.

Student Rights

General student rights are outlined throughout the Handbook.

Student rights regarding Harassment, Intimidation, and Bullying are referenced in Governing Board Policy JICK and JICK-R

Student rights regarding reporting and resolution are referenced in A.R.S. § 15-341 (37).

Protections

Additional information on the items listed below can be provided by the school administrator.

Threat Assessment in accordance with District protocols

Offenders receive disciplinary consequences when appropriate

Health Office Referrals when necessary

Individual Safety Plans

Other protections on a case-by-case basis

Services

Additional information on the services listed below can be provided by the school administrator.

Counseling services

Intervention strategies

Peer mediation where appropriate

Other services according to circumstances

STUDENT DRESS STANDARDS

Policy JICA – The District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The District will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. To that end, student dress standards will not be discriminatory.:

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

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.

DISCIPLINE PROCEDURES

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 are expected to demonstrate a commitment to honoring the rights of all members of our school system and are responsible their actions.

When students choose to demonstrate behavior that is inappropriate in accordance with District Policies, Administrative Regulations or rules, they will need to accept the consequences. District Policies and Arizona law provides the District the authority to hold students accountable for inappropriate behavior on school property at any time, on the way to and from school, during any school-sponsored activity, at school bus stops, and in other locations outside of the school grounds if the behavior has a significant, negative impact on school district employees, students or activities.

To ensure fairness, a student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. Unless an emergency exists, due process shall be provided prior to the imposition of a suspension or expulsion.

School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administration, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the District.

Due Process Rights – Policies JIA, JK, JKD, JKDA, JKE

1. Students will be informed of the accusation against them and be provided with supporting facts.
2. Students will have the opportunity to accept or deny the accusations.
3. Students will have the factual basis for accusations explained to them.
4. 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 Handbook occurred. If the administrator determines that a violation of the Student Handbook 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 AND POLICE INVOLVEMENT

Student Searches and Police Involvement – Policy JIH

A student's right to privacy must be balanced with the school's ultimate responsibility to protect the health, safety and welfare of all students and staff. School personnel may lawfully conduct searches and seize related property when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.

Items provided by the District for the storage of personal items (e.g., lockers, desks) are provided as a courtesy to the student but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items.

Personal items, including items such as backpacks, vehicles, etc. may be inspected at any time if school personnel have reasonable suspicion to suspect a student may be in possession of item(s) against school rules. Searches conducted by school personnel should be reasonable in scope, minimally intrusive, and related to the objective of the search. If a search is conducted, it shall be confined to outer clothing, purses, book bags, electronic devices, including cell phones, and the information contained therein, etc. Intrusive body searches are inappropriate in a school setting.

Through a partnership with the Town of Gilbert, School Resource Officers (SROs) are present on high school campuses. Officers from Gilbert and Queen Creek 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 may be prohibited from notifying the parents.

- When students are being investigated for something unrelated to the school, the District may be prohibited from notifying the parents. However, when possible, the parents will be contacted prior to a 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 by law enforcement.

STUDENT HANDBOOK CONSEQUENCES

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.

Additionally, 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.

Informal Talk: A school official (teacher, administrator, counselor, or student advisor) informs the student of inappropriate behavior, describes acceptable behavior, and asks the student to adjust their behavior so that the consequences do not need to progress. Parent not typically notified.

Conference/Behavior Plan: A school official will hold a conference with the student and their parent/guardian 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.

Time-Out: A school official 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.

Detention: The teacher or staff member will hold a child in the classroom or other supervised location during break-time, noon or at the close of the school day. Before, during and after school detentions are typically 30 minutes or less and should not exceed one hour per day. Parent may be notified.

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

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 for 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.

Restriction of Activity Privileges: Teachers or staff members may restrict a student's participation in a special event or activity, e.g., field trip, assembly, class party, etc.

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.

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.

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.

Restitution: A student or the student's parent/guardian may be held financially responsible for damage, loss, theft of school property. If the restitution amount is greater than \$100, law enforcement authorities will be contacted.

THREAT ASSESSMENT

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, and victims may be notified in addition to the determination of whether disciplinary consequences will 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 will be held financial responsibility for damages.
- 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 explain the reason for a request while operating the bus.
- Remain seated at all times until the bus arrives at the scheduled stop.
- Keep all body parts 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.
- 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 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.

Misconduct on the bus poses a safety concern as violations can lead to driver distraction. As a result, consequences will also take into consideration the aggravating factor of creating a safety risk.

ADMINISTRATOR CONSEQUENCES FOR BUS MISCONDUCT

LEVEL I	LEVEL II	LEVEL III
<ul style="list-style-type: none"> <input type="checkbox"/> Failure to remain properly seated <input type="checkbox"/> Loud disruptive talking or yelling <input type="checkbox"/> Failure to take assigned seat <input type="checkbox"/> Eating/drinking on bus <input type="checkbox"/> Bothering others <input type="checkbox"/> Throwing objects on bus <input type="checkbox"/> Crossing behind the bus <input type="checkbox"/> Continuously late to bus stop <input type="checkbox"/> Inappropriate conduct at bus stop <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Profanity, obscene language or gestures <input type="checkbox"/> Extending head or arm out bus window <input type="checkbox"/> Vandalizing district property <input type="checkbox"/> Verbal abuse of another student <input type="checkbox"/> Defiant behavior shown to school employee <input type="checkbox"/> Spitting on bus/at a person/from the bus <input type="checkbox"/> Throwing objects at the bus <input type="checkbox"/> Other: 	<ul style="list-style-type: none"> <input type="checkbox"/> Lighting matches/lighter on bus <input type="checkbox"/> Throwing objects from the bus <input type="checkbox"/> Verbal abuse of, or physical assault on school employee <input type="checkbox"/> Drug/alcohol/tobacco use on bus <input type="checkbox"/> Tampering with emergency equipment <input type="checkbox"/> Possession of weapon, simulated <input type="checkbox"/> Weapon, or dangerous instrument <input type="checkbox"/> Shoving student into path of vehicle <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 Handbook is intended to restrict the District from imposing more or less severe consequences.

TYPES OF BUS INFRACTIONS

Level I

First Offense:

- Warning.
- 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.

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 Handbook.

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 or may be required to notify police of other incidents depending on the circumstances of the misconduct.

Nothing in this publication 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 to report to local law enforcement

CONDUCT VIOLATIONS & CONSEQUENCES

VIOLATION	Academic Dishonesty	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Alternate Assignment
5-6	Conference	Alternate Assignment
7-8	Conference	No Credit
9-12	Conference	Removal from Class, No Credit

VIOLATION	Aggravated Assault**	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	9 days OSS	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Arson**	
DEFINITION	Knowingly or recklessly damaging a structure, property, place or item by causing a fire or explosion.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Assault**	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Attendance Violation	
DEFINITION	Noncompliance with attendance expectations. Examples include being found in an area of campus without permission, misuse of pass, leaving campus without permission.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Bullying Policy JICK	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	3 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Burglary**	
DEFINITION	Burglary is the entering or remaining unlawfully in a structure or fenced yard with the intent to commit any theft or conduct violation.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Dangerous Items Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	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. Dangerous items used to threaten, intimidate, harm or otherwise portrayed as a weapon will be classified as a weapons violation and will be referred to law enforcement.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion
5-6	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion
7-8	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion
9-12	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Defiance/Insubordination	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Disorderly Conduct	
DEFINITION	An act which substantially disrupts the orderly conduct of a school function or behavior that substantially disrupts the orderly school environment.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Disrespect	
DEFINITION	Treating District personnel or any other person with contempt and rudeness.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Disruption	
DEFINITION	Creating disturbances in class, on campus or at school sponsored events.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

Dress Code Policy JICA																
VIOLATION																
DEFINITION	Non-compliance with the established student dress code standards.															
CONSEQUENCES	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">Minimum</th> <th style="width: 35%; text-align: center;">Maximum</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">K-4</td> <td>Conference, Change Clothes</td> <td style="text-align: center;">Detention</td> </tr> <tr> <td style="text-align: center;">5-6</td> <td>Conference, Change Clothes</td> <td style="text-align: center;">1 Day OSS</td> </tr> <tr> <td style="text-align: center;">7-8</td> <td>Conference, Change Clothes</td> <td style="text-align: center;">1 Day OSS</td> </tr> <tr> <td style="text-align: center;">9-12</td> <td>Conference, Change Clothes</td> <td style="text-align: center;">1 Day OSS</td> </tr> </tbody> </table>		Minimum	Maximum	K-4	Conference, Change Clothes	Detention	5-6	Conference, Change Clothes	1 Day OSS	7-8	Conference, Change Clothes	1 Day OSS	9-12	Conference, Change Clothes	1 Day OSS
	Minimum	Maximum														
K-4	Conference, Change Clothes	Detention														
5-6	Conference, Change Clothes	1 Day OSS														
7-8	Conference, Change Clothes	1 Day OSS														
9-12	Conference, Change Clothes	1 Day OSS														

Drugs and/or Alcohol** Use/Possession/Distribution/Sale Policy JICH																
VIOLATION																
DEFINITION	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.															
CONSEQUENCES	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">Minimum</th> <th style="width: 35%; text-align: center;">Maximum</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">K-4</td> <td>Conference</td> <td>Referral to District for Long Term Suspension or Expulsion</td> </tr> <tr> <td style="text-align: center;">5-6</td> <td>9 days OSS</td> <td>Referral to District for Long Term Suspension or Expulsion</td> </tr> <tr> <td style="text-align: center;">7-8</td> <td>9 days OSS</td> <td>Referral to District for Long Term Suspension or Expulsion</td> </tr> <tr> <td style="text-align: center;">9-12</td> <td>9 days OSS</td> <td>Referral to District for Long Term Suspension or Expulsion</td> </tr> </tbody> </table>		Minimum	Maximum	K-4	Conference	Referral to District for Long Term Suspension or Expulsion	5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion	7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion	9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion
	Minimum	Maximum														
K-4	Conference	Referral to District for Long Term Suspension or Expulsion														
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion														
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion														
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion														

VIOLATION	Drug Paraphernalia Use/Possession/Distribution/Sale	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Endangerment	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Extortion	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Fighting	
DEFINITION	When two or more persons engage in any physical violence towards each other in an angry or quarrelsome manner.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Firearm** Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	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.	
CONSEQUENCES	All	
K-4	Referral to District for Long Term Suspension or Expulsion	
5-6	Referral to District for Long Term Suspension or Expulsion	
7-8	Referral to District for Long Term Suspension or Expulsion	
9-12	Referral to District for Long Term Suspension or Expulsion	

VIOLATION	Fire Alarm Misuse**	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Forgery/Falsification	
DEFINITION	Falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, This includes signing someone else's name to a document, providing false identifying information to a school or district employee, or impersonating other students.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	1 day OSS
5-6	Conference	3 days OSS
7-8	Conference	5 days OSS
9-12	Conference	5 days OSS

VIOLATION	Gambling	
DEFINITION	Risking money or anything of value on the outcome of anything involving chance.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Gang Activity/Negative Group Affiliation Policy JICF	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Harassment Policy JICK Policy JB	
DEFINITION	Harassment is abusive conduct, whether physical, verbal or psychological, that is (1) directed at a student because of their real or perceived race, color, ethnicity, national origin, religion, sex (including gender identity or sexual orientation), disability or age, and (2) sufficiently severe, pervasive or persistent so as to interfere with or limit the student's ability to participate in or benefit from the services, activities or opportunities offered by the school.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Hazing Policy JICFA	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Horseplay/Rough-Housing	
DEFINITION	Rough, boisterous play or behavior.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	3 days OSS
5-6	Conference	3 days OSS
7-8	Conference	3 days OSS
9-12	Conference	3 days OSS

VIOLATION	Indecent Exposure**	
DEFINITION	Intentional or attempted inappropriate display of body parts considered offensive to social standards. This may include de-pantsing or pulling at another's underclothing.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Instigation/Verbal Provocation	
DEFINITION	Provoking or antagonizing a fight or other dangerous, inappropriate situations.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	1 day OSS	Referral to District for Long Term Suspension or Expulsion
9-12	3 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Loitering	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Detention
5-6	Conference	Detention
7-8	Conference	Detention
9-12	Conference	Detention

VIOLATION	Lying	
DEFINITION	Any verbal or written communication that is intentionally false (includes dishonesty).	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	1 day ISS
5-6	Conference	3 days OSS
7-8	Conference	5 days OSS
9-12	Conference	5 days OSS

VIOLATION	Other Firearm** Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	Projectile Propelling Weapons, including Air Soft/Pellet Guns - Includes a loaded or unloaded, operable or inoperable gun or any other device capable of propelling a projectile, whether by explosive or mechanical means. Such weapons include air soft/pellet guns, BB guns, slingshots, bows or crossbows.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Physical Aggression/Minor Aggressive Acts	
DEFINITION	Tussles, minor confrontations, pushing, shoving or other unsafe and/or inappropriate physical interactions.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Detention	Referral to District for Long Term Suspension or Expulsion
9-12	Detention	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Profanity/Obscenity/Inappropriate Language	
DEFINITION	Inappropriate, vulgar, or obscene language or gestures.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	3 days OSS
5-6	Conference	5 days OSS
7-8	Detention	9 days OSS
9-12	Detention	9 days OSS

VIOLATION	Public Display of Affection	
DEFINITION	Consensual kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create a disturbance.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	1 day OSS
5-6	Conference	1 day OSS
7-8	Conference	1 day OSS
9-12	Conference	1 day OSS

VIOLATION	Robbery**	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sale/Distribution of Personal Property	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	3 days OSS
5-6	Conference	5 days OSS
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	School Threat**	
DEFINITION	The act of stating an intended action whether written, oral or electronic or an action that could cause harm, death, fear or panic. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sexual Harassment Policy ACAA	
DEFINITION	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. **All allegations of sexual harassment must be reported to the Title IX investigator.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sexual Materials/Pornography Use/Possession/Distribution/Sale**	
DEFINITION	Sexually explicit depiction of persons, images, words, or devices that contain nudity or represent sexual activity that is offensive or disrupts the educational environment.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sexual Misconduct**	
DEFINITION	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, `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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Simulated Weapon Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	An instrument displayed or represented as a weapon, including toys that resemble weapons.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Tardy Policy JE	
DEFINITION	Failing to be at a designated location at a specified time.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Detention, CUTS LITE Referral
5-6	Conference	Detention, CUTS LITE Referral
7-8	Conference	Detention, CUTS LITE Referral
9-12	Conference	Detention, CUTS LITE Referral

VIOLATION	Technology Misuse Policy IJNDB	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Theft	
DEFINITION	Taking, or attempting to take, money or property that belongs to another person or the school/district.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	Detention	Referral to District for Long Term Suspension or Expulsion
9-12	Detention	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Threatening/Intimidating Policy JICK	
DEFINITION	Frightening, compelling or deterring actions which may be actual or implied, verbal or physical in nature. May cause physical injury or damage to property.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Tobacco Use/Possession/Distribution/Sale Policy JICG	
DEFINITION	Tobacco and tobacco substitutes (i.e., cigarettes, cigars), smokeless tobacco (i.e., dip, chew, snuff, twist) and/or electronic cigarettes, nicotine products, vaporizing pens or similar devices.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	3 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Trespass	
DEFINITION	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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Truancy Policy JHB	
DEFINITION	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. A student is “habitually truant” if he/she has five or more unexcused absences from school. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Vandalism/Property Damage	
DEFINITION	Knowingly or recklessly defacing or destroying school/district or personal property.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	Detention	Referral to District for Long Term Suspension or Expulsion
9-12	Detention	Referral to District for Long Term Suspension or Expulsion

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

VIOLATION	Weapon** Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	Any object capable of inflicting bodily harm or intimidating another. Includes but is not limited to a dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, Billy clubs, throwing 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.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion



H·U·S·D

Everyone is responsible
for safe and secure schools.

Call: 480.279.7233

Email safe.hotline@husd.org

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

<https://www.husd.org/report-bullying>

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. Handbook can be found at www.husd.org.

Please print.

Student Name _____

Grade _____

School _____

Student Handbook

Student and Parent: I have been provided access to and/or received the District Handbook. 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 Handbook.

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 Handbook 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 Handbook, 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 Handbook.

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

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 this 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 Agreement.

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 this 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

- 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 do not contradict the accepted understanding of school appropriate content are allowed.
 - 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 may provide users with access to websites 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 subject the user 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 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 Governing Board Policies, Administrative Regulation, the Handbook or 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 District event. Anyone who engage 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.

Violations of the Acceptable Use Agreement

Violations of this 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)
- 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

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. The resources all 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.

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, unless otherwise 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/ Guardian: 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 _____

TRANSPORTATION CONDUCT AGREEMENT

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

Please print.

Student Name _____ Grade _____

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

Bus Rules and Consequences:

Student and Parent: I have been provided access to and/or received the District Handbook 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 provisions 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 Handbook.

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 the 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.
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.
11. Skateboards, longboards, and scooters are not 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 news- letters. 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 the 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 release from the above list, please note here:

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: 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