



# Elementary School Student Code of Conduct

2010-2011  
School Year

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# VISION. MISSION. BELIEFS. VALUES. AMPHITHEATER.

## **Our Vision**

Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs!

## **Our Mission**

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

## **We Believe**

- All students can learn and achieve.
- Everyone has unique strengths, talents, and needs.
- All students and staff should be responsible for and dedicated to educational excellence. Education requires cooperation among the students, parents, school, staff and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and dedication to meet student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

## **We Value**

Diversity. Creativity. Curiosity. Diligence. Achievement. Honesty.  
Caring. Fairness. Respectfulness. Service to the Community.

## Governing Board



**Jeff Grant**  
*President*



**Diana Boros**  
*Vice President*



**Kent Paul  
Barrabee, Ph.D.**  
*Member*



**Patricia J.  
Clymer**  
*Member*



**Linda Loomis,  
Ph.D.**  
*Member*

## District Administration

Vicki Balentine, Ph.D.  
Todd A. Jaeger, J.D.  
Patrick Nelson

Superintendent  
Associate to the Superintendent  
Associate Superintendent

### THE PRIDE OF AMPHI...

We're proud of the ongoing achievements of our students, staff and district. Last school year, the Amphitheater community again distinguished itself as one of excellence in many ways. Just some of the notable achievements within the District are shown below.

- Insert new table here.

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## A LETTER FROM THE SUPERINTENDENT

August 2010

Dear Students and Parents:

It is my pleasure to welcome you to a new school year.



The events of the last year have certainly demonstrated that there are many challenges and opportunities in the future that we, as a district and as a community, must prepare our young people for. In Amphitheater, it is in fact our mission: *to empower all of our students to become contributing members of society, equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.*

In addition to helping students fulfill the promise of their future through our academic and extracurricular programs, the District also shares in the responsibility to help our students develop positive traits of citizenship and character. We meet that responsibility, in part, through the development and enforcement of this handbook which outlines our expectations for student behavior. At its core, this Code of Conduct exemplifies our belief that every student, staff member, parent and visitor to our schools deserves a safe and caring environment.

But, we need your help to help keep our schools safe and positive places of learning. It is crucial that parents review this handbook with their children and help them understand the District's expectations and – equally vital – the parent's own expectations for their behavior.

On behalf of our Governing Board and all the qualified, caring and dedicated staff in each of our schools, programs and facilities, thank you for the opportunity to educate and nurture your student. We look forward to working together with you to make your student's year a success.

Sincerely,

A handwritten signature in cursive script that reads "Vicki Balentine".

Vicki Balentine  
Superintendent

## Introduction to the New Student Code of Conduct

A clear and specific Student Code of Conduct is an essential element in developing and maintaining a successful academic environment. As the expectations for student achievement increase, a Student Code of Conduct becomes increasingly important as a central element in the creation of the safe and caring environment necessary for student success. To be effective, a Code must explain expectations for behavior so that all members of the school community can fully understand them; it must also provide fair and consistent guidelines for consequences to be applied when behavioral incidents do occur to help ensure schools are safe places for students, staff, and the public.

The Amphitheater Student Code of Conduct has been substantially revised for this school year, with input from a committee of educators and parents and after review by school site councils.

This version of the Code has been drafted to be as conversational as possible, but it is important to recognize that any code of conduct must comply with certain legal mandates for public schools and must be very clear about expectations, to include precise definitions where required. Therefore, this Code provides both “plain language” definitions for behavioral incidents as well as more technical definitions by the State of Arizona Department of Education.

Other changes for this year’s Code of Conduct include the following:

- Prohibited behaviors are organized into categories to help students understand the related nature of certain behaviors and their relative impacts upon the learning environment.
- Behavioral rules and potential consequences for violations of the rules are combined together in tables to improve understanding and for ease of reference.
- Because technology has become increasingly important for students both within the school setting and in society at large, this Code incorporates rules on the use and consequences for misuse of technology, including computers and the Internet.
- There are now two code of conduct handbooks – one for elementary schools and one for middle schools and high schools. The elementary code contains a more simplified section and graphics for younger readers.

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## The District Values: Basic Expectations for Positive Student Conduct

The following pages outline ten positive conduct standards for our student community. Examples are given for each standard; however, they are not intended to be a complete or exhaustive list of examples.

### 1. DIVERSITY

- Be your own person and be proud of who you are.
- Recognize that you are different from others and that others will be different from you.
- Respect the differences in others.
- Try to understand the feelings of others.
- See the good in others and praise them for it.

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### 2. CREATIVITY

- Think.
- Have your own ideas. Give credit to others for theirs.
- Explore ideas in a thoughtful and positive manner.
- Be flexible and adaptable to meet changing demands.

### 3. CURIOSITY

- Ask questions.
- Participate in the classroom and encourage others to do so as well.
- Respect different points of view and thoughts.
- Develop ideas. Build on your ideas and those of others.
- Use technology appropriately and for school purposes

### 4. DILIGENCE

- Attend school daily and be on time.
- Complete tasks on time.
- Make up all missed work, as permitted by your teacher.
- Keep commitments.
- Monitor and be responsible for your academic progress.

### 5. ACHIEVEMENT

- Try. Always try.
- Set and pursue goals for your academic and personal growth.
- Create plans and strategies you will need to achieve your goals.
- Be committed to your goals.
- Seek available help and assistance when you need it.
- Learn from mistakes. Try not to repeat them.

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## 6. HONESTY:

- Tell the truth.
- Do your own work.
- Give credit to others for their work and thoughts.
- Admit your mistakes.

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## 7. CARING:

- Use kind, friendly words toward others.
- Help others.
- Report bullying to a teacher or school administrator.
- Keep your school safe; tell a teacher or school administrator when something threatens your safety or your school's safety, such as drugs, weapons or threatening behavior.
- Encourage others.
- Share with others.
- Reach out to others in need.
- Take care of your body; live a healthy and safe lifestyle.

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## 8. FAIRNESS

- Treat each person the same way you should be treated.
- Expect the best of yourself, just as you expect the best from others.
- Remember to ask yourself, "Is this fair?"

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## 9. RESPECTFULNESS:

- Show respect for yourself and others through your behavior and language.
- Have a positive, cooperative attitude about school and learning.
- Avoid profane and obscene language and gestures.
- Resolve conflicts in a non-physical manner; ask for help if you need it.
- Take turns when talking.
- Use your manners and be polite.
- Do your work; take turns, allowing others to do their work as well.
- Demonstrate good sportsmanship.
- Dress appropriately to comply with school dress rules.

## 10. SERVICE TO THE COMMUNITY:

- Keep your school clean. Clean up after yourself.
- Be resourceful and recycle whenever possible.
- Be a person who can be counted on by others.
- Be a responsible group member.
- Participate in community projects.
- Do helpful things without being asked.
- Speak constructively about your school and community.

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## Shared Responsibilities for Student Behavior

In order for our community's children to maximize the benefits of a public education, everyone must share in the collective responsibility of promoting behavior that provides an environment in which all children can feel safe and learn. Certainly, all members of our community have a role to play as positive models for respectful behavior. The following paragraphs discuss basic responsibilities for students, parents, staff, and the community for ensuring a successful education for every child.

### Students' Responsibilities

Students must take an active role in monitoring their own behavior and modeling appropriate behavior for their fellow students. In order to accomplish this, students must:

1. Become familiar with the conduct standards;
2. Strive to follow the conduct standards;
3. Accept feedback or discipline and use it to get better; and
4. Set goals for improvement.

### Parents' and Guardians' Responsibilities

No role model is more powerful than a parent or guardian. Parents are "first and forever teachers" who set much of the direction for that child. Thus, parents and guardians must:

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1. Become familiar with the conduct standards and discuss them with their children;
2. Support and reinforce behavior expectations and disciplinary policies of the school by assuming the primary responsibility for the discipline of their children;
3. Cooperate with and support teachers and staff;
4. Maintain regular communication with teachers regarding their children's school work and behavior;
5. Ensure that children attend school every day, unless ill, and that they arrive on time;
6. Teach their children to seek positive resolution to problems and to handle confrontation non-violently; and
7. Provide their children with a nurturing and healthy environment.

## **School Staff Responsibilities**

Each member of the school staff has the primary responsibility of providing for the educational needs of all students and for the safety of the school environment. The school staff members are responsible for:

1. Maintaining an atmosphere conducive to learning and good behavior;
2. Teaching and modeling the conduct standards;
3. Building close and productive relationships with students and their families by demonstrating respect, caring and effective communication;
4. Utilizing informal strategies to intervene with behavior when appropriate;
5. Administering discipline in a fair and impartial manner to teach the principles of justice and citizenship by example;
6. Communicating on a regular basis with parents regarding their children's academic and behavioral progress; and
7. Involving parents in the process of problem solving.

## **Community and Family Service Organizations' Responsibilities**

Public, private, religious, secular organizations and businesses can support the prevention, intervention, and remediation of issues associated with student discipline when they:

1. Assist in violence prevention, substance abuse education and character development.
2. Serve as a resource for families of students unable to meet the behavioral expectations of the school and community;
3. Assist students and parents in re-entry to schools following disciplinary exclusions;
4. Become partners with schools to coordinate services which support the school system disciplinary policies; and
5. Serve as mentors to help students develop positive social skills and to foster safe school environments.

## Understanding the Code of Conduct

### **Why does the District have a Student Code of Conduct?**

Preserving the safety and protecting the health and general welfare of students, District employees, visitors, and volunteers on school property and at school activities are the legal and moral responsibilities of the Governing Board and its Administration.

The Amphitheater Governing Board and Administration recognize that students should have and need a certain degree of freedom to express their individuality in school, but any such expression should never intrude upon or endanger the freedoms of others. The Governing Board has therefore established policies and directed the Superintendent to establish regulations for student conduct which will strike an appropriate balance between individual freedoms and safe schools.

While the District and its parents, students and public have expectations for what student behavior should be like, and while we hope every student will strive to meet those expectations, we know that some students will violate those expectations on occasion. The severity of these violations will vary, but many violations will warrant correction – some action to help ensure the violation does not recur. As a consequence, state law mandates that each school district Governing Board establish rules for student behavior, to include consequences deemed appropriate.

### **Do schools have their own rules for student conduct as well?**

The principal and faculty of each school may have established school-specific rules for student behavior and conduct. These school-based rules are in addition to those contained in this Code of Conduct, provided they are consistent with this Code of Conduct, the policies of the Governing Board, and applicable law.

Students must comply with both this District-wide Student Code of Conduct and with all rules established by the principal and faculty of the school they attend. A student's failure or refusal to comply with the rules of his or her school will subject the student to disciplinary action.

The principal of each school is required to ensure that copies of district and school rules pertaining to discipline, suspension, and expulsion of students are distributed to parents and students.

### **How does one interpret the Code of Conduct?**

Generally, words will be given their ordinary meaning, unless those terms are otherwise specifically defined. In the event of any conflict in interpretation, the determination of the Associate to the Superintendent shall be final. The interests of safety and student

and staff welfare shall be paramount considerations in the interpretation of disciplinary rules.

**What happens under the Code if a student only attempts to commit a prohibited act, or only aides or supports someone else to attempt or commit a prohibited act?**

A student who attempts to commit, who conspires to commit, assists the commission, or conceals the commission of any prohibited act under the Code or the rules adopted by any individual school is subject to disciplinary action as if the student had committed the act directly. This ensures that students develop a sense of personal responsibility for behaviors they encourage or solicit in others.

To be subject to discipline in any circumstance, however, the student must have, at a minimum, actively engaged in some behavior which facilitated, promoted, or protected the underlying behavior.

**What does the Code mean by “possession”?**

A student will be considered to “possess” or “be in possession of” a substance or object if the student:

- (1) knows of the nature, existence, and location of the substance or object, and
- (2) takes control of the substance or object, regardless of the length of time of that control or their intention.

Students who “hold something for a friend” are responsible for possession.

**What is the difference between criminal law and school district rules?**

Court proceedings relating to an incident at school are separate from the school’s disciplinary procedures. Courts take actions for violations of laws – usually criminal laws. Schools take disciplinary action for violations of school and district rules. Behavior which violates school rules may not violate criminal law. So, discipline may be imposed even if a court decides not to impose criminal penalties. The school administration may, however, be *required* to report certain kinds of student conduct to appropriate law enforcement officials if they also constitute a crime.

Student conduct matters, however, are not governed by criminal law or court procedures. Conversely, juvenile or criminal court matters are not controlled by school district rules or procedures. For example, different standards of proof and evidence exist between court and the school district hearings. In the school setting, the “preponderance of evidence” applies. A preponderance of evidence exists where there is a greater weight or more convincing degree of evidence than the evidence offered in opposition to it.

## **Where and when does the Code of Conduct apply?**

This Code applies to students at some very specific times and locations and at other times which are more general in terms that are determined by the impact of the behavior in question upon the school. This Code applies to students:

- During regular school hours;
- Whenever the student is being transported on a school bus or by other transportation arranged by the school district;
- When the student is traveling to and from school by any other means, including walking or personal travel;
- During school events, including off-campus events and activities such as field trips and athletic competitions;
- At other times where a school employee has jurisdiction or authority over students, including summer activities;
- During other activities associated with or supported by the school in any way; and
- On school or district grounds at any time, regardless of whether school is in session.

Additionally, the principal may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students at school or on the orderly educational process of the district, because the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.

## **What kinds of consequences are imposed for inappropriate behavior?**

The tables which follow in the next section of the Code of Conduct list consequences for violations of the Code -- the types of discipline which school district personnel are permitted or -- in some situations -- are required to impose.

Unless the consequences listed in the table are designated as "mandatory" for a given violation, the school principal may determine the consequences from those listed. Multiple consequences may be selected by the principal. Principals can consider the age and developmental level of student in setting disciplinary consequences.

Where a consequence is stated as "mandatory", a principal must pursue the implementation of the listed consequence(s), unless the principal requests and obtains a written waiver of the mandatory consequence(s). Waivers may only be approved by the Associate to the Superintendent. In the absence of the Associate to the Superintendent, approvals of waivers must be made by the Associate Superintendent or the Superintendent.

The disciplinary consequences include the following school level and district level actions:

**School Level Disciplinary Actions:**

Where appropriate or required, school personnel may implement the following disciplinary actions:

- **Activity Restriction** – A student may be restricted from participating in or attending school activities such as dances, performances, athletic contests, team practices, club meetings, events, parties, etc.
- **Bus Probation** – Established conditions with which the student must comply in order to continue riding the school bus.
- **Bus Suspension** – Students can be denied the privilege of riding a school bus for violations of the Student Code of Conduct, even if they are not denied the right to attend school.
- **Conference** – Meetings or contacts between two or more of the following: the student, parent, counselor, principal, and other district staff members.
- **Detention** – Restriction of a student's activities during, or a requirement to attend, non-academic time, such as before or after school, during recess, or during other free time, including a "Saturday school".
- **In-Class/School Disciplinary Action** – Consequences, which do not require suspension from school, such as loss of privileges, additional work assignments, temporary removal from class, and/or other classroom or school-based consequences.
- **In-school Suspension** – An alternative to suspension program established at the school to which students are assigned and by which students are removed from the regular education setting.
- **Probationary Contract** – A written document setting out academic and/or behavioral stipulations for the student. Violation of the contract will result in additional, usually more severe, disciplinary action.
- **Reprimand** – The student is reprimanded, verbally or in writing, by a principal or other staff member.
- **Removal by Teacher From Class** – The teacher is responsible for maintaining an appropriate learning environment in the classroom. Arizona law, therefore, permits a teacher to temporarily exclude a student from the teacher's class for serious disruption of the educational process within the teacher's classroom or for exhibiting persistent disobedient behavior. The teacher may also refuse to readmit the student to the classroom under certain circumstances. In the event of such a removal from class, the student will report to a location at school determined by the school principal. School-

based procedures which determine whether the student may return to the class are then implemented.

- **Requests for District Level Disciplinary Actions (listed below)**
- **Short-Term Suspension** – Suspension of a student from school for up to nine (9) school days. During the term of a short-term suspension, the student must remain away from all district schools and activities.
- **Student Schedule or Curriculum Adjustment** – Change in class schedule, teacher, courses, instruction, or access to components of curriculum.
- **Time Out** – A student is removed from instruction in the classroom or from other school activities for a period not to exceed three hours. During time out, the student is reassigned to a supervised area such as the principal's office, alternative or in-school suspension programs, or responsibility rooms.
- **Work Assignments/Community Service** – A school or the District may elect to provide the student with an opportunity to perform supervised activities related to the assistance of District personnel, or to the upkeep and maintenance of school facilities or other public properties, instead of serving or while serving a suspension or expulsion. The student and parent(s) may also request this alternative, however, the final decision rests with the principal. Supervision by parents may be required for this alternative.

**District Level Disciplinary Actions:**

Where appropriate or required, District level personnel may implement the following disciplinary actions:

- **Any of the School Level Disciplinary Actions (listed above)**
- **Long-Term Suspension** – A suspension of a student from school for a term not to exceed the total number of school days in one school year (presently 178 school days). A long-term suspension may carry over from one school year into the next. During the term of a long-term suspension, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during a long-term suspension, the student must make prior arrangements with the principal to do so.
- **Expulsion** – The exclusion of a student from school until specifically permitted to return to school by the Governing Board of the District, usually based upon the student's and parent's compliance with certain terms and conditions. Expulsion can be permanent as well. Expulsion can only be imposed by the Governing Board of the District. During the term of an expulsion, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during an

expulsion, the student must make prior arrangements with the principal and the hearing officer to do so.

### **What are the special considerations for athletes and extracurricular participants?**

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Students participating in interscholastic activities for their schools do so as representatives of their school community and as role models for other students. Their involvement with drugs and alcohol at any time can therefore negatively reflect upon their community and convey a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury to themselves or others during those activities.

The Amphitheater District therefore maintains a zero tolerance “24/7” policy on the use of drugs or alcohol by interscholastic participants. Any interscholastic participant who uses, possesses or transfers alcohol or drugs at any time during their active season of competition will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student’s location.

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### **How does this Code of Conduct apply to students of different ages and developmental factors?**

The rules and procedures outlined in this Student Code of Conduct apply to all District elementary students. The age, maturity and developmental factors of students may be considered in determining the type of disciplinary action to be taken in the event of violations. Generally speaking, the older and more mature a student is and/or the more serious the infraction, the more personal responsibility the student will carry for his or her actions.

District personnel who administer student discipline will follow appropriate disciplinary procedures for disabled students when dealing with students in special education programs, with those receiving Section 504 accommodations, and with those who are pending evaluation.

# Conduct Expectations

In the following pages, this Code will describe categories of behavior, listing behaviors that are appropriate and that are inappropriate in District elementary schools. Those categories are as follows:

1. Aggression and Hostility
2. Alcohol, Tobacco, Medications and Other Drugs
3. Arson and Combustibles
4. Attendance Violations
5. Harassment, Threats, Bullying and Intimidation
6. Academic Dishonesty (Lying, Cheating, Forgery or Plagiarism)
7. Disruptions to the Academic Process
8. Threatening the School Environment
9. Inappropriate Personal Behaviors
10. Technology Abuses
11. Theft
12. Trespassing
13. Vandalism and Damage
14. Weapons and Dangerous Items

General expectations for behavior in each of these categories are listed below. These expectations describe the way students should behave; the things they should do; the way they should treat others; the general things they should not do.

Following those general expectations are some tables which contain the District's formal disciplinary rules. Those tables specifically describe inappropriate behaviors and the consequences that can or will occur when students engage in those inappropriate behaviors.

## 1. **Aggression and Hostility** -- Expectations

- Your words and actions towards others should be friendly, kind and polite.
- Your words and actions should never make anyone feel afraid.
- You should not encourage someone to treat someone else badly or make someone else afraid.
- Keep your hands, feet and mouth to yourself. Don't hurt, push, trip, shove, kick, poke or pull on other people.
- Don't fight. Walk away and find an adult when words or situations get difficult.
- If you feel frightened at school, let an adult, staff member, teacher or your principal know.

## 2. Alcohol, Tobacco, Medications and Other Drugs -- Expectations

- Alcohol can harm you and your friends. Stay away from it. Don't give it to others. Never bring it to school.
- Cigarettes, cigars, chewing tobacco and other tobacco products are harmful. Stay away from them. Don't bring them to school and never give them to anyone else.
- Drugs are very dangerous. Never touch them. It is wrong to have them. Never bring them to school.
- Do not bring medicine or pills to school. This includes cough drops. If you have to take any kind of medicine during the day, you need to go to the principal and school nurse and leave the medicine with them, or get permission to keep the medicine with you.
- Never give pills or medicine to someone else.
- Materials used by people to make or use drugs (called "paraphernalia") are dangerous and cannot be at school.
- If someone tries to give you or someone else alcohol, drugs, paraphernalia, medicine, or tobacco products, tell your teacher or your principal.
- Having drugs, alcohol, and tobacco in your possession is not only against school rules, but it's also against the law.

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## 3. Arson and Combustibles -- Expectations

- Stay away from fire and things that can make fire.
- Respect things that belong to someone else. Don't damage them.
- Setting a fire is dangerous. They can quickly get out of control and hurt people, animals and property.
- Leave matches, lighters, fireworks, and firecrackers at home. They cannot be at school.
- Smoke bombs can be mistaken for a fire, which can frighten people and lead to injuries. Never bring them to school.

## 4. Attendance Violations – Expectations

- Be at school everyday.
- Be in your classes on time. When you are late, it disrupts the activities in the classroom and hurts not only your learning but the learning of your friends.
- You must never leave the school campus without permission.
- If you have an excuse to be absent – such as when you are sick, remind your parent/guardian to call the school.
- Do your best to keep all absences to a minimum.

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## 5. Harassment, Threats, Bullying and Intimidation – Expectations

- Do things that would make you and your parents proud.
- Tell the truth about people. Do not lie about them.
- Bullies are mean. Bullies are wrong.
- No one has the right to hurt someone. No one has the right to hurt you.
- Calling people names, teasing them or making fun of them does not make you cool. It makes you a bully. No one likes a bully.
- Don't be a bully. Be a friend.
- Be kind to others.
- Be aware of what you are saying and doing to other people. Would you want someone to do that to you? If not, you should not be doing it.

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## 6. Academic Dishonesty (Lying, Cheating, Forgery or Plagiarism) – Expectations

- Be truthful both in words and actions.
- Make sure your work is your own. Using someone else's work hurts you in the end.
- When you borrow an idea, words or concept from another person, give that person credit in your work.

## 7. Disruptions to the Academic Process – Expectations

- Be polite to your teachers. They are there because they care about you and want to help make you successful in life.
- Help your teachers do their jobs. Make things easier for them, not harder. When things are easier for them, your education will be better for you.
- Cooperate in class. Participate. Contribute.
- Don't talk back to your teachers, school staff or administrators. Be respectful if you disagree with something they have said or done.
- Wear appropriate clothing. Read your school's rules for clothing (dress code).
- Bad language has no place in school. Demonstrate your manners.
- Disrupting your school hurts your learning and that of others.

## 8. Threatening the School Environment – Expectations

- Threatening to bring a bomb or other dangerous things to school is against the law. Never threaten your school!
- Only touch a fire alarm if you see a fire.

## 9. Inappropriate Personal Behaviors – Expectations

- Keep your hands to yourself.
- Respect the personal space of others.
- Do not touch other people in personal places.
- If anyone touches you in an inappropriate way, tell an adult – your teacher, your parent, your principal.
- Jokes or pictures about personal matters or behaviors are not appropriate for school.

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## 10. Technology Abuses – Expectations

- Only use district computers for the research or work your teacher assigned to you.
- Never put your name, address, or phone number on the internet unless your teacher has given you permission.
- Only use computer accounts and passwords that you have permission for. Never use someone else's account or password unless you have their permission.

## 11. Theft – Expectations

- Leave other people's belongings alone. They belong to them. Remember that it would hurt you to have something you love be lost or stolen.
- Do not take things or money from other people.

## 12. Trespassing -- Expectations

- When you are asked to leave someplace by a school staff member, you need to listen to them and leave.
- Do not go into areas or places ~~at~~ school where you have been told not to go. Those areas may not be safe for you.

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## 13. Vandalism and Damage – Expectations

- Damaging the property of others is wrong. Don't do it.
- If it does not belong to you, then you have no right to ~~write, draw, damage~~ it or paint on it.

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## 14. Weapons and Dangerous Items – Expectations

- Stay away from weapons, like guns, knives, or other dangerous items.
- Never bring guns, knives or other dangerous items to school. It is against the law and very dangerous.

- Do not bring pocket knives to school.
- Homemade weapons [and slingshots](#) should stay at home.
- Toy guns or knives that look real cannot be brought to school. They can be dangerous to school safety or frighten others if someone mistakes them for a real weapon.
- Poisons or things like pepper spray are dangerous. Never bring them to school.

# Conduct Rules and Consequence Charts

Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
1. Aggression and Hostility			
A. Provocation -  Use of language or gestures that may cause others to fight or engage in other hostilities.  <u>Asking someone to fight.</u>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident	
	School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Time Out</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left)  Long Term Suspension▼	
B. Minor Aggressive Act -  Inappropriate physical contact, such as hitting, poking, pulling or pushing, which does not cause serious injury.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident	
	School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Time Out</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left)  Long Term Suspension▼	

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
1. Aggression and Hostility			
C. Fighting-	Mutual participation by two or more students in an incident involving physical violence, where there is no major injury.  Verbal confrontation alone does not constitute fighting.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Removal by Teacher from Class</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension	School Level Actions (see left)  Long Term Suspension Expulsion Hearing
D. Assault -	Causing any physical injury to another person.  Making another person reasonably fearful of physical injury.  Knowingly touching another person with the intent to hurt, insult or provoke that person.  (A.R.S. §13-1203)	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Removal by Teacher From Class</li><li>• Short-Term Suspension (Mandatory)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Time Out</li><li>• Work Assignments/Community Service</li></ul> Long Term Suspension Expulsion	School Level Actions (see left)  Long Term Suspension (Mandatory) Expulsion

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
1. Aggression and Hostility			
E. Aggravated Assault -	Committing assault (as defined above in 1.D. ) which:  1. Causes serious physical injury to another; or  2. Involves a deadly weapon or dangerous instrument; or  3. Is inflicted upon someone 15 years or younger by someone 18 years old or older; or  4. Is an assault of a police officer; or  5. Is an assault of a school employee.  (A.R.S. §13-1204)	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Removal by Teacher from Class</li><li>• Short-Term Suspension (Mandatory)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension Expulsion	School Level Actions (see left)  Long Term Suspension (Mandatory)  Expulsion (Mandatory)

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
2. Alcohol, Tobacco, Medications and Other Drugs			
A. Alcohol -		1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<p>Providing or selling alcoholic beverages to another.</p> <p>Using or being under the influence of alcohol.</p> <p>Possession of alcohol beverages.</p> <p>(Substances represented to be alcohol or believed to be alcohol are covered by this rule regardless of whether they are actually alcohol).</p> <p><b>Special 24/7 Rule for Interscholastic competitors and athletes:</b> Interscholastic participants who use, possess or distribute alcohol <u>at any time</u> during their season of competition will be removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.</p>		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension (Mandatory)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion (Mandatory)</p>	<p>School Level Actions (see left)</p> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion (Mandatory)</p>
B. Drug or Paraphernalia Use or Possession -		1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<p>Use or possession of any controlled drug or narcotic substance or any device (paraphernalia) used for making or using a drug.</p> <p>This rule does not apply to tobacco or alcohol; see separate rules.</p> <p><u>"Drug"</u> means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415). "Drug" also includes:</p> <ol style="list-style-type: none"><li>(1) Inhalants</li><li>(2) Prescription Drugs (Inappropriately Used)</li><li>(3) Over the Counter Drugs (Inappropriately Used)</li><li>(4) Illicit Drugs, including, but not limited to, Ecstasy, Cocaine or Crack, Hallucinogens,</li></ol>		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension (Mandatory)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion (Mandatory)</p>	<p>School Level Actions (see left)</p> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion (Mandatory)</p>

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
2. Alcohol, Tobacco, Medications and Other Drugs			
B. Drug or Paraphernalia Use or Possession, continued from previous page	<p>Heroin, Marijuana, or Methamphetamines</p> <p>(5) Any substance represented to be a drug.</p> <p>"Paraphernalia" means all equipment and materials of any kind which are used or designed for use in producing, testing, packaging, storing, concealing, or using a drug.</p> <p>(A.R.S. §13-3415 F.1.).</p> <p><b>Special 24/7 Rule for Interscholastic competitors and athletes:</b> Interscholastic participants who use, possess or distribute drugs <u>at any time</u> during their season of competition will be removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.</p>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		See 1.B. on previous page	See 1.B. previous page
C. Drug or Paraphernalia Distribution -	<p>Making, distributing, selling, buying, or giving any drug, narcotic substance or paraphernalia to another <u>student</u>.</p> <p>Transporting or holding drugs or paraphernalia for another <u>student</u>.</p> <p>Providing prescription or over-the-counter medication to another student.</p> <p>Definitions for "drugs" and "paraphernalia" may be found under Rule 1.B. above.</p> <p><b>See Special 24/7 Rule for Interscholastic competitors and athletes in 1.B. above.</b></p>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• <del>Short-Term Suspension (Mandatory)</del></li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion (Mandatory)</p>	<p>School Level Actions (see left)</p> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion (Mandatory)</p>

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
2. Alcohol, Drugs, Tobacco and Medications			
D. Tobacco -	Possession, use, distribution or sale of tobacco products, including, but not limited to: cigars, cigarettes, cigarette papers, and smoking or chewing tobacco.  (A.R.S. §36-798.03)  <b>Special 24/7 Rule for Interscholastic competitors and athletes:</b> Interscholastic participants who use, possess or distribute tobacco <u>at any time</u> during their season of competition will be removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left)  Short Term Suspension ( <b>Mandatory</b> )  Long Term Suspension  Expulsion
E. Medication Violation -	Use or possession of prescription, over-the-counter or herbal medications at school without prior written permission of the principal.  <b>Students are required to obtain written permission from the principal to possess or use any form of medication, including over-the-counter substances like pain relievers, vitamins, and supplements at school. This helps prevent accidental injuries that have been known to occur when students share such substances with other students.</b>  If a student provides prescription or over-the-counter medication to another student, Rule 2.B. above will apply.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension (<b>Mandatory</b>)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension  Expulsion	School Level Actions (see left)  Long Term Suspension ( <b>Mandatory</b> )  Expulsion

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Prohibited Behavior Category, Rules and Definitions	Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).
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### 3. Arson and Combustibles

		1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
<b>A. Arson -</b>	Damaging a structure or property by knowingly causing a fire or explosion.  (A.R.S. §13-1703);	School Level Actions: <ul style="list-style-type: none"> <li>• Activity Restriction</li> <li>• Bus Probation</li> <li>• Bus Suspension</li> <li>• Detention</li> <li>• In-Class/School Disciplinary Action</li> <li>• In-school Suspension</li> <li>• Probationary Contract</li> <li>• Reprimand</li> <li>• Removal by Teacher From Class</li> <li>• Short-Term Suspension (<b>Mandatory</b>)</li> <li>• Student Schedule or Curriculum Adjustment</li> <li>• Time Out</li> <li>• Work Assignments/Community Service</li> </ul> Long Term Suspension ( <b>Mandatory</b> )  Expulsion ( <b>Mandatory</b> )	School Level Actions (see left)  Long Term Suspension ( <b>Mandatory</b> )  Expulsion ( <b>Mandatory</b> )
<b>B. Combustibles -</b>	Possession or use of a something capable of causing bodily harm or property damage if ignited.  This includes matches, lighters, flammable substances, firecrackers, fireworks, smoke/stink bombs; flash paper, sparklers, caps, ammunition (live or blank).  Possession or use of a smoke bomb or something similar that is capable of causing others to believe a fire is occurring.  When a student uses a combustible to cause a fire, Rule 3.B. applies.	School Level Actions: <ul style="list-style-type: none"> <li>• Activity Restriction</li> <li>• Bus Probation</li> <li>• Bus Suspension</li> <li>• Conference</li> <li>• Detention</li> <li>• In-Class/School Disciplinary Action</li> <li>• Probationary Contract</li> <li>• Reprimand</li> <li>• Short-Term Suspension (<b>Mandatory</b>)</li> <li>• Student Schedule or Curriculum Adjustment</li> <li>• Work Assignment/Community Service</li> </ul> Long Term Suspension  Expulsion	School Level Actions (see left)  Long Term Suspension ( <b>Mandatory</b> )  Expulsion ( <b>Mandatory in situation of serious risk of harm to persons or property</b> )

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
4. Attendance Violations			
A. Tardy -  Arriving at school or to class after the scheduled start time.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident	
	School Level Actions: <ul style="list-style-type: none"><li>• In-Class/School Disciplinary Action</li><li>• Reprimand</li><li>• Work Assignments/Community Service</li></ul>	School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	
B. Excessive Tardies -  Arriving at school or to class after the scheduled start time five (5) percent or more of the time.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident	
	School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (See left).  Long Term Suspension  Expulsion <b>(Where combined with other offenses).</b>	
C. Off Campus Violation -  Leaving school grounds or being in an "off limits" area during regular school hours without permission of the principal.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident	
	School Level Actions: <ul style="list-style-type: none"><li>• In-Class/School Disciplinary Action</li><li>• Reprimand</li><li>• Work Assignments/Community Service</li></ul>	School Level Actions (see left) and: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
4. Attendance Violations			
D. Unexcused Absence	Failing to attend class without an acceptable excuse for the absence.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left)  Long Term Suspension (where combined with other offenses)
E. Excessive Absences/Truancy -	Failure to attend school, unless excused, for more than ten (10) percent of the number of required attendance days  (A.R.S. §15-803).	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• In-Class/School Disciplinary Action</li><li>• Reprimand</li><li>• Work Assignments/Community Service</li></ul>	School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension (where combined with other offenses)  Expulsion (Where combined with other offenses).

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
5. Harassment, Threats, Bullying and Intimidation			
A. Harassment, Nonsexual -	<p>Communicating in a manner that harasses or annoys another;</p> <p>Repeatedly committing acts that harass another person;</p> <p>Following another person for no legitimate purpose after being asked to stop;</p> <p>Stalking a person;</p> <p>Making repeated false reports about someone.</p> <p>(A.R.S.13-2921)</p> <p>This rule does not apply to harassment which is sexual in nature. See Rule 11.C. instead.</p>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> <p>Long Term Suspension</p> <p>Expulsion</p>	<p>School Level Actions (see left) and</p> <p>Short Term Suspension <b>(Mandatory)</b></p> <p>Long Term Suspension</p> <p>Expulsion</p>
B. Bullying	<p>Acting toward someone in an unwelcome and unprovoked manner, repeated over time, which exerts power over that person.</p> <p>Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal exclusion or causes physical injury, mental harm or personal degradation.</p> <p>Bullying can be physical in form (pushing, hitting, kicking, spitting, stealing); verbal (making threats, taunting, teasing, name-calling); or psychological (social exclusion, spreading rumors, manipulating social relationships).</p>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension <b>(Mandatory)</b></li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> <p>Long Term Suspension</p> <p>Expulsion</p>	<p>School Level Actions (see left)</p> <p>Long Term Suspension <b>(Mandatory)</b></p> <p>Expulsion</p>

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
5. Harassment, Threats, Bullying and Intimidation			
C. Threats and Intimidation -	<p>Threatening or suggesting, by words or conduct, the intention to cause physical injury or serious damage to someone or their property.</p> <p>(A.R.S. §13-1202)</p> <p>Associating with or participation in a group which exhibits negative attitudes and actions toward others; using hand signals, graffiti, apparel, accessory, or manner of dress or grooming which by color, arrangement, trademark, symbol, or other attribute indicates or implies membership or affiliation with such a group</p>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension (Mandatory)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> <p>Long Term Suspension</p> <p>Expulsion</p>	<p>School Level Actions (see left)</p> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion</p>
D. Hazing	<p>An act against another student, where both of the following apply:</p> <ul style="list-style-type: none"><li>• The act is in connection with initiation into, affiliation with, or membership in any school organization.</li><li>• The act poses a risk of or causes injury, mental harm or degradation.</li></ul> <p>(A.R.S. §15-2301)</p> <p>“School Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with district school and whose membership consists primarily of students.</p>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		<p>School Level Actions:</p> <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	<p>School Level Actions (see left) and</p> <p>Short Term Suspension (Mandatory)</p> <p>Long Term Suspension (Mandatory)</p> <p>Expulsion</p>

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
6. Academic Dishonesty (Lying, Cheating, Forgery or Plagiarism)			
A. Cheating -	Claiming someone else's information or school work for your own;  Recording and/or transferring information about tests or quizzes to another person;  .	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension	School Level Actions (see left)  Long Term Suspension  Expulsion
B. Forgery -	Falsely and fraudulently making or altering a document;  Modifying a school related document by any means without written permission.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 6.A. above)	(Same as 6.A. above)
C. Lying -	Making an untrue statement with intent to deceive; creating a false or misleading impression	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 6.A. above)	(Same as 6.A. above)
D. Plagiarism -	Stealing and passing off the ideas or words of another as one's own	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 6.A. above)	(Same as 6.A. above)

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
7. Disruptions to the Academic Process			
A. Disruption -	Engaging in behavior which causes an interruption in a class, activity, or school business.  Disruption may include, but is not limited to: sustained loud talk, yelling, screaming, making noise with materials; horseplay or roughhousing; or being out of your seat repeatedly.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li></ul>	School Level Actions (see left) and <ul style="list-style-type: none"><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension
B. Dress Code Violation -	Wearing clothing or accessories which do not comply with the dress code guidelines stated by school or district policy	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 7.A. above)	(Same as 7.A. above)
C. Insubordination	Refusal to follow directions of school personnel;  Talking back to or mocking school personnel;  Delivering socially rude comments or conduct toward school personnel	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left)  Long Term Suspension  Expulsion
D. Inappropriate Language -	Verbal swearing, name - calling, or use of words in an offensive or demeaning manner.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li></ul>	School Level Actions (see left) and <ul style="list-style-type: none"><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
7. Disruptions to the Academic Process			
E. Parking Violation-	Parking on school grounds or near school in a manner or location contrary to the school's parking rules.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li></ul>	School Level Actions (see left) and: <ul style="list-style-type: none"><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>
F. Gambling -	Playing games of chance for money or property.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left) and:  Long Term Suspension
G. Pranks -	Any act of mischief that disrupts or distracts from a class, school activity or school event.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left)  Long Term Suspension

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
8. Threatening the School Environment			
A. Bomb Threat -	Threatening to cause harm to property or person using a bomb, dynamite, explosive, or arson-causing device	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Removal by Teacher from Class</li><li>• Short-Term Suspension (Mandatory)</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension (Mandatory) Expulsion (Mandatory)	(Same as left).
B. Chemical or Biological Threat -	Threatening to cause harm using dangerous chemicals or biological agents	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 8.A. above)	(Same as 8.A. above)
C. False Fire Alarm -	Intentionally ringing fire alarm when there is no fire;  Falsely reporting a fire	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 8.A. above)	(Same as 8.A. above)
D. Other Threat to School -	Any threat (not listed in Rules 8.A., 8.B. or 8.C. above) to cause damage to a school building or school property, or to harm students or staff.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 8.A. above)	(Same as 8.A. above)

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
9. Inappropriate Personal Behaviors			
A. Inappropriate Materials -	Possession of materials containing explicit pictures or drawings of nudity or private parts of the human body	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Removal by Teacher from Class</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions: (see left)  Long Term Suspension
B. Sexual Harassment -	Unwelcome conduct of a sexual nature toward another which interferes with or limits another person's participation in the educational process and school program.  It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: (Same as 8.A. above)  Long Term Suspension  Expulsion	School Level Actions (see left) and:  Short Term Suspension ( <b>Mandatory</b> )  Long Term Suspension ( <b>Mandatory</b> )  Expulsion
C. Sexual Harassment with Bodily Contact -	Sexual harassment, as defined above, that includes unwanted physical contact of sexual or non-sexual body parts	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: (Same as 8.A. above) and:  Short Term Suspension ( <b>Mandatory</b> )  Long Term Suspension ( <b>Mandatory</b> )  Expulsion ( <b>Mandatory</b> )	School Level Actions (see left) and:  Short Term Suspension ( <b>Mandatory</b> )  Long Term Suspension ( <b>Mandatory</b> )  Expulsion ( <b>Mandatory</b> )

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
10. Technology Abuses			
A. Technology Safety Violation-	Using District computers or other technology to post personal contact information (names, addresses, telephone numbers, school address, etc.) about one's self or others without prior permission from a teacher and parent to do so.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li></ul>	School Level Actions (see left) and: <ul style="list-style-type: none"><li>• Removal by Teacher from Class</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension  Expulsion
B. Misuse of Technology -	Making unauthorized access to the <b>Amphitheater Information System (AIS)</b> or to any other computer system using the AIS;  Logging in through another person's account or accessing their files without their written permission;  Attempt to disrupt the AIS or destroy data by spreading viruses or by any other means.  Using the AIS for illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).  Posting obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language through the AIS;  Posting false or defamatory information about a person or organization;  Posting or sending chain letters or engaging in "spamming" (sending unnecessary messages to a large number of people).	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul> Long Term Suspension  Expulsion	School Level Actions (see left)  Long Term Suspension ( <b>Mandatory</b> )  Expulsion

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
11. Theft			
A. Theft -  Taking money or property belonging to someone else with the intent to deprive the victim of the money or property.  (A.R.S. §13-1802)		1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	School Level Actions (see left) and:  Short Term Suspension (Mandatory)  Long Term Suspension  Expulsion
B. Extortion -  Obtaining or trying to obtain someone else's property by threatening to do any of the following: 1. Causing physical injury to someone; 2. Causing damage to property; 3. Accusing someone of a crime; or 4. Exposing a secret which would could subject someone to hatred, contempt or embarrassment.		1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 11.A. above) and:  Short-Term Suspension (mandatory)  Long Term Suspension  Expulsion	School Level Actions (see left)  Long Term Suspension (Mandatory)  Expulsion (Mandatory)
C. Robbery -  Using force to take money or property belonging to someone else with the intent to deprive the victim of the money or property.  			

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
12. Trespassing & Loitering			
A. Trespassing -	Entering or remaining on a school campus or other district facility (other than where you are enrolled) without authorization, invitation or lawful purpose.  This includes students under suspension or expulsion.  This also includes students who enter, or remain at, a school campus or facility after being directed to leave.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>• Activity Restriction</li><li>• Bus Probation</li><li>• Bus Suspension</li><li>• Conference</li><li>• Detention</li><li>• In-Class/School Disciplinary Action</li><li>• In-school Suspension</li><li>• Probationary Contract</li><li>• Reprimand</li><li>• Short-Term Suspension</li><li>• Student Schedule or Curriculum Adjustment</li><li>• Work Assignment/Community Service</li></ul>	See left.  Long Term Suspension  Expulsion
B. Loitering -	Being on school property without a legitimate reason for being there;  Refusing or failing to identify yourself while on school property;  A student shall not visit any School District campus (other than where the student is enrolled) while school is in session without first receiving permission from the principal of the campus being visited.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 12.A. above).	(Same as 12.A. above).
13. Vandalism and Damage			
A. Vandalism -	Destroying or defacing school or personal property.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 12.A. above) and:  Long Term Suspension	(Same as 12.A. above).
A. Graffiti or Tagging -	Making drawings or writing words or symbols on the property of another by scratching, painting, or other means.	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 12.A. above).	(Same as 12.A. above).

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Prohibited Behavior Category, Rules and Definitions		Consequences (Any or all of the following may be applied in any order, in the principal's discretion except those listed as mandatory, which must* be applied).	
14. Weapons and Dangerous Items			
A. Weapon (Other Than Firearm) -	Possession, transfer, concealment, sale, or use of any item that may be used for attack or defense that is capable of causing death or serious injury.  Use of a dangerous item (defined in 14.C. below) to threaten, intimidate, attack, or harm another.  Examples of a weapon (non-firearm) include, but are not limited to: <ul style="list-style-type: none"><li>Knives with locking blades and/or blades longer than two and one-half (2 ½) inches)</li><li>Brass knuckles</li><li>Explosive or destructive device intended for use as weapon</li><li>Any dangerous or hazardous object or substance intended for use as weapon</li><li>Nunchakus</li><li>Poisonous gas</li></ul>	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>Activity Restriction</li><li>Bus Probation</li><li>Bus Suspension</li><li>Conference</li><li>Detention</li><li>In-Class/School Disciplinary Action</li><li>In-school Suspension</li><li>Probationary Contract</li><li>Reprimand</li><li>Short-Term Suspension (Mandatory)</li><li>Student Schedule or Curriculum Adjustment</li><li>Work Assignment/Community Service</li></ul> Long Term Suspension (Mandatory) Expulsion (Mandatory)	(Same as left)
B. Firearm -	Possession, transfer, concealment, sale, or use of any handgun, pistol, revolver, rifle, shotgun, or other weapon that is designed to expel a projectile by the action of an explosive or which may readily converted to expel a projectile by the action of an explosive (such as a starter pistol). (18 USC 921)	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		(Same as 14.A. above).	(Same as 14.A. above).
C. Dangerous Item -	Possession, transfer, concealment, sale, or use of anything that is readily capable of causing death or serious physical injury.  (A.R.S. §13-105.11)  Examples would include: Simulated firearms, B.B. or pellet guns, knives with blade length of less than 2.5 inches, laser pointers, letter openers, mace/pepper spray; paintball guns, razor blades, box cutters, simulated knives, tasers or stun guns, or tear gas	1 <sup>st</sup> Incident	2 <sup>nd</sup> or More Incident
		School Level Actions: <ul style="list-style-type: none"><li>Activity Restriction</li><li>Bus Probation</li><li>Bus Suspension</li><li>Conference</li><li>Detention</li><li>In-Class/School Disciplinary Action</li><li>In-school Suspension</li><li>Probationary Contract</li><li>Reprimand</li><li>Short-Term Suspension (Mandatory)</li><li>Student Schedule or Curriculum Adjustment</li><li>Work Assignment/Community Service</li></ul> Long Term Suspension Expulsion	School Level Actions: (See left).  Long Term Suspension (Mandatory)  Expulsion

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# Special Disciplinary Rules

## Weapons and Drugs

In the case of *weapon* or *drug* violations, long-term suspensions, and expulsion hearings are MANDATORY, with limited exceptions.

Possession of weapons is a particularly serious matter. Federal and state law require the school district to expel any student – for no less than one school year -- who brings a firearm to school or to a school activity. The law provides for very limited exceptions to this strict rule, which can only be determined by the Governing Board of the District on a case-by-case basis.

## Special Rule for Athletic and Activity Participants

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students. When those students engage in drug or alcohol related behavior, it can negatively reflect upon their school community and can jeopardize their safety or that of other participants. Such involvement by these student leaders also sets a poor example for their peers.

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As a consequence, the Amphitheater District maintains a “24/7” policy on the use of drugs or alcohol by interscholastic activity participants. Any participant who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of that season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.

## Threatening an Educational Institution

Arizona law prohibits any person, including students, from threatening the safety and security of a public school or school district.

In accordance with Arizona Revised Statutes Section 15-841(H), a student who threatens a school must be expelled for a period of no less than one full year. The School District Governing Board may only rarely modify this strict expulsion requirement on a case-by-case basis.

A student subject to this expulsion requirement may also be assigned to an alternative educational program if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in such programs with the student as a condition to the student's reassignment to an alternative educational program.

## Behaviors that Must Be Reported to Law Enforcement

Regardless of disciplinary action taken (or not taken) by a school, certain student behaviors must be reported to appropriate law enforcement authorities under the law. In accordance with law, school officials will report the following behaviors to law enforcement authorities:

- Aggravated assault
- Arson
- Bomb threats
- False fire alarms
- Non-accidental injuries to student.
- Assault
- Possession of weapons
- Possession, sale, or distribution of drugs; dangerous items, or alcohol
- Sexual assault/misconduct
- Threatening an educational institution

The District will also report any person's involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events.

Additionally, the principal may report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions
- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The District may also report any person's disruption or interference with any school function.

The foregoing lists are not exclusive and exhaustive. Other conduct MAY be reported to law enforcement officials if deemed necessary by the principal or other administration of the District.

# **PARENT INFORMATION**

## **DUE PROCESS FOR STUDENTS**

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's(s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- The right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.

## **Bullying, Harassment & Intimidation**

A large body of research shows that bullying behavior has a negative and potentially lifelong effect upon both the student who bullies and the student who does the bullying. From poor attendance and academic achievement, to disciplinary problems at school, to drug and alcohol abuse, to criminal violations, bullying is harmful to those involved.

The Amphitheater District prohibits bullying, and the District's full policy on the matter is contained in this handbook, along with a complaint form which students, parents or others can use to report incidents of bullying.

Our goal in enforcing the bullying policy is not to label any child or re-victimize anyone, but rather to provide a safe and caring learning environment. We consider this duty so important that all District staff members, not just teachers or administrators, are required

to intervene and address any incident of bullying which they personally observe. They must also ensure that any report of bullying made to them by a student or parent is properly forwarded for investigation.

All reports must be investigated and will be investigated. Where reports of bullying are verified, appropriate disciplinary action will be taken. Students or parents who file reports will be informed of the outcome of the investigation, however, federal and state law prohibit disclosure of any disciplinary action taken against other students. Documentation of investigations is retained for the requisite period of time under law when allegations are verified; where a report cannot be verified, documentation is not retained, again in accordance with law.

## **Dress Code/Grooming**

While the District recognizes that student dress and grooming are often matters of personal choice and expression, there is a relationship between student dress and such matters as individual and collective student achievement, school pride, school safety, and the accomplishment of educational objectives. Accordingly, policy and regulations prohibit student dress or grooming that, in the judgment of the school administration:

- presents a hazard to the health, safety or general welfare of students, staff, or others;
- interferes with or disrupts the educational environment or process;
- produces disorder in the educational process;
- creates an atmosphere of threat, intimidation or undue pressure;
- causes excessive wear or damage to school property;
- represents membership in, or support of, a gang; or
- displays obscene language or symbols, or symbols of sex, drugs, or alcohol.

More detail concerning the District's standards for dress and grooming are found in the Student Dress Code contained in this handbook.

**Footwear and Safety Dress:** Footwear must be worn at all times. In addition, students must comply with safety dress requirements for specific classes such as vocational courses, life physical education, and chemistry.

**Gang-Related Apparel/Grooming:** The District desires to keep schools and students free from the threat of harmful influences by any group or gang that advocates drug use, crime or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, tattoos, symbols, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of the other students which the same represents.

**Enforcement:** In addition to disciplinary action which may be imposed against students who violate the District's dress code, students or their parents may also be asked to do any of the following:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.
- Cover the offending markings or symbols.

**Uniforms:** Schools, upon approval by the Governing Board of the District, may establish specific dress requirements, such as uniform policies. Students attending such schools must comply unless the parent executes a written opt-out request. In the District's experience, parents only rarely execute opt-out forms and often praise uniform policies for their cost-saving and community-building effects.

**Clothing Bank:** Parents who may be experiencing financial difficulties and may be unable to obtain sufficient clothing for their student may be eligible for free clothing offered by the Amphitheater Foundation Clothing Bank. A referral to the Clothing Bank from your school is required and may be obtained on a confidential basis through your school administrator.

## **Interpretation and Translation Services**

The District will provide interpretation services so that all parents can participate meaningfully in meetings and conferences regarding their children's education. Please contact your child's school to request these services. Parents can also request translations of district documents by contacting their school office.

## **Law Enforcement**

On occasion, law enforcement officers will visit a school site to request an interview with a student regarding a criminal investigation. Where child abuse or abandonment is involved, the officer is permitted to investigate the alleged victim of abuse as well as any sibling of the victim or other child residing with the victim. See "Child Abuse Reporting" above.

**Non-School Related Matters.** If a police officer enters the campus requesting to interview a student attending the school on an issue that is not school related, the interview will generally not be permitted at school unless the parent provides consent. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official will allow the interview. Otherwise, the parent will be contacted and will be asked if he/she agrees to the student being interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the

parent(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

**School Related & Student Safety Matters.** Safety of the student population is of paramount concern. When a police officer is present on the campus to interview students at the request of school authorities or due to concerns for the safety of the students in the school population, parental contact is required only if the student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. School Resource Officers (SRO's) present at the request of the school for the continued maintenance of school safety and order, may also interview students as necessary regarding school related issues as determined by school officials; again, parents need only be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

## **Policies**

This Handbook incorporates the provisions of several policies of the Amphitheater Governing Board, together with a number of administrative regulations. Interested persons may review District policies and regulations in their entirety at each school within the District. They are available in the office of each school principal and are also in each school's library. You may also review District Policies and regulations through the "Policy Manual" link on the District's website at: [www.amphi.com](http://www.amphi.com).

## **Search and Seizure**

School administrators have the right to search students and seize property, when administrators have a reasonable suspicion that the search will produce evidence that the student has violated the law or the rules of the school/District, or when they have reasonable suspicion that the student may have material harmful or detrimental to the health, safety and/or welfare of students. Any search conducted on this basis will be reasonable in scope and not excessively intrusive on the student, given the student's age, sex, and other factors, including the nature of the infraction.

**School-Provided Storage Space:** Storage areas provided to students by a school such as lockers, desks, cabinets or "cubbies", are provided only as a convenience to students, and always remain the property of the school. These storage areas are subject to school control and supervision. Students have no reasonable expectation of privacy in these spaces. School officials may therefore randomly inspect these spaces at any time, with or without reason, without notice, without student consent, and without a search warrant. Students who accept lockers or desks assume full responsibility of the security of their lockers, desks, etc. Whenever a student is required to, or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority that issued the storage space when requested. Failure to do so will result in the lock being cut.

**Student's Person and Personal Belongings:** Students have a reasonable expectation of privacy in the personal belongings they carry with them or in items such as backpacks and purses. However, the search of a backpack, purse, or similar item at school is permissible when school authorities have a reasonable suspicion that the search will produce evidence that the student has violated or is violating the law or the rules of the school/district. Searches of a student's person are also permitted, based upon reasonable suspicion. Such searches may include a request to empty one's pockets or a request to remove outer garments, such as jackets or sweaters, but such a search will not include removal of other clothing by school officials. Strip searches are prohibited.

### **Vandalism & Parental Liability**

Students are expected to treat their school with respect. Vandalism and defacement of school property disrupts the orderly operations of the school and can negatively impact school climate and student body access to and use of facilities. We want all students to be able to enjoy the buildings, grounds and equipment which our taxpayers provide.

Under Arizona law, parents of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See A.R.S § 15-843.

## **POLICIES OF NOTE**

**Policies are adopted by the Amphitheater Governing Board for the safety and welfare of the district's students, staff and community and, in some cases, as required by law.**

**The following policies and regulations are particularly significant in guiding students and parents as to the conduct and behavior expected while attending school-related activities.**

### **Governing Board Policy KFA Regarding Public Conduct on School District Property**

The purpose of this policy is to establish a standard of conduct upon the school properties within the School District that will provide the best possible educational climate for the students; promote a free and constructive interchange of ideas among students, faculty members, staff personnel, and the general public; encourage participation in the educational process by the general public; protect the investment of the public in both the educational process and the physical plant in which it is conducted; and honor and protect the rights of all individuals within the community.

#### **Standard of Conduct**

The standard of conduct required of all persons upon the property of the School District shall be simply that no person shall act in such manner as to deny or interfere with the lawful use and enjoyment of such property by others, or in such manner as to interfere with the peaceful conduct of an educational institution.

#### **Definitions for the Purposes of this Policy**

*Authorized party:* Any member of the faculty or administrative staff of the District delegated by the Superintendent of the District or by any school principal within the District, or any other person or persons so designated by the Superintendent to administer the provisions of these policies.

*Governing Board:* The elected members of the school district Governing Board for the Amphitheater Unified School District No. 10, Tucson, Arizona.

*School District:* The common school district and the high school district having coterminous boundaries and having common governing board membership, which is officially designated as Amphitheater Unified School District No. 10, Tucson, Arizona.

*School property:* All land, buildings, and other facilities and improvements thereon, owned or controlled by Amphitheater Unified School District No. 10.

*Faculty members, staff personnel, and employees:* All persons employed in any capacity, part-time or full-time, by the School District.

*Students:* All persons, both minors and adults, enrolled in educational programs provided or approved by the District on any of its school property.

*General public:* All persons not otherwise herein defined as students, employees, or member of the faculty, staff, or Governing Board of the District.

*Removal:* A direct order by an authorized party to any person to leave and vacate the school property of the School District.

*Suspension:* The temporary withdrawal of the privilege of attending a school for a specified period of time.

*Expulsion:* The withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending the school.

## **Penalties**

The commission of any act by any person upon any School District property that is prohibited by federal law, state statute, city or county ordinance, or the ordinances of any municipality having legal jurisdiction shall constitute good cause for the immediate arrest or removal of said person from such property by an authorized party.

Reasonable belief by an authorized party that a criminal act has been committed or attempted, or is about to be committed, shall be sufficient cause to justify immediate removal from School District property of the person suspected of committing or attempting or about to commit a criminal act.

Reasonable belief by an authorized party that any person on, or seeking to enter on, School District property is acting, or intends to act, in such a manner as to deprive or interfere, materially or substantially, with the lawful and reasonable use of such property by any other person or persons shall be sufficient cause to justify immediate removal from School District property of the offending party.

Any person who knowingly goes upon or remains upon any School District property in violation of any rule, regulation, or policy of the District or any school therein, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property by others, or who refuses to obey a lawful order to leave School District property given by an authorized party shall be in violation of District policy and state statute and shall be subject to arrest and prosecution for interference with the peaceful conduct of educational institutions.

## **Weapons on School Campus**

No person shall bring, carry, or possess any deadly weapon (whether concealed or not) into or on any campus of the School District, except that this regulation shall not apply to:

- Members of any law enforcement agency and
- Persons who
  - Are on campus to attend, teach, or otherwise participate in a weapons safety or use course; and
  - Have been authorized by appropriate District personnel to carry such a weapon.

The school administrator or designee of the school campus or school-sponsored activity will make a reasonable request of the person to remove the weapon from the person or vehicle and place it in the custody of the school administrator or designee. Should that request be refused, the school administrator or designee shall contact the appropriate law enforcement agency for assistance.

The school administrator will advise the parents and general public of the District's regulation concerning the above prohibition, informing them that this regulation is in accordance with A.R.S. 13-3102(A)(8), which specifies that, unless specifically authorized by law, a person commits misconduct involving weapons by knowingly entering any public school facility or attending any public school event while carrying a deadly weapon on one's person or within one's vehicle.

## **Prohibited Activities**

The following activities are prohibited on all District campuses: skateboarding, roller-skating, rollerblading, bicycle riding, golfing, exercising dogs, and the operation of motorized vehicles.

## **Reservation of Right to Regulate All Campus Ingress and Egress**

If, in the judgment of the Superintendent and/or any principal, particular circumstances justify regulation of all campus ingress and egress, then, and in such event, the Superintendent and principals are hereby empowered to restrict such ingress and egress to students having class or other regularly scheduled school function upon the property so restricted, staff members and faculty members employed to perform services upon the restricted property, and any member of the general public bearing a standardized form of campus pass issued by the Superintendent or the principal of the restricted school.

## **Interpretation and Enforcement of Standard of Conduct – Persons Authorized**

The Superintendent and the principal of each of the several schools within the District are hereby authorized and empowered to interpret and enforce the standards and sanctions of the policy concerning standard of conduct, and are further empowered to

designate members of their staffs and faculties as authorized parties to act in their stead.

If, in the judgment of the Superintendent and/or any principal, an emergency exists in which additional authorities are required to prevent unreasonable interference with the use and enjoyment of school property by other persons, the Superintendent is hereby empowered to designate third persons not herein otherwise described as authorized parties.

### **Terms of Removal/Expulsion from School Property and Appeals**

It is the intent of this policy and the standard of conduct described herein to regulate the activities of all persons upon property of the District within the framework of Title 13 of the Arizona Revised Statutes. Unless otherwise specifically noted by the authorized party, the term of any removal from school property as herein authorized shall be for a period of not more than 24 hours.

Since provisions exist within the policies of the District for expulsion of students and removal of faculty members, staff personnel, and employees from school property upon a long-term basis, any appeal from such long-term expulsion of a student, employee, staff member, or faculty member shall be governed by such other regulations as exist within the policies of the District. If, however, a member of the general public is aggrieved by any short-term removal under the authority of this policy or long-term exclusion from school property authorized hereunder, such party shall be entitled to an immediate appointment with the Superintendent (within 48 hours following request for such), at which time such party shall be entitled to an explanation of the reason or cause of such exclusion from school property. Following such meeting with the Superintendent, any member of the general public still aggrieved with the order of the removal/expulsion issued hereunder shall be entitled to appear before the Governing Board at its next regular meeting and request a public discussion of the reason and/or "good cause" for the expulsion or exclusion from school property.

Any member of the general public considered by the Superintendent to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey said instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

### **Governing Board Policy JICA Regarding Student Dress**

Students are required to comply with the Governing Board's dress code for students and with any school rule pertaining to the same. The Governing Board policy and the District's administrative regulation regarding student dress are set forth in their entirety below.

#### **Student Dress**

The Board recognizes that students may desire to express their own sense of personal style through their attire and grooming. The Board finds, however, that personal

choices of students and their parents can affect the educational program of the schools or the health and safety of others. This can occur where a student's attire or grooming distracts other students from their learning or interferes with staff duties. Student dress may also operate to threaten or intimidate others.

Because the Board is responsible for maintaining an environment that is safe and conducive to learning for all students, the Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Distract students from achieving their educational objectives
- Represent membership in a gang

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

## **Administrative Regulation JICA-R**

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents regarding their appearance shall not affect the educational program of the schools or the health and safety of others.

Students should "dress for success" and come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty in their dress appropriate for a school, to be clean in appearance, and to wear footwear for reasons of health and safety.

The type of attire or grooming displayed by students shall not:

- Present a physical safety hazard to self or others in the school. Examples of attire which are prohibited include, but are not limited to:
  - Wallet chains.
  - Hanging belts.
  - Jewelry, such as low-hanging earrings that may be caught by another object or pulled by others.

- Create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence. Examples of attire which are prohibited include, but are not limited to:
  - Bandannas, hairnets, scarves as headgear, except when worn for religious purposes.
  - Gang-related personalization on hats, items of clothing, belt buckles, or on one's self.
  - Profane, defamatory writing or depictions on clothing or jewelry.
  - Obscene language or pictures.
- Display profanity or profane/obscene gestures or promote alcohol, drugs, or tobacco in their logo.
- Materially interfere with schoolwork, create disorder, or disrupt the educational program. Examples of prohibited attire include, but are not limited to:
  - Any clothing which exposes a student's bare midribs.
  - Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide.
  - Mesh sports jerseys without undershirts.
  - Exposed undergarments.

Shorts and skirts must cover the buttocks and extend down to cover at least three (3) inches of the legs.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

If a student's dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take corrective action in order to ensure compliance with the student dress code.

## School Bus Conduct

As this handbook explains above, **the Student Code of Conduct applies to students on their way to and from school** and, specifically, applies to students as they ride a school bus to and from school. Indeed, the expectation for appropriate student behavior is even higher on a school bus because of the risk to student safety even a relatively minor incident can be in the close quarters of a moving bus. Consequently, the Governing Board has adopted a separate policy regarding student behavior on school buses. This policy supplements the provisions of the Code of Conduct.

Whether on the bus, prior to boarding the bus, or subsequent to leaving the bus, student bus riders are required to conduct themselves in a manner consistent with established

standards for classroom behavior. When a student fails to practice proper conduct, the bus driver may inform the principal of the misconduct.

Students who violate bus conduct rules such as standing when the bus is in motion or making excessive noise are subject to removal from the bus. Students should remember that their conduct on the bus may also result in their removal (suspension or expulsion) from school as well.

For example, threatening a school district bus driver not only violates bus conduct rules but will also constitute a violation of Rule 5, Verbal Assault, mandating a long term suspension of at least ten (10) school days. If the threat constitutes a threat against the safety or security of the school environment, the behavior may also result in expulsion.

School bus drivers perform the invaluable service of safely transporting students to and from school 180 days each school year. They deserve respect and cooperation. Your own safety demands the same.

**NOTICE**

**To facilitate investigation of bus infractions, buses may be equipped with hidden cameras which will visually and audibly record events.**

## **Governing Board Policy JICF on Gang Activity**

The Governing Board prohibits any activity that threatens individual students or staff or school safety. Gang activity of any kind will be addressed under the Student Code of Conduct as specific rules provide. Additionally, the following Board Policy and administrative regulation will be enforced.

### **Gang Activity**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process.

It is the District's position that gang-related activities and behaviors present a clear danger to other District students and staff members and disruption of educational activities. Any student causing and/or participating in activities that adversely affect the educational activities and/or safety of another student or the orderly operation of the schools shall be subject to disciplinary action. When such behaviors occur in a gang context, they are of distinctive concern to the District and the community because of potential retaliation by and/or involvement of other gang members.

The use of hand signals or graffiti, or the presence of any apparel, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is discouraged. Gang-related clothing or accessories may vary from school to school and may change from year to year. If disruption results from dress, accessories, or grooming, the student's parent/guardian shall be contacted, and the student shall be sent home to change clothes if necessary.

The Governing Board herewith prohibits any form of hazing, intimidation, assault, or other activity related to a gang affiliation that is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. If such prohibited activity should occur, the school administrator or the Superintendent shall take corrective and/or disciplinary action as may be appropriate, which may include suspension or expulsion.

## **Administrative Regulation JICF-R**

For the purpose of District policy, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

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

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

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

## **Governing Board Policy JICFA Regarding Hazing**

The Governing Board encourages the formation of lawful student clubs and organizations that enrich the educational experience of students. These organizations are subject to and governed by the District's policies and regulations. The District prohibits these organizations from engaging in hazing activities through the following policy.

### **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District 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 school.

### **Definitions**

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

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

### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

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

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

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

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

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported/complained at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of

records and student information shall be observed in the process of making such a report.

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

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

## **Governing Board Policy JICFB on Bullying, Intimidation and Harassment**

All learners, educators, and support staff are responsible for creating a learning environment free of threats, intimidation, harassment or bullying. Everyone deserves such an environment.

To assure that students, staff and parents are aware of this policy, the policy and the procedures developed by the Superintendent shall be posted conspicuously in each school building and shall be distributed to all students.

Students shall not bully, intimidate, or harass any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment or intimidation of anyone.

### **Definitions**

*“Bully”* – a person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

*“Bullying”* is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal exclusion or causes physical injury, mental harm or personal degradation.

*“Intimidation”* – verbal or physical threats toward another person made with the intent to inflict fear, injury or damage to property.

*“Harassment”* – the continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on: race, ethnicity, national origin, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior
- Any form of physical abuse, e.g., punching, kicking
- Verbal abuse – shouting at, insulting, “putting down”
- Psychological abuse – isolating an individual, preventing them from becoming part of a group or involved in certain activities
- Anonymous letters or spreading rumors that are designed to upset
- Demanding money
- Demanding coursework to copy against a person’s will
- Stealing, hiding or damaging belongings, e.g., books, clothing, bags
- Teasing people about their physical appearance or other personal characteristics
- Intimidating or threatening email or text messages

### **Reporting by Staff**

Staff members shall report to school administration all incidents of bullying, intimidation or harassment which they witness or which they otherwise become aware of. Such reports shall be made on a timely basis. Staff shall also intervene to terminate acts of bullying, intimidation or harassment which they witness.

### **Reporting by Students**

Students are encouraged to report any acts of bullying, intimidation or harassment, whether they are victims or witnesses. The Superintendent shall develop procedures which provide confidential way for students to report violations of this policy.

### **Reporting by Parents**

A parent whose child has been the victim of bullying, harassment or intimidation, or who has otherwise become aware of such behavior is encouraged to report the behavior to a site administrator. The Superintendent shall develop procedures to facilitate parental reports.

### **Investigation and Disciplinary Response**

The school principal shall promptly investigate all allegations of bullying, harassment or intimidation.

Investigation may include interviews of students involved, including the alleged victim(s), perpetrator(s), and witnesses, if known. The identity of all students involved in the investigation shall be maintained confidentially.

Disposition of all reports/complaints that are proven shall be retained as required by law.

Students shall be disciplined for bullying, intimidating and harassing behavior, in accordance with existing Governing Board policies and district regulations, including the Student Code of Conduct.

As with the Code of Conduct, this policy and its corresponding procedures do not only apply to students while they are at their school. Policies governing student conduct also apply to students at other times, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or district grounds at any time, whether school is in session or not.

## **District Regulation JIDFB-R on Bullying, Intimidation and Harassment**

A person who has been the victim of or is aware of bullying, intimidation, or harassment of any student, staff member, or campus visitor is encouraged to report such behavior to the school or site administrator.

Any person wishing to report such behavior may report or complain directly to an administrator or to a professional staff member or may complete the appropriate Policy Exhibit.

If a professional staff member receives a direct report, the staff member will complete the appropriate Policy Exhibit and will transmit the report to the school administration not later than the next school day following the day the staff member received 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 three (3) school days when school is in session or within five (5) days during which the school offices are open but school is not in session. Extension of this time line may be permitted by the Superintendent.
- Following conclusion of the investigation, the investigator shall report the conclusion to the person who made the report/complaint (if known) and parent(s) (if applicable). Requirements for confidentiality of records and student disciplinary action shall be observed during the process of making such a report.
- The investigator shall record the findings of the investigation on the appropriate Policy Exhibit and retain the same if the allegations are proven.

District student or employee disciplinary policies shall be followed, if applicable.

**THE FOLLOWING FORMS ARE  
PROVIDED FOR YOUR CONVENIENCE**

## Exhibit JICFB-EA

### Amphitheater Public Schools Bullying Incident Report Form

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

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(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s):

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You can make this report anonymously by dropping it in your school's Silent Witness Box, so you are not required to include your name if you choose not to. But knowing your name helps us investigate what happened and helps us be able to take action. So, please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

OPTIONAL—Your Name: \_\_\_\_\_

Name(s) of other witnesses:

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If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

*For Administrative Use:*

Date Received: \_\_\_\_\_ Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Findings: \_\_\_\_\_

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Intervention: \_\_\_\_\_

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A short-term suspension imposed by the principal's designee may be appealed to the principal. A short-term suspension, which was imposed or approved by the actual school principal, is not subject to appeal. During a short-term suspension, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during a short-term suspension, the student must make prior arrangements with the principal to do so.

A student or parent has a right to appeal the decision of the district hearing officer to the Governing Board in accordance with District policy and regulation. A suspension remains in effect pending the Board's review of the appeal.

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Following a long-term suspension hearing, the hearing officer may request that the Governing Board expel a student. In the event of such a request, the Governing Board will determine whether to appoint a hearing officer to hold an expulsion hearing. In that case, the expulsion hearing officer will make a recommendation to the Governing Board as to whether the student should be expelled following the hearing. **Only the Governing Board can determine whether a student should be expelled;** the Board will decide if expulsion or other discipline should be imposed after considering the recommendation of the hearing officer. A student or parent has a right to dispute or appeal the recommendation of the hearing officer to the Governing Board in accordance with District policy and regulation. Expulsion is the most serious disciplinary step available. As part of its decision to expel, the Governing Board reserves the right to permit the student to apply for readmission after any period of time it may set. The Governing Board, or its hearing officer, may also establish conditions for readmission with which the student must comply prior to readmission.