

**Parent and Student Guide to  
Student Code of Conduct**

**San Carlos Unified School District #20  
2019-2020**







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## 1.0 INTRODUCTION

### **1.01 BEHAVIOR MANAGEMENT PHILOSOPHY**

San Carlos Unified School District #20 believes that it is important to create a respectful, responsible, safe, and orderly environment for all students and school personnel. The Rice Elementary School *Parent and Student Guide : Student Code of Conduct* (or “the Code”) is intended to support our continued efforts toward achieving those outcomes.

As a learning community, it is our responsibility to teach skills to students that will allow them to be successful not only as young people, but also as adults. Because we believe that all students will choose to demonstrate positive behaviors if they are prepared to make such choices respectfully and with dignity, this Code was established as a systematic guide for students and their parents or legal guardians to describe:

- What appropriate actions and behaviors “look like”, and what school personnel do to help students choose these actions and behaviors; and
- What inappropriate actions and behaviors “look like”, and what school personnel do to help students avoid these actions and behaviors.

To this end, the district has adopted a Positive Behavioral Interventions and Supports (PBIS) framework within a Multi-Tiered System of Supports (MTSS) at all grade levels to help students achieve both academic and social success. To find out more about the district’s PBIS program, visit our website at [www.sancarlosbraves.org](http://www.sancarlosbraves.org) or contact the Rice Elementary School office, a school administrator, or a school counselor.

The district is committed to providing quality education for all students and limiting exclusionary disciplinary practices whenever reasonable and appropriate using this approach; however, in some situations, traditional behavioral consequences may be required. When this is the case, appropriate due process will be provided to the student involved in accordance with federal law, tribal law, state statute, and/or Board policy.

It should be noted that this Code is not an all-encompassing document, and occasionally may not address every imaginable form of student misconduct. School personnel shall use their best judgement and discretion in such cases.

Further, nothing in the Code creates new rights or benefits for students or their parents or legal guardians that do not already exist as a matter of federal law, tribal law, state statute, and/or Board policy. In the event of a conflict between the Code and Board policy, Board policy shall govern.

The principal or his/her designee shall provide a yearly orientation to the Code for all students and staff, and copies of the Code will be made available to all staff, students, and parents or legal guardians in print, online, or in the office of each school. Issues, concerns, or questions relating to the Code may be directed to the principal.

Finally, it should be noted that all terms required to understand the Code are defined within their respective contexts. Where applicable, one or more examples of terms are also provided.

From the first day of school to the last, it will take the collective efforts of students, parents or legal guardians, teachers, and administrators to create a safe learning environment where all students can succeed. Working together, we will create a safe and productive school climate!

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## 2.0 EXPECTATIONS FOR STUDENT BEHAVIOR

### 2.01 DISTRICT LEVEL

Generally speaking, each student is expected: 1) To behave in a manner that reflects favorably on him or her and on the school; 2) To show consideration for fellow students and other adults; and 3) To contribute to a safe and positive school atmosphere. To accomplish this, all students must recognize their individual responsibilities and obligations as described within this Code.

San Carlos Unified School District #20 maintains a consistent set of behavioral expectations for all students that shall always apply on school premises. These expectations may also apply off school premises under certain circumstances.

**NOTE:** For the purpose of the Code, the term “on school premises” means: 1) On school property; 2) On the way to and from school, or school-sponsored events or activities; 3) When engaging in school-sponsored events activities; or 4) When visiting another school. For the purpose of the Code, the term “off school premises” means any environment other than the above in which the actions or behaviors of a student can reasonably be shown to: 1) Have an impact upon the safety of the student, other students, or school personnel; or 2) Affect the orderly operation of the school.

### GENERAL EXPECTATIONS

As a student, you are expected to:

- Comply with the rules, pursue the required courses of study, and submit to the authority of teachers, administrators, and the Governing Board [ARS §15-841(A)].
- Attend school and classes regularly, arrive on time, and have needed materials.
- Do your best to meet the requirements of each course.
- Respect and cooperate with teachers, school staff, and other students.
- Respect the rights of others.
- Honor reasonable requests made by school district employees and student teachers.
- Act safely at all times.
- Complete classwork or school activities without creating disorder or invading the rights of others.
- Inform school personnel immediately if you become aware of threats, weapons/dangerous instruments on school property or other safety concerns or violations of the Code.
- Take care to protect your belongings.\*
- Earn grades fairly without cheating or plagiarism.
- Be responsible for your grades and conduct.
- Tell your parent(s) or legal guardian(s) about your successes and challenges.
- Know all school rules and the consequences for violating them.
- Respect personal or school property.
- Keep school doors closed to visitors and follow proper visitor check-in procedures.

\* Neither the district nor the school or school personnel will be held responsible for personal items lost or stolen while at school.

### BUS EXPECTATIONS

As a student, you are expected to [SCUSD EEAE-EA]:

#### Arriving at pickup point:

- Be on time-leave home early enough to arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.



## 2.0 EXPECTATIONS FOR STUDENT BEHAVIOR (CONT'D)

- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If others are waiting at the bus stop, get in line without pushing or crowding, and stay off the roadway.

### Boarding the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.

### 2.01 DISTRICT LEVEL (CONT'D)

- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime.
- Place your foot squarely on the step, not on the edge, and use the handrail.
- Be careful carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

### While on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat and drink at home or school, but not on the bus (plastic water bottles are permitted).
- Obey promptly the directions and instructions of the school bus driver.
- Do not bring prohibited items on the bus, such as: 1) Tobacco; 2) Alcoholic beverages; 3) Insects, reptiles, or other animals [AAC R17-9-104]; or 5) Weapons, explosive devices, drugs, or chemicals.

### Exiting the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

### Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.

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## 2.0 EXPECTATIONS FOR STUDENT BEHAVIOR (CONT'D)

- Never cross the road behind the bus.

### In cases of an accident or other emergency:

- Older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

### 2.02 SCHOOL LEVEL

As a student at the school, you are expected to:

#### 2.02 SCHOOL LEVEL (CONT'D)

BE RESPECTFUL							
Hallway	Bathroom	Classroom/ Auditorium	Cafeteria	Gym/Locker Room	Bus	School Grounds	CTE Building
Listen to authority figures.	Be considerate of the privacy and personal space of others.	Listen to authority figures.	Listen to authority figures.	Listen to authority figures.	Follow the driver's instructions.	Listen to authority figures.	Listen to authority figures.
Proceed quietly down the hall.	Wait quietly.	Come in quietly, take and keep your assigned seat.	Use "please" and "thank you."	Be a good sport.	Be kind to others.	Be polite and helpful to others.	Share equipment, use it appropriately and clean up after yourself.
Stay to the right.	Flush the toilet.	Raise your hand for permission to speak or leave your seat.	Be considerate of the privacy, personal space, and belongings of others.	Share equipment, use it appropriately and clean up after yourself.	Be considerate of the privacy, personal space, and belongings of others.	Share equipment, use it appropriately and clean up after yourself.	
Use appropriate language.		Participate in and contribute to the work and success of all.		Be considerate of the privacy, personal space, and belongings of others.			

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## 2.0 EXPECTATIONS FOR STUDENT BEHAVIOR (CONT'D)

Be considerate of the privacy, personal space, and belongings of others.							
BE RESPONSIBLE							
Hallway	Bathroom	Classroom/Auditorium	Cafeteria	Gym/Locker Room	Bus	School Grounds	CTE Building
Be in class on time.	Take bathroom pass.	Come prepared to work each day and complete work on time.	Clean your area and throw away trash.	Participate in and dress for PE daily.	Be quick to load up.	Be on time for school.	Report all injuries to an instructor immediately.
Take care of school property.	Keep the bathroom clean.	Always do your best work.	Food and drink stay in cafeteria.	Take care of school property.	Report inappropriate behavior to the bus driver.	Take care of school property.	Report broken equipment to the instructor.

## 2.02 SCHOOL LEVEL (CONT'D)

Hall pass required.	Wash your hands.	Follow classroom rules and procedures.	Remember food is to be eaten in cafeteria.	Report broken equipment to the instructor.	Use your indoor voice.	Line up quickly and quietly when the whistle blows.	
Keep the hallways clean.	Report damage to property to an authority figure.	Use electronic devices according to Board policy.	Line up single file and wait patiently.	Line up quickly and quietly when the whistle blows.	Keep personal belongings in your bag.		
BE SAFE							
Hallway	Bathroom	Classroom/Auditorium	Cafeteria	Gym/Locker Room	Bus	School Grounds	CTE Building
Walk in a safe, orderly and timely manner.	Go directly to the bathroom and return immediately.	Know all emergency procedures (fire drill, evacuation, lockdown, etc.)	When entering the cafeteria, walk (don't run) to the lunch counters.	Follow all directions and school rules.	Stay seated and face front.	Follow all directions and school rules.	Follow all instructions carefully.

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## 2.0 EXPECTATIONS FOR STUDENT BEHAVIOR (CONT'D)

Keep your hands and feet to yourself.	No food or drink inside the gym.	Keep hands and feet to yourself.	Keep hands and feet to yourself.	Wear safety glasses as required.			
Keep traffic flowing.	Report issues.	Think before you act.	Report all accidental spills.	Play safely.	Keep aisles clear.	Think before you act.	Work with caution.
	Use good hygiene.		Stay in the designated areas.	Stay in the designated areas.	Be aware of the exit doors.	Play safely.	Know all emergency procedures.
						Stay in the designated areas.	

As a student, you are also expected to:

- Dress and conduct yourself in a manner that reflects favorably upon you and the school.
- Select clothing options that conform to the district’s dress policy (see [Section 4.02](#)).
- Avoid clothing and grooming choices that create a health or safety hazard, distract from the educational environment of the school, or reduce the instructional effectiveness of school personnel.

Additional expectations may be provided by the principal either at the beginning of the school year or when a student is enrolled. In some cases, expectations may also be posted when required by federal law, tribal law, state statute, and/or Board policy.

### 2.03 SETTING LEVEL

All students are also expected to follow the rules and routines established by each teacher or activity supervisor. These will be provided by school personnel either at the beginning of the school year or when a student is enrolled. In some cases, expectations may also be posted by the teacher or activity supervisor.



## 3.0 BEHAVIOR MANAGEMENT OVERVIEW

School personnel are encouraged to use a wide variety of behavioral supports both to help students selfregulate their behavior and to pre-empt student misconduct wherever possible. When it is evident that these supports have failed to prevent inappropriate or unacceptable behavior, it is essential that prompt, corrective action is taken as defined herein.

Students and parents or legal guardians can expect to be treated reasonably, fairly, and consistently whenever action is taken by school personnel to address violations of the Code. The remaining sections of this guide detail the responsibilities and expectations summarized in this section.

### 3.01 RESPONSIBILITIES (PARENTS)

As a parent, you are responsible for:

- Providing the district with proper enrollment documentation.
- Keeping the district informed of changes in custody or guardianship.
- Keeping the district informed of changes in your contact information.
- Notify the school office when you have any medical condition(s) that may threaten the safety of your child or other children in the school. You must notify the school of such conditions: 1) Upon your child's enrollment; 2) When the medical condition(s) become known; or 3) When your child has any problems that may affect his or her performance in school.
- Making sure your child attends school on time every day.
- Verifying your child's absence from school by sending a signed written excuse to school on the day of return from absence.
- Providing home resources to help your child complete class work and homework.
- Being involved with school activities when possible.
- Keeping in touch with teachers and other school personnel (where applicable) about your child's progress.
- Participating in parent/teacher conferences and other school-requested meetings regarding your child's academic performance.
- Communicating with school personnel or others, and conducting yourself at school or schoolsponsored events/activities, in a civil and respectful manner.
- Learning about your responsibilities and rights in behavior management matters.
- Cooperating with school personnel if disciplinary action becomes necessary.
- Stressing to your child the importance of education and learning.

**NOTE:** For the purposes of the remainder of this Code, the term "parent" means : 1) Either a natural or adoptive parent of a child; 2) A guardian (but not the state if the child is a ward of this state); 3) A person acting in the place of a natural or adoptive parent with whom the child lives or a person who is legally responsible for the child's welfare; 4) A foster parent (to the extent permitted by state law); or 5) A Surrogate [ARS §1-602(E), §8-501(9), §13-1302, §15-101(16) and (17), §15-761(22), §15-763.01 and §15-1181(6); SCUSD JF and KB].

The Governing Board presumes that the person who enrolls a student in school is the student's custodial parent, and unless a tribal or state court has specified otherwise, the custodial parent shall be the one whom the district holds responsible for the education and welfare of that child. A change in the custody of a child at school is not permitted, unless: 1) The person seeking custody of the child presents the school official with a certified copy of a valid court order from a tribal or state court designating the person who has custody of the child; and 2) The person seeking custody gives the school official reasonable advance notice of his or her intent to take custody of the child at school.

Each parent shall have the right to receive information contained in school records concerning their minor child. The Governing Board, unless informed otherwise, assumes there are no restrictions regarding a non-custodial parent's right to be kept informed of a student's progress and activities.



## 3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)

If restrictions are made relative to the rights of a non-custodial parent, the custodial parent shall be requested to submit the required district form along with a certified copy of the court order which curtails these specific rights. Unless there are specific courtimposed restrictions, a non-custodial parent, upon request, shall be given access to all of the student's educational records including, but not limited to, the student's cumulative file and the student's special education file, if applicable.

### 3.02 RESPONSIBILITIES (TEACHERS)

Each teacher is responsible for:

- Implementing the school student discipline plan [SCUSD JK-R].
- Establishing and maintaining setting level procedures, routines and behavioral supports that encourage appropriate behavior choices by students and prevent misconduct wherever possible.
- Obtaining review and approval of these procedures and routines by the principal or his/her designee.
- Communicating behavior management guidelines to parents or legal guardians and students and aligning these to their counterparts at the building level and ensuring that these are consistent with both Board policy and their building level counterparts.
- Holding students to strict account for disorderly conduct [ARS §15-521(2)].
- Complying with all rules and policies of the Governing Board that relate to the duties prescribed in ARS §15-521.
- Managing incidents involving [Class I SCOC violations](#) or [Class II SCOC violations](#) (see [Section 3.04](#)).
- Considering potential alternatives to disciplinary consequences.
- Referring cases involving Class I SCOC violations or [Class II SCOC violations](#) that have not responded to selected resolutions to principal or his/her designee (see [Section 3.04](#)).
- Referring incidents involving [Class III SCOC violations](#), [Class IV SCOC violations](#), or [Class V SCOC violations](#) immediately to the principal or his/her designee (see [Section 3.04](#)).
- Maintaining disciplinary data and reviewing it on a regular basis for quality assurance purposes.

### 3.03 RESPONSIBILITIES (ADMINISTRATORS)

Each school administrator is responsible for:

- Involving staff members of the school in the development of a positive plan for behavior management [SCUSD JK-R].
- Establishing and maintaining building level procedures, routines and behavioral supports that encourage appropriate behavior choices by students and prevent misconduct wherever possible.
- Communicating behavior management guidelines to assistant principals, teachers, staff members, parents or legal guardians, and students.
- Ensuring that building level procedures, routines and behavioral supports, and those established at the setting level by teachers, are consistent with federal law, tribal law, state statute, and Board policy.
- Managing referrals of cases involving [Class I SCOC violations](#) or [Class II SCOC violations](#) that have not responded to prior resolutions (see [Section 3.04](#)).
- Managing incidents involving [Class III SCOC violations](#) or [Class IV SCOC violations](#) (see [Section 3.04](#) and [Section 4.01](#)).
- Considering potential alternatives to disciplinary consequences.
- Referring cases involving [Class III SCOC violations](#) or [Class IV SCOC violations](#) that have not responded to prior resolutions to the superintendent or his/her designee (see [Section 3.04](#)).
- Referring incidents involving [Class V SCOC violations](#) immediately to the superintendent or his/her designee (see [Section 3.04](#)).



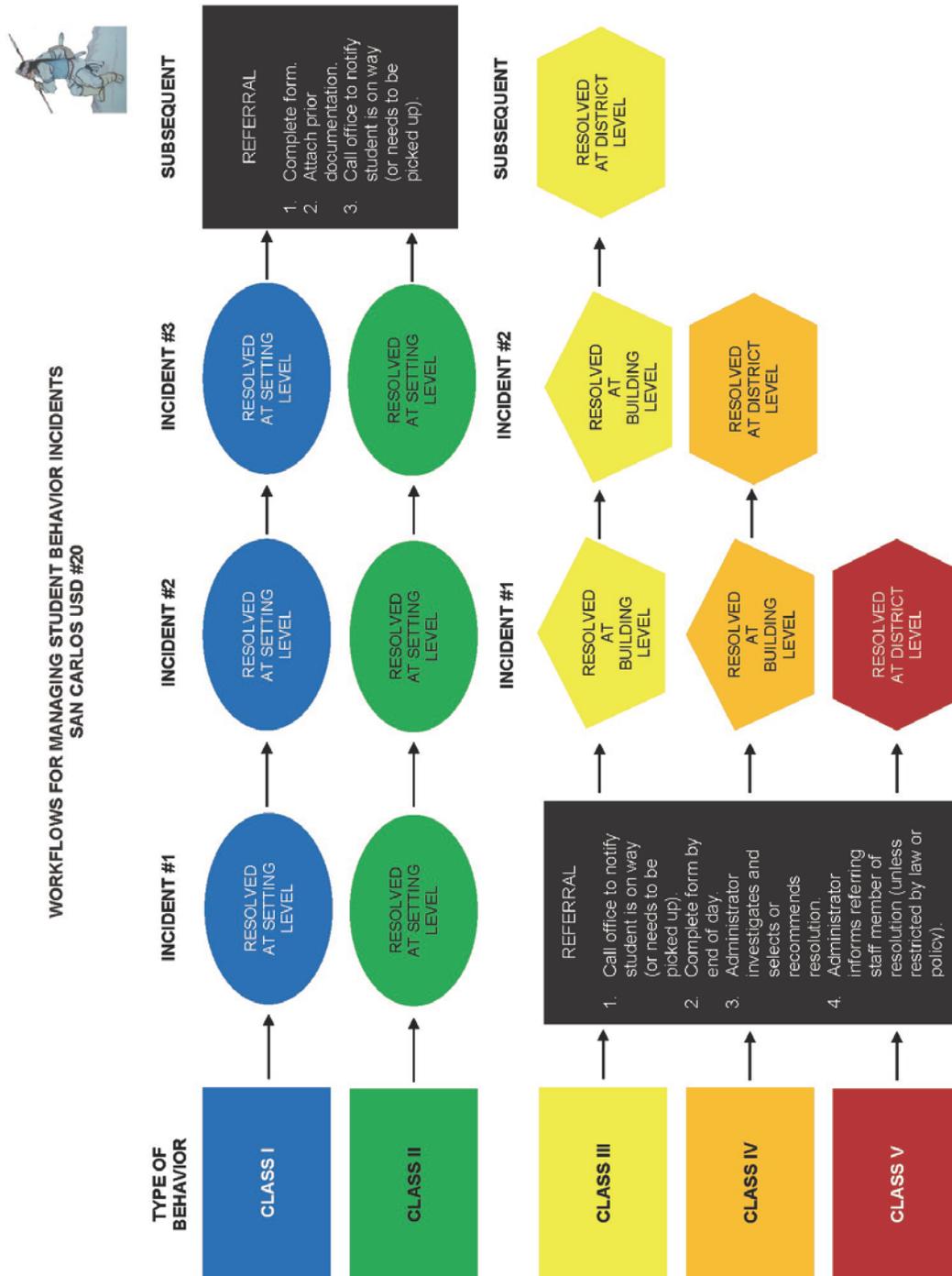
## **3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)**

- Completing and interpreting strategy selection rubrics, when necessary, to ensure that the course of action taken is appropriate to the case facts involved.
- Referring unresponsive cases up the chain of command.
- Participating in suspension proceedings when necessary.
- Maintaining disciplinary data and reviewing it on a regular basis for quality assurance purposes.



## 3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)

### 3.04 WORKFLOWS FOR MANAGING STUDENT BEHAVIOR INCIDENTS



For the Code violations in each class above, see [Section 4.01](#).



## **3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)**

### **3.05 RIGHTS SUMMARY (STUDENTS)**

All students are entitled to the basic rights of citizenship that are recognized and protected by laws of this country, the tribe, and the state; however, students are also obligated to respect the rights of classmates, teachers, and other school personnel. Students who violate the rights of others or the rules and regulations of the district or the school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

As a student, you can expect the right:

- To be respected as a worthwhile person, regardless of race, color, religion, sex, age, national origin, disability, or any other basis in federal law, tribal law, state statute, or Board policy.
- To receive a Free Appropriate Public Education (FAPE) through the 12th grade, upon graduation, or until twenty-one (21) years of age, unless denied such by due process.
- To be allowed to organize or belong to groups or clubs within the school as long as the group or club: 1) Follows established Board guidelines; 2) Does not disrupt the educational process; and 3) Does not discriminate because of race, color, religion, sex, age, national origin, disability, or any other basis in federal law, tribal law, state statute, or Board policy.
- To exercise freedom of expression, including speech, assembly, appearance or dress, publication, and the circulation of petitions, as long as such activities: 1) Do not disrupt the educational process; or 2) Threaten the health and welfare of staff and other students.
- To be free from verbal, physical, or sexual abuse, or threats of such, by other students or school personnel.
- To receive grades based only upon academic performance (never to reflect punishment for misconduct) and an explanation of how grades are determined in each class.
- To make up work upon returning to school from an excused absence.
- To be told about all school rules and policies and procedures.
- To be provided academic and behavioral interventions to promote success.
- To be secure from unreasonable searches of person/property and unreasonable seizure of property.
- To receive due process when any charge or accusation has been made against you.
- To see your school record (in accordance with federal and state law) and have questions explained or mistakes corrected.

**NOTE:** These rights: 1) Shall not be construed to be all-inclusive; and 2) Shall not in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students.

### **3.06 RIGHTS SUMMARY (PARENTS)**

The liberty of parents to direct the upbringing, education, health care and mental health of their children is a fundamental right [ARS §1-601(A)]. This state, any political subdivision of this state, or any other governmental entity shall not infringe on these rights without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means [ARS §1-601(B)].

Unless these rights have been legally waived or terminated, all parental rights are reserved to the Parent of the minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution [ARS §1-602(A)].



## 3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)

As a parent, you can expect the right [ARS §1-602(B) through (E)]:

- To direct the education of your minor child.
- To all of the guarantees to parents identified in ARS §15-101 et seq., including the right to access and review all records relating to your minor child (see [Section 8.03](#)).
- To direct the upbringing of your minor child.

### 3.06 RIGHTS SUMMARY (PARENTS) (CONT'D)

- To direct the moral or religious training of your minor child.
- To make healthcare decisions for your minor child, including rights pursuant to ARS §15-873, §362271 and §36-2272, unless otherwise prohibited by law.
- To access and review all medical records of your minor child, unless otherwise prohibited by law.
- To consent in writing before a biometric scan of your minor child pursuant to ARS §15-109.
- To consent in writing before any record of your minor child's blood or DNA is created, stored or shared, except as required by ARS §36-694, or before any genetic testing is conducted on your minor child pursuant to ARS §12-2803, unless authorized pursuant to ARS §13-610 or a court order.
- To consent in writing before the state, or any of its political subdivisions, make a video or voice recording of your minor child, unless the video or voice recording is made during or as a part of a court proceeding, by law enforcement officers during or as part of a law enforcement investigation, during or as part of a forensic interview in a criminal or Child Protective Services (CPS) investigation, or to be used solely for any of the following purposes: 1) Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles; 2) A purpose related to a legitimate academic or extracurricular activity; 3) A purpose related to regular classroom instruction; 4) Security or surveillance of buildings or grounds; or 5) A photo identification card.
- To be notified promptly if an employee of the state, any political subdivision of the state, any other governmental entity, or any other institution suspects that a criminal offense has been committed against your minor child by someone other than a parent, unless the incident has first been reported to law enforcement and your notification would impede a law enforcement or CPS investigation.

**NOTE:** This does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that is routinely addressed as a student disciplinary matter by the school.

- To obtain information about a CPS investigation involving you [ARS §8-807].

**NOTE:** This right: 1) Does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state; 2) Does not prohibit courts, law enforcement officers or employees of a government agency responsible for child welfare from acting in their official capacity within the scope of their authority; and 3) Does not prohibit a court from issuing an order that is otherwise permitted by law.

- To be respected as an individual regardless of race, color, religion, sex, age, national origin, disability, or any other basis in federal law, tribal law, state statute, or Board policy.
- To be treated with courtesy by all members of the school staff.
- To be informed about academic requirements, school programs, grading, and promotion policies, and to have access to board and school-based decision making policies and administrative procedures.
- To participate in parent/teacher conferences.
- To have access to your child's cumulative records, written work and student portfolios, request the removal or correction of any false or misleading information, or request the names and addresses of outside recipients of information about your child (see [Section 8.03](#)).



## 3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)

- To have information about programs for exceptional students and to participate in decisions regarding your child's placement in a special education class.
- To receive any available help to further the educational progress and improvement of your child.
- To expect classroom discipline to be maintained and to be informed of any documented disciplinary steps taken affecting your child.
- To receive prompt and appropriate communications about your child.
- To have the opportunity to participate in school level groups (PTA, PTSA, etc.) that deal with school policy, program development, and evaluation and dissemination of information.

**NOTE:** These rights shall not be construed to be all-inclusive.

## 3.07 INVESTIGATION CONCERNS

### OFFICE REFERRALS

When violations of this Code occur, school personnel are required to intervene either: 1) Directly (in cases of minor misconduct); or 2) By making a referral to the principal or his/her designee (in cases of moderate misconduct) [ARS §15-841(A)]; or 3) By immediately reporting the incident to the principal or his/her designee (in cases of serious misconduct). Referrals may be made by any faculty member or staff member responsible for supervising students on either a direct or an indirect basis.

Prior to making referrals for low level incidents, however, teachers are expected to use proactive teaching skills to redirect students when their behavioral choices do not meet the expectations established at the district, building, or classroom levels (see [Section 2.0](#)). In most situations, students should first be supported in learning the skills necessary to function in the school environment and to avoid negative behavior; however, in the event that proactive action does not assist a student involved in correcting his or her behavior, the referral process must be initiated (see [Section 3.04](#)).

When a referral is made, the referring faculty member or staff member shall complete and submit a referral form as soon as possible. Upon receipt of the referral, the principal or his/her designee: 1) Will investigate the allegation of a Code violation within a reasonable timeframe; and 2) Will employ appropriate discipline management techniques that are consistent with rules adopted by the Governing Board [ARS §15-841(A)].

**NOTE:** For serious incidents, the principal or his/her designee may contact the appropriate law enforcement agency. In addition to the disciplinary consequences that may be involved, a student may be subject to arrest and prosecution for violations of this Code which represent criminal activity. Prosecution and court proceedings in such cases shall be outside the authority of the district, and may occur before, during, or after district sanctions for the incidents(s).

In the event that the allegation is substantiated, the most reasonable, appropriate, and effective resolution to the referral will be used (or recommended) by the principal or his/her designee from the option(s) available within the school Behavior Management Plan (see [Section 5.03](#)).

### POLICE PRESENCE ON CAMPUS

Through a partnership with the San Carlos Tribal Police Department, officers may be on campus at any time to provide an added layer of safety on school grounds. These officers are professionally equipped with standard issued gear, and may use such equipment when necessary to maintain safety.



## **3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)**

### INTERVIEWS

Consistent with SCUSD JIH, school officials may question students regarding school-related matters without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by an SRO or peace officer.

### REASONABLE FORCE

The term “reasonable force” means physical force used by school personnel, or a student, against a student whenever immediate action is essential for: 1) Self-defense; 2) Preservation of order; 3) Protection of other persons; or 4) Protection of property. Use of such force may not be considered reasonable when: 1) It was made in response to verbal provocation only; 2) Assistance from school personnel was a reasonable alternative; 3) The student was capable of removing himself or herself from the situation; or 4) The degree of force was disproportionate to the circumstances or exceeds that needed to avoid injury to self or others.

### SEARCHES

Consistent with SCUSD JIH, school officials have the right to search and seize property, including **3.07 INVESTIGATION CONCERNS (CONT'D)**

school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student, other students, school personnel, or others exists.

Items provided by the district for storage (e.g., lockers, desks, or storage areas), or personal items that are provided as a convenience to the student, but: 1) Remain school property; and 2) Are subject to its control and supervision. Students have no reasonable expectancy of privacy with regard to these items, which may be inspected at any time with or without reason, or with or without notice, by school personnel.

Lockers are provided only for the storage of books and school supplies. Only school locks are authorized on lockers, and students are advised to keep lockers locked and not to share lockers or lock combinations with anyone.

**NOTE:** The district will not be held responsible for personal items lost or stolen from lockers.

An acknowledgement form is required from all students using lockers (see [Section 9.01](#)).

With certain limits, students are entitled to maintain privacy surrounding their possessions (e.g., backpacks, satchels, purses, jackets, or vehicles) and are responsible for those possessions. If school officials have reasonable suspicion that a search will reveal the presence of illegal items or dangerous materials, those personal belongings may be searched by law enforcement.

Personal searches (e.g., of clothing) may be conducted by a school official, in private and with a witness, when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. Any such search shall be conducted in accordance with district guidelines.



## **3.0 BEHAVIOR MANAGEMENT OVERVIEW (CONT'D)**

### **SURVEILLANCE**

Parents and students are advised that surveillance video may be in use by school personnel: 1) In or around school buildings; and 2) In school buses.

### **THREAT ASSESSMENT**

The district has established a comprehensive threat assessment process this is used in the school whenever allegations of threatening behavior are made. A school or district Threat Assessment Team (TAT) may advise the principal or his/her designee during such investigations.

### **DISCIPLINARY RECORDS**

Consistent with SCUSD JK and JR, records of incidents, investigations, and any actions taken in specific cases shall be: 1) Kept by the principal or his/her designee; 2) Entered into the student information system; and 3) Made available upon request to the appropriate teachers, administrators, counselors, students, parents, and outside educational institutions only in accordance with the provisions of FERPA.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS

### 4.01 DEFINITIONS AND EXAMPLES

The definitions and examples of Code violations are listed below. Where applicable, those provided are not intended to create the elements of a crime as set out in federal, tribal, or state law.

CLASS I CODE VIOLATIONS
This term means minor misconduct that: 1) Is managed first at the setting level; and 2) Does not have the potential to result in consequences outside of the district.
<b>Disturbance of Setting; Disruption.</b> This term means engaging in behavior that causes an interruption in a class or activity [ADE].
<b>Disturbance of Setting; Negative Group Affiliation.</b> This term means displaying attitudes or actions within a group that: 1) May or may not have a recognized leader; 2) Does most things together, especially socially; 3) Sticks together on issues; 4) Acts bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements; 5) Involves themselves in each other's problems and/or perpetuates each other's problems; 6) Claims loyalty and righteousness if reprimanded (all the interference they cause is in the name of friendship); 7) Is likely to confront authority as a group when a member has been disciplined; 8) Is usually uncooperative (and possibly hostile); 9) Has a similar set of academic strengths or weaknesses; 10) Is not inviting to other peers; and 11) Is not objective [ADE].
<i>Examples include, but are not limited to, the following:</i>
<ul style="list-style-type: none"><li>• Talking at inappropriate times during a lesson or activity (e.g., while a Teacher is talking or engaging in a side conversation with another student or group).</li><li>• Communicating in an inappropriate way (e.g., engaging in sustained loud talk, yelling or screaming; making inappropriate noises either verbally or with materials; or mimicking/repeating a Teacher's words).</li><li>• "Fidgeting" with another student's belongings.</li><li>• Failing to attend to an assigned lesson or activity (e.g., reading a newspaper during an assignment, doing homework from another class or distracting other students while they are working).</li><li>• Engaging in other "off-task" disruptions despite the corrective efforts of school personnel (e.g., engaging in sustained out of seat behavior or calling out to others without permission).</li></ul>
<b>Dress Code Violation.</b> This term means wearing clothing that does not fit within the dress code guidelines state by Board policy or the school [ADE].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Wearing clothing containing rips, holes, frays, or cuts.
  - Wearing improper footwear (e.g., “heelies” or slippers), or no footwear at all.
  - Wearing clothing that does not fit appropriately (e.g., baggy style legged slacks or pants more than one (1) size larger than one’s measured waist; shirts that exceed the fingertips with arms at one’s side).
  - Wearing clothing inappropriately (e.g., shirts unbuttoned below the top button; underwear on the outside).
  - Wearing clothing that is overly revealing (e.g., “sagging” pants; overly tight pants or shirts; shorts or skirts more than one (1) inch above the knees; visible underwear; visible midriffs; or “skinny jeans”).
  - Wearing pajamas or lounge pants.
  - Wearing clothing of a prohibited color (red, green, or royal blue clothing, unless such clothing contains the San Carlos Braves insignia).
  - Wearing belts which are hanging from belt loops or which are not solid black or brown).
  - Wearing printed/or concert shirts, red, green, or royal blue “hoodies”, or long overcoats.
- 
- Wearing items associated with gang membership (e.g., clothing, belts, undershirts, shoelaces, bandanas, jewelry, hats or other items containing gang colors; “Insane Clown Posse”-related items).
  - Wearing hats in the building (except for safety headgear required for special classes).
  - Wearing sunglasses or dark glasses inside the building without a doctor’s note.

**Nuisance Item; Contraband.** This term means possessing an item state in school policy as prohibited because of its potential to disrupt the learning environment [ADE].

**Nuisance Item; Mobile Device.** This term means using any device that puts out an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to its owner either during a restricted time or in a way that has disrupted a class or activity.

**Nuisance Item; Other.** This term means any other item brought to school that creates the potential for disruption.

**NOTE:** All personal property is brought onto campus at the risk of its owner. The district will not be held responsible for the personal property of students.

*Examples include, but are not limited to, the following:*

- Bringing a laser pointer to school.
- Possessing or using any item or device (e.g., pointer, pen or keychain) containing a laser.
- Using a mobile phone, digital tablet, laptop, e-reader or netbook (e.g., a ChromeBook®) or paging device without permission.
- Using a wireless accessory (e.g., Bluetooth® and other headsets) without permission.
- Using a mobile device (e.g., laptop, iPad®, iPod®, MP3 player, CD player, radio, pager or “walkietalkie”) without permission.
- Bringing cameras (e.g., 35mm cameras, box cameras, or digital cameras), electronic gaming consoles or games (e.g., “Gameboys®” and PSPs) or other toys of any kind to school.
- Bringing personal items of considerable monetary or sentimental value to school.
- Bringing food or drink to a setting where such is not permitted.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Public Display of Affection.** This term means touching, hugging or kissing in view of others that is beyond casual contact and which creates, or has the potential to create, a disturbance of the setting or school.

*Examples include, but are not limited to, the following:*

- Engaging in consensual non-verbal conduct of an intimate nature that disrupts the learning environment in view of one or more bystander(s) (e.g., sitting on the lap of another student, massaging another student or kissing another student).
- Touching another student in a suggestive manner (e.g., “grinding”, “freaking” or “twerking”).

**Out of Assigned Area; Skipping Class.** This term means being on campus, but missing any portion of class or activity without knowledge and authorization of a parent, administrator, or staff member.

**Out of Assigned Area; Tardy to Class.** This term means failing to be inside of the assigned classroom when the tardy bell stops ringing.

**Out of Assigned Area; Other.** This term means: 1) Being on campus, but away from the area, class, or activity to which a student is assigned; or 2) Being in a prohibited area.

*Examples include, but are not limited to, the following:*

- Arriving late to a class or activity already in session.
- Arriving back to class late after an activity.
- Missing the entire class or activity.
- Leaving class without permission.
- Failing to have appropriate hall pass when required.
- Being in a place that is “off limits” (or other room or area) during the school day that requires permission from staff.
- Moving from a classroom, playground, or lunchroom to another area: 1) At an inappropriate time; or 2) Without permission.
- Failing to arrive at a class, program, or activity after being on campus without the knowledge or permission of school personnel.

### CLASS II CODE VIOLATIONS

This term means moderate misconduct that: 1) Is managed first at the setting level; and 2) Does not have the potential to result in consequences outside of the district.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Dishonesty (Non-Criminal); Alteration of Document.** This term means tampering with, altering or destroying an unofficial document in a matter of interest to the district only.

**Dishonesty (Non-Criminal); Cheating.** This term means failing to complete schoolwork using the guidelines provided by school personnel [ADE].

**Dishonesty (Non-Criminal); Failure to Accurately Report.** This term means providing a false unofficial report or other written information to school personnel in a matter of interest to the district only.

**Dishonesty (Non-Criminal); Lying:** This term means: 1) Making an untrue statement with intent to deceive; or 2) Creating a false or misleading impression [ADE].

**Dishonesty (Non-Criminal); Plagiarism.** This term means stealing and passing off the ideas or words of another as one's own [ADE].

*Examples include, but are not limited to, the following:*

- Using a cell phone to transmit test items, test answers or other secured information to others or obtaining material or work from a teacher or another student in a dishonest or unauthorized way.
- Copying assignment/homework responses of another student.
- Requesting, offering, giving or receiving information during a quiz.
- Presenting the labor, language, structure or concepts of others as one's own original work.
- Obtaining unauthorized/undocumented material from the internet.
- Disseminating, distributing, copying, printing or creating derivatives of the intellectual property of others works without authorization).
- Failing to be truthful when questioned by a school official.
- Making a false accusation of non-criminal activity.
- Signing a parent's name on a progress report or a teacher's name on an eligibility report; changing the expiration time of a hall pass.
- Neglecting to make staff aware of a non-criminal Code violation by another student.

**Insubordination; Defiance or Non-Compliance.** This term means refusing to follow directions, talking back, or delivering a socially rude interaction [ADE].

**Insubordination; Disregard for School Rule.** This term means refusing to obey an established school rule of which the student was made duly aware.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

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**Insubordination; Lack of Cooperation.** This term means ignoring a directive to complete an assignment as instructed after non-compliance is detected and addressed by school personnel.

**Insubordination; Refusing Corrective Action.** This term means: 1) Refusing an assigned intervention or consequence at the time it is issued; or 2) Failing to report for an assigned intervention or consequence.

*Examples include, but are not limited to, the following:*

- Refusing to follow the rules or directives of school personnel.
- Disregarding a warning to leave an area.
- Refusing to stop a disruptive behavior.
- Confronting with resistance or challenging the authority of a school official.
- Verbally refusing to participate in an assigned lesson or activity.
- Refusing to identify oneself or to display school-issued ID when requested.
- Questioning a teacher's authority in front of a class.
- Actively refusing to complete an assignment.
- Failing to participate in a state-mandated test.
- Missing a detention assigned by school personnel.

**Offensive Speech; Disrespect of Staff Member.** This term means speaking to school personnel inappropriately.

**Offensive Speech; Inappropriate Language.** This term means delivering a verbal message that includes swearing, name calling or the use of words in an inappropriate way [ADE].

**Offensive Speech; Obscene Gesture.** This term means using any type of symbol meant to relate an offensive message to the person(s) the gesture was directed toward.

**Offensive Speech; Verbal Provocation.** This term means using language that may incite another person or people to fight [ADE].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Using disrespectful language (e.g., language reasonably perceived by the recipient or a bystander as inappropriate, rude, disrespectful, or attacking; words that insult or belittle a person; cruel teasing; combative speech with staff; or “talking back” to staff).
- Making an offensive written statement (e.g., notes or drawings, typewritten letters, newspaper editorials, drawings, graffiti, emails, text messages, web pages or blog entries that relate an inappropriate message).
- Making a personal attack (e.g., abusive or malicious criticism of a person).
- Using offensive words (e.g., foul language).
- Using a symbolic gesture (e.g., a hand sign with an offensive meaning; or flashing a signal that indicates affiliation with a gang, or organization with a history of advocating disruption or violence).

**NOTE:** If discriminatory or threatening speech is used, see “Hostile Environment (Non-Sexual)” instead.

#### CLASS III CODE VIOLATIONS

This term means serious misconduct that: 1) Is managed first at the building level; and 2) Rarely has the potential to result in consequences outside of the district.

**Disregard for Safety; Combustible.** This term means possessing a substance or object that is readily capable of causing bodily harm or property damage [ADE].

**Disregard for Safety; Minor Aggressive Act.** This term means engaging in non-serious but inappropriate physical contact [ADE].

**Disregard for Safety; Other Aggression.** This term means any other disruptive action with the reasonable potential to injure a person or property.

*Examples include, but are not limited to, the following:*

- Initiating a prank (e.g., pushing or tripping).
- Engaging in “horseplay” or “roughhousing” (e.g., wrestling or running in high traffic areas).
- Possessing potentially dangerous items (e.g., matches or lighters).
- Leaving an external door propped open during school hours.
- Keeping prohibited items in a locker in violation of a school locker policy.

**Non-Controlled Substance Policy Violation.** This term means possessing, using, distributing, or selling any Over-the-Counter (OTC) product or non-controlled prescription medication in a manner inconsistent with established district procedures.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Keeping any OTC remedy (e.g., aspirin, Tylenol®, an antihistamine such as Benadryl®, or a laxative) or non-controlled prescription (e.g., an antibiotic or decongestant) in a backpack or locker.
- Administering a medicine without the prior notification and approval of authorized school personnel.
- Providing any such item to another person.
- Obtaining any such item from another person.
- Selling or offering such an item for purchase.
- Failing to notify designated personnel of the use of an “Exception Item” under SCUSD JLCD.

**Technology Policy Violation.** This term means any failure to use district-owned hardware, software, electronic devices, web pages and networks for their intended educational uses as described in the district’s *Electronic Information Services Agreement (EIS)*.

*Examples include, but are not limited to, the following:*

- Taxing resources for non-educational purposes (e.g., spamming, visiting chat rooms, visiting gaming sites, downloading and/or using games, music, or software, or visiting eCommerce sites).
- Accessing or transmitting offensive content (e.g., downloading, uploading, posting, publishing or distributing violent, sexually explicit, hate-oriented, harassing or discriminatory content).
- Creating a conflict of interest (e.g., running a commercial website).
- Bypassing security measures (e.g., using an account of another person or spoofing a website).
- Attempting or engaging in computer trespass (e.g., trying to determine a login password of another person, accessing messages belonging to someone else, releasing personal information of others or acting in violation of a third party privacy policy).
- Vandalizing the data or files of another user.
- Using a computer to infringe upon the intellectual property (IP) rights of others (e.g., making file copies without permission, downloading copyrighted material without permission or sharing protected or confidential information without permission).
- Conducting activities via the internet that constitute violations of criminal or civil law (e.g., using network resources to commit an act that would be prohibited by any other means).
- Connecting or installing personally owned computer hardware, hardware components or software to and/or in the EIS without the prior approval of the district Information Technology Department.

- Posting information that could cause damage or disruption to the operations of the EIS.
- Possessing any data that may be considered a violation of EIS regulations, in paper, magnetic (disk), or any other form.

**Tobacco Policy Violation; Possession.** This term means possessing a tobacco-containing product, nicotine delivery device, or “look-alike.”

**Tobacco Policy Violation; Use.** This term means using a tobacco-containing product, nicotine delivery device, or “look-alike.”

**Tobacco Policy Violation; Other.** This term means selling, purchasing, distributing, transporting, transferring, or receiving a tobacco-containing product, nicotine delivery device, or “look-alike.”



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Possessing or using smoked forms of tobacco (e.g., cigarettes, cigars, and pipe tobacco).
- Possessing or using “smokeless” forms of tobacco (e.g., chewing tobacco or “snuff”).
- Possessing or using a nicotine delivery device (e.g., an electronic cigarette, or “e-Cigarette”).
- Possessing tobacco paraphernalia (e.g., rolling papers or tobacco pipes).

**Transportation Policy Violation; Bus Disturbance.** This term means causing a disruption or safety issue on a school bus.

**Transportation Policy Violation; Other.** This term means any act which violates an established rule for the use of any type of transportation to, from, on, or around campus.

*Examples include, but are not limited to, the following:*

- Engaging in any action or behavior that interferes with, or has the potential to interfere with, the safe operation of a school bus (e.g., engaging in sustained loud talk, yelling, screaming, making noise with materials or sustained out of seat behavior).
- Using a bicycle or moped on campus without prior parent authorization and principal permission.
- Operating a motor vehicle on or near school property or a school bus in an unsafe manner.
- Exceeding campus or school zone speed limits.
- Blocking bus or car “drop off” lanes at a school.
- Using skateboards, roller blades, or “roller shoes” on campus.
- Crossing streets or high traffic areas on campus on foot in an unsafe manner or in non-designated locations.
- Parking a bicycle, moped or car in non-designated areas on campus or without a valid operator’s license and/or permit where applicable.

**Unexcused Absence; Truancy.** This term means: 1) Being between the ages six (6) and sixteen (16); and 2) Being absent without excuse for at least one (1) class during the school day [ARS §15-803(A), (C)(2) and (C)(3); SCUSD JHB].

**Unexcused Absence; Habitual Truancy.** This term means being truant for at least five (5) school days within a school year [ARS §15-803(C)(1); SCUSD JHB].

**Unexcused Absence; Leaving School Grounds without Permission.** This term means leaving campus or being in an “out-of-bounds” area during regular school hours without the permission of the principal or his/her designee [ADE].

**Unexcused Absence; Other Attendance Violation.** This term means any other absence: 1) Without the permission of the student’s parent; and/or 2) Without the authorization of the school.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following*

- Moving from a classroom, playground or lunchroom to another area on campus at an inappropriate time or without permission.
- Failing to arrive at an assigned class, program, or activity after arriving on campus without the permission of school personnel.
- Failing to arrive at the location on a pass (e.g., the main office).
- Failing to return after receiving a pass (e.g., to a counselor's office).
- Leaving a class, school or activity without before dismissal time.
- Leaving campus without obtaining administrative authorization (e.g., at lunch) or before the end of the school day.
- Leaving campus after arriving but before being reported as present.
- Leaving campus without following the proper checkout procedure.
- Being absent without a valid reason (e.g., "sleeping late") or for no reason (e.g., "ditching school").

#### CLASS IV CODE VIOLATIONS

This term means major misconduct that: 1) Is managed first at the building level; and 2) Often has the potential to result in consequences outside of the district.

**Alcohol or Intoxicant Policy Violation; Possession.** This term means possessing or transporting alcohol or an intoxicant before, during, or after school or a school-sponsored activity.

**Alcohol or Intoxicant Policy Violation; Use or Under the Influence.** This term means: 1) Using alcohol or an intoxicant before, during, or after school or a school-sponsored activity; or 2) Exhibiting noticeable behaviors, physical appearance, or odors consistent with such use.

**Alcohol or Intoxicant Policy Violation; Other.** This term means selling, purchasing, distributing, or receiving alcohol or an intoxicant before, during, or after school or a school-sponsored activity.

*Examples include, but are not limited to, the following:*

- Any such activity with a fermented beverage (e.g., beer, malt liquor, wine), their derivatives (e.g., "fortified" wine) or distilled spirits (e.g., vodka or whiskey).
- Any such activity with an inhalant with intoxicating properties (e.g., glues, paint thinners, hair spray and other products containing volatile materials and/or propellants).
- Any such activity with an Over-the-Counter (OTC) product containing an alcohol (e.g., cough syrup).
- Any such activity with a natural compound with potentially psychoactive properties (e.g., bath salts, salvia, K2 or "Spice").



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Dishonesty (Criminal); Filing a False Report.** This term means providing an incorrect or untrue official report in a matter of interest to law enforcement.

**Dishonesty (Criminal); Forgery.** This term means any of the following: 1) Falsely making, completing, or altering a written instrument; or 2) Knowingly possessing a forged instrument; or 3) Offering or presenting a forged instrument, or one containing false information [ARS §13-2002(A)].

**Dishonesty (Criminal); Fraud.** This term means any act of deceit, trickery, misrepresentation, or concealment used to attempt or accomplish an unlawful purpose.

*Examples include, but are not limited to, the following:*

- Failing to make an official report (e.g., withholding information about a criminal student code of conduct violation from school personnel).
- Making a false official report (e.g., being dishonest when questioned by police; making a false accusation; or using false ID).
- Making, completing or altering a written instrument (e.g., creating false identification; or signing a parent's signature on a check).
- Obtaining money or property by false pretenses (e.g., using a teacher's credit card; or using a "skimming" device to extract personal identification numbers from passersby).
- Tampering with an official document (e.g., changing an attendance sheet; or altering/deleting a grade or transcript).
- Interfering with official proceedings (e.g., concealing evidence, tampering with a witness or otherwise interfering with an investigation; or attempting to bribe a school official).

**Disturbance of School; Disorderly Conduct.** This term means any of the following (with intent to disturb the peace or quiet): 1) Engaging in fighting, violent or seriously disruptive behavior; 2) Making unreasonable noise; 3) Using abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; 4) Making any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; 5) Refusing to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or 6) Recklessly handling, displaying or discharging a Deadly Weapon or dangerous instrument [ADE §13-2904(A)].

**Disturbance of School; Riot.** This term means two (2) persons or more acting together to disturb the public peace by: 1) Recklessly using force or violence; or 2) Threatening to use force or violence (if such threat is accompanied by immediate power of execution) [ARS §13-2903(A)].

**Disturbance of School; Unlawful Assembly.** This term means: 1) Assembling with two (2) persons or more with the intent to engage in conduct constituting a riot as defined in ARS §13-2903; or 2) Being present at an assembly of two (2) persons or more who are engaged in or who have the readily apparent intent to engage in conduct constituting a riot as defined in ARS §13-2903 and knowingly remaining there and refusing to obey an official order to disperse [ARS §13-105(10)(b) and §132902(A)].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Participating in a disruptive event (e.g., running hallways and kicking doors; or engaging in walkouts, sit-downs, or picketing).
- Advising, counseling or inciting others to create or contribute to a disruptive event (e.g., a riot).
- Failing to disperse from a crowd after being requested to do so by a school official or police officer.
- Interfering with school operations.

**Endangering Others; Endangerment.** This term means recklessly endangering another person with a substantial risk of physical injury or imminent death [ARS §13-1201(A)].

**Endangering Others; Hazing.** This term 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: 1) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization (athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution); and 2) The act

contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation [ARS §15-2301(C)(2) and (C)(3); SCUSD JICFA].

**Endangering Others; Recklessness.** This term means engaging in any unintentional, careless behavior that may pose a safety or health risk for others [ADE].

*Examples include, but are not limited to, the following:*

- Creating a hazard situation with equipment (e.g., improperly using a Bunsen burner, glassware or baseball bat).
- Driving a motorized vehicle through a crowded parking lot over the posted speed limit.
- Releasing a dangerous animal in a classroom or hallway.
- Chasing another student with an object that could cause harm (e.g., scissors in a classroom or a portable drill in a shop class).
- Organizing or conducting an initiation into a secret society, organization or club.

**Fighting.** This term means mutual participation in an incident involving physical violence, where there is no major injury [ADE].

**NOTE:** Self-defense is determined solely by the school administrator.

*Examples include, but are not limited to, the following:*

- Engaging in mutual combat (e.g., any physical contact between at least two male, two female, or a male and a female student involving scratching, kicking, pulling of hair, wrestling for leverage, or the use of fists; or participating in a “fight club”).
- Engaging in a brawl or melee (e.g., an altercation between multiple students or any other act involving imminent or actual physical violence in which two or more sides have contributed to the altercation either verbally or physically regardless of who initiated it).



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Gambling.** This term means risking or giving something of value for the opportunity to obtain a benefit from a game or contest of chance or skill or a future contingent event [ARS §13-3301(4)].

**NOTE:** This violation does not include school-sanctioned activities of chance.

*Examples include, but are not limited to, the following:*

- Organizing or engaging in any game, activity, event or simulation based on skill or chance that traditionally requires participants to risk money or property for the possibility of gain regardless of whether or not a wager is formally placed.
- Engaging in a game of skill or chance (e.g., craps or poker).
- Accessing gaming sites (e.g., web-based poker tournaments).
- Placing a wager on a non-participatory event (e.g., professional or college level sports bets or scoring pools).
- Acting as a sports book (e.g., holding bets until an event is over for the payment of winners or keeping score for later settlement).

**Hostile Environment (Non-Sexual); Bullying.** This term means repeated physical (e.g., pushing, hitting, kicking, spitting, stealing), verbal (e.g., making threats, taunting, teasing, name-calling) or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships) acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful.

**Hostile Environment (Non-Sexual); Harassment:** This term means actions directed at a specific person and that would cause a reasonable person to be seriously alarmed, annoyed or harassed and the conduct in fact seriously alarms, annoys or harasses the person [ARS §13-2921(E)].

**Hostile Environment (Non-Sexual); Threatening or Intimidating.** This term means threatening or intimidating by word or conduct: 1) To cause physical injury to another person or serious damage to the property of another; 2) To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3) To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise [ARS §13-1202(A)].

**Hostile Environment (Non-Sexual); Discrimination.** This term means any action or speech involving the prejudicial treatment of an individual or a group differently than others based on categories such as race, creed, color, religion, gender, age, national origin, military status, disability, economic status, sexual orientation, gender identity or other basis in federal law, state statute or Board policy, that may be a matter of interest to an outside agency.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Engaging in name-calling, teasing in a cruel manner, threatening, or social exclusion of another student.
- Abusing, intimidating or threatening another student.
- Engaging in the “cyber-bullying” of another student (e.g., on social media, on a blog or by sending a text message).
- Making an ominous statement or comment.
- Drawing a picture, writing a note or making a gesture conveying a meaning of harm known to the recipient).
- Making comments about another student based on race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, or any other reason not related to the student's individual capabilities, that may hinder his or her health, safety, welfare, or right to attend school or participate in activities.
- Pushing, pulling, punching near or striking near a person in a way that: 1) Creates a climate of abuse; 2) Causes psychological or physical injury; or 3) Conveys an intent to use violence against another person or to damage his or her property.
- Grabbing, touching, slapping or pulling hair (e.g., attempting to draw an unwilling participant into combat).
- Demonstrating power (e.g., shoving a person against a wall, cornering/blocking his/her movement or invading personal space).

**NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, marital status, parental status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated, and may represent serious violations of civil and/or criminal law.

**Hostile Environment (Sexual); Sexual Harassment.** This term means any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that may be a matter of interest to an outside agency when: 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development; 2) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or 3) Such conduct has the purpose or effect of unreasonably

interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment [29 CFR §1604.11(a)].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Engaging in prohibited physical actions or behaviors (e.g., making unwelcome sexual advances or lingering touches).
- Engaging in prohibited verbal actions or behaviors (e.g., making unwelcome requests for sexual favors or propositions/pressure for sexual activity; continuing to request a date or social time after it has been made clear that such activity is unwelcome; making unwanted or offensive flirtations or jokes; making suggestive remarks; making sexual innuendos or double entendres; inquiring about someone's sexual preferences; or pressuring someone for sexual activity as a condition of participation in an unrelated activity).
- Engaging in prohibited non-verbal actions or behaviors (e.g., displaying pornographic or sexually suggestive images, objects, materials, emails, text-messages or faxes; leering; whistling; or making sexually suggestive gestures or facial expressions).
- Engaging in prohibited gender-specific actions or behaviors (e.g., ridiculing, or another person based on gender; or making degrading remarks about a person's body).

**Offensive Conduct; Indecent Exposure.** This term means recklessly exposing one's private parts when another person is present, who, as a reasonable person, would be offended or alarmed by the act [ARS §13-1402(A)].

**Offensive Conduct; Public Sexual Indecency.** This term means intentionally or knowingly engaging in sexual activity if: 1) Another person is present; and 2) The defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act [ARS §13-1403(A)].

**Offensive Conduct; Public Sexual Indecency to a Minor.** This term means committing Public Sexual Indecency and such person is reckless about whether a minor who is under fifteen (15) years of age is present [ARS §13-1403(B)].

**Offensive Conduct; Obscene Material.** This term means possessing or accessing any material, whether written, printed or electronic, depicting nudity or describing sexual conduct that lacks serious literary, artistic or other value [ADE].

*Examples include, but are not limited to, the following:*

- Exposing oneself, or someone else, to one or more other persons (e.g., revealing breasts, buttocks or genitals; or "de-pantsing").
- Engaging in consensual sexual activity before, during, or after school, or a school-sponsored activity.
- Possessing or transmitting pornography (e.g., bringing erotic content to school; downloading erotic content; or "sexting").



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Property-Related Offense; Criminal Damage.** This term means intentionally and/or recklessly: 1) Defacing or damaging property of another person; 2) Tampering with property of another person so as substantially to impair its function or value; 3) Damaging the property of a utility; 4) Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water; 5) Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner; 6) or 7) Tampering with utility property [ARS §13-1602(A)].

**Property-Related Offense; Vandalism.** This term means: 1) Defacing, damaging or in any way changing the appearance of any building; or 2) Defacing or damaging any building, structure or place used as a school or educational facility [ARS §13-1604(A)].

**NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, marital status, parental status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated, and may represent serious violations of civil and/or criminal law.

*Examples include, but are not limited to, the following:*

- Defacing school grounds or facilities (e.g., "tagging").
- Demolishing signs, foliage, sprinklers, windows or doors.
- Damaging furnishings (e.g., engraving desks), fixtures (e.g., toilets) or equipment (e.g., storage cases).
- Engaging in an act of sabotage (e.g., plumbing).
- Destroying consumable materials (e.g., defacing textbooks).
- Damaging personal property in retaliation (e.g., slashing a teacher's tires after a poor grade is received).
- Disconnecting network components, changing hardware configurations without authorization or loading unauthorized software.
- Conducting network port scans, introducing viruses or changing user permissions.
- Altering computer programs or data without permission.

**Theft; Stealing.** This term means any of the following (if committed knowingly and without lawful authority): 1) Controlling property of another with the intent to deprive the other person of such property; 2) Converting for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; 3) Obtaining services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; 4) Coming into control of the lost, mislaid or mis-delivered property of another under circumstances providing means of inquiry as to the true owner and appropriating such property to the person's own use without reasonable efforts to notify the true owner; 5) Controlling property of another knowing or having reason to know that the property was stolen; and 6) Obtaining services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so [ARS §13-1802(A); additional provisions apply].

**Theft; Possession of Stolen Property.** This term means buying, selling, receiving, or otherwise possessing stolen property.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**NOTE:** All personal property is brought onto campus at the risk of its owner. The district will not be held responsible for the personal property of students.

*Examples include, but are not limited to, the following:*

- Taking personal property of others (e.g., stealing music, electronics, wallets, purses, backpacks, collectibles, electronic devices such as cell phones, iPods® or MP3 players).
- Removing property from the control, custody or care of the school or district, a staff member, the student or a third party victim under non-confrontational, covert, or deceptive circumstances.
- Taking school or district property (e.g., leaving a computer lab with a hard drive in a backpack or removing sporting goods from an equipment room).

- Removing property from the control, custody or care of the school or district, a staff member, the student or a third party victim under non-confrontational, covert, or deceptive circumstances.
- Taking school or district property (e.g., leaving a computer lab with a hard drive in a backpack or removing sporting goods from an equipment room).
- Taking personal property belonging to another student or staff member (e.g., driving off campus with a car owned by a Teacher or another student without advance permission, taking money from a Teacher's wallet left in a filing cabinet during recess, copying personal information to engage in identity theft; or the misrepresentation of an item sold, exchanged or bartered).
- Assisting another student in such an activity (e.g., storing a stolen cell phone in a locker for a friend, or taking a router carried out of a networking lab in a backpack to a car).

**NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, marital status, parental status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated, and may represent serious violations of civil and/or criminal law.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Unauthorized Access; Loitering.** This term means intentionally being present in or about school or school grounds after a reasonable request to leave either without specific legitimate reason or without having written permission to be there from anyone authorized to grant permission [ARS §13-2905(A)].

**Unauthorized Access; Trespassing.** This term means knowingly: 1) Entering or remaining unlawfully in or on any non-residential structure or in any fenced commercial yard [ARS §13-1503(A)]; 2) Entering or remaining unlawfully in any vehicle; or 3) Gaining unauthorized access to property or information.

**Unauthorized Access; Violation of Suspension Regulations.** This term means being on school grounds, in buses, or at a school-sponsored activity without permission while a Suspension is in force.

*Examples include, but are not limited to, the following:*

- Remaining on property or in facilities after being directed to leave by authorized school personnel.
- Entering a restricted school area or district facility.
- Entering district property or facilities outside of established hours of operation without the permission of authorized school personnel.
- Possessing or installing an eavesdropping device.

#### CLASS V CODE VIOLATIONS

This term means extreme misconduct that: 1) Is managed at the district level; and 2) Virtually always has the potential to result in consequences outside of the district.

**Arson; Reckless Burning.** This term means causing a fire or explosion which results in damage to an occupied structure, wildland or property [ARS §13-1702(A)].

**Arson; Destruction of Property.** This term means knowingly and unlawfully: 1) Damaging a structure or property by causing a fire or explosion [ARS §13-1703(A)]; or 2) Damaging an occupied structure by causing a fire or explosion [ARS §13-1704(A)].

*Examples include, but are not limited to, the following:*

- Setting or attempting to set fire to school or district property (e.g., lighting books, papers, or trash on fire, tossing an incendiary device containing an accelerant into a room, or detonating an explosive device that produces a subsequent fire).
- Setting or attempting to set fire to personal property (e.g., using a lighter to start a fire inside a parked car).



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Assault; Simple.** This term means: 1) Intentionally, knowingly or recklessly causing any physical injury to another person; 2) Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3) Knowingly touching another person with the intent to injure, insult or provoke such person [ARS §13-1203(A)].

**Assault; Aggravated.** This term means committing Assault as defined in ARS §13-1203 if the person [ARS §13-1204(A) and (B)]:

- Causes serious physical injury to another.
- Uses a Deadly Weapon or a Dangerous Instrument.
- Commits assault by any means of force that causes temporary but substantial disfigurement, temporary but substantial loss or impairment/fracture of any body organ or part.
- Commits the assault while the victim is bound or otherwise physically restrained or while the victim's capacity to resist is substantially impaired.
- Commits the assault after entering the private home of another with the intent to commit the assault.
- Is eighteen (18) years of age or older and commits the assault on a minor under fifteen (15) years of age.
- Commits assault as prescribed by ARS §13-1203(A)(1) or (A)(3) and the person is in violation of an order of protection issued against the person pursuant to ARS §13-3602 or §13-3624.
- Commits the assault knowing, or having reason to know, that the victim is: 1) A Peace Officer (or a person summoned and directed by the officer while engaged in the execution of any official duties); 2) A constable (or a person summoned and directed by the constable while engaged in the execution of any official duties); 3) A firefighter, fire investigator, fire inspector, emergency medical technician or paramedic engaged in the execution of any official duties, or a person summoned and directed by such individual while engaged in the execution of any official duties; 4) A Teacher or other person employed by any school and the Teacher or other employee is on the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, any Teacher or school nurse visiting a private home in the course of the Teacher's or nurse's professional duties or any Teacher engaged in any authorized and organized classroom activity held on other than school grounds; 5) A health care practitioner certified or licensed pursuant to state law; or 6) Another individual identified in statute.
- Knowingly takes or attempts to exercise control over any of the following: 1) A Peace Officer's or other officer's firearm and the person knows or has reason to know that the victim is a Peace Officer or other officer employed by one of the agencies listed in ARS §13-1204(A)(10)(a)(i) through (a)(v) and is engaged in the execution of any official duties; 2) Any weapon other than a firearm that is being used by a Peace Officer or other officer or that the officer is attempting to use, and the person knows or has reason to know that the victim is a Peace Officer or other officer employed by one of the agencies listed in ARS §13-1204(A)(10)(a)(i) through (a)(v) and is engaged in the execution of any official duties.; 3) Any implement that is being used by a Peace Officer or other officer or that the officer is attempting to use, and the person knows or has reason to know that the victim is a Peace Officer or other officer employed by one of the agencies listed in ARS §13-1204(A)(10)(a)(i) through (a)(v) and is engaged in the execution of any official duties.
- Commits assault by either intentionally, knowingly or recklessly causing any physical injury to another person, intentionally placing another person in reasonable apprehension of imminent physical injury or knowingly touching another person with the intent to injure the person, and both of the following occur: 1) The person intentionally or knowingly impedes the normal breathing or circulation of blood of another person by applying pressure to the throat or neck or by obstructing the



**4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)**  
**4.01 DEFINITIONS AND EXAMPLES (CONT'D)**

nose and mouth either manually or through the use of an instrument; or 2) Any of the circumstances exists that are set forth in ARS §13-3601(A)(1) through (A)(6).

**NOTE:** Victims of Assault have the right to self-defense.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Touching or slapping provocatively (e.g., attempting to draw an unwilling participant into combat).
- Demonstrating power (e.g., shoving a person against a locker or wall, cornering or blocking a person's movement, or invading an individual's personal space).
- Engaging in threatening conduct that either conveys the intent to use force, power, or physical attack to commit violence or arouses a reasonable fear by the victim that such an attack is imminent due to the "present ability to succeed" (e.g., raising and drawing back of a hand or fist in order to make the someone believe he/she is about to be slapped or punched; or swinging/jabbing a hand toward someone to cause the person to flinch, duck or raise his or her hands to avoid being struck).
- Acting in a violent and/or unpredictable manner in close proximity to a person (e.g., picking up a chair and throwing it across a room).
- Grabbing, striking, or kicking another student or staff member.
- Inflicting bodily injury upon another student or staff member as part of a gang initiation.
- Injuring a third party while engaged in a fight (e.g., hitting a teacher attempting to stop the fight).
- Engaging in bystander battery (i.e., entering a fight as a third party).
- Retaliating physically for a non-physical conflict.
- Exposing a person to a health risk (e.g., spitting, biting, or exposing a person to bodily fluids).
- Committing any such offense knowing, or having reason to know, that the victim was a Peace Officer or a school staff member engaging in a school-related activity).

**NOTE:** Acts motivated by race, color, national origin, age, religion, sex, gender identity, sexual orientation, disability, marital status, parental status, or any other reason not related to the student's individual capabilities may hinder the other party's health, safety, welfare or right to attend school or participate in school activities and will not be tolerated, and may represent serious violations of civil and/or criminal law.

**Burglary; Unauthorized Entry.** This term means: 1) Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony inside [ARS 13-1506(A)(1)]; 2) Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in inside [ARS 13-1506(A)(2)]; or 3) Knowingly possessing explosives, a Deadly Weapon or a dangerous instrument in the course of committing any theft or any felony as a perpetrator or accomplice [ARS 13-1508(A)].

**Burglary; Possession of Burglary Tools.** This term means: 1) Possessing any explosive, tool, instrument or other article adapted or commonly used for committing any form of burglary as defined in ARS §13-1506 through §13-1508 and intending to use or permit the use of such an item in the commission of a burglary; or 2) Buying, selling, transferring, possessing or using a motor vehicle manipulation key or master key [ARS 13-1505(A)].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Engaging in burglary to take possession of school, district or personal property (e.g., hiding on campus until late in the afternoon for the purpose of stealing money left in an unlocked file cabinet or forcing open the door of a car left in the parking lot to remove a purse left in the front seat).
- Engaging in burglary to conduct property damage (e.g., entering a utility room during the school day that is "off-limits" to tamper with phone lines or using bolt cutters on a gate over a winter holiday to create extensive graffiti in an outside locker bay).
- Engaging in burglary to commit another crime (e.g., entering a building before school hours to change a grade on a Teacher's computer, or shattering a window at night to vandalize a school).
- Breaking into property belonging to third parties (e.g., disabling the lock on a vending machine and taking the change inside).

**Drug Policy Violation; Possession or Use.** This term means possessing, using, or transporting any Controlled Substance, Dangerous Drug, Narcotic Drug, Opium, Marijuana, Peyote, Prescription-Only Drug, Imitation Prescription-Only Drug, or Imitation OTC Drug as defined in state statute or Board policy before, during, or after school or a school-sponsored activity.

**Drug Policy Violation; Under the Influence.** This term means exhibiting noticeable behaviors, physical appearance, or odors consistent with use of a Controlled Substance, Dangerous Drug, Narcotic Drug, Opium, Marijuana, Peyote, Prescription-Only Drug, Imitation Prescription-Only Drug, or Imitation OTC Drug as defined in state statute or Board policy before, during, or after school or a schoolsponsored activity.

**Drug Policy Violation; Other.** This term means selling, purchasing, distributing, receiving, manufacturing, or cultivating a Controlled Substance, Dangerous Drug, Narcotic Drug, Opium, Marijuana, Peyote, Prescription-Only Drug, Imitation Prescription-Only Drug, or Imitation OTC Drug as defined in state statute or Board policy before, during, or after school or a school-sponsored activity.

**Drug Policy Violation; Paraphernalia.** This term means possessing, selling/purchasing, distributing (with or without compensation), transporting, transferring or receiving any equipment, product or material of any kind used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of ARS §13-3401 et seq. [ARS §133415(F)(2)].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- Using unlawfully or being under the influence of any natural or controlled substance analogue or precursor listed in the United States Drug Enforcement Agency (DEA) schedule of regulated substances that typically affects mood, perception or behavior, either without a legitimate prescription or for which no prescription may legally be written, such as: 1) Opiates (e.g., heroin or morphine) and opioids (e.g., oxycodone, hydrocodone, or codeine); 2) Hallucinogens and psychedelics (e.g., Marijuana, LSD and MDMA or “ecstasy”); 3) Depressants (e.g., barbiturates and benzodiazepines); 4) Stimulants (e.g., amphetamines, methamphetamines, cocaine and “crack”); or 5) Anabolic steroids (e.g., DHEA).
- Possessing or engaging in the medical use of marijuana: 1) On a school bus; 2) On the grounds of any preschool, primary or secondary school; 3) On any form of public transportation; 4) In any public place; or 5) While in physical control of a motor vehicle [ARS §36-2802(B), (C) and (D)].
- Possessing paraphernalia associated with these compounds (e.g., syringes, pipes, water pipes, rolling papers, razor blades, torches, scales, or baggies).
- Representing a non-drug substance (e.g., sugar or oregano) or an OTC Drug as any drug referenced in the district Drug Policy.

**Extortion:** This term means knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: 1) Causing physical injury to anyone by means of a deadly weapon or dangerous instrument or cause death or serious physical injury to anyone; 2) Causing physical injury to anyone except as provided in ARS §13-1804(A)(1); 3) Cause damage to property; 4) Engaging in other conduct constituting an offense; 5) Accusing anyone of a crime or bring criminal charges against anyone; 6) Exposing a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business; 7) Taking or withholding action as a public servant or cause a public servant to take or withhold action; or 8) Causing anyone to part with any property [ARS §13-1804(A)].

*Examples include, but are not limited to, the following:*

- Threatening to hurt another student unless he or she voluntarily gives up a possession.
- Threatening to activate a virus placed on the district network unless a “deactivation payment” is made).
- Threatening to physically attack a student’s girlfriend if he does not join a gang.
- Threatening to make a false accusation against a teacher unless he or she changes a grade.
- Threatening to come forward as a witness to a coach’s hit and run off campus unless she starts the player in the next game).

**Homicide:** This term means: 1) First degree murder; 2) Second degree murder; 3) Manslaughter; or 4) Negligent homicide [ARS §13-1101].

*Examples include, but are not limited to, the following:*

- Committing any of the offenses listed in ARS §13-1102 to ARS §13-1105.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Robbery; Simple.** This term means threatening or using force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property in the course of taking any property [ARS §13-1902(A)].

**Robbery; Armed Robbery.** This term means being aided by one (1) accomplice or more actually present in the course of committing Robbery as defined in ARS §13-1902 when either the person or an accomplice: 1) Is armed with a Deadly Weapon or Simulated Deadly Weapon; or 2) Uses, or threatens to use, a Deadly Weapon, Dangerous Instrument or Simulated Deadly Weapon [ARS §13-1903(A) and §13-1904(A)].

*Examples include, but are not limited to, the following:*

- Taking something from another person using force (e.g., demanding a peer's iPod® and forcibly removing it from his pocket upon refusal).
- Taking something from another person using a threat (e.g., shoving a peer up against a wall or threatening him or her with a weapon or facsimile unless he turns over his iPod®; taking another student's money after threatening an assault he or she does not comply).
- Taking something from another person using a Weapon (e.g., displaying a knife after he refuses to give up his or her iPad®).

**Sexual Offense; Sexual Abuse.** This term means intentionally or knowingly: 1) Engaging in sexual contact with any person who is fifteen (15) years of age without consent of that person; or 2) With any person who is under fifteen (15) years of age, if the sexual contact involves only the female breast [ARS §13-1404(A)].

**Sexual Offense; Sexual Conduct with a Minor.** This term means intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen (18) years of age [ARS §13-1405(A)].

**Sexual Offense; Sexual Assault.** This term means intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person [ARS §13-1406(A)].

**Sexual Offense; Child Molestation,** This term means intentionally or knowingly engaging in or causing a person to engage in sexual contact (except sexual contact with the female breast) with a child who is under fifteen (15) years of age [ARS §13-1410(A)].

*Examples include, but are not limited to, the following:*

- Touching or removing clothing covering the intimate body parts of a person; fondling or groping a person's intimate body parts (e.g., genitalia, groin, breast, or buttocks); rubbing a person with one's own intimate body parts; forcing another person to touch one's intimate body parts.
- Forcing another person to engage in a sexual act.



**4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)**

**4.01 DEFINITIONS AND EXAMPLES (CONT'D)**

**Terroristic Behavior; Fire Alarm Misuse.** This term means intentionally ringing a fire alarm when there is no fire.

**Terroristic Behavior; Bomb Threat.** This term means threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device [ADE].

**Terroristic Behavior; Chemical or Biological Threat.** This term means to cause harm using dangerous chemicals or biological agents [ADE].

**Terroristic Behavior; School Threat.** This term means any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff [ADE].

**Terroristic Behavior; Interference with or Disruption of an Educational Institution:** This term means any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity [ARS §13-2911(J)(3)]. A person commits interference with or disruption of an educational institution by doing any of the following [ARS §13-2911(A)]:

- Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: 1) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution; or 2) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
- Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
- Intentionally or knowingly refusing to obey a lawful order given pursuant to ARS §13-2911(C).

**NOTE:** For the purposes of ARS §13-2911(J), an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption [ARS §13-2911(J)(3)].

**Terroristic Behavior; Other School Threat.** This term means any incident involving a School Threat other than those above.

*Examples include, but are not limited to, the following:*

- Creating a false fire threat (e.g., tampering with a fire alarm or pulling a fire alarm without reason).
- Delivering a written threat (e.g., a letter/hand-written note/email containing a death threat).
- Creating an arson threat (e.g., a blog entry indicating that arson will occur in a building unless open campus privileges are restored).
- Creating bomb threat (e.g., placing an actual or “look-alike” explosive, incendiary, letter, straight, concealed, or time delayed device in or around school along with a note threatening detonation if the building is not closed, or sending of a suspicious package without communication).
- Creating a threat of mass violence featuring any actual weaponized agent, biological warfare agent,



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

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weaponized biological or biologic warfare agent, chemical warfare agent, nuclear or radiological agent, or any other weapon of mass destruction, or by hoax (e.g., an email stating that students will be sniped at after school gets out or an anonymous call to a TV station indicating that a school bus of some district in the city has been tampered with).

- Creating a similar threat (e.g., any other act that threatens large- scale violence to students, staff, or the interests of the district accompanied or unaccompanied by verbal, written, or symbolic communication indicating that an action is imminent or in progress).

**Unlawful Restraint; Unlawful Imprisonment.** This term means knowingly restraining another person [ARS §13-1303(A)].

**Unlawful Restraint; Kidnapping.** This term means knowingly restraining another person with the intent to hold the victim for ransom, as a shield, or as a hostage, hold the victim for involuntary servitude, inflict death, physical injury, or a sexual offense on the victim, or to otherwise aid in the commission of a felony, place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or the third person, interfere with the performance of a governmental or political function; or seize or exercise control over any airplane, train, bus, ship or other vehicle [ARS §13-1304(A)].

*Examples include, but are not limited to, the following:*

- Confining another student off campus until a ransom payment is made.
- Preventing a teacher from leaving a room or vehicle by physically restraining him or her.
- Walking out of the school with an administrator at knifepoint to prevent arrest.
- Taking another student out of state without the knowledge or consent of his or her parent.

**Weapons Policy Violation.** This term means possessing, using, selling/purchasing, distributing (with or without compensation), transporting, transferring, receiving, or manufacturing any Dangerous Instrument, Deadly Weapon, Firearm, Explosive, Prohibited Weapon, Destructive Device or Simulated Weapon as defined in state statute and/or Board policy.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

*Examples include, but are not limited to, the following:*

- An offense involving a Dangerous Instrument, such as possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any of the following:
  - Ammunition for a Firearm (e.g., a bullet, shotgun shell or other round).
  - An object that emits noxious gases (e.g., tear gas, a “smoke bomb” or a “stink bomb”).
  - An electrically charged stun device (e.g., a Taser® or other brand stun gun).
  - A defensive repellant (e.g., mace, “pepper spray” or other similar chemical spray).
  - An office implement (e.g., a letter opener, pen or laser pointer) used for either recklessly or for offensive purposes.
  - A utility tool (e.g., a razor blade, box cutter or knife with a blade less than two and a half (2 1/2) inches) used either recklessly or for offensive purposes.
  
- An offense involving a Deadly Weapon, Firearm, Explosive or Prohibited Weapon, such as knowingly:
  - Carrying a Deadly Weapon (except a pocket knife concealed on the individual’s person or within his immediate control in or on a means of transportation): 1) In the furtherance of a serious offense as defined in ARS §13-706, a violent crime as defined in ARS § 13-901.03 or any other felony offense [ARS §13-3102(A)(1)]; 2) When contacted by a Law Enforcement Officer and



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.01 DEFINITIONS AND EXAMPLES (CONT'D)

failing to accurately answer the officer if the officer asks whether the person is carrying a concealed Deadly Weapon [ARS §13-3102(A)(1)]; or 3) If the person is under twenty-one (21) years of age [ARS §13-3102(A)(2)].

**NOTE:** The pocket knife exception does not apply if: 1) The blade is more than two and a half (2 1/2) inches in length [18 USC §930(g)(2); SCUSD JICI]; or 2) The blade can be locked in an open position [SCUSD JICI].

- Manufacturing, possessing, transporting, selling or transferring a Prohibited Weapon (e.g., spring stick or loaded cane, brass knuckles or blackjack), except that if the violation involves dry ice, a person commits misconduct involving weapons by knowingly possessing the dry ice with the intent to cause injury to or death of another person or to cause damage to the property of another person [ARS §13-3102(A)(3)].
- Possessing a Deadly Weapon or Prohibited Weapon (if such person is a Prohibited Possessor) [ARS §13-3102(A)(4)].
- Selling or transferring a Deadly Weapon to a Prohibited Possessor [ARS §13-3102(A)(5)].
- Defacing a Deadly Weapon [ARS §13-3102(A)(6)].
- Possessing a defaced Deadly Weapon knowing the Deadly Weapon was defaced [ARS §13-3102(A)(7)].
- Using or possessing a Deadly Weapon during the commission of any felony in ARS §13-3401 et seq. [ARS §13-3102(A)(8)].
- Discharging a Firearm at an occupied structure in order to assist, promote or further the interests of a criminal street gang, a criminal syndicate or a racketeering enterprise [ARS §13-3102(A)(9)].
- Possessing a Deadly Weapon on school grounds [ARS §13-3102(A)(12)].

**NOTE:** ARS §13-3102(A)(12) shall not apply to the possession of a Firearm for use on the school grounds in a program approved by a school [ARS §13-3102(H)(2)].

- Supplying, selling or giving possession or control of a Firearm to another person if the person knows or has reason to know that the other person would use the Firearm in the commission of any felony [ARS §13-3102(A)(14)].
  - Using, possessing or exercising control over a Deadly Weapon in furtherance of any act of Terrorism as defined in ARS §13-2301 or possessing or exercising control over a Deadly Weapon knowing or having reason to know that it will be used to facilitate any act of terrorism as defined in ARS § 13-2301 [ARS §13-3102(A)(15)].
  - Trafficking in weapons or explosives for financial gain in order to assist, promote or further the interests of a criminal street gang, a criminal syndicate or a racketeering enterprise [ARS §13-3102(A)(16)].
- An offense involving a Destructive Device, such as possessing, transporting, receiving, exchanging, selling, transferring, distributing or exhibiting any of the following:
    - Any device other than a Firearm that will, or is designed to or may be readily converted to expel a projectile by any means of propulsion (e.g., a BB gun, Air Soft gun, paintball gun, pellet gun, flare gun, starter gun, slingshot, bow or crossbow) [SCUSD JICI].
    - Any collection of parts that could be readily assembled to form a destructive device [SCUSD JICI].



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

- An offense involving a Simulated Weapon (e.g., a plastic axe, rubber knife, toy gun or cap gun).

### 4.02 RELATED NOTICES

Additional information for students and parents regarding specific violations of the Code includes the following:

#### UNIFORMS AND DRESS CODE

Consistent with SCUSD JICA and JICA-R, the Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. General rules for dress restrictions at all schools include items that: 1) Present a hazard to the health or safety of the student or to others in the school; 2) Materially interfere with school work, create disorder, or disrupt the educational program; 3) Cause excessive wear or damage to school property; 4) Prevent students from achieving their educational objectives; 5) Represent membership in a gang; 6) Contain obscene language or symbols; or 7) Contain symbols of sex, drugs, or alcohol.

#### EXPECTATIONS FOR STUDENT DRESS

Students are expected to be neat, clean, and appropriately dressed for learning while on campus or on school sponsored activities and field trips. The term "appropriately dressed" means the following:

##### TOPS

Polo shirts, dress shirts, sweaters, or SCUSD-affiliated shirts must be in SOLID COLORS with the be in SOLID COLORS of tan, gray, khaki, brown, exception of no red (unless with the San Carlos white, navy blue, or black. Braves insignia), green, or royal blue.

##### BOTTOMS

Khakis, shorts, skirts, capris, pants, or slacks must be in SOLID COLORS of tan, gray, khaki, brown, white, navy blue, or black. Braves insignia), green, or royal blue.

- All clothing must be in good repair and free of rips, holes, or frays (including belt loops, pant legs, pockets, etc.).
- All clothing must fit appropriately and be worn appropriately.
- For safety reasons, comfortable and appropriate shoes (such athletic shoes, oxfords, flats, or pumps/sandals with straps on the back of the foot to decrease the likelihood of their slipping off the feet) must be worn at all times.
- Belts must be smooth or braided leather-solid black or brown.
- Tights and/or leggings may be worn, but must be worn under skirts or shorts, and must be of solid color with exception of no red, green, or royal blue.
- Team members may wear uniform tops; however, bottoms must be the accepted style and color approved in Policy JICA and JICA-R.
- The administration will announce special theme dress-up days as approved by the District office; additionally, BRAVES' PRIDE Friday will be in compliance on Fridays with San Carlos Braves attire.

# PARENT AND STUDENT GUIDE: STUDENT CODE OF CONDUCT (AZ)



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## **4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)**

### **4.01 DEFINITIONS AND EXAMPLES (CONT'D)**

For examples of inappropriate dress that may result in disciplinary action, see [Section 4.01](#).

Interpretation of the Dress Code is subject to administrative discretion. Parents are responsible for seeing that their children are dressed appropriately for school in accordance with the Dress Code, and will be required to bring changes of clothes if their children are dressed inappropriately.

### ACCOMODATIONS AND EXEMPTIONS

The Dress Code allows a school principal, at any time, to exempt a student from wearing a uniform at school if requested in writing by his or her parent or guardian because of extenuating circumstances. The term "extenuating circumstances" means either: 1) The student's viability/medical condition; or 2) Religious beliefs that are substantially affected by a uniform requirement. A student who receives an



## **4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)**

### **4.02 RELATED NOTICES (CONT'D)**

accommodation or exemption from the Dress Code Policy for these reasons will not be subject to disciplinary action.

#### **SECRET SOCIETIES AND GANG ACTIVITY**

Consistent with SCUSD JICF and JICF-R, a gang is a group of three (3) people or more who: 1) Interact together to the exclusion of others; 2) Claim a "territory" or area; 3) Have a name; 4) Have rivals or enemies; and 5) Exhibit antisocial behavior - often associated with crime or a threat to the community. 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.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, 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 prohibited because of the disruption to educational activities that results from such activities or dress. It is the district's position that such activities and dress also present a clear and present danger to other students and staff members.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not: 1) 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; 2) Present a physical safety hazard to self, students, staff members, or other employees; 3) 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 4) 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.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

If the student's dress is in violation of JICF-R or district policy, the principal or his/her designee will ask the student to make the appropriate correction; if the student refuses, his or her parent may be notified and asked to make the necessary correction. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

#### **SCHOOL TARDY PROCEDURES**

A student arriving in the classroom after the academic day begins presents a significant distraction to the educational process, and will be considered "tardy-unexcused." Students who are considered "tardy-unexcused" will be: 1) Sent to SWEEP; and 2) Provided with academic activities (skills and interventions) until the beginning of the next period.

**NOTE:** Students carrying a pass from a school staff member are classified as "tardy excused", and will be sent to class.

#### **MEDICATION / ADMINISTERING MEDICATION TO STUDENTS**



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

Consistent with SCUSD JLCD and JLCD-R, when it is necessary under certain conditions for a student to take medicine during school hours, the district will cooperate with the family physician and the parent if the following requirements are met:

- There must be a written physician's order stating the medicine's name, dosage, and schedule.
- There must be written permission from the parent to allow the school or the student to administer the medicine (appropriate forms are available from the school office).
- The medicine must come to the school office in the prescription container or, if it is an Over-the-Counter (or "OTC") medication, in the original container with all warnings and directions intact.

The school must be made aware of the student's needs. For the related form, see [Section 9.02](#).

Exceptions include the following:

- **Anaphylaxis.** A student who has been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the student's name is on the prescription label on the medication container or device and annual written documentation from the parent is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practicable following the use of the medication.
- **Breathing Disorders.** Handheld inhalers may be carried for self-administration provided the student's name is on the prescription label or on the handheld inhaler device and annual written documentation is provided from the parent that authorizes possession and self-administration.
- **Diabetes.** A student with diabetes who has a diabetes medical management plan, provided by the parent and signed by a licensed health professional or nurse practitioner as specified by ARS §15344.01, may carry appropriate medications and monitoring equipment and self-administer the medication. A district employee may volunteer to be a student's diabetes care assistant, subject to approval by the parent, in an Emergency Situation as described in ARS §15-344.01.

### PRESCRIPTION MEDICATION

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- **Administration by school personnel.** In all cases:
  - The medication must be prescribed by a physician.
  - The parent must provide written permission to administer the medicine to the student (appropriate forms are available from the school office).
  - The medication must come to the school office in the prescription container.
  - Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
  - An administrator may designate a school employee to administer the medication.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

Two (2) school employees or more, subject to final approval by the parent, may volunteer to serve as diabetes care assistants in an emergency as follows:

- The parent must provide to the school an unexpired glucagon kit prescribed for the student by an appropriately licensed health care professional or nurse practitioner.
- The volunteer diabetes care assistant has provided to the school a written statement signed by an appropriately licensed health professional that the voluntary care assistant has received proper glucagon administration training, including the training specified in ARS §15-344.01.

**NOTE:** A district employee shall not be subject to any penalty or disciplinary action for refusing to serve as a voluntary diabetes care assistant.

- The district, employees of the district, and properly licensed volunteer health professionals and nurse practitioners are immune from civil liability for the consequences of the good faith adoption and implementation of policies and procedures pursuant to district policy and this regulation.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet.
- **Self-Administration.** When the physician feels it is necessary for the student to carry and self-administer the medication, the following procedure must be followed:
  - The physician shall provide written recommendations, to be attached to the signed parent permission form except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices (in these cases the student's name on the label is sufficient for the physician's recommendation).
  - The student's diabetes medical management plan provided by the parent: 1) Must be signed by an appropriately licensed health professional or nurse practitioner; 2) Must state that the student is capable of self-monitoring blood glucose; 3) Must list the medications, monitoring equipment, and nutritional needs that are medically appropriate for the student to self-administer and that have been prescribed or authorized for that student; 4) Must confirm that the student is able to practice proper safety precautions for the handling and disposal of the equipment and medications that the student is authorized to use; and 5) Must specify a method to dispose of equipment and medications in a manner agreed to by the parent and the school.
  - The parent must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
  - The medication must come in the prescription container as put up by the pharmacist.

### OVER-THE-COUNTER (OTC) MEDICATION

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

- **Administration by school personnel.** In all cases:
  - Written permission must be provided by the parent for the administration of specific OTC drugs.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

- Any OTC drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.
- An administrator may designate a school employee to administer a specific OTC drug. ○ Each instance of administration of an OTC drug must be documented in the daily log.
- OTC drugs must be kept in their original containers in a locked medicine cabinet.
- **Self-administration.** When the parent feels it is necessary for the student to carry and self-administer an OTC drug, the following procedure must be followed:
  - Necessity for self-administration of an OTC drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent permission form, indicating the specific drug or medicine.
  - Written permission must be provided by the parent for the self-administration of specific OTC drugs.
  - OTC drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.
  - Students shall take extraordinary precautions to keep secure any medications or drugs, and under no circumstances shall make available, provide, or give such items to other persons.
  - Students shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject students to disciplinary action.

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

## ELECTRONIC INFORMATION SERVICES (EIS)

Consistent with SCUSD IJNDB and IJNDB-R, The district may provide Electronic Information Services (EIS) to qualified students. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources.

The use of EIS services shall be in support of education, research, and the educational goals of the district. To assure that the services are used in an appropriate manner, the district will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use.

Filtering, monitoring, and access controls have been established to: 1) Limit access by minors to inappropriate matter on the Internet and World Wide Web; 2) Monitor the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; 3) Monitor for unauthorized access, including so-called "hacking," and other unlawful activities by minors online; and 4) Restrict access by minors to materials harmful to minors. Additionally, the district may log the use of all systems and monitor all system utilization.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

Each user will be required to sign an EIS user agreement (see [Section 9.03](#)). A user who violates the provisions of the agreement: 1) Will be denied access to the information services; 2) May be subject to account and/or file deletion; and 3) May be subject to disciplinary action.

**NOTE:** The district does not assume liability for information retrieved via EIS, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. Additionally, the district is not responsible for any service interruptions, changes, or consequences.

## NON-BUS TRANSPORTATION GUIDELINES

### STUDENT DRIVERS

Consistent with SCUSD JLIE and JLIE-R, school rules for student drivers include the following:

- Students will not bring any motorized vehicles on any other campuses in the district.
- All student drivers must have a valid Arizona Driver's License and proof of adequate insurance.
- All traffic rules must be followed to and from school, at school, or at school-sponsored events.
- The speed limit of fifteen (15) miles per hour in all school zones is strictly enforced.
- Student drivers may not overload their vehicles with students or permit others to ride on fenders, on pickup beds, or other external areas of vehicles.
- Parking on campus is a privilege, not a right, and a signed parking agreement is required from each student driver.
- All vehicles must be parked in the north parking lot only and within the markings on the lot.
- All vehicles are subject to patrols and inspections without notice and in accordance with district policy.
- An acknowledgement form is required from all students using the parking lot (see [Section 9.04](#)).

**NOTE:** Vehicles may be towed away at the student's expense for failure to follow policy and procedures related to motorized vehicles.

### OTHER FORMS OF TRANSPORTATION

Rollerblades, skateboards, scooters, "go-peds", etc. present a safety concern for the students riding them, other students, and school personnel, and are prohibited on all district campuses. The school will not store them for students.

Students are expected to follow all local traffic and safety laws when traveling to and from school or school-sponsored events on such types of transportation and are encouraged to wear appropriately safe equipment at all times.

## STUDENT ABSENCES AND EXCUSES

Consistent with SCUSD JH, JH-R, JHD, and JHD-R, the regular school attendance of a child of school age is required by state law [ARS §15-801 et seq.]. The first day of school is **August 6, 2018** (see [Section 9.05](#)).



## **4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)**

### **4.02 RELATED NOTICES (CONT'D)**

Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include, but are not necessarily limited to, the following: 1) Illness; 2) Bereavement; 3) Other family emergencies; and 4) Observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school. If the absence is caused by an emergency (such as an illness) the parent is expected to telephone the school office. When the student returns following any absence, a note of explanation from the parent is required.

State law also mandates that the school record the reasons for all student absences; therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

School personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to: 1) The scheduling of medical and dental appointments after school hours (except in cases of emergency); and 2) The scheduling of family vacations during school vacation and recess periods. In such cases, the school may require an appointment card or a letter from a hospital or clinic when a parent has not notified the school of an appointment of a medical or dental nature.

When an excuse or authorization of absence from a parent or custodian has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify the parent(s) or custodian(s) upon the student's absence in order to ensure student safety and in an attempt to document an absence reason as follows for students in grades seven (7) and eight (8): 1) Within two (2) hours of an absence when the absence is from the student's first class of the day; or 2) Within five (5) hours of an absence from a class other than the student's first class of the day [ARS §15-807].

School administrators may excuse students from school for necessary and justifiable reasons; however, all absences not verified by parental or administrative authorization will remain unexcused.

### **SCHOOL ABSENCE REPORTING PROCEDURES**

- A parent should contact the schools absence reporting line, available twenty-four (24) hours a day, before the beginning of the school day when the student will be absent.
- Any unreported absence will be documented in the school attendance system as an "unknown absence." A parent is the only person who can verify an "unknown absence", and he or she may do so by phone, in person, or in writing to the school office within twenty-four (24) hours of the student's returning to school.
- The status of any absence that has not been verified by the parent within twenty-four (24) hours will be changed to "unexcused" in the school attendance system.
- A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. When a student is excessively absent, he or she is subject to disciplinary action and/or court action if the student is under eighteen (18) years of age.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

- If a student is to leave early for an appointment, he or she must be checked out through the attendance office. The student can only be excused when he or she is accompanied by: 1) A parent; or 2) A person authorized by the parent [ARS §15-803] on the student's office contact card.

**NOTE:** If a student is absent from a class in a block schedule he or she has realistically missed two (2) classes.

### LOSS OF COURSE CREDIT

The parent will be notified by mail when a student accumulates three (3), five (5), eight (8), and ten (10) absences from a class. A student who has been absent from a class for ten (10) school days or more in a semester (whether excused or unexcused) may not receive academic credit for that class.

An appeal process is in place for those students who have extenuating circumstances; please note that official documentation (e.g., a doctor's note) will be required to file such an appeal.

### CHRONIC ILLNESS PROCEDURES

The district will provide appropriate educational opportunities for any student identified by an appropriately certified health professional in the fields of podiatry, chiropractic medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance. Homework will be made available in a timely manner to ensure that such students have the opportunity to successfully complete assignments and avoid losing credit because of their absence from school.

A student with an existing chronic illness should obtain a chronic illness request forms packet from district nurse's office. Once the completed packet is received, a meeting will be scheduled with appropriate school personnel to develop a chronic illness plan that will allow teachers and the student to work out a manageable method of completing work.

Attendance and participation-related rules include the following:

- A student requesting chronic illness after nine (9) absences will be considered only after completed medical documentation is received.
- After the chronic illness plan is put into place, the parent must still report the resulting absences according to regular attendance reporting procedures.
- If the student is absent from school due to a chronic illness, it is expected that he or she will be unable to participate in or attend extracurricular activities and/or athletics while he or she is absent, unless otherwise permitted by the chronic illness plan.

## ALCOHOL, INTOXICANTS, AND DRUGS

### ALCOHOL AND INTOXICANTS

Consistent with SCUSD JICH and JICH-R, students on school property or at school events shall not knowingly breathe, inhale, or drink a vapor releasing substance containing a toxic substance, nor shall a student sell, transfer, or offer to sell or transfer, a vapor-releasing substance containing a toxic substance to a person under eighteen (18) years of age. School personnel must report any suspected instance of



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

such activity to an administrator, who shall, upon reasonable suspicion, contact law enforcement authorities and the student's parent(s).

Violating students: 1) Shall be subject to removal from school property; 2) Shall be subject to disciplinary actions in accordance with SCUSD JICH, JICH-R, and other applicable Board policies; and 3) Shall be subject to prosecution in accordance with the provisions of the law.

### DRUGS

Consistent with SCUSD JICH and JICH-R, the non-medical use (i.e., for a purpose other than the prevention, treatment, or cure of an illness or disabling condition), possession, or sale of the following is prohibited on school property or at school events: 1) Alcohol; 2) Drugs; 3) Synthetic Drugs; 4) Counterfeit Drugs; or 5) Imitation Drugs. School personnel must report any suspected instance of such activity to an administrator, who shall, upon reasonable suspicion, contact law enforcement authorities and the student's parent(s).

Violating students: 1) Shall be subject to removal from school property; 2) Shall be subject to disciplinary actions in accordance with SCUSD JICH, JICH-R, and other applicable Board policies; and 3) Shall be subject to prosecution in accordance with the provisions of the law.

### MEDICAL MARIJUANA

Consistent with SCUSD JICH and JICH-R, the conditions which follow are applicable to a district student who holds identification as a medical marijuana cardholder issued by the Arizona Department of Health Services for the medical use of marijuana as set out in state law.

The district will not refuse to enroll a student or otherwise penalize a student for being a medical marijuana cardholder unless failure to do so would cause the school to lose a monetary or licensing benefit under federal law or regulations. A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending the school.

A student medical marijuana cardholder shall not: 1) Undertake any task under the influence of marijuana that would constitute negligence; 2) Possess or engage in the medical use of marijuana on a school bus, on the grounds of any preschool, elementary school or secondary school; 3) Smoke marijuana on any form of public transportation or in any public place; 4) Operate, navigate, or be in actual physical control of any motor vehicle, aircraft or motorboat while under the influence of marijuana (except that a registered qualifying student cardholder shall not be considered to be under the influence of marijuana solely because of the presence of metabolites or components of marijuana that appear in insufficient concentration to cause impairment; 5) Use marijuana in any manner not authorized by ARS §36-2801 et seq.; or 6) Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school. If district officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes law enforcement authorities will be informed.

Violating students: 1) May be subject to warning, reprimand, probation, suspension, or expulsion; and 2) May be subject to applicable civil and criminal prosecution.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

#### HAZING

Consistent with SCUSD JICFA and JICFA-EB, there shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of JICFA et seq., a person shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

#### REPORTING

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 Board policy.

The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator(s) or as otherwise required by law. Any instance of reported or observed hazing including possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report or 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.

#### INVESTIGATION

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, unless extended in accordance with Board policy.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation.

**NOTE:** It is no defense to a violation of SCUSD JICFA et seq. if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following: 1) Customary athletic events, contests or competitions that are sponsored by an educational institution; or 2) 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 SCUSD JICFA et seq.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

#### RESOLUTION

- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the superintendent.
- All violations shall be treated in accord with the appropriate procedures and penalties provided for in Board policies related to the conduct and discipline of students, staff, and others.

#### **BULLYING, HARASSMENT, AND INTIMIDATION**

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

To assist in achieving a school environment based on these beliefs, bullying, harassment or intimidation as defined by this policy will not be tolerated. Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

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

#### REPORTING

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to either the principal or another school employee. School personnel who become aware of alleged bullying, or suspect that a student is being bullied: 1) Shall immediately notify a school administrator; and 2) Shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally; however, a detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying, the principal shall document the incident or concern in writing.

At the time a student reports alleged bullying, the principal: 1) Shall provide the student with a written copy of student rights, protections, and support services available to the student; and 2) Shall notify the parent of the report.

**NOTE:** Failure by an employee to report a suspected case of bullying may result in disciplinary action, and knowingly submitting a false report shall subject a student to discipline, up to and including suspension or expulsion.

#### INVESTIGATION



## **4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)**

### **4.02 RELATED NOTICES (CONT'D)**

All complaints will be investigated by the principal or his/her designee. Investigations will be: 1) Initiated as soon as is feasible (but not later than two (2) school days after the initial report); 2) Comprehensive to the extent determined appropriate; 3) Confidential to the extent possible, subject to the restrictions of FERPA; 4) Completed within a reasonable timeframe; and 5) Documented.

#### RESOLUTION

- Regardless of the outcome of the investigation, the principal or his/her designee will meet with the involved students to review the findings of the investigation.
- Subject to FERPA restrictions, the parent(s) of the student(s) involved students shall also be informed of the findings of the investigation.
- If the principal or his/her designee determines that bullying has occurred, the student(s) involved will be subject to disciplinary action.

#### ANTI-RETALIATION

No retaliation of any kind is permitted against the complainant. Such behavior shall be deemed an additional act of bullying, harassment, intimidation, or threatening behavior by the Board and shall subject the individual(s) involved to further disciplinary action.

#### **SEXUAL HARASSMENT**

Consistent with SCUSD ACA and ACA-R, all individuals associated with the district, including students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

#### REPORTING

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should file a confidential written complaint with the district compliance officer (the superintendent) using the form provided by the district. The complaint must be filed within thirty (30) calendar days after the complaining party knew, or should have known, there were grounds for such a complaint or grievance.

**NOTE:** Failure by an employee to report a suspected case of sexual harassment may result in disciplinary action, and knowingly submitting a false report shall subject a student to discipline, up to and including suspension or expulsion.

#### INVESTIGATION

After receiving a written complaint, the district compliance officer shall conduct an investigation using the confidential procedure in SCUSD ACA-R.

#### RESOLUTION

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

#### ANTI-RETALIATION



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

Retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report is strictly prohibited. Such an act may itself represent a violation of federal and/or state law, and may lead to separate disciplinary action against the offender.

### OFFENSES AGAINST SCHOOL PERSONNEL

Consistent with ARS §15-507, a person knowingly abusing a teacher or other school employee on school grounds or while he or she is engaged in the performance of his or her duties is guilty of a Class 3 Misdemeanor.

### WEAPONS IN SCHOOL

Consistent with SCUSD JICI, no student shall carry or possess a weapon or a Simulated Weapon on school premises without the authorization of a school administrator. No student shall use, or threaten to use, a Weapon or Simulated Weapon to disrupt any activity of the district.

Any employee who observes any person in possession of a Weapon or Simulated Weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a Weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with district policies and shall immediately report a violation of SCUSD JICI to a peace officer, pursuant to ARS §15-515, if the Weapon is a Deadly Weapon or the student is a minor in possession of a Firearm.

A student who violates SCUSD JICI by carrying or possessing a Firearm shall: 1) Be placed in an Alternative Education Program for a period of not less than one (1) year; 2) Suspended for a period of not less than one (1) year, or 3) Expelled and not be re-admitted within a one (1) year period, if ever. The Governing Board, in its sole discretion, may modify the one (1) year duration of such disciplinary action on a case-by-case basis.

A student who violates SCUSD JICI by any means other than carrying or possessing a Firearm shall be subject to disciplinary action, including but not limited to, expulsion. Disciplinary action against a student with one (1) disability or more shall be applied on a case-by-case basis in accordance with district policies and state and federal special education laws.

## 5.0 BEHAVIOR MANAGEMENT OPTIONS

### 5.01 DEFINITIONS AND EXAMPLES

Resolutions for Code violations include the following:

#### POSITIVE ACTIONS (PRIMARY/UNIVERSAL)

**Agreement or Plan.** This term means the informal issuance of a written agreement, with or without another deferred action, associated with a probationary period during which evidence of positive behavior change will be evaluated.



## 4.0 STUDENT CODE OF CONDUCT VIOLATIONS (CONT'D)

### 4.02 RELATED NOTICES (CONT'D)

*Examples include, but are not limited to, the following:*

- A voluntary, written agreement (e.g., a “behavior contract” or a “probation”) that outlines in detail the expectations of the student, Teacher, and sometimes a parent, and typically includes: 1) Targeted behavior(s); 2) Incentives for successful compliance; and 3) Consequences for violating the agreement.
- A behavior plan that uses a systematic plan of action focused on reducing specific problem behaviors and increasing positive behaviors and typically includes: 1) Targeted behavior(s); 2) Environmental supports; 3) A description of interventions/staff responses; 4) Positive feedback; and 5) Procedures for monitoring and evaluating the success of the plan.

**Conference, Warning, or Reprimand.** This term means any discussion or informal warning delivered to the student in a conference setting with or without a parent.

*Examples include, but are not limited to, the following:*

- Informal talk with the student.
- Verbal warning of the student.
- After class or after-school conferences with the student and parent.
- Conference call with parent.

**Home/School Partnership.** This term means expanding a conference with a parent into an interactive partnership or alliance between school and home to accomplish specifically established behavioral objectives over a specified timeframe.

*Examples include, but are not limited to, the following:*

- Note home (daily/weekly)
- Behavior report (daily/weekly).
- Regularly scheduled phone conferences with parent.
- Home visits.

**NOTE:** For the safety of students and staff, all parent escorts must be pre-qualified using criteria established by the district.



## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)

### 5.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Mentoring or Mediation.** This term means enlisting the aid of students, or, in some cases, staff or other adults, to facilitate solutions to problem behaviors that involve one or more students.

*Examples include, but are not limited to, the following:*

- Peer mediation between two peers or two groups of peers that empowers students to resolve issues or disputes.
- Restorative practices (mediation within a structured process guided by a trained facilitator in which the participants in an incident examine the intended and unintended impacts of their actions and decide on remedies to repair harm and restore relationships).
- School-based mentoring within a program such as “Check In/Check Out” or “Check and Connect” that includes a structured plan for forming relationships with students to positively influence the lives of students and their success in school.
- Completion of reflection worksheet, assignment, or statement.

**Referral for Services.** This term means a recommendation that the student receive or be evaluated for services from a counselor, social worker, mental health worker, or other professional for additional behavioral supports and strategies.

*Examples include, but are not limited to, the following:*

- Referral to a school counselor, social worker, psychologist, or family services program that works with students and their families to identify and address physical, emotional, or educational needs or situations interfering with student success in school and/or in life.
- Referral to a health services agency to work with a community service provider that specializes in the treatment of children and adolescents with behavioral and emotional needs.
- Referral to the school-based Child Study Team (CST) to work with administrators, teachers, support personnel, specialists, the parent and the student in a positive, problem-solving intervention process to explore possibilities and strategies that will best meet the educational needs of the student.

**Re-Teach of Expectations.** This term means any instruction, assignment, project, or work that reteaches the skills necessary for the student to be successful in the setting in which he/she experienced a problem.

*Examples include, but are not limited to, the following:*

- Re-introduction of classroom level, school level, or district level expectations by school personnel.
- Special assignment to assist the student in gaining additional insight regarding expectations.

**“Time-Out” or “Cool-Off.”** This term means the temporary removal of a student from an instructional setting for a brief period time, with or without an assigned activity, away from peers for the purpose of reducing reinforcement of an unacceptable or inappropriate action or behavior that is not an immediate threat to self or others.



## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)

### 5.01 DEFINITIONS AND EXAMPLES (CONT'D)

*Examples include, but are not limited to, the following:*

- In-class action to provide the student with a period of time not to exceed fifteen (15) minutes to withdraw from attention or other negative reinforcements, while separated from a group, and remaining in class, to reflect on his/her actions.
- Team action to provide the student with a period of time not to exceed fifteen (15) minutes in another classroom away from a scheduled class or activity.
- Out of class action to provide the student with a period of time not to exceed fifteen (15) minutes in

a supervised area away from a scheduled class or activity.

- Office action to provide the student with a period of time not to exceed fifteen (15) minutes in the school office away from a scheduled class or activity

#### POSITIVE ACTIONS (SECONDARY/GROUP)

**Behavioral Group.** This action involves group instruction specifically related to student need.

*Examples include, but are not limited to, the following:*

- Single issue program (e.g., anger management, bullying, fighting, vandalism, gang activity, tobacco education or smoking cessation, gateway drug use, arrests, sexual activity, bias and discrimination, truancy, low achievement, poor self-concept and adjustment problems during school transitions).
- Community program (e.g., Young Warriors Program).
- Wellness program.
- Restorative practices (group program).

#### POSITIVE ACTIONS (TERTIARY/INDIVIDUAL)

**Alternative to Suspension Program.** This term (or “ASP”) means a behavior intervention program under ARS §15-841(I) for students who would otherwise be subject to Suspension conducted in a structured, intensive setting.

*Examples include, but are not limited to, the following:*

- Assignment to an offsite or onsite ASP.

**Alternative to Expulsion Program.** This term (or “AEP”) means a program under ARS §15-796 (C) that modifies the school course of study and adoption of teaching methods, materials and techniques to provide educationally for those students in grades six (6) through twelve (12) who are unable to profit from the regular school course of study and environment.

*Examples include, but are not limited to, the following:*

- Placement to an offsite or onsite AEP.

#### TRADITIONAL ACTIONS (PRIMARY/UNIVERSAL)



## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)

### 5.01 DEFINITIONS AND EXAMPLES (CONT'D)

**Academic Penalty.** This term means: 1) Requiring extra coursework from the student not given to others; 2) Reducing an evaluation score related to academic achievement; or 3) Declaring the student ineligible for credit in a course under ARS §15-843(B)(1).

*Examples include, but are not limited to, the following:*

- Loss of credit for assignment in cases of schoolwork-related misconduct (e.g., cheating or plagiarism) until a replacement assignment is submitted.
- Loss of credit for class in cases attendance-related misconduct (e.g., exceeding a maximum number of unexcused absences) until credit requirements are met.

**Detention.** This resolution means requiring a student to report to a designated location during noninstructional time.

*Examples include, but are not limited to, the following:*

- Detention on instructional days (e.g., before school, during recess, or after school).

- Detention on non-instructional days (e.g., "Saturday School").

**In-School Removal.** This term means any temporary removal of a student from the student's normal educational environment during instructional time for time period longer than fifteen (15) minutes per incident.

*Examples include, but are not limited to, the following:*

- In-School Suspension (ISS).
- On-Campus Reassignment (OCR; e.g., attendance sweep program).
- Removal to counselor's office.

**Property Confiscation.** This term means temporarily giving up possession of property or materials to school personnel upon request until the provision(s) of return of the property or materials is/are met.

*Examples include, but are not limited to, the following:*

- Confiscation of an item with student pickup.
- Confiscation of an item with parent pickup.
- Confiscation of an item with law enforcement pickup.
- Requiring a change of clothes.

**Restitution.** This term means permitting a student or his/her parent to make amends for the results of an incident that has affected or involved another student, faculty member, staff member or the interests of the school or district, typically in place of another consequence.



## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)

### 5.01 DEFINITIONS AND EXAMPLES (CONT'D)

<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> <li>• Letters of apology.</li> <li>• Parent compensation for replacement costs.</li> <li>• Payment of a fine.</li> </ul>
<p><b>Schedule Change.</b> This term means the exclusion of the student from a specific setting (e.g., a class, activity, or program) on either a temporary or a permanent basis: 1) At the direction of a school administrator; or 2) At the request of a Teacher under ARS §15-841(J).</p>
<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> <li>• Exclusion from a class.</li> <li>• Involuntary class transfer.</li> </ul>
<p><b>Privilege Denied.</b> This term means the temporary disqualification of the student to attend, participate in, or benefit from some non-educational or non-credit activity to which no right is established under federal law, tribal law, state statute, or Board policy.</p>
<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> <li>• Temporary exclusion from a class privilege (e.g., recess restriction; loss of preferred activity time).</li> <li>• Temporary exclusion from a school privilege (e.g., revocation of parking permit; loss of technology use privilege; disqualification for honors program; disqualification for “high-demand” elective).</li> <li>• Temporary exclusion from transportation (i.e., loss of bus riding privilege).</li> <li>• Temporary exclusion from athletic participation (i.e., declaration of ineligibility for a sport).</li> </ul>
<ul style="list-style-type: none"> <li>• Temporary exclusion from social or extracurricular activities (e.g., declaration of ineligibility for a club, or homecoming/prom event).</li> </ul>
<p><b>Service Penalty.</b> This term means unpaid service for the benefit of the school, or the public, for a predefined period of time that is performed outside of school hours.</p>
<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> <li>• Assignment to a “work detail” to clean graffiti after being caught “tagging” a locker bay.</li> <li>• Participation in an unpaid approved community service program outside of school hours.</li> </ul>
<p><b>TRADITIONAL ACTIONS (SECONDARY/GROUP)</b></p>
<p><b>Short-Term Suspension.</b> This term means the temporary withdrawal of the privilege of attending a school for a specified period of time [ARS §15-840(2)] not to exceed ten (10) school days cumulatively per school year.</p>



**5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)**

**5.01 DEFINITIONS AND EXAMPLES (CONT'D)**

<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"><li>• Minor removal for one (1) school day to three (3) school days per incident.</li><li>• Moderate removal for three (3) school days to five (5) school days per incident.</li><li>• Major removal for six (6) school days to ten (10) school days per incident.</li></ul>
<p style="text-align: center;"><b>TRADITIONAL ACTIONS (TERTIARY/INDIVIDUAL)</b></p>
<p><b>Long-Term Suspension.</b> This term means the temporary withdrawal of the privilege of attending a school for a specified period of time [ARS §15-840(2)] for a period of time not to exceed one hundredeighty (180) school days.</p>
<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"><li>• Extended removal for eleven (11) school days to one hundred-eighty (180) school days.</li></ul>
<p><b>Expulsion.</b> This term means: 1) The permanent withdrawal of the privilege of attending a school, unless the Governing Board reinstates the privilege of attending the school [ARS §15-840(1); SCUSD JKE] without educational services; or 2) The removal of a student with subsequent placement in an alternative setting where educational services are continued.</p>
<p><i>Examples include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"><li>• Permanent (or semi-permanent) removal for not less than two (2) semesters (i.e., the remainder of the semester in which the violation has occurred <u>and an additional</u> two (2) semesters) [ARS §15841(D) and §15-843(B)(6); SCUSD JB et seq., JI et seq., JIA, JK and JKE].</li></ul>

**5.02 RELATED NOTICES**

Additional information for students and parents regarding actions that may be taken to address violations of this Code includes the following:

**CORPORAL PUNISHMENT**

The term “corporal punishment” means the infliction of physical pain on the student using a procedure approved by the Governing Board. Although permitted under state statute [ARS §13-843 (B)(2)], the



## **5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)**

### **5.02 RELATED NOTICES (CONT'D)**

practice is prohibited by the Governing Board [JKA]; however, corporal punishment does not include incidental physical contact or reasonable force (see [Section 3.06](#)).

#### **LOSS OF SCHOOL PRIVILEGES**

##### BUS TRANSPORTATION

Consistent with SCUSD EEAE-EA, when a student misbehaves on a bus for the first time, the driver will explain the necessity for good behavior to the student. If, after talks and warning, the rider continues to violate bus rules, he or she will be reported to the principal or his/her designee in writing.

Upon receiving the written complaint and discussing it with the driver, the principal or his/her designee will then warn the student that his or her parent(s) must be notified that the student will be temporarily put off the bus if the behavior reoccurs. If poor conduct continues, the driver will again report the incident in writing, and after discussion, the principal or his/her designee will decide whether to temporarily remove bus privileges, and if so, for how long.

When a student is not allowed transportation by school bus, the principal or his/her designee will inform the student's parent of: 1) The penalty; 2) The reason(s) for the penalty; 3) How long the penalty will last; and 4) That the student is prohibited from riding other district buses as well.

**NOTE:** In such cases, parents become responsible for seeing that their children get to and from school safely. Loss of bus transportation privileges does not mean that a child should not come to school – it just means that the parent will need to find another way to get his or her child to and from school while the loss of transportation privileges is in effect.

##### EXTRACURRICULAR ACTIVITIES

Consistent with SCUSD JJJ, a student whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as his or her behavior warrants reinstatement.

### **5.03 BEHAVIOR MANAGEMENT PLAN**

Students at different ages and grade levels are expected to assume varying degrees of responsibility for their actions. Therefore, different disciplinary measures have been developed by the district to reflect different levels of maturity and self-discipline.

The matrix on the following pages outlines the range of behavior management options that may be used by school personnel to address violations of this Code both initially and upon repeat violations. As a general rule, the options may be more restrictive and severe for serious behaviors or behaviors that have been unresolved using prior measures.

The matrix lists Code violation categories vertically and behavior management options horizontally. When selecting a specific option from the list of those available for the situation, school personnel will consider a variety of criteria, including, but not limited to, the aggravating/mitigating factors in the case, the student's age and/or developmental level, and the presence of either a diagnosed or suspected disability.

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## **5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D)** **5.03 BEHAVIOR MANAGEMENT PLAN (CONT'D)**

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## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D) 5.03 BEHAVIOR MANAGEMENT PLAN (CONT'D)

		MANAGEMENT OPTIONS																		
		POSITIVE ACTIONS						TRADITIONAL CONSEQUENCES												
<b>CODE VIOLATION MANAGEMENT (GRADES PK-2)</b>  S = Setting level (e.g., classroom) E = Setting level or Administrator level A = Administrator level B = Board level		AGREEMENT OR PLAN	CONFERENCE, WARNING, OR REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RE-TEACH EXPECTATIONS	TIME-OUT OR "COOL-OFF"	BEHAVIORAL GROUP	ALTERNATIVE TO SUSPENSION/EXPULSION	ACADEMIC PENALTY	DETENTION	IN-SCHOOL REMOVAL	PROPERTY CONFISCATION	RESTITUTION	SCHEDULE CHANGE	PRIVILEGE DENIED	SERVICE PENALTY	OUT OF SCHOOL SUSPENSION	EXPULSION RECOMMENDATION
		CLASS I	DISTURBANCE OF SETTING	E	E	E	E	S							A				A	
DRESS CODE VIOLATION	E		E	E	E	S							A	A			A		A	
NUISANCE ITEM	E		E	E	E	S							A	A	A		A		A	
OUTSIDE OF ASSIGNED OR DESIGNATED AREA	E		E	E	E	S		A					A				A		A	
CLASS II	PUBLIC DISPLAY OF AFFECTION	E	E	E	E	S							A				A		A	
	DISHONESTY (NON-CRIMINAL)	E	E	E	E	S							A	A	A		E		A	
	INSUBORDINATION	E	E	E	E	S							A	A	A		E		A	
	OFFENSIVE SPEECH	E	E	E	E	S							A	A	A		E		A	
CLASS III	DISREGARD FOR SAFETY	A	A	A	A	A							A	A	A				A	
	NON-CONTROLLED SUBSTANCE POLICY VIOLATION	A	A	A	A	A								A					A	
	TECHNOLOGY POLICY VIOLATION	A	A	A	A	A							A	A					A	
	TOBACCO POLICY VIOLATION	A	A	A	A	A							A	A					A	
	TRANSPORTATION POLICY VIOLATION	A	A	A	A	A													A	
UNEXCUSED ABSENCE	A	A	A	A	A														A	

**NOTE:** Progressively more intensive actions may be used for repeat violations if applicable.

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## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D) 5.03 BEHAVIOR MANAGEMENT PLAN (CONT'D)

CODE VIOLATION MANAGEMENT (GRADES PK-2)	MANAGEMENT OPTIONS																		
	POSITIVE ACTIONS							TRADITIONAL CONSEQUENCES											
	AGREEMENT OR PLAN	CONFERENCE, WARNING, OR REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RE-TEACH EXPECTATIONS	TIME-OUT OR "COOL-OFF"	BEHAVIORAL GROUP	ALTERNATIVE TO SUSPENSION/EXPULSION	ACADEMIC PENALTY	DETENTION	IN-SCHOOL REMOVAL	PROPERTY CONFISCATION	RESTITUTION	SCHEDULE CHANGE	PRIVILEGE DENIED	SERVICE PENALTY	OUT OF SCHOOL SUSPENSION	EXPULSION RECOMMENDATION
ALCOHOL OR INTOXICANT POLICY VIOLATION			A		A	A						A	A					A	
DISHONESTY (CRIMINAL)		A	A			A						A		A				A	
DISTURBANCE OF SCHOOL		A	A			A						A				A		A	
ENDANGERING OTHERS		A	A		A	A						A		A		A		A	
FIGHTING		A	A	A	A	A	A					A		A		A		A	
GAMBLING		A	A		A	A		A					A					A	
HOSTILE ENVIRONMENT (NON-SEXUAL)		A	A	A	A	A	A					A		A		A		A	
HOSTILE ENVIRONMENT (SEXUAL)		A	A		A	A	A					A		A		A		A	
OFFENSIVE CONDUCT		A	A		A	A						A						A	
PROPERTY-RELATED OFFENSE		A	A			A						A		A		A		A	
THEFT		A	A			A						A		A		A		A	
UNAUTHORIZED ACCESS		A	A			A						A						A	

**NOTE:** These offenses may be referred to law enforcement. Progressively more intensive actions may be used for repeat violations if applicable.



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## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D) 5.03 BEHAVIOR MANAGEMENT PLAN (CONT'D)

		MANAGEMENT OPTIONS																		
		POSITIVE ACTIONS						TRADITIONAL CONSEQUENCES												
<b>CODE VIOLATION MANAGEMENT</b> (GRADES 3-6)  S = Setting level (e.g., classroom) E = Setting level or Administrator level A = Administrator level B = Board level		AGREEMENT OR PLAN	CONFERENCE, WARNING, OR REPRIMAND	HOME/SCHOOL PARTNERSHIP	MEDIATION OR MENTORING	REFERRAL FOR SERVICES	RE-TEACH EXPECTATIONS	-TIME-OUT OR -COOL-OFF-	BEHAVIORAL GROUP	ALTERNATIVE TO SUSPENSION/EXPULSION	ACADEMIC PENALTY	DETENTION	IN-SCHOOL REMOVAL	PROPERTY CONFISCATION	RESTITUTION	SCHEDULE CHANGE	PRIVILEGE DENIED	SERVICE PENALTY	OUT OF SCHOOL SUSPENSION	EXPULSION RECOMMENDATION
		CLASS I	DISTURBANCE OF SETTING																	
DRESS CODE VIOLATION																				
NUISANCE ITEM	A																			
CLASS II	OUTSIDE OF ASSIGNED OR DESIGNATED AREA																			
	PUBLIC DISPLAY OF AFFECTION																			
	DISHONESTY (NON-CRIMINAL)	A																		
CLASS III	INSUBORDINATION	A																		
	OFFENSIVE SPEECH	A																		
	DISREGARD FOR SAFETY	A																		
CLASS III	NON-CONTROLLED SUBSTANCE POLICY VIOLATION																			
	TECHNOLOGY POLICY VIOLATION																			
	TOBACCO POLICY VIOLATION	A																		
	TRANSPORTATION POLICY VIOLATION	A																		
	UNEXCUSED ABSENCE	A																		

**NOTE:** Progressively more intensive actions may be used for repeat violations if applicable.

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## 5.0 BEHAVIOR MANAGEMENT OPTIONS (CONT'D) 5.03 BEHAVIOR MANAGEMENT PLAN (CONT'D)

CODE VIOLATION MANAGEMENT (GRADES 3-6)	MANAGEMENT OPTIONS													
	POSITIVE ACTIONS						TRADITIONAL CONSEQUENCES							
S = Setting level (e.g., classroom) E = Setting level or Administrator level A = Administrator level B = Board level	ALCOHOL OR INTOXICANT POLICY VIOLATION						AGREEMENT OR PLAN						EXPULSION RECOMMENDATION	B
	DISHONESTY (CRIMINAL)						CONFERENCE, WARNING, OR REPRIMAND	A	A	A	A	A	OUT OF SCHOOL SUSPENSION	A
	DISTURBANCE OF SCHOOL						HOME/SCHOOL PARTNERSHIP	A	A	A	A	A	SERVICE PENALTY	A
	ENDANGERING OTHERS	A	A	A	A	A	MEDIATION OR MENTORING						PRIVILEGE DENIED	A
	FIGHTING						REFERRAL FOR SERVICES	A	A	A	A	A	RESTITUTION	A
	GAMBLING						RE-TEACH EXPECTATIONS	A	A	A	A	A	PROPERTY CONFISCATION	A
	HOSTILE ENVIRONMENT (NON-SEXUAL)	A	A	A	A	A	RE-TIME-OUT OR "COOL-OFF"						IN-SCHOOL REMOVAL	A
	HOSTILE ENVIRONMENT (SEXUAL)	A	A	A	A	A	BEHAVIORAL GROUP	A	A	A	A	A	DETENTION	A
	OFFENSIVE CONDUCT						-TIME-OUT OR "COOL-OFF"						ACADEMIC PENALTY	A
	PROPERTY-RELATED OFFENSE						ALTERNATIVE TO SUSPENSION/EXPULSION	A	A	A	A	A	SCHEDULE CHANGE	
	THEFT													
	UNAUTHORIZED ACCESS													

**NOTE:** These offenses may be referred to law enforcement. Progressively more intensive actions may be used for repeat violations if applicable.





## 6.0 DUE PROCESS

Any student facing disciplinary action is entitled to some form of due process. The level of due process provided depends on the specific action being faced by the student, and will be in conformance with federal law, tribal law, state statute, and/or Board policy where applicable.

### 6.01 INFORMAL ACTIONS

#### SETTING LEVEL

The teacher (or other authorized staff member) should:

- Provide the student with verbal notice of the allegation(s) against him or her.
- Conference with the student within a reasonable timeframe to discuss the allegation(s).
- Offer the student a chance to respond to the allegation(s).
- Decide on the action to be taken, if any, to resolve the incident.
- Communicate any such action to the student and the parent (if appropriate).
- Document any action taken.

#### SCHOOL LEVEL

For minor offenses where corrective measures are taken by the principal or his/her designee, no specific steps are required; however, the following procedure will be used to resolve a discipline referral.

The principal or his/her designee will:

- Provide the student with verbal or written notice of the allegation(s) against him or her.
- Conference with the student within a reasonable timeframe to discuss the allegation(s).
- Offer the student a chance to respond to the allegation(s).
- Decide on the action to be taken, if any, to resolve the referral.
- Communicate any such action to the student and the parent (if appropriate).
- Document any action taken.

The decision of the teacher (or other authorized staff member) or principal or his/her designee is final. Grievance is permitted, however, using the procedure defined by the district [SCUSD JII].

### 6.02 FORMAL ACTIONS (*SUSPENSIONS AND EXPULSIONS*)

#### SCHOOL LEVEL AND DISTRICT LEVEL

The Governing Board and other authorized school officials have the authority to take formal disciplinary actions against students for violations of this Code. All students facing suspensions or expulsions shall be afforded the due process required by Arizona state law outlined in SCUSD JKD and JKE, respectively.

Such due process includes, but is not limited to, the following:

- The right to notice of pending action.
- The right to an explanation of the charges for which the student is facing disciplinary action.



- An opportunity to prepare a defense.
- The right to representation by counsel at his or her own expense (long-term suspension or expulsion).
- The right to present his or her version of the incident(s) in an informal conference with the principal or his/her designee (short-term suspension), a formal hearing with the superintendent (long-term suspension) or Governing Board (expulsion), or a formal hearing with a hearing officer (long-term suspension or expulsion).
- The right to a speedy and impartial decision on the merits of the case.
- An opportunity to appeal an adverse decision before the Governing Board.

## **6.0 DUE PROCESS PROCEDURES (CONT'D)**

### **6.02 FORMAL ACTIONS (SUSPENSIONS AND EXPULSIONS) (CONT'D)**

Copies of the procedures shall be made available to any student facing long-term suspension or expulsion. The procedures are also available at [www.sancarlosbraves.org](http://www.sancarlosbraves.org).

### **6.03 RELATED NOTICES**

Additional information for students and parents regarding due process concerns while administering this Code includes the following:

#### **ACTIONS INVOLVING STUDENTS WITH DISABILITIES**

Frequently, students with disabilities have conduct issues related to the unique nature of their underlying disabilities. Consistent with federal law, state law, and Board policy, special consideration may be required when students with disabilities are subject to disciplinary actions.

IDEA-qualified, Section 504-qualified, and ADA-qualified students may be suspended in accordance with applicable regulations. In the event that a disabled student accumulates ten (10) days of suspension within any school year, designated school personnel shall meet to discuss the student's behavior needs before further action is taken.

IDEA-qualified, Section 504-qualified, and ADA-qualified students may also be expelled in accordance with applicable regulations. However, educational services must still be provided for an IDEA-qualified student, and may need to be provided to a Section 504-qualified student or an ADA-qualified student.

#### **TERMS OF A SUSPENSION**

##### PROHIBITED ACTIVITIES

Consistent with state statute, a suspended student has temporarily lost the privilege of attending school for a specified period of time [ARS §15-840(2)]; as such, the parent will have complete custody and jurisdiction of his or her child during any suspension.

While a suspension is in effect, a student: 1) May not enter the school or any other district property without advance approval of the principal or his/her designee; and 2) May not participate in or attend any school-sponsored event or activity. Failure to comply with these prohibitions may subject the student to additional disciplinary action and potential trespassing charges.

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## MAKE-UP WORK

All short-term suspensions are considered to be excused absences. As such, classwork may be assigned by teachers, and any assignments will be made available to the parent in the school office within one (1) school day of the beginning of the short-term suspension.

To minimize the impact of the suspension on class credit status, it is recommended that the student complete all such assignments during the suspension. If assistance is needed, the parent should contact the school office so arrangements can be made.

The ability to make up work for credit during a long-term suspension is at the discretion of the hearing officer or the Governing Board, and is typically permitted only in exceptional circumstances.

## **EARLY RETURNS AND READMISSIONS**

The superintendent may authorize the early return of a student suspended for more than ten (10) calendar days; if permitted, the conditions outlined in SCUSD JKD must be met. The Governing Board may authorize the readmission of a student who was expelled; if permitted, the conditions outlined in SCUSD JKE must be met.

## **7.0 POST-ACTION CONCERNS**

### **7.01 APPEALS OF DISCIPLINARY ACTIONS**

#### INFORMAL ACTIONS

No appeal option is available for an informal action. The decision of the principal or his/her designee, teacher, or authorized staff member is final.

#### FORMAL ACTIONS

No appeal is available for a short-term suspension. The decision of the principal or his/her designee is final.

The decision of the superintendent or his/her designee imposing a long-term suspension may be appealed to the Governing Board. The decision of the Governing Board is final.

The decision of a hearing officer imposing an expulsion may be appealed to the Governing Board. The decision of the Governing Board is final.

Copies of the procedures shall be made available to all students facing long-term suspension or expulsion. The procedures are also available at [www.sancarlosbraves.org](http://www.sancarlosbraves.org).

### **7.02 STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

Consistent with SCUSD JII and JII-R, a student or his/her parent may present a complaint or grievance regarding one (1) of the following or more: 1) Violation of the student's constitutional rights; 2) Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities; 3) Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, disability, or any other basis in federal law, tribal law, state statute, or Board policy; or 4) Concern for the student's personal safety.

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Such a concerns, complaints, or grievances may not be raised when: 1) The topic is the subject of disciplinary or other proceedings under other district policies and regulations; 2) The matter requires another method of review is prescribed by law; or 3) The Governing Board is without authority to act.

### REPORTING

The accusation must be made within thirty (30) calendar days of the time the student knew, or should have known, that there were grounds for the complaint/grievance. The initial complaint or grievance should be made using the district form available in the school office; however, a verbal complaint or grievance may be made to any school staff member.

At a minimum, the complaint or grievance shall contain: 1) The complainant's identifying information; and 2) Such specificity of names, places and times as to permit an investigation to be carried out. The written complaint or grievance: 1) Should contain a requested solution; and 2) Should be signed and attested to by the complainant (however, an unsigned form will be processed in the same manner as a signed form).

When the initial complaint or grievance is submitted other than on the prescribed form, a school administrator shall: 1) Obtain from the student the particulars of the accusation; and 2) Complete the required form immediately thereafter. The administrator shall especially note all student-provided particulars determined by the superintendent to be necessary for the investigation.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A complaint or grievance may be withdrawn at any time; however, once withdrawn, the process cannot be



## 7.0 POST-ACTION CONCERNS (CONT'D)

### 7.02 STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (CONT'D)

reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

**NOTE:** Failure by the staff member to timely inform an administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action, and knowingly submitting a false report shall subject a student to discipline, up to and including suspension or expulsion.

#### INVESTIGATION

The complaint or grievance will be investigated by the school administrator, the next higher administrative supervisor, or the superintendent or his/her designee. Investigations will be: 1) Initiated within one (1) school day after the initial report; 2) Conducted in accordance with SCUSD JII-R; 3) Confidential to the extent possible, subject to the restrictions of FERPA; 4) Completed typically within ten (10) school days when school is in session (or fifteen (15) school days otherwise); and 5) Documented

#### RESOLUTION

Unless a determination has been made by the appropriate investigating official that the reported incident actually occurred, the record shall not be used for the imposition of discipline. Where disciplinary action is necessary, Board policies shall be followed.

**NOTE:** When district officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

#### RETALIATION

Retaliatory or intimidating acts against any student who has made a complaint under the district policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

## 8.0 ANNUAL STATEMENTS AND NOTICES

### 8.01 NON-DISCRIMINATION

It is the policy of San Carlos Unified School District #20 not to discriminate on the basis of race, color, religion, sex, age, national origin, disability or any other reason not related to the student's individual capabilities in its education programs as required by Titles VI and VII of the *Civil Rights Act*, Title IX of the *Education Amendments*, Section 504 of the *Rehabilitation Act*, the *Americans with Disabilities Act*, the *Individuals with Disabilities Education Act*, the *McKinney-Vento Homeless Assistance Act*, and the *Impact Aid Act*. Inquiries regarding compliance with any of the above Acts should be directed to the following district compliance officer:

Inquiries should be directed to:

Dr. Deborah Dennison, Superintendent  
San Carlos Unified School District #20

Inquiries may also be directed to:

Office for Civil Rights  
U.S. Department of Education

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P.O. Box 207  
San Carlos, AZ 85550  
(928) 729-6705

400 Maryland Ave. SW  
Washington, DC 20202-4605

## **8.02 SPECIAL EDUCATION AND CHILD FIND**

In compliance with federal and state law, a Free and Appropriate Education (FAPE) in the Least Restrictive Environment (LRE) is provided by San Carlos Unified School District #20 to all pre-school aged children and school-aged children with certified disabilities within the jurisdiction of the district. Also

## **8.0 ANNUAL STATEMENTS AND NOTICES (CONT'D)**

in compliance with federal and state law, the school system maintains a comprehensive Child Find program to identify, locate and evaluate all children with disabilities residing within the attendance boundaries of the school system, including children with disabilities who are homeless children, wards of the state or children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services.

Referrals for special education services may be made by parents, school personnel, or members of the community. For further information, contact the classroom teacher, special education teacher, school counselor, building principal or the district ESS Director.

Other helpful resources for parents include:

State of Arizona  
Department of Education  
Division of Exceptional student Services  
1501 W. Jefferson St. 3839 N. 3<sup>rd</sup> St., Suite 304 Phoenix, AZ 85007 Phoenix, AZ  
85012  
(602) 542-5393  
<http://www.azed.gov/special-education>

State of Arizona  
Department of Economic Security  
Arizona Early Intervention Program (AzEIP)  
1501 W. Jefferson St. 3839 N. 3<sup>rd</sup> St., Suite 304 Phoenix, AZ 85007 Phoenix, AZ  
85012  
(602) 532-9960 / (888) 439-5609  
<https://www.azdes.gov/AzEIP>

## **8.03 FERPA**

The *Family Educational Rights and Privacy Act* (FERPA) is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records which transfer to the student when he or she reaches eighteen (18) years of age or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within forty-five (45) days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record; however, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions: 1)

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School officials with legitimate educational interest; 2) Other schools to which a student is seeking to enroll; 3) Specified officials for audit or evaluation purposes; 4) Appropriate parties in connection with financial aid to a student; 5) Organizations conducting certain studies for or on behalf of the school; 6) Accrediting organizations; 7) To comply with a judicial order or lawfully issued subpoena; 8) Appropriate officials in cases of health and safety emergencies; and 9) State and local authorities, within a juvenile justice system, pursuant to specific State law.

**NOTE:** A "school official" is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks. A "legitimate educational interest" means the review of records is necessary to fulfill a professional responsibility for the school.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and

## **8.0 ANNUAL STATEMENTS AND NOTICES (CONT'D)**

weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The *Individuals with Disabilities Education Act* (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 800) 877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013.

Or you may contact:

State of Arizona  
Department of Education  
Division of Exceptional student Services 1501  
W. Jefferson St.  
Phoenix, AZ 85007  
(602) 542-5393

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

<http://www.azed.gov/special-education>

### **8.04 PPRA**

Parents and eligible students who are eighteen (18) years of age or who are attending post-secondary school shall be notified of and given opportunity to opt out of participation in surveys, analyses, invasive

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physical exams or screenings (excluding hearing, vision or scoliosis screenings), or evaluations that may disclose protected information. This also applies to the collection, disclosure, or use of student information by third parties for marketing purposes. Parents/eligible students may inspect, upon written request and prior to administration or use, materials or instruments used for the collection, disclosure, or use of protected information.

The *Protection of Pupil Rights Amendment* (PPRA) affords parents and eligible students certain rights regarding conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Cons Consent before students are required to submit to a survey that concerns one (1) of the following or more protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education: 1) Political affiliations or beliefs of the student or student’s parent; 2) Mental or psychological problems of the student or student’s family; 3) Sex behavior or attitudes; 4) Illegal, anti-social, self-incriminating, or demeaning behavior; 5) Critical appraisals of others with whom respondents have close family relationships; 6) Legally recognized privileged relationships such as with lawyers, physicians, or ministers; 7) Religious practices, affiliations, or beliefs of the student or the student’s parent(s); or 8) Income (other than that required

by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- Receive notice and an opportunity to opt a student out of: 1) Any other protected information survey, regardless of funding; 2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student (except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law); and 3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use: 1) Protected information surveys of students; 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and 3) Instructional material used as part of the educational curriculum.

San Carlos Unified School District #20 shall also notify parents and eligible students at least annually at the start of each school year of the specific or approximate dates of any of the activities listed above. Notification will provide an opportunity to opt a student out of participating in those activities.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202

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**9.0 FORMS AND INCLUSIONS**

**9.01 ACKNOWLEDGEMENT OF LOCKER POLICY**



**ACKNOWLEDGEMENT CONCERNING USE OF STUDENT LOCKERS**

I acknowledge and understand that:

- Student lockers are the property of the district.
- Student lockers remain at all times under the control of the district.
- I am expected to assume full responsibility for my school locker.
- The district retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

---

**Student**

Name (print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
School/site: \_\_\_\_\_ Locker #: \_\_\_\_\_

---

**Parent or Guardian**

Name (print): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**9.0 FORMS AND INCLUSIONS (CONT'D)**

***9.01 ACKNOWLEDGEMENT OF LOCKER POLICY (CONT'D)***

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## 9.0 FORMS AND INCLUSIONS (CONT'D)

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**9.0 FORMS AND INCLUSIONS (CONT'D)**  
***9.02 REQUEST FOR GIVING MEDICINE AT SCHOOL***



**9.0 FORMS AND INCLUSIONS (CONT'D)**



**MEDICINES/ADMINISTERING MEDICINES TO STUDENTS  
REQUEST FOR GIVING MEDICINE AT SCHOOL**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

Medication: \_\_\_\_\_

Diagnosis/reason for giving: \_\_\_\_\_

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

Time to be given: \_\_\_\_\_ AM Time to be given: \_\_\_\_\_ PM

Dates to be given: From \_\_\_\_\_ to \_\_\_\_\_

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

\_\_\_\_\_  
Parent/legal guardian signature

\_\_\_\_\_  
Date

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine except in the case of medication for diagnosed anaphylaxis and breathing disorders requiring handheld inhaler devices. In these cases the student's name on the prescription label is sufficient for the physician's recommendation.

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**9.0 FORMS AND INCLUSIONS (CONT'D)**

***9.02 REQUEST FOR GIVING MEDICINE AT SCHOOL (CONT'D)***

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**9.0 FORMS AND INCLUSIONS (CONT'D)**

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**9.0 FORMS AND INCLUSIONS (CONT'D)**  
**9.03 EIS AGREEMENT**



## 9.0 FORMS AND INCLUSIONS (CONT'D)



### ELECTRONIC INFORMATION SERVICES (EIS) USER AGREEMENT (STUDENT AND EMPLOYEE)

When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

#### Terms and conditions:

**Acceptable use.** Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of San Carlos Unified School District #20.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the district's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary action up to and including expulsion for students.

In addition, acceptable use for district employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use district accounts.
- Take responsibility for assigned personal and district accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal and district accounts and files by unauthorized persons.

#### Personal responsibility:

I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without district authorization.

#### Network etiquette:

I am expected to abide by the generally acceptable rules of network etiquette; therefore, I will:

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## 9.0 FORMS AND INCLUSIONS (CONT'D)

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**9.0 FORMS AND INCLUSIONS (CONT'D)**  
**9.03 EIS AGREEMENT (CONT'D)**



## 9.0 FORMS AND INCLUSIONS (CONT'D)

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Respect privacy. I will not reveal any home addresses or personal phone numbers or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others.
- Observe the following considerations: 1) Be brief; 2) Strive to use correct spelling and make messages easy to understand; 3) Use short and descriptive titles for articles; and 4) Post only to known groups or persons.

### Services:

The district specifically denies any responsibility for the accuracy of information. While the district will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

---

### Student or Employee

I have read and agree to abide by the district policy and regulations on appropriate use of the electronic information system, as incorporated herein by reference. I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

(student or employee)

Date: \_\_\_\_\_

School/site: \_\_\_\_\_

Grade (if student): \_\_\_\_\_

---

*The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read, and will uphold, this agreement.*

### Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the district to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS (e.g., messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement) to a district administrator.

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**9.0 FORMS AND INCLUSIONS (CONT'D)**

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**9.0 FORMS AND INCLUSIONS (CONT'D)**  
***9.05 DISTRICT CALENDAR***



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**9.0 FORMS AND INCLUSIONS (CONT'D)**

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**9.0 FORMS AND INCLUSIONS (CONT'D)**  
***9.05 DISRICT CALENDAR (CONT'D)***

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**9.0 FORMS AND INCLUSIONS (CONT'D)**  
***9.06 ACKNOWLEDGEMENT OF CODE RECEIPT***

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## 9.0 FORMS AND INCLUSIONS (CONT'D)



### ACKNOWLEDGEMENT OF RECEIPT: STUDENT CODE OF CONDUCT

I acknowledge that I have read, understood, agreed to abide by, reviewed (or reviewed with my child), and been given an opportunity to ask questions about the *San Carlos Unified School District #20 Parent and Student Handbook: Student Code of Conduct* ("the Code") either in print or on the web at [www.sancarlosbraves.org](http://www.sancarlosbraves.org).

My signature below does not necessarily indicate agreement with the Code, but I understand that the San Carlos Unified School District #20 Governing Board will hold me accountable for the standards contained in the Code.

This acknowledgement will be issued to each San Carlos Unified School District #20 student annually, or upon enrollment, and will be retained in the principal's office.

---

#### Student

Student Name: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Grade: \_\_\_\_\_

---

#### Parent

Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be returned to the school by August 17, 2018 or within ten (10) days of enrollment.

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**9.0 FORMS AND INCLUSIONS (CONT'D)**

***9.06 ACKNOWLEDGEMENT OF CODE RECEIPT (CONT'D)***

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**9.0 FORMS AND INCLUSIONS (CONT'D)**

**VERSION CONTROL**

<b>CURRENT VERSION</b>	2018.07.01
<b>LAST USC AND CFR REVIEW</b>	2015.04.01
<b>LAST ARS AND AAC REVIEW</b>	2015.04.01
<b>LAST GOVERNING BOARD POLICY REVIEW</b>	2015.05.28
<b>LAST DISTRICT REVIEW</b>	2015.05.28

Parent and Student : Student Code of Conduct (AZ)

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