



# **Snowflake Unified School District**

## **Home of the Lobos**

### **Uniform Code of Student Conduct**



The Snowflake Unified School District (SUSD) has developed the Uniform Code of Student Conduct to provide students, parents, and staff with a clear outline of students' rights and behavioral expectations. These expectations, along with the District's and School's Guiding Vision and Goals, will help us continue to provide the highest quality education possible to the children of SUSD.

#### **EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

It is the policy of the Snowflake Unified School District to maintain a non-discriminatory learning environment and to ensure that students are free from discrimination in any District or C.T.E. supported program or activity on the basis of race, color, ethnicity, national origin, gender, religion or disability.

1. The District affirms its intent to comply with all federal and state law in relating to the prevention of discrimination.
2. Lack of English language skills shall not be a barrier to admission and participation in District or CTE programs.
3. With respect to Title IX issues (gender-based discrimination), the District Superintendent, Hollis Merrell is the District's Title IX officer. If you have questions that cannot be answered at your school, please contact the Superintendent at 682 School Bus Lane, Snowflake, AZ. Phone (928) 536-4156, extension 7710.
4. With respect to Title VI issues (race, color, ethnicity or national-origin based discrimination), the District Superintendent is the District's current Title VI Officer. If you have questions that cannot be answered at your school, please contact the Superintendent, Hollis Merrell, at 682 School Bus Lane, Snowflake, AZ. Phone (928) 536-4156, extension 7710.
5. Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 provide protections against discrimination. Family Educational Rights and Privacy Act (FERPA) also protect against discrimination on the basis of a disability. If you have questions or concerns, please contact the District 504 Coordinator, Hollis Merrell, SUSD Superintendent at 682 School Bus Lane, Snowflake, AZ. Phone (928)536-4156, extension 7710.
6. Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 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. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request a school correct record(s) that they believe to be inaccurate or misleading. If the school decides not to amend the record(s), 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(s) 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 (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

(see Students Rights: pg. 13).

STUDENT'S NAME: \_\_\_\_\_ Grade \_\_\_\_\_  
(Please Print) Last Name First Name

### **PARENT PERMISSION FOR SCHOOL "MEDIA" USE**

Parental permission must be recorded and on file before school sources are granted access to your student for purposes of photographs, videotapes, and/or interviews of your student, including voice recordings for use by District/School personnel for yearbooks, school websites, newspaper articles, yearbook, etc.

**YES**

☐

**I GIVE PERMISSION** for my child to be photographed, videotaped, and/or interviewed by school personnel. Saying NO means that the school will **not** be able to include your student's photo in the yearbook and/or other school publications, or the school website.

**NO**

☐

[The primary reason a parent/guardian might say no is if there were a vicious custody battle and **no** information of any kind is desired to be made public.]

### **MILITARY RECRUITERS** (Not applicable for junior high students)

**YES**

☐

The District **must release** a high school student's name, address, and telephone number to military recruiters **unless** parents direct otherwise. **I GIVE MY PERMISSION** to give military recruiters personal contact information of my student.

**NO**

☐

PARENT NAME (Please print): \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

STUDENT NAME: (Please print): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

- IF this form is **NOT** completed and turned in to SHS staff by August 20<sup>th</sup> **or** IF neither
- box is checked for each item above, permissions will be considered as granted!



## STUDENT AND PARENT COMPUTER AND NETWORK RESOURCE AGREEMENT

Please read the following carefully. When you and your parent/guardian sign this document, this becomes an agreement between you and the Snowflake Unified School District. Your signature on the Parent/Student Agreement indicates that you agree to abide by the conditions and guidelines established herein. This information also appears in GENERAL INFORMATION: Computer and Network Resources as well as ARTICLE B: Computer Misuse.

### TERMS AND CONDITIONS OF THIS AGREEMENT

These policies shall apply to:

1. Students who use computers located within the Snowflake Unified School District.
2. Students who access network resources available through the Snowflake Unified School District.
3. *Students who bring their personal electronic devices to school for use within the school's classrooms and on campus*

### PERSONAL RESPONSIBILITY

I will accept personal responsibility for reporting misuse of the network or electronic equipment. Misuse can come in many forms, but it is commonly viewed as sending or receiving material that exhibits or promotes pornography, violence, unethical or illegal behavior, racism, sexism, or inappropriate language, or constitutes a violation of the guidelines set forth below.

### ACCEPTABLE USE GUIDELINES

- "I will use computers and network resources (*school-owned or personal*) for educational purposes only."
- "I will not attempt to access inappropriate or blocked sites using proxy servers or other firewall work-a-rounds."
- "I agree not to submit, publish, display, share, retrieve or attempt to retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually-oriented, racially-offensive, or illegal material."
- "I will abide by all copyright and trademark laws and regulations."
- "I will not reveal my login or password (if I have one), nor will I attempt to discover or use the login or password of others."
- "I will not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities."
- "I will not use the network or my personal data plan in any way that would disrupt the use of the network by others."
- "I will not download or play games or music from the internet for non-educational purposes."
- "I will not attempt to harm, modify, add or destroy hardware or software, nor will I interfere with system security."
- "I understand that using chat rooms, interactive games, unauthorized email, newsgroups, or making credit card purchases is prohibited."

### PRIVILEGES AND CONSEQUENCES FOR NON-COMPLIANCE

*The use of District computers, network resources, and even my personal electronic device is a privilege, not a right, and may be revoked at any time.* Infractions of the provisions set forth in this agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action, up to and including expulsion from SHS.

### SERVICES

The Snowflake Unified School District reserves the right to monitor use of all computers and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, files may be deleted. All files are public records.

The Snowflake Unified School District is not responsible or liable for any service interruptions, changes or consequences resulting from system use, even if these arise from circumstances under the control of the District. The Snowflake Unified School District may make additional rules as needed for the operation of the system.

### STUDENT AND PARENTAL AGREEMENT

I understand that access to computers and network resources is provided for educational purposes only and agree to comply with the guidelines listed above.

**STUDENT USER NAME (Please print):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I hereby give permission for my child to use network resources. (Circle One)      **YES**      **NO**

**PARENT NAME (PLEASE PRINT):** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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### UNIFORM CODE OF STUDENT CONDUCT

The purpose of the Uniform Code of Student Conduct is to establish a standard of conduct for the Snowflake Unified School District, which will provide the best possible educational climate for the students, faculty, staff, and general public; encourage participation in the educational process by the general public; assure the safety of the students and staff; protect school district property; and honor and protect the rights of all individuals within the school community.

#### STANDARD OF CONDUCT

All persons upon the property of the Snowflake Unified School District are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the District.

Students are required by state law to comply with the regulations, pursue the required course of study, and submit to the authority of the teachers, the administrators, and the Governing Board (A.R.S. §15-841).

This requirement includes (1) complying with all duly adopted Governing Board policies and administrative regulations, and (2) complying with the lawful directions of District officials and/or identifying oneself to such officials when lawfully requested to do so. In addition, students are required to obey all federal, state, and city laws, and must comply with the lawful directions of any law enforcement officers acting in performance of his or her duties. Students and parents are advised that there are certain instances in which Arizona law requires that school personnel contact law enforcement authorities.

Student rights and behavioral expectations apply whenever a student is on school property, including school buses, in the vicinity of the school, at school activities, at school-sponsored activities, and on the way to and from school. The Uniform Code of Student Conduct will be plenary in scope and annual in its application, inclusive of summer activities sponsored by the District.

#### DEFINITION OF TERMS

**ADMINISTRATOR** – Principal, Assistant Principal, or designee

**A.R.S.** – Arizona Revised Statutes.

**DISTRICT** – Snowflake Unified School District No. 5.

**DUE PROCESS** – The procedures established by the school district to ensure that a student's rights are protected during disciplinary actions.

**EXPULSION** – The permanent withdrawal of the privilege of attending a Snowflake Unified School District school, unless reinstated by the Governing Board.

**FACULTY/STAFF** – Persons hired by the District in any capacity, full-time or part-time.

**FORMAL DISCIPLINARY HEARING** -A disciplinary hearing held by either the Governing Board or a designated hearing officer pursuant to A.R.S. § 15-843, which may result in long-term suspension or expulsion of a student from the District.

**GENERAL PUBLIC** – All persons not otherwise herein defined as a student, employee, or member of the staff or faculty.

**GOVERNING BOARD** – Governing Board, Snowflake Unified School District No. 5.

**MAKE-UP WORK** –

1) **Class work** – work that is initiated or completed on the day of absence (i.e. lab, group assignments, etc.) alternative assignment may be given by the teacher.

2) **Long Term Homework** – long term work that has been assigned prior to the absence and the due date given at time of the assignment, make-up will not be allowed unless there are extenuating circumstance with administrative approval.

3) **Daily Homework** – homework assigned the day prior to the absence.

**MODIFIED FIVE SCHEDULE** – four day week for regular classes – Fridays for reteach / remediation / enrichment.

**MULTI-DISCIPLINARY TEAM** – Team is comprised of Psychologist, Administrator, Counselor, Teacher, parent(s)/Guardian(s).

**PARENT** – Either parent (unless parental rights have been judicially limited or severed) or a legal guardian as established by a court of competent jurisdiction.

## **DEFINITION OF TERMS (cont.)**

**PRINCIPAL** – A principal or a person designated by a principal.

**PROPERTY** – Real property, and the improvements thereupon, owned by Snowflake Unified School District No.5.

**STUDENT** – All persons, both minors and adults, enrolled in educational programs (including summer school) provided or approved by the District upon any property.

**STUDENT STUDY TEAM** – Made up of the school Psychologist, Administrator, Councilor, Teacher, Parent(s)/Guardian(s).

**SUPERINTENDENT** – The Superintendent or a person designated by the Superintendent.

**SUSPENSION** -The temporary withdrawal of the privilege of attending classes for a specified period of time.

## **GENERAL INFORMATION**

### **ALTERNATIVE EDUCATIONAL PROGRAMS**

The District may reassign students who refuse to comply with District rules, refuse to pursue a required course of study, or refuse to submit to the authority of teachers, administrators, or the Governing Board to an alternative educational program. A student may also be reassigned to an alternative educational program in lieu of long-term suspension or expulsion. A student who has been placed in an alternative program may not participate in any activities of the regular school program, including the regular summer school program, and/or return to the regular school program without the approval of the District.

### **ATHLETICS / EXTRA-CURRICULAR ACTIVITIES**

The District offers a wide range of opportunities for students to participate on athletic teams and in extra-curricular activities. The District is a member of the Arizona Interscholastic Association. For information regarding extra-curricular activities policies, eligibility, and participation requirements, refer to the Activities Code of Conduct, which is available to all interested students at the beginning of the sports season. The Activities Code of Conduct is plenary in scope and annual in its application.

### **BUS OPPORTUNITIES**

Students are provided the opportunity for transport to and from school by FIRST STUDENT (an outside busing contractor). Students shall observe District policies, regulations and rules, including those outlined in Article B, while being transported. Failure to follow the outlined procedures may result in the suspension **and/or** loss of busing privileges.

### **CHILD ABUSE REPORTING**

Per state law, and Governing Board policy, school employees and certain volunteers who reasonably believe that a child has been the victim of neglect, non-accidental injury, or sexual offenses must report suspected activity to Child Protective Services and/or local law enforcement agencies. Where a parent or guardian is the alleged abuser, school personnel are not to notify parent or guardian. Child Protective Services (CPS) and law enforcement agencies are responsible for notification. Should the alleged perpetrator be other than a member of the child's family, normal and school personnel shall follow reasonable notification procedures. Individuals required to report reasonable suspected abuse are protected by state law from civil or criminal liability.

Schools shall comply with request by CPS or the Police Department to question any child who is a suspected abuse victim. The investigating agency will determine whether school personnel should be with the child during questioning. The CPS worker and/or the police may interview the child and all other children residing in the home, on school grounds outside of the presence of school personnel. They may conduct interviews of the child without permission or notice to the parents where the suspected perpetrator is a family member. CPS also has the authority, upon written request, to obtain school records.  
(A.R.S. §13-3620).

### **CLOSED – OPEN CAMPUSES**

**A.** The Junior High School is a **closed** campus from the time of student drop off to student pickup. Consequences for violation are determined by the administration in accordance with Article B, Behavior. High school students will be trespassing if they go on to the junior high campus other than with the permission of the front office.

**B.** The High School campus is **open** to all students throughout their scheduled day, including lunchtime. **HOWEVER**, students who need to leave **must** check out through the attendance office **prior to their departure**. Failure to check out is considered an unauthorized departure.

### **COMMUNITY SERVICE**

In situations where a student has been assigned community service as part of school discipline, probation, etc., it is the parent/guardian/student's responsibility to find appropriate Community Service opportunities. Student must receive school site administrative approval before beginning any service on school properties and must also provide documentation of completed service to the site administration.

## **COMPUTER AND NETWORK RESOURCES**

These policies shall apply to:

1. Students who use computers affiliated with the Snowflake Unified School District.
2. Students who access network resources available through the Snowflake Unified School District. Internet access is available to students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District has taken precautions to restrict access to controversial materials; however, on a global network it is impossible to control all materials. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the District.

### **Acceptable Use Guidelines**

1. Computers and network resources (district-owned **or** personal devices) are to be used for educational purposes only.
2. Students shall **not** submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, threatening, sexually oriented, racially offensive, or illegal material.
3. Students shall abide by all copyright and trademark laws and regulations.
4. Students shall **not** reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
5. Students shall **not** reveal logins/passwords or attempt to discover the logins/passwords of others.
6. Students shall **not** use the network in any way that would disrupt the use of the network by others.
7. Students shall **not** use the school network to earn money.
8. Students shall **not** attempt to harm, modify, add, or destroy hardware or software, or interfere with the system security.
9. Students shall not attempt to use proxy servers or other internet sites designed to bypass the district firewall and content filter.

### **Privileges**

*The use of District computers, network resources, and/or personal devices is a privilege, not a right; and may be revoked at any time.*

### **Services**

The Snowflake Unified School District reserves the right to monitor use of District computers and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school employees. Should it become necessary, files may be deleted.

The Snowflake Unified School District is not responsible for any service interruptions, changes, or consequences resulting from system use, even if these arise from circumstances under the control of the District. The Snowflake Unified School District may make additional rules, as needed, for the operation of the system.

## **CUSTODY**

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order.

## **DRESS CODE/GROOMING**

Student dress and grooming are generally a matter of personal choice. However, the District recognizes that there is a relationship between student dress and student success, school pride, the safety and general welfare of students and staff, and the accomplishment of the curriculum goals and educational objectives.

Accordingly, dress and grooming standards prohibit student dress or grooming that, in the final judgment of the school administration:

- A. Presents a risk to the health, safety or general welfare of students, staff, or others.
- B. Interferes with or disrupts the educational environment or process.
- C. Is counterproductive to curriculum goals or educational objectives.
- D. Produces distraction/disorder or creates an atmosphere of threat, intimidation or undue pressure.
- E. Causes excessive wear or damage to school property.

Student dress that violates these standards includes, without limitation, apparel that (a) displays or suggests obscene language or symbols, pornography, violence or symbols of death, (b) presents undergarments or sleepwear as outerwear, (c) exposes the back, chest, abdomen, midriff, genital area, or buttocks (sagging pants/*ragged/frayed/holey/torn*) (d) is backless, strapless, see-through or spaghetti-strapped clothing, (e) shorts shorter than mid-thigh length when seated and skirts/dresses shorter than "2" above the knee, (f) includes Spandex type materials (extremely tight-fitting) worn as 'outer' wear (g) tank tops in any form (h) is frayed, torn, etc. in pelvic, thigh, or chest areas. Other areas of particular concern include the following:

**Dress that Advocates Drugs, Alcohol, or Tobacco:** A.R.S. §15-712 permits instruction on the nature and harmful effects of alcohol, drugs, and tobacco. It is illegal for minors to possess these substances. Clothing or accessories that display these substances or are deemed to advocate or encourage the use of these substances are counterproductive to the District's curriculum goals and educational objectives. These items are, therefore, prohibited.



## **GENERAL INFORMATION**

**Footwear and Safety Dress:** Footwear must be worn at all times. In addition, students are expected to comply with safety dress requirements for specific classes such as construction technology, biology, physical education, and chemistry. House slippers are not considered appropriate footwear.

**Headwear:** Students may **not** wear headwear in the classrooms, office, library, or auditorium. Headwear includes sunglasses, hairnets, western hats, baseball caps, bandanas, stocking caps, or hats that are part of a young lady's outfit. Exceptions may be made for special occasions approved by student council and the administration, or headwear approved for occupational safety in career classes.

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

**Consequences for Violation:** In addition to any disciplinary action taken pursuant to Article B, students who violate the District's dress standards may be asked to do any of the following, depending upon the specific circumstances:

- |  |   |
|--|---|
| <b>A.</b> Turn inappropriate clothing inside out.      | <b>C.</b> Have other clothing brought to school.                    |
| <b>B.</b> Change into clothing provided by the school. | <b>D.</b> Remove the accessory and/or face additional consequences. |

## **GRADUATION REQUIREMENTS**

Please refer to High School /Junior High School Curriculum Guides for specific district policy requirements.

## **SUSD HONOR CODE**

ACADEMIC INTEGRITY AND PHILOSOPHY OF SNOWFLAKE UNIFIED SCHOOL DISTRICT:

*I firmly pledge to uphold my moral integrity by neither lying; cheating, stealing, using improper language; being disrespectful to fellow students, members of the faculty, administration or staff; nor committing any action harmful to the high standards of the Snowflake Unified School Community.*

## **RECOMMENDED STATEMENT FOR STUDENT EXAMINATIONS**

*On my honor, I promise not to give assistance to or receive assistance from another student on tests or quizzes administered in this course.*

## **DEFINITION OF CHEATING**

Cheating on schoolwork is presenting the work of another as one's own. This includes:

- Copying an examination, assignment, or other school work.
- Working with others on projects and assignments that are meant to be done individually.
- Looking at or copying another student's test, quiz, or homework answers.
- The use of cheat sheets or other forms of visual prompts including the use of PDA's, calculators, cell phones, and/or text messages.
- Taking papers (or any portions thereof) from other students, publications, or the internet.
- Viewing a video, reading a summary, or consulting study aids (Cliff's Notes or equivalent, internet sources) of a book in place of reading the book.
- Falsifying grades.

## **DEFINITION OF PLAGIARISM**

Plagiarism is a specific type of cheating. Plagiarism is the written representation of another's words, thoughts, or ideas as one's own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes:

- Using a direct quotation without citing the source
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit
- Failing to acknowledge or document sources.

**FILING A GRIEVANCE:** Students, parents, or staff may file any civil rights grievance with the high school principal, Mr. Larry Titus or the district superintendent, Mr. Hollis Merrell, by completing the appropriate paperwork (available at [www.susd5.org](http://www.susd5.org) or the respective high school or district offices). (**HS** – Mr. Larry Titus, Kevin Standerfer or **Shane Brimhall** / **JH** – Mr. Brian Hoopes, Kay Solomon).

## **IDENTIFICATION CARDS**

Students are required to carry a school identification card issued by the administration and to give this card to any school employee upon request. Junior high and high school students may also be required to show their identification card as a requirement for admission on the day and at the site of school dances and other school events.

## **IMMUNIZATIONS**

Arizona law requires documentary proof of immunity against certain childhood diseases for students attending Arizona schools for the first time. Students subject to this requirement who lack documentary proof of immunizations may enroll but not attend classes until proof is provided. If required immunizations become due during attendance, failure to comply will result in exclusion from school, in accordance with state law. Exemption from immunization requirements for medical reasons or personal beliefs is available. A detailed list of immunizations required or further immunization information is available from the school nurse or on the SUSD website (Student Services – Health Services). See A.R.S. §15-872.

## **INSURANCE**

The District does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their child's insurance.

An optional school day or 24-hour accident policy is available at school through a private agency. Like most insurance policies, there are some coverage limitations and exclusions. Information on the policy is available from each school's office. The schools issue these forms as a service to students and parents; the District has no other connection with the insurance company. Parents may pick up additional forms and purchase insurance at any time throughout the school year.

In an emergency, the school may call paramedics who may decide that an ambulance should be called. The parent pays for these services.

## **LAW ENFORCEMENT OFFICERS**

If a law enforcement officer requests an interview with a student regarding a criminal investigation, the school administrator shall make reasonable efforts to notify the student's parent of the interview request, unless the law enforcement officer deems that notification would interfere with the investigation.

If the law enforcement officer refuses to allow notification prior to the interview, either the law enforcement officer or a representative of the District will notify the student's parent within a reasonable time after the interview. Unless otherwise directed by the law enforcement officer, a school official may be present during the interview.

If a student is taken into custody (arrested) while on campus, the arresting officer will be asked to notify the student's parent or legal guardian. In addition, the school administrator shall make reasonable efforts to ensure the student's parent has been notified that the student has been taken into custody. The personnel of the District shall cooperate fully with law enforcement officers. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

No student will be surrendered to a special police officer serving a private organization.

## **MEDICATIONS**

When it is necessary for a student to take medication during school hours, school personnel may cooperate if the following conditions are met:

### **All Medications:**

**A.** All medication administered by school personnel must be approved by the U.S. Food and Drug Administration (FDA). Information on dosage, side effects and contraindications of any medication or medicinal like substance, e.g. homeopathic and herbal remedies, given by school personnel must be readily available from a professionally acknowledged resource (Physician's Desk Reference or other U.S. published drug reference book, FDA or USP website, etc).

**B.** All medication shall be kept in secured storage in the Health Tech's Office with the exception of emergency medications that may be carried by a student with special written request of the physician, parent/guardian and student (See "Special Consent to Carry Medication" below).

**C.** Before the end of the school year, the parent or legal guardian will be notified to pick up any left over personal medication from the Health Tech. Office. Medications not returned to the family will be discarded in an appropriate and legal manner.

### **Prescription Medications:**

**A.** No student will be given prescription medication except upon order from a U.S. licensed physician, nurse practitioner, physician assistant or dentist who has the responsibility for medical management of the student.

**B.** Written parent/guardian request and consent is required for the administration of prescription medication. Parent/guardian consent must be renewed annually

**C.** Prescription medication must be in the original container with a pharmacy label listing the student's name, medication name, dosage and the prescriber's name. (Prescriber's phone number must be on the label or on file in the Health Tech. Office.)

- A written order from the prescriber must accompany any change in medication dosage.
- No sample medication will be given unless accompanied by a written note from the prescribing physician/healthcare provider.

**Prescription Medications (cont.):**

**D.** Administration of the medication during the school day must be medically necessary. The school nurse will determine the schedule for medication administration unless specified by the prescriber.

**E.** The parent/guardian assumes full responsibility for the supply, appropriate transportation and maintenance of prescription medication.

**F.** Reasonable efforts will be made to ensure that the student receives his/her medication. If a student persistently skips medication doses, the parent will be notified.

**Special Consent to Carry and Self-Administer Medication:**

**A.** In cases of life-saving medication where time is of the essence, particularly asthma inhalers and self-injectable epinephrine, students may be allowed to carry and self-administer such medication on school grounds and/or at school functions.

**B.** Such situations require a release form signed by the healthcare provider, the parent/guardian and the student.

**C.** The above policy shall not be interpreted to allow a student to carry any medication a physician and parent should decide upon. This policy gives authorization for life saving/emergency medication only.

**D.** Students who have obtained permission for self-administration as set forth above must take extraordinary precautions to keep the medication secure, and must not, under any circumstances, make available, provide, or give the medication to another person. The student must immediately report the theft or loss of any medication brought on campus.

**Non-prescription/Over-the-Counter Medications:**

**A.** A limited supply of stock over-the-counter (OTC) medications may be offered by the school. Written request and consent by the parent/guardian for the administration of these medications is required.

**B.** If a parent/guardian wishes administration of an OTC medication not supplied by the school, the parent/guardian will complete a "Parent Request for Administration of Medication" and supply the school with the medication.

**C.** Parent-supplied OTC medication must meet the guidelines of paragraph A of "All Medications" set forth above and must be in its original container and labeled with the student's name.

**D.** Administration of parent-supplied medication will be at the discretion of the school nurse and at a dosage in keeping with manufacturer's recommendations.

**OPEN ENROLLMENT (EFFECT OF SIGNING APPLICATION)**

By signing the Open Enrollment application, the student and parent agree to comply with all the policies and regulations of the district and the rules of the receiving school; including standards for academic effort, conduct, and attendance.

**PARENT LIABILITY**

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

**PAYMENT FOR OPTIONAL MATERIALS/ SERVICES AND/ OR LOST AND DAMAGED ITEMS**

When students enroll in school, there are some required and non-required materials and services. Basic course materials, identification cards, and some lockers are required and are provided free of charge. No student will be denied an education because of an inability to pay these supplementary charges. Some lockers and locks, activity cards, parking permits, yearbooks, and supplemental course materials and services are not required and are not provided free of charge.

Students are required to pay for any lost or damaged textbooks and/or other course materials. If students do not meet their financial obligations for lost or damaged materials, they may not be allowed to participate in extracurricular activities or graduation exercises.

**PESTICIDES**

Schools periodically apply pesticides. Information concerning these applications may be obtained by calling your school office.

**PRODUCT SALES**

Groups wishing to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal and student council. All funds collected must be deposited in the school's student funds account.

**SCOOTERS, SKATEBOARDS, OR ROLLER BLADES/SHOES**

In order to protect the safety and well being of students, faculty and others, students are prohibited from using scooters, skateboards, roller blades/shoes, or similar devices on campus at any time. **Students bringing skateboards on campus must place the skateboards in the area designated for skateboard storage. This storage area is located on the front, outside wall, of the gymnasium.** Violation of this rule will subject the student to discipline as set forth in Article B. [The unauthorized presence of students in areas closed to students may be considered trespassing].

## **SEARCH AND SEIZURE**

School administrators have the right to search students and seize property, when administrators have a reasonable suspicion that the search will turn up evidence that the student has violated or is involved in violating of either the law or the rules of the school. Any search will be reasonable in scope and not excessively intrusive on the student, considering the age, sex of the student, and nature of the infraction. Inspections of school-provided storage space are not subject to the reasonable suspicion standard. Application of this policy in selected contexts is discussed below, Board Policy JIH.

(1) **School-Provided Storage Space:** Students have no reasonable expectation of privacy in school-provided storage space, such as lockers and desks. Such storage space, which is provided only as a convenience to students, remains the property of the school and is subject to its control and supervision. Thus, school authorities may inspect randomly at any time, with or without reason, without notice, without student consent, and without a search warrant lockers, desks, and other school-provided storage space. However, personal belongings contained in backpacks or purses and stored in school-provided storage will be searched only if reasonable suspicion exists for such a search as provided below. *Students who accept lockers or desks assume full responsibility for the security of their lockers or desks.* Whenever a student is required to or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority that issued the storage space.

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

(3) **Vehicles in School Parking Lots:** The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school authority has a reasonable suspicion the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, Board Policy JLIE-R. The school is not liable for items left in vehicles.

## **TELEPHONE MESSAGES / DELIVERY OF FLOWERS / BALLOONS / ETC**

Due to the disruptive impact of these activities on the staff and students during school hours, parents/guardians are asked to refrain from such actions. If it is vital that a student receive information, we prefer you call the front office and let us get the information to the student as individual circumstances demand.

## **TRANSLATION OF DISTRICT DOCUMENTS**

**English:** If you need this document or any school information translated to any other language, please contact 928-536-4156.

**Spanish:** Sí se necesitan los servicios de traducción de este documento o de cualquier información de la escuela, por favor comuníquese con 928-536-4156.

## **UNIVERSAL PRECAUTIONS (COMMUNICABLE/INFECTIOUS DISEASES)**

Due to HIV and other communicable diseases, the District has instituted "universal precautions" which are recommended by the Center for Disease Control. To safeguard students and staff, school-based employees regard all body fluids as potentially infectious. They are trained to avoid direct contact if possible, to wear gloves if necessary, to wash hands thoroughly, and to report injuries to the health technician/nurse immediately. Students are not to touch blood or body fluids and should seek adults for assistance.

## **VISITOR / GUEST PASSES**

All visitors to any school during the school day must report to the school office upon arrival and obtain a visitor's pass. "Visitors" include:

- (1) persons not enrolled in or employed by the District (including relatives of District employees),
- (2) District employees, when not working on District business, and
- (3) District students, when they are not at the site at which they are enrolled.

Snowflake Unified School District does not allow on-campus visitations by minors and non-students. Visitors who fail to comply with this rule may be in violation of criminal trespass laws, student behavioral expectations, or both. See A.R.S. §13-1502(A)(1); see also Article B - Behavior ("Trespassing").

## **WITHDRAWN STUDENTS**

Students who have been withdrawn from school and who are present on the school campus in violation of District policies and procedures regarding visitors are considered to be trespassing (***This includes all school-sponsored dances.***).

**Article A -STUDENT RIGHTS****1. RIGHT TO A PROFESSIONAL STAFF AND FACILITIES**

Each student has the right of access to a professional staff and the facilities necessary for an instructional and co-curricular program whose benefits will be available to those who participate actively. Policies expressly prohibit behavior on District property that will damage the dignity, self-esteem, integrity, and safety, and/or disrupt the educational process of any individual.

By accepting the right to participate in school programs on or off school property, the student shall accept the responsibility to conduct him or herself according to the rules, regulations, and provisions of these programs.

**2. RIGHT TO USE EDUCATIONAL RESOURCES**

Students have the right to use buildings, grounds, equipment, and instructional materials necessary to meet the requirements and needs of their curricular and co-curricular programs in accordance with procedures established by the administration.

A. The site administrator shall be responsible for establishing and enforcing procedures to make the building, equipment and materials available to students. Students shall have had prior experience or instruction before using equipment.

B. The student exercising the right to use the resources provided shall also accept the responsibility for the preservation and care of the property. Any unauthorized use or deliberate destruction or defacing of the property shall be deemed a violation of the Uniform Code of Student Conduct.

**3. RIGHT TO SPECIAL PROGRAMS**

A. All identified handicapped children shall receive special education commensurate with their abilities and needs.

B. All identified gifted children shall receive education commensurate with their abilities and needs.

C. Any student qualified according to conditions described under Section 504 of the Rehabilitation Act of 1973 will receive accommodations prescribed by the 504 Team at his or her school. (The HS / Jr. High principals are the 504 Coordinators for their respective schools.

D. An alternative education program will be provided for those students who are unable to profit from the regular school curriculum and environment, or who are in need of discipline greater than short term suspension, but short of expulsion.

**4. RIGHT TO FORM AND EXPRESS IDEAS**

Every student has the right to form, hold and express his or her own ideas and beliefs. The encouragement of this right requires that each student be permitted to disclose or express an idea in the proper educational setting without penalty, embarrassment, or any reflection in academic evaluation. The administration and faculty of each school have the obligation to maintain an environment conducive to the free exchange of ideas and to study and learning. This is not to be construed to mean that students will not be graded for their acquisition of information, its organization into useful systems, and generalizations or conclusions drawn from it.

**5. RIGHT TO DUE PROCESS**

All students have the right to due process in matters of student discipline. The extent of the due process provided depends on the nature of the violation and the proposed disciplinary action to be taken. Due process procedures for suspensions and expulsions are set forth in Articles D and E of the Uniform Code of Student Conduct.

**6. RIGHT OF ACCESS TO RECORDS**

A. The District's complete Student Records Policy (Board Policy JR and Regulation JR-R) is available, upon request, for review in the office of each school and in the Superintendent's office.

B. The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1) The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. Parents or the eligible student should submit to the school principal and/or records custodian a written request identifying the records wanted for inspection. The principal or designee will arrange for the inspection. Each parent has equal rights to inspect and to review a student's records unless the school has been provided with a valid court order to the contrary. Where compliance with the request includes copying records, the District may charge a fee for such copies in accordance with Regulation JR-R.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Obvious errors in records may be amended through oral request to the records custodian. Procedures for requesting more substantive amendments to education records are set forth in the Governing Board Policy Regulation JR-R, and may include, when necessary, a hearing before a designated hearing officer.

**6. RIGHT OF ACCESS TO RECORDS (cont.)**

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For purposes of this exception, the criteria for determining whether a person is a "school official" with a "legitimate educational interest" are set forth in the Governing Board Regulation JR-R. Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

C. Notwithstanding the above rights, the District may disclose appropriately designated "directory information" without written consent, unless the parent or eligible student has advised the District that any or all of the information designated as directory information should not be released without the parent's prior consent (see below). In other words, the District may disclose the information unless the parent or eligible student opts out. The primary purpose of directory information is to allow the District to include this type of information from education records in certain school publications (e.g., yearbook, honor roll, playbill, athletic programs, etc.).

The District will not disclose directory information, except as required by law, to any organization other than school-related organizations. "School-related organization" means (i) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (ii) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Schools Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Government agencies may include any local, state or federal government agency.

In addition, federal laws require the District to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must notify the District in writing within two weeks after receipt of the Uniform Code of Student Conduct (See form on page 2). The District has designated the following information as directory information:

- Student's name and names of student's parents
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Student's achievements, honors and awards received
- Student's grade level

**7. RIGHT TO PUBLISH**

Students are entitled to express in writing their personal opinions and to circulate petitions. The manner of distribution of such material shall be such as not to interfere with or disrupt the educational process and shall be subject to the following provisions.

Circulation of petitions may take place during lunch and prior to and/or after school in areas designated by the site administrator, which provide reasonable access to the students. The student must be presently enrolled in the school and authorship of the material must be identified. The superintendent, assistant superintendent, or site administrator may prohibit the posting or distribution of any material which:

- (1) materially and substantially interferes or threatens to interfere with the requirements of good order in the operation of a school or schools;
- (2) materially disrupts or threatens to disrupt a class, classes, or class work;
- (3) involves or threatens to involve disorder, violence, or an invasion of the rights of other students; or,
- (4) is libelous, defamatory, or obscene.

A. Students may distribute or post such materials in the building or on school grounds subject to administrative approval and rules published by the site administrator.

**7. RIGHT TO PUBLISH (cont.)**

**B.** Students shall have access to specified bulletin boards and/or areas for the posting of notices or other communications concerning school activities or matters of general interest to students. Posted notices shall:

- (1) be subject to reasonable size and number limitations determined by the administration;
- (2) be dated; and,
- (3) identify the sponsoring individual organization. Notices in violation of any applicable restriction, outdated, or posted more than ten days may be removed by school authorities.

**C.** Students who edit, publish, or distribute handwritten, printed, duplicated or other materials among their fellow students assume full responsibility for the content of all material. By accepting the right to participate in school programs on and off school property, the student shall accept the responsibility to conduct him/herself according to the rules, regulations, and provisions of the Uniform Code of Student Conduct.

**D.** The school principal is the official publisher of school-sponsored publications. Student editors of school-sponsored publications shall be guided by the policies of the school district and shall ensure adherence to accepted standards of journalism, specifically those guarding against libel, intentional distortion, or reckless disregard for the facts. Authorship shall be disclosed and opinions shall be identified as such. Student editors of school-sponsored publications shall have an obligation to provide opportunities for fellow students, teachers, and administrators to express views which differ from editorial policy. All articles to be published in school-sponsored publications shall be submitted for approval to the faculty sponsor before publication. Articles may be rejected by the faculty sponsor who shall prepare a written explanation to the student editor of the reasons for rejection. Within five school days after receipt of such written explanation, the rejection may be appealed in writing to the building principal who may affirm, reverse or modify the action of the faculty sponsor.

**8. RIGHT TO ASSEMBLE**

School-sponsored activities and meetings (student government, pep rallies, etc.) may take place during the school day. In addition, students shall be given the opportunity to organize and hold student meetings at reasonable times, other than during those hours when classes are being held. Student meetings or gatherings in school buildings or on school grounds may function only as authorized by the school administration. Site administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies.

If the site administrator denies permission for a student gathering or assembly, the site administrator shall provide a written explanation upon request. Attendance at meetings and assemblies is limited to students regularly enrolled in that building unless the school administrator has given prior approval.

**9. RIGHT TO BE FREE FROM BULLYING, INTIMIDATION, OR HARASSMENT**

Students may expect the opportunity to learn in an atmosphere free from bullying, intimidation or harassment. As set forth in Article B under "Prohibited Behavior: Harassment," students are prohibited from harassing, intimidating and bullying other students on school grounds, school property, school buses, at school bus stops, and at school-sponsored events and activities.

**Reporting Bullying, Harassment or Intimidation**

Any student who believes that he/she is, or has been, subjected to bullying, intimidation, or harassment by any other student, visitor, or school staff is urged to contact the Principal or Assistant Principal at his or her school. There may be times, however, when a person feels uncomfortable reporting such conduct to the Assistant Principal or Principal. In such cases, the person should report the conduct to a teacher or counselor. Similarly, any person who becomes aware of any bullying or harassment should report it to the Principal or Assistant Principal. Any employee who becomes aware of any bullying or harassment shall report it to the Principal or Assistant Principal. School officials shall, to the extent possible, keep confidential all reports of bullying or harassment.

Parents and guardians are also encouraged to report suspected incidents of bullying, intimidation, or harassment to school officials. Such reports should be submitted in writing to the school Principal. (**HS** – Mr. Larry Titus, Kevin Standerfer, or **Shane Brimhall** / **JH** – Mr. Brian Hoopes or Kay Solomon).

**Investigation of Complaints**

The Principal or designee will promptly review, and conduct a fair and impartial investigation on a case-by-case basis of every report of misconduct prohibited by this section, using the District's Procedures for Investigating Employee or Student Misconduct. All such investigations will be conducted in a manner designed to protect, to the extent permitted by law, the privacy of all parties concerned.



**Investigation of Complaints (cont.)**

As set forth above, any student determined, after investigation, to have violated this policy will be subject to disciplinary action as set forth in Article B under “Prohibited Behavior: Harassment.” Such discipline may include expulsion. In addition to discipline by the District, of individuals who engage in acts of harassment may also be subject to civil and criminal penalties.

If the Principal or administrator who conducted the investigation determines that the claim of bullying harassment or intimidation can not be substantiated, all documents relating to the complaint will be maintained in the school administrative office. No documents relating to the complaint shall be kept in any student file.

**Retaliation**

The District is committed to ensuring that all of its students have the opportunity to learn in an environment free from bullying, harassment, and intimidation. Accordingly, the District will not tolerate retaliation by any student or employee, or other individual, against any student who has made a complaint, assisted, or participated in any manner, in an investigation, proceeding, or hearing conducted in response to an internal or external investigation of bullying, harassment or intimidation. Retaliation is a serious violation of this policy and should be reported immediately to the Principal or Assistant Principal.

**Consequences of submitting false reports of incidents of bullying harassment or intimidation:**

The District also prohibits intentionally submitting false reports of incidents of bullying harassment or intimidation. If the Principal or Assistant Principal determines that a student has intentionally submitted a false complaint, the student will be subject to discipline, up to and including expulsion. No student will be subject to discipline that makes a complaint under this section in good faith.

**10. STUDENT EXERCISE OF RIGHT AND PRIVILEGES – Grievance Procedure**

Any student who believes his/her rights have been violated should immediately notify appropriate school personnel (teacher, administrator, etc.). A student shall not be punished or penalized by any member of the school faculty or administration solely because that student exercised any of the rights or privileges described in this code. *Any student who deems him/herself aggrieved by a violation of this regulation may appeal, in writing, to the administrator of the building in which he/she is enrolled.* The site administrator shall promptly hear and consider the request and respond appropriately. Appropriate forms are available online and at the school and district offices.

Each student is responsible for moderating his/her own exercise of rights and privileges so as not to disrupt the educational program, the school activities or to infringe on the rights of others.

**Article B -BEHAVIOR****1. GENERAL BEHAVIORAL EXPECTATIONS**

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Snowflake Unified School District. Accordingly, students are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the District, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of the District, District employees, students, or others. In addition, students who have committed or are believed to have committed a crime may be subject to school discipline. A.R.S. §15-843(B) (4). Students who fail to abide by this general behavioral expectation will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of Article B. The Code of Conduct also includes a Merit/Demerit Point System. *“Each student begins the semester with 50 merit points. Each rules infraction that results in a loss of merit points takes points from the original total. When all merit points are lost, an appointment may be scheduled with the District Superintendent for a formal disciplinary hearing.”* In addition to any specifically enumerated consequences, any violation of the General Behavioral Expectation or of any specifically prohibited behaviors listed below may result in the following consequences:

- A. The student may be isolated from other students.
- B. The student’s parents may be informed of inappropriate behavior and reminded of school policy and disciplinary procedures.
- C. The student may be required to make use of counseling/intervention services.
- D. The student may be removed from the aggrieved teacher’s class with loss of credit.
- E. The student will make restitution for damages, if appropriate. Consistent with the general behavioral expectations, the following specified behaviors are prohibited on school property, (including school buses and bus stops), in the vicinity of the school, at school-sponsored activities, and on the way to and from school unless otherwise required by the Code of Conduct or Board Policy. Disciplinary decisions are at the discretion of the administrator, and will be expected to be connected to the misconduct in a logical and timely manner.
- F. The student may be assigned detention, work detail, and/or in-school suspension.
- G. The student may be suspended from school premises and activities.
- H. For repeated or serious violations, the student may be removed from the regular school program or recommended for expulsion.
- I. Administration may involve police. Legal action may be taken



**2. ABUSE OF STAFF (25/50 pts)**

“Abuse of Staff” includes, without limitation, any physical assault and/or any harassing, disrespectful, or obscene behavior directed toward any school employee by any student or member of the community.

**CONSEQUENCES**

*(Any or all of the following may be applied in any order)*

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Suspend from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.

- D. Student may be required to make use of counseling/intervention services.
- E. Student may be removed from the aggrieved teacher’s class with loss of credit.
- F. Student may be reassigned to alternative education.
- G. Administration may involve police. Legal action may be taken per A.R.S. §15-841.
- H. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841.

**3. ACADEMIC DISHONESTY (10-25 pts)**

“Academic Dishonesty” means cheating, forging documents, or plagiarizing and/or either knowingly providing or receiving schoolwork.

**Definition of Cheating:** Cheating on schoolwork is presenting the work of another as one’s own. This includes:

- Copying an examination, assignment, or other school work.
- Working with others on projects and assignments that are meant to be done individually.
- Looking at or copying another student’s test, quiz, or homework answers.
- The use of cheat sheets or other forms of visual prompts including the use of calculators, cell phones, and/or text messages or other social media.

- Taking papers (or any portions thereof) from other students, publications, or the internet.
- Viewing a video, reading a summary, or consulting study aids (Cliff’s Notes or equivalent, internet sources) of a book in place of reading the book.
- Falsifying grades.
- Forging/Falsifying a school document.
- Submitting work which had already been submitted for another class.

**DEFINITION OF PLAGIARISM:**

Plagiarism is a specific type of cheating. Plagiarism is the written representation of another’s words, thoughts, or ideas as one’s own. While it is expected that a student who is writing will use information from sources other than personal experience, appropriate acknowledgement of such sources is required. Plagiarism includes:

- Using a direct quotation without citing the source.
- Paraphrasing the ideas, interpretation, or expressions of another without giving credit.
- Failing to acknowledge or document sources.

**Consequences for Cheating and/or Plagiarism** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student will not receive credit for plagiarized work; student may be required to do an alternate assignment.

- D. Student may be removed from the aggrieved teacher’s class with loss of credit.
- E. In extreme and serious situations, the student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending conference with parents. The principal or designee will determine either or both actions.

**4. ARSON (25/50 pts)**

“Arson” means any intentional ignition of a fire that causes or is capable of causing damage to property belonging to the school, school personnel, or another person on campus.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be required to make use of counseling /intervention services.
- D. Student will make restitution for damages if appropriate.

- E. Student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- F. Administration may involve police. Legal action may be taken.
- G. A violation of this policy may result in a recommendation for a formal disciplinary hearing as per A.R.S. §15-841.

**5. ASSAULT (25/50 pts)**

“Assault” includes a physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack. *Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as the person who commits the assault.*

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

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling/intervention services.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- G. Administration may involve police. Legal action may be taken.

**6. BULLYING, HARASSMENT, & INTIMIDATION (25/50 pts)**

“**Bullying**” encompasses a variety of *negative acts carried out repeatedly over time*. It involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g. pushing, hitting, kicking, spitting); verbal (e.g. making threats, taunting, malicious teasing, name-calling); or psychological (e.g. social exclusion, extortion, intimidation, spreading rumors, manipulation of social relationships). (Source: U.S. Department of Justice).

“**Harassment**” occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of, but not limited, to the individual’s race, religion, creed, color, national origin, age, physical ability, gender, or actual or perceived sexual orientation. The definition also includes any action that may cause an individual to be alarmed, intimidated, or seriously annoyed, or that leads to the individual’s perception of harassment. Harassment can occur at any time during a school day, including conduct while going to or from school, or during school-related activities. Whether conduct constitutes harassment is not dependent on the form of the harassment or the medium by which the harassment is transmitted. Harassment includes, without limitation, the following:

**Physical:** Unwanted physical touching including hugging, kissing, fondling, patting, pinching, or any other physical conduct considered unacceptable; assault; deliberate impeding or blocking of movements; or any intimidation interference with normal work or movement. Physical harassment includes stalking which shall be defined as any intentional following of a student by another in a time, place or manner which implies harassment.

**Sexual:** Includes, but is not limited to unwelcome sexual advances, request for sexual favors or other inappropriate verbal, visual or physical conduct of a sexual nature. Examples of conduct which are prohibited and which may constitute sexual harassment include:

- Leering, sexual flirtations or propositions, repeated requests for dates, or other expressions of attraction or sexual interest;
- Sexually suggestive sounds or gestures;
- Repeated remarks to a person, with sexually demeaning implications;
- Sexual or gender-based slurs, threats, derogatory comments or sexually degrading descriptions;
- Obscene communications of any kind, including email communication;
- Surreptitious photographs of an individual’s body for any sexual purpose;
- Graphic verbal or written comment(s) about an individual’s body, appearance, or sexual activity (regardless of whether the subject of the comment(s) actually hears or sees the comment(s);
- Teasing, questions or commentary about a person’s sexual activity;
- Sexual or gender-based jokes, stories, innuendoes, drawings, or pictures;
- Spreading sexual rumors;
- Touching, patting, pinching, squeezing, tickling or brushing against a person;
- Insulting or belittling a person because of his/her actual or perceived sexual orientation or gender identity;
- Sexist or stereotypical comments

**6. BULLYING, HARASSMENT, & INTIMIDATION (cont.)**

**Verbal:** Derogatory comments or jokes, teasing, slurs, insults, epithets, or belittling or threatening words spoken to another person.

**Visual:** Derogatory, demeaning belittling, threatening, frightening, intimidation, or inflammatory posters, screen savers, cartoons, calendars, written words, letters, notes, invitations, drawings, hit lists, gestures, or objects; or the display of any sexually suggestive objects.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling/intervention services, which may include mediation.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841.
- G. Student may be disciplined in accordance with any other provision of Article B that is violated as result of a breach of this provision.
- H. Administration may involve police. Legal action may be taken.

**7. BUS MISCONDUCT (5-25 pts)**

“Bus Misconduct” includes

- (1) failure to abide by the Code of Conduct while being transported in a vehicle owned or operated by or for the District,
- (2) riding on a bus without permission, or
- (3) failure to observe any of the following specific rules while riding in a vehicle owned or operated by or for the District.
  - A. Provide proper identification when asked to do so.
  - B. Follow the driver’s instructions.
  - C. Keep the aisles clear.
  - D. Remain seated.
  - E. Keep all body parts inside the vehicle.
  - F. Talk quietly using respectful language.
  - G. Be courteous at all times.
  - H. Do not throw anything inside the vehicle or from the vehicle.
  - I. Do not eat or drink. (Plastic water bottles are acceptable.)
  - J. Do not transport animals, insects, weapons, glass containers, dangerous instruments, tobacco, alcohol or drugs (including medications), on a school bus.
  - K. Maintain orderly conduct at designated bus stops.
  - L. When instruments or equipment related to musical or athletic events including skateboards and roller blades are transported on a school bus, such instruments or equipment:
    - 1) Shall be transported in a bag or carrying case of sufficient weight to restrain the equipment in the event of an accident.
    - 2) Shall not occupy seating space if needed for a passenger.
    - 3) Shall not be placed in the school bus driver’s compartment or step well.
    - 4) Shall be placed under the passenger’s control at all times or secured in the school bus, and
    - 5) Shall not block an aisle or emergency exit of school bus at any time.

**Consequences** (Any or all of the following may be applied in any order)

Bus driver or transportation supervisor will issue a bus conduct referral to the school administration. If the student is referred to school administration, actions taken may include, but are not limited to the following:

**1st Referral:** The student will be counseled and/or disciplined by administration as deemed appropriate, which could include detention and/or loss of bus privileges.

**2nd Referral:** Parent will be contacted and the student will lose bus-riding privileges for 5 days.

**3rd Referral:** Parent will be contacted and the student will lose bus-riding privileges for 10 days.

**4th Referral:** Parent will be contacted and the student will lose bus-riding privileges for the remainder of the school year or six months minimum.

**8. CLOSED/OPEN CAMPUS VIOLATION (10-25 pts)**

- A. “Closed/Open Campus Violations” occur when a student leaves campus in violation of the District’s unauthorized departure policy. See General Information, “Closed–Open Campus”.
- B. The Junior High is closed campus from the time of student drop-off to pickup. Consequences for violation are determined by the administration in accordance with Article B, Behavior
- A. First Offense: 1-day in-school suspension and parent contact.
  - B. Second Offense: 3-day suspension and parent conference.
  - C. Repeated violations may result in a suspension not to exceed 10 days and/or pending parent conference. The principal or designee will determine either or both actions.
- C. The High School campus is open to all students throughout their scheduled day, including lunch time. **However**, students who need to leave campus must check out through the front office before leaving.

**9. COMPUTER MISUSE (15/25 pts)**

“Computer Misuse” includes any violation of the Acceptable Use Guidelines, as set forth in the Student and Parent Computer and Network Resource Agreement.

**Consequences** *(Any or all of the following may be applied in any order)*

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may lose computer and network privileges.
- D. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parent. The principal or designee will determine either or both actions.
- E. Student may be removed from the class with loss of credit.
- F. Student may be reassigned to alternative education.
- G. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- H. Administration may involve police and legal action may be taken.

**10. DANGEROUS INSTRUMENTS AND MATERIALS: POSSESSION, USE, OR DISTRIBUTION (15-25 pts)**

- A “Dangerous Instruments or Materials” violation occurs when a student:
- (1) uses or distributes a dangerous instrument or material on or within the vicinity of campus,
  - (2) brings a dangerous instrument or material onto campus or to any school event or school-sponsored function, or
  - (3) uses school property in any way for making or distributing a dangerous instrument or material.

“***Dangerous Instruments or Materials***” include any instrument or material (other than drugs, alcohol, or weapons) that may be harmful to the health, welfare or safety of the student or other persons. This definition includes, but is not limited to, such items as gunpowder in any form, any type of minor explosive or explosive device, poisons, other materials that may be toxic to human bodily functions, fire-producing devices [matches, lighters, torches, etc.], caustic acids, mace, pepper-gas or other gases/materials in pressurized containers, laser pointers and any other devices at administrative discretion. In addition, the definition includes objects that are launched with or without the intent to harm (i.e., rocks, sand, concrete chips, gravel, water balloons, etc.) and which potentially violate the safety of others.

**Consequences** *(Any or all of the following may be applied in any order)*

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling /intervention services.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- G. Administration may involve police. Legal action may be taken.

## **PROHIBITED BEHAVIORS**

### **11. DISRUPTIVE BEHAVIOR (5-25 pts)**

***“Disruptive Behavior”*** includes any behavior that distracts from or interrupts the educational environment, or that distracts from or interrupts any administrative, disciplinary, or other activity sponsored or approved by the District.

### **12. DISRESPECTFUL BEHAVIOR (5-25 pts)**

***“Disrespectful Behavior”*** includes any behavior that is defiant, discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another. Included in the category is indecent exposure, regardless of the age of the child.

**Consequences for Behaviors 11 and/or 12** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Repeated offenses may result in suspension for a period not to exceed 10 days and/or pending conference with parents.  
The principal or designee will determine either or both actions.
- D. Student may be removed from the aggrieved teacher’s class with loss of credit.
- E. Student may be reassigned to alternative education.
- F. Administration may involve police. Legal action may be taken.

### **13. DRUGS OR ALCOHOL (25/50 pts)**

(Possession, Use, Distribution, or Being Under the Influence) Drug or alcohol use by students is strictly prohibited in accordance with District policy JICH, which is set forth in Appendix A to this booklet.

Any second/repeated violation of the Drug and Alcohol policy shall be considered a Level 2 violation. In addition, a first violation of the Drug and Alcohol policy shall be considered a Level 2 violation *if it involves distribution*. Other first violations may also be considered Level 2 violations if other aggravating factors are present, such as: the violation placed other persons at direct risk of harm; the violation was accompanied by other violations of the Code of Conduct; the violation resulted in damage to property; the violation involved a large quantity of contraband; the violation was accompanied by evidence of an intent to distribute. The list of aggravating factors is intended to be non-exclusive.

#### **Consequences for Level 1 Violations:**

- A) Student will be isolated from other students.
- B) Student shall be examined by the school nurse and/or medical professional, if necessary.
- C) Parents shall be informed of incident and disciplinary procedures.
- D) Administration shall inform police. Legal action may be taken.
- E) Student shall be suspended from school premises and activities for a period of 9 or more school days.

#### **Consequences for Level 2 Violations:**

- A) Student will be isolated from other students.
- B) Student shall be examined by the school nurse and/or medical professional, if necessary.
- C) Parents shall be informed of incident and disciplinary procedures.
- D) Administration shall inform police. Legal action may be taken.
- E) Student shall be suspended from school premises and activities for a period of 10 school days.
- F) Administration will recommend a Formal Disciplinary Hearing for consideration of long-term suspension.

### **14. ELECTRONIC DEVICES (5-15 pts)**

***“Inappropriate Possession or Use of an Electronic Device or Toy”*** occurs when such device is possessed or used in a way that interferes with the orderly operation of the school or otherwise constitutes disruptive behavior. *(Due to the potential disruptive nature of electronic devices, the governing board has ruled that such electronic devices are not to be used on campus during the school day without specific teacher permission.)* “Electronic Device” includes, without limitation, cell phones, MP3 Players/IPODS, music player of any kind, electronic games, digital cameras, etc. *(Use of electronic devices to record or capture any prohibited behaviors is grounds for confiscation and consideration for an automatic off-campus suspension and/or other behavioral consequences and is automatically considered a 2<sup>nd</sup> offense!)*

**Consequences** (Any or all of the following may be applied in any order)

- 1<sup>st</sup> Offense: The administration will confiscate the device for 24 hours..
- 2<sup>nd</sup> Offense: The administration will confiscate the device for 7 calendar days.
- 3<sup>rd</sup> Offense: The administration will confiscate the device for 30 calendar days.

*A parent may come to the office and request the return of the device if there are mitigating circumstances involved in its return to the family. However, if the device is confiscated again during the same semester, the student will face from 3-9 days of off-campus suspension.*

## **PROHIBITED BEHAVIORS**

### **15. FIGHTING (25/50 pts)**

*“Fighting”* includes two or more persons engaged in any violent or physically hostile behavior directed toward each other. Administration may consider self-defense as a mitigating circumstance. *Anyone who encourages or directs another to engage in any violent or physically hostile behavior may be subject to the same disciplinary action as is the person who engages in the action.*

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student will be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either of both actions.
- D. Student may be required to make use of counseling/intervention services.
- E. Student may be removed from the aggrieved teacher’s class with loss of credit.
- F. Student may be reassigned to alternative education.
- G. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- H. Administration may involve police. Legal action may be taken.

### **16. GAMBLING (10-25 pts)**

*“Gambling”* includes participating in games of chance for the purpose of exchanging money or something of value.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Materials will be confiscated and detention(s) assigned.
- C. Parents will be informed of incident and disciplinary procedures.
- D. Repeat offenses may result in a suspension for a period not to exceed 9 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- E. Administration may involve police. Legal action may be taken.

### **17. GANG OR DRUG AFFILIATION AND ACTIVITY (25/50 pts)**

A violation of the “Gang or Drug Affiliation and Activity” provision occurs if any student (1) wears, carries, or displays gang or drug paraphernalia, (2) exhibits behavior or gestures that symbolize gang membership, or (3) causes or participates in gang-related or drug activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling/intervention services.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- G. Student may be disciplined in accordance with any other provision of Article B that is violated as a result of a breach of this provision.
- H. Administration may involve police. Legal action may be taken.

### **18. HATE CRIMES (25/50 pts)**

*“A criminal offense or threat against a person, property or society that is motivated, in whole or in part, by the offender’s bias against a race, color, national origin, ethnicity, gender, religion, disability or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation or ethnicity.”*

## **PROHIBITED BEHAVIORS**

### **18. HATE CRIMES (cont.)**

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either of both actions.
- D. Administration may involve police. Legal action may be taken.
- E. Student may be required to make use of counseling/intervention services.
- F. Student will make restitution for damages if appropriate.
- G. Student may be reassigned to alternative education.
- H. Any violation of this policy may result in an automatic recommendation for a formal disciplinary hearing as per A.R.S. §15-841.
- I. Student may be recommended for a formal disciplinary hearing as per A.R.S. 14-841.

### **19. HAZING (A.R.S. 15-2301) (10-25 pts)**

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

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

Anyone who solicits another to engage in hazing and anyone who aids and abets another who is engaged in hazing may be subject to the same disciplinary action as this the person who commits the hazing. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing. *SUSD prohibits HAZING in any form.*

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending a conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling/intervention services.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S. § 15-841.
- G. Administration may involve police. Legal action may be taken.

### **20. INAPPROPRIATE DISPLAYS OF AFFECTION (5-15 pts)**

**“Inappropriate Display of Affection”** occurs when students engage in consensual hugging or touching that disrupts, interferes with, or detracts from the educational environment at school or at a school-sponsored activity. Kissing, prolonged hugging, lap-sitting, etc. are considered inappropriate.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student must participate in a conference.
- B. Parent must participate in a conference.
- C. Student may be assigned detention and/or work detail.
- D. Repeat offenses may result in a suspension for a period not to exceed 10 days and/or pending conference with parents. The Principal or designee will determine either or both actions.

### **21. INAPPROPRIATE DRESS/GROOMING (5-15 pts)**

**“Inappropriate Dress and Grooming”** means any violation of the Dress Code (see page 8), and includes, without limitation, dress that fails to comply with reasonable decency standards and/or has an adverse effect on the educational program of the school or the health or safety of others. (Overly casual clothing usually leads to overly casual behaviors.) Specific courses require specific dress/attire in order to participate (P.E./Woodshop/Welding/Science Labs/ etc.)

**Consequences** (Any or all of the following may be applied in any order)

- A. The student may be required to:
  - 1. Turn inappropriate clothing inside out.
  - 2. Change into clothing that may be provided by the school.
  - 3. Have other clothing brought to school by parent/guardian/etc..
  - 4. Remove the accessory.
- B. Repeat offenses may result in a suspension from class activities / loss of credit and/or removal from the class.
- C. Discipline in accordance with any other provision of Article B that is violated as a result of the dress code infraction.

**22. INSUBORDINATION (5-25 pts)**

***“Insubordination”*** includes refusing to obey a reasonable directive issued by a school employee or any law enforcement officer. Students are expected to follow reasonable directives given by any staff member.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling/ intervention services.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- G. The student may be removed from the aggrieved teacher’s class with loss of credit.
- H. Administration may involve police. The student may face legal action pursuant to A.R.S. §15-507.

**23. MEDICATIONS (5-25 pts)**

***“Unauthorized Possession or Use of Medication”*** occurs when a student, without previously obtaining authorization pursuant to the District’s medication policy (see General Information “Medication”), possesses or uses a prescription or over-the-counter medication in accordance with the physician’s written directions (prescription medications) or the manufacturer’s written directions (over-the-counter medications). (NOTE: Any other possession, use, or distribution of a prescription or over-the-counter medication will be treated as a violation of the drug and alcohol policy. See Article B, section #13, “Drugs or Alcohol (Possession, Use, or Distribution).”

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Material will be confiscated.
- C. Appropriate sources will be contacted for any needed medical assistance.
- D. Parents will be notified of incident and disciplinary procedures.
- E. In-school suspension pending parent conference.
- F. Repeated offenses may result in suspension for a period not to exceed 10 days and/or pending conference with parents.
- G. Administration may file a police report. If a student is under the influence and is a behavior problem, the administration may choose to file a disorderly conduct charge with police.
- H. Student may be reassigned to alternative education upon repeated offenses.
- I. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841.

**24. OBSCENE BEHAVIOR (5-25 pts)**

***“Obscene Behavior”*** includes the use of profanity, the use of vulgar or offensive gestures, indecent exposure, or the depiction, display, or distribution of materials that are offensive to commonly accepted standards of decency. In addition, any accomplice to an obscene behavior will be disciplined.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Repeated offenses may result in suspension for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be removed from the aggrieved teacher’s class with loss of credit.
- E. Student may be reassigned to alternative education.
- F. Administration may involve police. Legal action may be taken.



## **PROHIBITED BEHAVIORS**

### **25. PRANKS, INCLUDING INTERSCHOOL RIVALRY (5-25 pts)**

“**Pranks**” include any act of mischief, that (1) causes a negative public image of the school; (2) is intended to, or could reasonably be interpreted as intending to, taunt or create excessive tension between groups within one school or between two or more schools; (3) disrupts or distracts from a school event (such as a homecoming parade, school assembly, etc.); or (4) is intended to stimulate similar acts of mischief by other students.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Request written apology from student(s) to be communicated to all concerned (i.e., letter, P.A. address, press release).
- D. Student may be issued work detail (amount and type of labor to be determined by the situation).
- E. Cancellation, postponement, or restriction of related event(s) (i.e., football games, parade, dance, etc.).
- F. Student may be dropped from co-curricular activities.
- G. Student may be required to make use of counseling/intervention services.
- H. Student may be suspended from school premises and activities for a period not to exceed 10 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- I. Administration may involve police. Legal action may be taken.
- J. Student may be reassigned to alternative education.
- K. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.

### **26. SALE OF MERCHANDISE (Unauthorized) (5/15 pts)**

“**Unauthorized Sale of Merchandise or Services**” includes selling / distributing unauthorized merchandise for personal gain.

**Consequences** (Any or all of the following may be applied in any order)

- A. Administration will confiscate merchandise and money will be donated to the student council for campus activities.
- B. Student and parent conference will participate in a conference.
- C. Student may be issued detention, including before and after school and Saturdays.
- D. Student may be suspended from school premise and activities for a period not to exceed 9 days and/or pending conference with parents. Either or both actions will be determined by administration, the conference may be made a condition for readmission.

### **27. SCHOOL THREAT (25/50 pts)**

A school threat includes, but is not limited to bomb threats and false alarms. “Bomb Threat” means falsely reporting to others the presence of or intention to place a bomb, explosive or incendiary device. “False Alarm” means tampering with or activating an alarm for a purpose other than the intended purpose of the alarm.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending conference with parents. The principal or designee will determine either of both actions.
- D. Administration may involve police. Legal action may be taken.
- E. Student may be required to make use of counseling/intervention services.
- F. Student will make restitution for damages if appropriate.
- G. Student may be reassigned to the alternative school.
- H. Student may be recommended for a formal disciplinary hearing as per A.R.S. 14-841.

***Note:** Parents are urged to speak with their children about what kinds of words may be perceived as threatening by another child. For example, children may not threaten to “kill” another student or teacher. Though unlikely to result in an actual attempt on someone’s life, these words are considered extremely threatening.*

### **28. SCOOTERS, SKATEBOARDS, OR ROLLER BLADES (5-25 pts)**

A violation of this provision occurs when a student uses a scooter, skateboard, roller blades, or similar device on campus

**Consequences** (Any or all of the following may be applied in any order)

- A. Administration will confiscate equipment.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be required to pay restitution for damage.
- D. Student may be required to participate in work detail.
- E. Student may be suspended from school and activities for a period of 1 to 3 days.

## **PROHIBITED BEHAVIORS**

### **29. THEFT (10/25 pts)**

***"Theft and stealing"*** includes the unauthorized taking or possession of the property of another without the consent of the owner.

**Consequences** (Any or all of the following may be applied in any order)

- A. Confiscation of equipment/property.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student will be required to pay full restitution and/or to return stolen articles.
- D. Student may be suspended from school premises and activities for period of up to nine days and/or pending conference with parents. Either or both actions will be determined by the administration.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- G. Administration may involve police. Legal action may be taken.

### **30. TOBACCO (25/50 pts)**

A violation of this provision occurs when a student possesses, uses, or distributes any tobacco product on school property, on school buses, or at any off-campus school sponsored event. **This includes e-cigarettes, vapor pens, etc.**

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Material will be confiscated.
- C. Appropriate sources will be contacted for any needed medical assistance.
- D. Parents will be informed of incident and disciplinary procedures.
- E. Administration will notify police. Police may file a report if the student is in possession and is a behavior problem, the administration may choose to file a disorderly conduct charge with the police.
- F. **First Offense:** Citation may be issued by the campus police officer and student will be suspended for a period of 3 to 5 days as determined by the administration.
- G. **Second Offense:** Citation may be issued by the campus police officer. Student will be suspended from school for a period 9 or more days. Administration may recommend a Formal Disciplinary Hearing as per A.R.S. §15-841.

### **31. TRESPASSING (25/50 pts)**

***"Trespassing"*** includes the unauthorized presence of an individual on school property, including presence in an area closed to that individual. In addition, "trespassing" includes (1) the unauthorized presence of a Snowflake student on a campus other than his or her own; (2) the unauthorized presence on campus of a student during a period in which the student is serving an out-of-school suspension or has been expelled; (3) the presence on campus without a visitor's pass, of a student who has withdrawn from a Snowflake Public School.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to make use of counseling/intervention services.
- E. Student may be reassigned to alternative education.
- F. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.
- G. Administration may involve police. Legal action may be taken; any trespasser may be cited by law enforcement official.

### **32. UNAUTHORIZED DEPARTURE FROM CLASS OR SCHOOL ACTIVITY (5-25 pts)**

***"Unauthorized departure from class or school activity"*** includes leaving or entering a class/school activity without proper authorization from school personnel. This also includes "ditching" a class and abuse of the "hall pass" (e.g. going to unauthorized location, being gone from class for an unreasonable period of time).

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending conference with parents.
- D. Student may be reassigned to alternative education.
- E. Student may be recommended for a formal disciplinary hearing as per A.R.S §15-841.

## **PROHIBITED BEHAVIORS**

### **33. VANDALISM (10/25/50 pts)**

“***Vandalism***” includes destroying, defacing, significantly altering, or mutilating objects, property (including intellectual property), or materials belonging to the school, school personnel, or other persons. This also includes computer vandalism (e.g., computer viruses, unauthorized deletion/ alteration of computer files, etc.).

**Consequences** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.
- C. Student may be suspended from school premises and activities for a period not to exceed 9 days and/or pending conference with parents. The principal or designee will determine either or both actions.
- D. Student may be required to complete campus cleanup or repair.
- E. Administration may involve police. Criminal and civil legal action may be taken per A.R.S. §12-661.
- F. Student may be reassigned to alternative education.
- G. Student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841.
- H. Further action per A.R.S. §15-842 (Damage to school property; suspension or expulsion of pupil; liability of parent):
  - 1) A pupil who cuts, defaces or otherwise injures any school property may be suspended or expelled.
  - 2) Upon complaint of the Governing Board, the parents or guardians of minors who have injured school property shall be liable for all damages caused by their children or wards.

### **34. VEHICLE VIOLATIONS** (Hazardous Driving / Parking Violations) (*Does not apply to Jr. High Students*)

“***Vehicle Violations***” include any use of a vehicle including parking, that violates school rules or driving laws or that endangers property or personal safety. Driving a vehicle to Snowflake High School is a privilege, not a right. That privilege may be revoked by violating parking regulations and/or by violating traffic laws. All student drivers must obtain a parking permit to bring a vehicle to campus. To obtain a permit you must provide the following:

- \$5.00 for each permit. A permit is required for each vehicle that you may park on campus or adjoining city streets.
- A completed Parking Permit Application includes: 1) Your driver’s license number and expiration date 2) Your license plate number 3) The year, make, model and color of the vehicle 4) The registered owner of the vehicle

The permit must be displayed clearly *on the back window of the vehicle*. Permits cannot be traded, loaned, resold, duplicated or given to another student. Students found to be engaged in such activities will have their parking permit revoked and will be subject to disciplinary action. If your permit is lost, stolen, destroyed or somehow disappears, you must obtain a replacement in order to park on campus. Replacements permits are \$5.00. Parking is by permit only on school days between the hours of 7:00 a.m. and 4:00 p.m. Parking will be enforced during release time, as well.

**Consequences** (Any or all of the following may be applied in any order)

- A. Student may be isolated from other students and parents will be informed of incident and disciplinary procedures.
- B. Student may be fined \$5 per incident and/or denied permission to operate or park a vehicle on district property.
- C. Student may be suspended from school premises and activities for a period not to exceed 9 days pending conference with parents/guardians.
- D. Administration may involve police. Legal action may be taken.

### **35. WEAPONS (25/50 pts)**

A violation of this provision occurs when a student possesses, displays, carries, or knowingly assists another in possessing, displaying, or carrying a dangerous or deadly weapon on district property or at district functions. A student who knowingly assists another in using, carrying, displaying, or possessing a dangerous or deadly weapon shall be subject to the same disciplinary action as is the student using, carrying, displaying, or possessing the dangerous or deadly weapon.

“**Dangerous Weapon**” means anything that under the circumstances in which it is used, carried, displayed, possessed, or attempted to be used, or threatened to be used, is readily capable of causing death or injury. The term includes an explosive device and anything designed to represent or imitate an item (look-alikes) or substance perceived by a reasonable person to be capable of causing injury or death, given the manner in which it is possessed, controlled or used. The term further includes a bladed device; club; blackjack or similar device; brass knuckles, smiley or similar device; rope or other garroting device; bullet or other projectile used to inflict bodily harm; slingshot; air or gas powered shooting devices; tazers; other devices normally considered to be weapons of war, police sage devices that have been altered or is utilized to cause or attempt to cause physical injury. The term shall also include knives of any sort including pocketknives, butterfly knives, scout or camping knives and all similar devices.

“**Deadly Weapon**” means anything designed for lethal use as defined by law. The term includes a firearm. Firearm is defined as any loaded or unloaded pistol, revolver, rifle or shotgun whether the projectile is expelled by gunpowder, pressurized air or other source, switchblade and/or knife with a blade 4” or longer in length. Police shall be notified.

**Consequences for Weapons Violations** (Any or all of the following may be applied in any order)

- A. Student shall be isolated from other students.
- B. Parents will be informed of incident and disciplinary procedures.

## **WEAPONS (consequences cont.)**

## **PROHIBITED BEHAVIORS**

- C. Administration will involve police. Legal action may be taken.
- D. The material may be confiscated and turned over to police.
- E. Appropriate sources will be contacted for any needed medical assistance.
- F. Student may be suspended from school premises and activities for a period of from 10 days to up to one year.
- G. For any weapons violation, the student may be reassigned to alternative education.
- H. For any weapons violation, the student may be recommended for a formal disciplinary hearing as per A.R.S. §15-841.
- I. In cases where a student is in possession of a gun, unloaded or loaded, switchblade, and/or a knife with a blade which is 4" or longer in length, and brings such deadly or dangerous weapon on a school campus, there may be a recommendation to the Board for an expulsion hearing as per A.R.S. §15-841. This punishment may be in addition to any other customary discipline.

## **Article C -ATTENDANCE REGULATIONS**

Arizona law requires students to attend school through the tenth grade or age sixteen. The right and privilege of attending public school carries with it certain responsibilities on the part of both parents and students.

School attendance is ultimately the responsibility of the student and his/her family. Students should be absent from school only when absolutely necessary, as much of the classroom activity cannot be appropriately made up; the benefits of lectures, discussion and participation is often lost forever to those who are absent. It is the responsibility of school personnel to keep the parents informed of actions that might have a detrimental effect upon the educational growth of the student. Regular attendance is the key to much of the success a student may gain from his/her educational program.

### **DEFINITIONS defined by A.R.S. §15-803.**

- A. **Tardy** is defined as arriving after the start of the regular school day, at the assigned location, ready for classroom activity. The teacher must admit all tardy students to class upon arrival to class. If a HS student is more than 10 minutes late to class without a note from another teacher, administrator, or staff member, that student will be referred to the attendance office for an absence and admit.
  - B. **Absence** is defined as a student not being present in his/her assigned classroom during 90% of the assigned period.
  - C. **Single Period Absences:** **No such absence will be excused** without the student first checking out through the attendance office and then returning to check in with the office with written or phone verification of the appointment (i.e., medical, dental, or legal).
  - D. An **Unexcused absence** is any absence from one or more class periods, which has not been excused by a parent according to the procedures listed below.
  - E. An **Excused Absence** is any absence from one or more class periods which has been excused by a parent according to the procedures listed below. Excused absences shall also include early dismissals for athletics, etc.) *No student may be excused from class by a parent and still remain on campus. State statutes limit the number of absences that a parent may excuse before credit is lost.*
  - F. **Truancy:** A) A habitually truant child is a child between the ages of six and sixteen who has 5 days of unexcused absences within a single school year. (ARS 15-803). B) Arizona state law states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session unless exempt as defined by ARS 15-803.
- If a parent fails to ensure that the child attends school, the law states that they are guilty of a "Class III Misdemeanor." In the case of truancy, a law enforcement officer may cite the student, parent or guardian directly into court for violating the state truancy law. (ARS 15-802, 145-802, 15-803, 15-804, 15-805).
- Prosecution of parent and/or child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. *If you as a parent receive a citation for failure to provide for the education of your child and are convicted, it is a Class III Misdemeanor punishable by jail time and/or a fine.*

### **ATTENDANCE PROCEDURES:**

- A. It is the obligation of the parent of an absent student to contact the school attendance office **prior to OR on the actual day** of the absence. Parents need to call prior to the return of their child to school OR send a written/signed note explaining the absence on the day the student returns to school. At the time of the call-in, the parents are expected to verify the reasons for and date(s) of absence. (Parents must call OR provide a signed note when excusing the absence.) Messages may be left after-hours on a message phone.
- B. Eighteen year old students may assume the responsibility of notifying the school of an absence with administration approval AND with proper emancipation documentation.
- C. When a parent wishes to have a student excused before the close of the school day, the attendance office must be informed prior to the student's departure.
- D. ATTENDANCE INCENTIVES: See appendix for information regarding possible final exam exemptions.

**DISCIPLINE PROCEDURES FOR POOR ATTENDANCE**

Each school will publish attendance discipline procedures and disseminate them to all students and parents. Unacceptable patterns of attendance will be cause for revocation of open enrollment admission status. Excessive absences, unexcused absences and/or excessive tardiness may result in the student receiving disciplinary action and/or loss of credit.

**A. HIGH SCHOOL ATTENDANCE DISCIPLINE****1) Drop from class as per Record Keeping Guidelines**

If a student withdraws from an individual class during the first nine weeks (grading period) of the semester, nothing is entered on his/her record. If a student withdraws in the first half of the second nine week (grading period,) his/her record will show either Withdrawal Passing (WP) or Withdrawal Failing (WF) A student withdrawing after the mid-point of the second quarter (grading period) will have Withdrawal Failing (WF) recorded on his/her record. If the student is failing the course, a grade of Failing (F) will be recorded AND the grade will be computed into his/her Grade Point Average.

**2) UNEXCUSED ABSENCES****First Warning**

On the third unexcused absence, or as soon as the unexcused absences come to the attention of the administration, the student and parent will be notified that the student may be put in audit status or dropped from the class.

**Drop from Class**

On the fifth unexcused absence, or as soon as the additional unexcused absences come to the attention of the administration, the student will be placed on audit status or dropped from the class if behavior so warrants.

**3) EXCESSIVE EXCUSED ABSENCES**

A.R.S. §15-803 (B) states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802. Students with excessive excused absences may be required to provide medical documentation to remain in class and excuse any further absences. If additional absences occur, and medical documentation is not provided, the student may be dropped from class(es) **or** will lose credit for the class(es) in question.

**4) EXCESSIVE TOTAL ABSENCES**

Students who accumulate excessive total absences may be dropped from class(es) and/or lose credit (audit) following notice to the parent and student that the student will be dropped from class(es) if additional absences occur. The following consequences may also apply:

- a. Citation by a law enforcement officer in accordance with Arizona truancy laws.
- b. Alternative placement and/or adjustment of student schedule.

**5) MAKE-UP WORK AFTER ABSENCES**

The student shall be permitted the same amount of time he/she was absent to finish make-up work.

- A. It is the student's responsibility to initiate make-up scheduling for work missed.
- B. Work missed due to excused absences: Credit may be earned for work made up on-time as a result of excused absences.
- C. Work missed due to unexcused absence: May be made up for credit IF it is submitted within the allowed time frame.
- D. Work missed due to suspension: Must be made up and credit will be given IF submitted within the time requirement.
- E. Loss of participation points (and/or bell work) may occur for all absences except for school-excused absences.

**6) ABSENCES DURING FINAL EXAMS (High School)**

All final exams must be taken on scheduled dates and times. No finals will be given prior to the regular finals schedule without specific advanced approval of the principal. Any final missed must be taken according to the following timeline:

**1<sup>st</sup> Semester Finals:** within one week from the beginning of the second semester.

**2<sup>nd</sup> Semester Finals:** within one week after school has ended.

**7) GRADES AND ATTENDANCE**

Grades in a course will not be reduced per se by absences from the class. However, repeated absences makes it difficult for a student to receive direct instruction or actively participate in work that is essential to learning and not easily accomplished alone or away from the classroom setting. Absenteeism is counterproductive to learning and gaining essential work skills. This is especially true with our Modified Five schedule that includes only four days each week in regular classes. Please be aware that credit may be lost in situations where a student exceeds the state statute maximum of 10% absenteeism per class each semester. The absent student is expected to make up his/her schoolwork as per Item #6 above (Make-up Work). Please note that chronic tardiness may also adversely affect classroom credit.

**B. JUNIOR HIGH SCHOOL ATTENDANCE DISCIPLINE**

Arizona State law has been amended to provide two circumstances when a student can be cited for failing to attend school.

1. A student is “**HABITUALLY TRUANT**” if he/she has five or more unexcused absences from school.
2. A student has “**EXCESSIVE ABSENCES**” when the student misses more than ten percent (9 days/semester) of the required number of school days per year whether the absences are excused or unexcused. Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the 4th unverified absence **OR** 9th total verified/unverified absence, regardless of the reason, you and/or your child could be issued a citation for a violation of an Arizona Revised Statute A.R.S. 15802 or 15-803. The citation would require that both you and your child appear in court regarding this matter.

Prosecution for truancy of you and/or child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent may also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation

for Failure to Provide Education to your child and are convicted, it is a Class III (3) misdemeanor punishable by jail time and/or fine.

**IF** your child has no additional absences, or if you send the school sufficient documentation for the unverified absences, (i.e. doctor’s excuse, chronic illness forms, etc.), no further action will be necessary.

**3. ACTIONS TAKEN** by site may include, but are not limited to:

- 1) Exclusion from extra-curricular activities, i.e., dances, sports, clubs.
- 2) School detentions, i.e., morning, after school, Saturday.
- 3) Suspension, i.e., in-school isolation.
- 4) Citation by a law enforcement officer in accordance with Arizona truancy laws.
- 5) Alternative placement, adjustment of student schedule.

**4. MAKE-UP WORK DUE TO ABSENCES**

The student shall be permitted the same amount of time he/she was absent to finish make-up work.

- A. It is the student’s responsibility to initiate make-up scheduling for work missed.
- B. Work missed due to excused absences: Full credit will be given for work made up on-time as a result of excused absences.
- C. Work missed due to unexcused absence: Work must be made up! However, only half-credit (50%) can be earned.
- D. Work missed due to suspension: Work must be made up and full credit will be given if submitted within the time requirement.
- E. Loss of participation points may occur for all absences except for school-excused absences.

**5. TARDY POLICY:**

- Tardy #1-3 . . . Teacher Discretion  
Referral #1 . . . 1-day detention and parent contact by administrator or designee.  
Referral #2 . . . 3-5 days detention and parent contact by administrator or designee.  
Referral #3+ . . . 1-day in-school suspension/custodial service projects and parent contact by administrator or designee.

Tardy policy will be initiated with teacher referral or as soon as tardies come to attention of administration.

Implementation of discipline will be determined by site resources (i.e. AM/PM detention, in-school suspension, out of school suspension,)

**6. GRADES and ATTENDANCE**

Grades in a course will not be reduced per se by excused absences from the class. However, excess absences do affect the learning opportunities of students. To avoid increased negative effects of the absences the absent student is expected to make up his/her schoolwork as per Item #4 above (Makeup Work). Please note that tardiness may affect classroom participation credit, which could have negative overall effect on the final grade.

**Article D - SUSPENSION AND APPEAL PROCEDURE**

The Governing Board regards the use of out-of-school suspension or expulsion as an extraordinary step, which shall be utilized only when other means of bringing acceptable behavior have failed, or the nature of the offense is so serious it endangers the health, welfare, or safety of other students or school personnel.

## **SUSPENSION AND APPEAL**

Administration shall first attempt to address issues with **1)** a phone call home; **2)** student conferences and/or intervention or mediation; **3)** loss of privileges; **4)** detentions; **5)** behavior contracts/behavior management plan; **6)** In-school suspension. Suspension out-of-school shall be a last resort when most/all of the above have been implemented and the behaviors do not improve or unless the infraction poses a threat to the safety of any student, the campus in general, or the student him/herself.

### **1. SUSPENSION**

Suspension is defined as the temporary withdrawal of the privilege of attending school for a specified period of time. A “short-term suspension” is a suspension of ten (10) school days or less. A “long-term suspension” is a suspension of more than ten (10) school days.

### **2. AUTHORITY TO SUSPEND**

**A.** A principal or designee has authority to impose a short-term suspension, following appropriate due process. A principal or designee also has authority to recommend to the District Superintendent that a long-term suspension be imposed.

**B.** The District Superintendent has authority to impose a long-term suspension, following appropriate due process procedures, and upon request, to conduct a long-term suspension review as the hearing officer for the Governing Board. The District Superintendent also has authority to reassign students to an alternative educational program in place of a long-term suspension.

### **3. SHORT TERM SUSPENSION PROCEDURES**

**A.** Before imposing a short-term suspension, the principal or designee will inform the student of the alleged violation. If the student denies the allegation, the principal or designee will explain the evidence against the student and give the student an opportunity to present his or her side of the story. If student’s presence endangers persons or property or otherwise threatens disruption of the academic process, the student may be immediately removed from school, with the above procedure to be implemented following as soon as practicable. There is no legal right to appeal a short-term suspension.

**B.** If a decision is made to suspend, the principal or designee will inform the student of the suspension, including the length of the suspension and the conditions applicable to the suspension. (Student Suspension Notification

### **SCHOOL BOARD POLICY REGARDING STUDENT SUSPENSION (J-4850 © JKD)**

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In no instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings.

## **SUSPENSION INVOLVING REGULAR EDUCATION STUDENTS**

### **SUSPENSION FOR TEN DAYS OR LESS:**

**Step 1:** The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

- After having received notice, the student will be asked for an explanation of the situation.
- The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

## **SUSPENSION AND APPEAL**

### **Step 2:** After completion of Step 1:

Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

### **When suspension is involved:**

- A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
- A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

## **SUSPENSION FOR OVER TEN DAYS:**

**Step 3:** If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.

**Step 4:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered

by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel.
- If a hearing officer has been designated, the name of the hearing officer.

**Step 5:** A formal hearing will be held, during which the student will be informed of the following:

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.

- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without prejudice.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses, and may be represented by an attorney.

**Step 6:** The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.

The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment. The decision of the Board is final.



## **SUSPENSION INVOLVING SPECIAL EDUCATION STUDENTS**

**Suspension for TEN (10) days or less:** Short-term suspension (ten days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

**Step 1:** The student will receive notice; written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.

After having received notice, the student will be asked for an explanation of the situation.

The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.

**Step 2:** Following completion of Step 1:

Provided that a written record of the action taken is kept on file, authorized District personnel may:

- Suspend the student for up to ten (10) days.
- Choose other disciplinary alternatives.
- Exonerate the student.
- Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

### **When suspension is involved:**

A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

*No appeal is available from a short-term suspension.*

## **SUSPENSION FOR OVER TEN DAYS**

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

**Step 3:** A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.

**Step 4:** If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if non-disabled students in similar circumstances do not continue to receive educational services.

**Step 5:** If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

### **Alternative to Suspension**

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

- Suspension from school has been determined as the punishment for an offense and any appeal has been denied.
- **The immediate suspension was not due to:**
  - Fighting or engaging in violent behavior
  - Threatening an educational institution
  - Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
  - Making a bomb threat
  - Engaging in arson
  - The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
  - The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.
  - The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program.
  - Parent(s) or guardian(s) shall agree to participate by:
    - Providing transportation as necessary to and from the program location.
    - Furnishing meals prepackaged or purchasing same for the student.
    - Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The **Alternative to Suspension Program** is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, grounds-keeping, and litter control. Parents will participate by providing support and supervision.

- Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school-sponsored activity will be permitted during the program.
- Communication by students with others will be limited to adult district staff or as directed by the adult supervisor on duty.
- Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

### **Procedures and Conditions for Readmission of Students Suspended for More Than Ten Days**

#### **Early readmission procedures**

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one day more than half with consideration for the grading period or academic division as necessary). The following conditions must be met:

A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.

Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)

The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.

## **SUSPENSION AND APPEAL**

At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.

The determination to allow readmission may be based on, but not limited to, the following elements:

- The age of the student
- The frequency, type, and relative magnitude of previous misbehavior by the student.
- The relative severity of the event(s).
- Whether the student's behavior violated civil or criminal laws.
- The degree to which the incident(s) interfered with the educational process.
- The extent to which the event created endangerment to the student, others or property.
- Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
- The student's attitude concerning the event(s).
- The expressed intent concerning the student's future behavior.

Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:

- Regular attendance—no unexcused absences
- No violation of school rules or policies.
- Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
- Completion of all class tasks in timely fashion, as directed.
- Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.
- The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

Adopted: October 12, 2000

LEGAL REF.: A.R.S. 15-342; 15-766; 15-767; 15-841; 15-842; 15-843

A.G.O. 178-103 / 178-218 / 180-055 / 184-036

A.A.C. R7-2-401 / R7-2-405

18 U.S.C. 921 et seq., The Gun-Free School Act of 1990

20 U.S.C. 1401 et seq., Individuals with Disabilities in Education Act

29 U.S.C. 774 (Section 504), Rehabilitation Act of 1973 (P.L. 93-112)

CROSS REF.:

IHB - Special Instructional Programs

JR - Student Records

## **Article E -EXPULSION AND APPEAL PROCEDURE**

Expulsion is the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending school [A.R.S. §15-840(1)]. Administration may deny attendance to any school function on any school campus in the Snowflake Unified School District, or at any school-sponsored activity during the time of the expulsion. Expulsion is an extremely serious sanction that may be imposed only by the Governing Board [A.R.S. §15-342(1)].

### **EXPULSION OF STUDENTS AND HEARING PROCEDURES (J-4900 © JKE )**

A recommendation to expel shall be through the principal and forwarded to the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedure provided at the time of recommendation.

### **Regular Education Students**

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

**Step 1:** Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

**Step 2:** If the Superintendent concurs with the recommendation, it shall be forwarded to the Governing Board.

**Step 3:** In each case in which a recommendation for expulsion receives approval by the Superintendent, the Governing Board will meet in executive session:

- to determine whether the nature of the accusations against the student justify an expulsion hearing,
- to determine whether the hearing will be held before the Governing Board or before a hearing officer,
- to designate a hearing officer if one will be used, and
- if the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session.

Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during this initial executive session.

**Step 4:** The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

**Step 5:** A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel.
- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

**Step 6:** The parent, guardian or emancipated student shall be informed of the following:

Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.

- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without prejudice.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by the District.
- The burden of proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses, and may be represented by an attorney.
- If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- If the hearing is held before the Governing Board the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

## **EXPULSION PROCEDURES**

**Step 7:** A formal hearing will be held:

- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
  - A. If only one student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer), after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
  - B. If more than one student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

**Step 8:** The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:
  - The time and place of the Board meeting at which the recommendation will be made.
  - That the recommendation may be appealed at the time the recommendation is made to the Board.
  - That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
  - That the written appeal shall indicate a spokesperson on behalf of the student.
  - That the spokesperson will be given time to speak to the Board on appeal.
  - The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.
- Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

### **Special Education Students**

A student qualified under the Individuals with Disabilities education Act (IDEA) as revised in 1997 may not be expelled from school but in compliance with federal law and regulation may be given a change in placement. The Individualized Education Program Team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's Individualized Education Programs.

### **Special Education Students**

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 1997, may be suspended or expelled from school and education services may be ceased, if non-disabled students in similar circumstances do not continue to receive education services.

### **READMITTANCE PROCEDURE**

A student expelled from the District may request readmittance by making a written application to the Board. Readmission is at the discretion of the Governing Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmittance. The application for readmittance shall occur no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two additional semesters). The application must:

- Be written and be directed to the attention of the Governing Board.
- Contain all information that the student and parent(s) consider relevant to the Governing Board's determination as to whether or not to readmit the student. This should include information indicating:
  - An appreciation by the student of the severity and inappropriateness of the student's prior misconduct.
  - That such misconduct or similar misconduct will not be repeated.
  - A description of the student's activities since the expulsion.
  - Support of the student's application for readmission and
  - Be filed in the Superintendent's office.

## **EXPULSION PROCEDURES**

The Governing Board shall meet in executive session to consider an initial application for readmission. The student and parents have the right to be present in the executive session but do not have the right to make a presentation or address the Governing Board unless they are asked to do so by the Governing Board. For this reason, it is important that the application for readmission contain all information that the Governing Board may deem important in determining whether to readmit the student. The Governing Board, in its sole discretion, shall determine whether the student should be readmitted, and, if so, under what restrictions and conditions. The burden is on the student and parent(s) to convince the Governing Board that readmission is appropriate considering the interests of the expelled student, the District, and the interests of the other students and staff members. The Governing Board's decision is final.

A student may file more than one application for readmission. Applications subsequent to an initial application, however, may not be filed more frequently than every ninety (90) days, and the Governing Board shall meet to discuss and consider the application only if at least two (2) members of the Governing Board ask that the matter be placed on an agenda for discussion in executive session.

### **Readmittance conditions**

As a condition for readmission from an expulsion, the student, with parent(s) or guardian affirmation, shall agree to the following conditions:

- Regular attendance – no unexcused absence.
- No violation of school rules or policies.
- Completion of all classroom tasks in a timely fashion, as directed.
- Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.
- A student allowed readmission following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation reflecting on the school order.

Adopted: October 12, 2000

### **LEGAL REF.:**

A.R.S. 15-342 15-841 15-766 15-842 15-767 15-843

A.G.O. I78-103 I80-055 I78-218 I84-036

A.A.C. R7-2-401 R7-2-405

18 U.S.C. 921 et seq., The Gun-Free School Act of 1990

20 U.S.C. 1401 et seq., Individuals with Disabilities in  
Education Act

29 U.S.C. 774 (Section 504), Rehabilitation Act of 1973  
(P.L. 93-112)

**CROSS REF.:** IHB - Special Instructional Programs

## **APPENDIX A - DRUG AND ALCOHOL USE BY STUDENTS**

### **I. PROHIBITED CONDUCT**

Students are prohibited from:

- Possessing, using, or distributing, alcohol or other drugs within the District's drug free school zone, regardless of whether the violation is sufficient to support prosecution under relevant criminal laws;
- Being under the influence of alcohol or other drugs within the District's drug free school zone, regardless of whether the level of intoxication is sufficient to support prosecution under relevant criminal laws, and regardless of whether the alcohol or drugs were consumed prior to entering the District's drug free school zone;
- Possessing, using, or distributing drug paraphernalia within the District's drug free school zone.

### **II. CONSEQUENCES**

Students who violate this policy shall be subject to disciplinary actions in accordance with the Uniform Code of Student Conduct.

In addition, students who violate this policy may be subject to prosecution in accordance with the provisions of law.

**III. DEFINITIONS****“DISTRIBUTION”**

For purposes of this policy, the term “distribution” includes any transfer of drugs or alcohol from one individual to another.

**“DRUGS”**

For purposes of this policy, the term “drugs” means any potentially mind-altering substance or substance capable of producing a change in behavior, and also includes, without limitation, the following substances:

- Any “controlled substance” as defined in A.R.S. §§362501 through 2516 (Controlled Substances, Schedules I-V);
- Any substance that may subject a person to criminal prosecution under A.R.S. §§13-3402 (Peyote), 133405 (Marijuana), 13-3407 (Dangerous Drugs), 133408 (Narcotic Drugs), and 13-3411 (Possession, Use, Sale, Transfer of Drugs in a Drug Free School Zone);
- Any vapor releasing substance containing a toxic substance, as defined in A.R.S. §13-3401(38), except such vapor releasing substances properly used under the direct supervision of a District employee in connection with a school-related activity;
- Any prescription or over-the-counter medication not otherwise exempt from this definition. A prescription or over-the-counter medication is exempt from this definition if:

1. Permission for possession and use of the prescription or over-the-counter medication in school has been granted pursuant to Board Policy JLCD (see also Code of Conduct, General Information, “Medications”); or
2. Despite failure to obtain permission pursuant to Board Policy JLCD, the prescription or over-the-counter medication is:
  - a) Prescribed for personal use and is used in accordance with the physician’s written directions (prescription medication), or
  - b) Possessed for personal use and is used in accordance with the manufacturer’s written directions (over-the-counter medication).

(NOTE: Such violations of Board Policy JLCD may still result in discipline under the District’s “Medications” policy. See Code of Conduct, Article B, “Medications (Unauthorized Possession, Use).”

- Any substance that the user possesses, transfers, or represents to be a substance otherwise covered by this definition;
- Any alcoholic beverages.

**“DRUG PARAPHERNALIA”**

For purposes of this policy, the term “drug paraphernalia” includes, without limitation, items so defined in A.R.S. §13-3415, and any equipment, product or material of any kind that is 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 the law or this policy.

**“DRUG FREE SCHOOL ZONE”**

For purposes of this policy, the term “drug free school zone” includes, without limitation,

- Any property owned or leased by the District, including, without limitation, school grounds, school buildings, school parking lots, and school playing fields;
- The area within three hundred feet of a school or its accompanying grounds, and any public property within one thousand feet of a school or its accompanying grounds;
- Any off-campus property when used for a District function or school-related activity;
- School buses and other vehicles used by District employees to transport students to and from school or school-related activities;
- School bus stops;
- Any violation of this policy that occurs on the way to or from school.
- Any violation of this policy that is deemed to have a direct impact on the safety or general welfare of the school, staff, or students, or that otherwise adversely affects the school order – regardless of where or when the violation occurs.

**“POSSESSION”**

For purposes of this policy, “possession” includes, without limitation, (1) having under one’s control (e.g., on one’s person, in one’s personal belongings, in one’s locker, in one’s car), (2) purchasing, or (3) otherwise receiving drugs or alcohol.

**“UNDER THE INFLUENCE”**

For the purposes of this policy, a student is “under the influence” if he or she exhibits one or more commonly accepted signs of intoxication.

**LEGAL REFERENCES:**

A.R.S. §§13-3401 through –3408, and –3411

§§36-2501 through –2516

§15-345n

§4-241, -244

CROSS REFERENCES: JLCD – Administering Medicines to Students

**Appendix B - HAZING**

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

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

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is not a defense to a violation of this policy in either of the following cases:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program. All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others may report hazing to any professional staff member.

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

**SCHOOL DISTRICT ACTION**

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Upon receipt of a complaint or report of hazing, the District shall undertake or authorize an investigation by District officials or a third party designated by the District. The School District may take immediate steps to protect the complaint, reporter, student(s), or others pending completion of an investigation of hazing.

Upon completion of the investigation, if the District determines that this policy has been violated, the District shall take appropriate action, which may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation (Ref. Code of Conduct, Article B, # 17). Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. District action taken for violation of this policy will be consistent with District policies and regulations and statutory authority.



If the investigation reveals that a group, club, or association knowingly permitted, authorized, or condoned the hazing activity, the entity's permission to conduct operations at the school in which the student victim was enrolled shall be revoked or suspended.

If the investigation reveals either direct violation of federal or state law, or that a student was caused or required to perform a task that violated federal or state law, the District will notify the local police department or the appropriate federal law enforcement agency.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

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

**LEGAL REFERENCES.:**

A.R.S. 15-341, 15-2301

CROSS REF.:

GBEB - Staff Conduct

JIC - Student Conduct

JII - Student Concerns, Complaints and Grievances

JK - Student Discipline

JKD - Student Suspension

JKE - Student Expulsion

JICF - Secret Societies / Gang Activities

KFA - Public Conduct on School Property

Snowflake Unified School District #5

682 School Bus Lane

Snowflake, Arizona 85937

928-536-4156

<http://www.susd5.org>

**APPENDIX C:****SCHOOL DANCE GUEST POLICY**

Dances are school activities and all school dress and behavior codes and requirements still apply. Dances are sponsored by the student council and/or student organizations and are generally designed for students enrolled at Snowflake High School. (**Exceptions:** HOME COMING / WINTER FORMAL / MORP / PROM. *Students attending these dances must submit proper ID and have completed and submitted the attached guest pass application three (3) days prior to the dance. )*

**APPLICATION for GUEST PASS to SHS DANCE**

**EVENT** (Circle One) : **HOME COMING**   **WINTER FORMAL**   **MORP**   **PROM**      **Date:** \_\_\_\_\_

**“GUEST” NAME:** (Please Print) \_\_\_\_\_ **Birth Year:** \_\_\_\_\_

**Name of the SHS student Inviting the Guest:** \_\_\_\_\_ (please print) **Grade:** \_\_\_\_\_

Please check and complete that portion of the application that BEST applies to your situation.

☐ I currently attend \_\_\_\_\_ High School and I am **not** older than nineteen. The administrator signature below certifies that I am a student in good standing and that he/she agrees to “enforce normal policy consequences” if my behavior at this dance is **not** in line with SHS policies.

**Administrator Name** (Please print): \_\_\_\_\_

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

**Date:** \_\_\_\_\_ **School Phone #:** \_\_\_\_\_

**OR**

☐ I no longer attend high school and I am **not** older than nineteen. I agree to follow all SHS behavior rules and understand that I may be required to the dance if my behavior/dress is not in accordance with SHS policies.

**Guest Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please include a copy of Student Photo ID or Driver’s License when submitting this application.*

Application may be FAXED to SHS Guidance Office at 928-536-4240