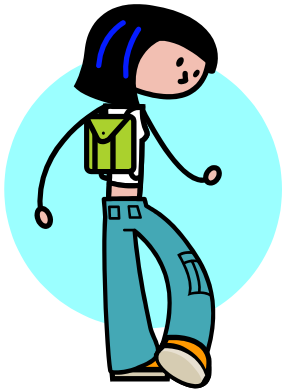
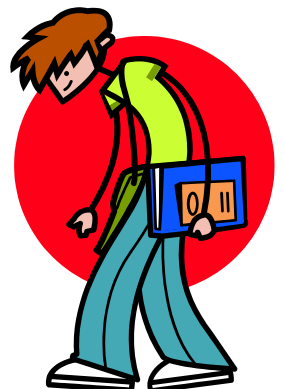




Mobile Elementary
**Student
Conduct
Handbook**
2015 – 2016



Adopted July 14, 2008



Mobile Elementary School District No. 86

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Governing Board

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Dr. Kit Wood

July 2015

Dear Parents, Students, and Staff,

Student conduct is an important factor in schools. The Mobile ESD governing board and district philosophy promotes student success and encourages an individualized approach to assisting students and meeting their academic and social needs. In order to assist every one in the pursuit of a quality education, Mobile ESD has established guidelines designed to ensure a safe environment for all students and staff in our schools.

We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity.

For the above reasons, in addition to federal, state, and local legal guidelines, it is necessary to have a student conduct handbook that is approved by the governing board; distributed to students, staff and parents; and, implemented by the school and administration. When expectations are known and consequences clearly delineated then enforcement of student conduct guidelines is more readily accepted and effectively undertaken.

Attached to this letter is a copy of the Mobile ESD Student Conduct Handbook which was approved by the Mobile governing board on July 14, 2008, and reaffirmed every year after. The Student Conduct Handbook follows federal and state statute and is aligned to the AZSafe Program. Please read and return the acknowledgement of receipt to the school office. We are distributing one copy per family, so some return receipts will have more than one student signature. Thank you.

Mobile Elementary School



Mobile Elementary School District No 86

“Home of the Scorpions”

42798 South 99th Ave * Maricopa AZ 85139 * Phone 520-568-2280 * Fax 520-568-9361

To Mobile ESD #86
Parents, Students, and Staff Members

Student Conduct Handbook

Success in our school occurs when there is close cooperation between its students, staff and parents.

The purpose of this Student Conduct Handbook is to communicate the expectations of the Mobile ESD (“District”) for student conduct, which promotes a safe, orderly, and positive learning environment.

The District Governing Board, administration, and staff regard student and staff safety as paramount. The rights of each student to receive a quality academic education, provided by caring and supportive faculty, will be fostered in an environment that generates respect and appreciation of others.

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Philosophy of Student Conduct

A positive learning environment in our schools and a good state of student conduct starts with students, parents, and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the District has established guidelines designed to ensure a safe environment for all students and staff in our school. For these guidelines to be most effective, it is vital for the family, the school, and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/District guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property others along with demonstrating high standards of personal integrity. To meet these goals, we enlist the support of our community.

Unacceptable Behavior

When a District employee observes a student engaged in behavior that violates District policy, the employee is instructed to intervene either by requesting the unacceptable behavior cease or by immediately reporting the incident to the administration. Whenever the school administrator becomes aware of a report from a staff member, prompt and effective action to resolve the problem will be taken. When disciplinary action is appropriate, it shall be according to an established discipline plan. The assistance of the home, other educational supportive services, and other professional community agencies may be utilized. Each teacher will have a discipline plan for his/her classroom. When a student's actions go beyond that which the teacher can effectively control using his/her plan, the student will be referred to the administration. Students who break rules outside of the classroom may be referred directly to the administration or its designee.

Law Enforcement

The District may notify appropriate law enforcement agencies of violation of the law.

Definitions

Throughout this Handbook, unless the context otherwise requires, the following definitions apply:

Arson is knowingly and unlawfully damaging property by knowingly causing a fire or explosion on property owned or used by the District.

Alcohol Violation is the use, possession, sale or purchase of alcohol on District property or at District sponsored events or being under the influence of alcohol on District property or at a District-sponsored event.

Assault is (1) intentionally, knowingly, or recklessly causing physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of physical injury; or (3) knowingly touching another person with intent to injure, insult, or provoke another person.

Assault (Aggravated) is an assault (as defined above) accompanied by circumstances that make the situation more severe, such as use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing or having reason to know the victim is a peace officer or school employee engaging in school-related activity.

Bomb Threat is threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

Bullying is repeated acts over time that 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., punching, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).

Cheating or Plagiarism is intentionally using information, property, or the ideas or words, of another, without permission of the school, to obtain an unfair advantage.

Chemical or Biological Threat is threatening to cause harm using dangerous chemicals or biological agents.

Combustible is when a student is in possession of substance or object that is readily capable of causing bodily harm or property damage. i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.

Complicity is association or participation in or as if in a wrongful act.

Contrabands are items stated in school policy as prohibited because they may disrupt the learning environment.

Controlled Substance is a prescription drug, a look-alike drug or narcotic, or substance represented as an illegal drug.

Dangerous Weapon is a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2 ½ inches in length.

Deadly Weapon is any weapon designed for lethal use.

Death Threat is the act of stating an intended action, either verbally or in writing that could cause serious bodily injury or death.

Defamation is wrongfully injuring another person's reputation through a written, spoken or electronic communication that is not otherwise privileged under the law.

Defiance is refusal to follow directions, talking back, or delivering socially rude interactions.

Detention is loss of playground privileges for a designated period of time.

Disorderly Conduct: A person commits disorderly conduct if, with intent to disturb the peace or quiet of a person or the school, or with knowledge of doing so, such person:

1. Engages in fighting, violent or seriously disruptive behavior; or
2. Makes unreasonable noise; or
3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or
4. Makes any protracted commotion, utterance or display of behavior to prevent the business of a lawful meeting, gathering or procession; or
5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or
6. Recklessly handles displays or discharges a deadly weapon or dangerous instrument.
(Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)

Disrespect is treating district personnel or other students with contempt or rudeness.

Disruption is when a student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.

District Property is any property owned, leased or used by the District.

District-Sponsored Event is any event, which is sponsored or supervised by the District or District personnel.

Dress Code Violation is when a student wears clothing that does not fit within the dress code guidelines stated by school or district policy.

Drugs are chemical substances, narcotics, prescription or non-prescription drugs, dangerous drugs, marijuana or peyote.

Drug Paraphernalia is any apparatus or equipment used or capable of being used in absorbing, consuming, or otherwise introducing into the human body a drug in violation of A.R.S. 13-3415 F.I.

Drug Violation is the unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student.

Electronic Devices are cell phones, pagers, or other electronic items.

Endangerment is recklessly or intentionally creating a substantial risk of injury or imminent death or physical injury to another.

Expulsion is the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.

Extortion is the act of knowingly obtaining or seeking to obtain property or services by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; (4) make accusations or expose information about another person.

Fighting is when two or more persons engage in any violence toward each other in an angry or quarrelsome manner; mutual participation in an incident involving physical violence, where there is no major injury. One who uses reasonable and appropriate self-defense in response to an assault is not deemed to engage in fighting.

Fire Alarm Misuse is intentionally ringing the fire alarm when there is no fire.

Firearm is (a) a weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; (d) any destructive device, including explosives, incendiaries, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounces, or any weapon or combination of parts which will or is designed to or may be readily converted to expel a projectile by action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered a "firearm".

Forgery is the act of falsely or fraudulently marking or altering a document or phone call.

Gambling is to play games of chance for money or to bet a sum of money.

Harassment is the persistent or repeated annoying, or tormenting of another. A student commits harassment if the student: anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses; continues to follow another person in or about a public place of no legitimate purpose after being asked to desist; repeatedly commits an act or acts that harass another person; surveils or causes another person to surveil a person for no legitimate purpose.

Hazing is any act that is intended to injure, degrade, harm, or disgrace any student or that unreasonably requires another to act in a manner as condition of acceptance.

Indecent Exposure or Public Sexual Indecency: A student commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.

Insubordination is being disobedient or failing to follow the directions of authority of a school, a district staff member, or an individual placed in authority by the school or the District.

Language, Inappropriate when a student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.

Long Term Suspension is suspension in excess of ten (10) days. Due process rights shall be extended to any student suspended.

Lying is (1) to make an untrue statement with intent to deceive; (2) to create a false or misleading impression.

Minor Aggressive Act is when a student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.

On-Campus Suspension (OCS)

At the discretion of the building-level administrator, students may be assigned to OCS for various problems. Students assigned to OCS remain in a single area for the entire school day, work on school assignments, and are supervised by a staff member.

Other School Threat is when the incident cannot be coded in one of the other categories but did involve a school threat.

Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

Public Display of Affection is kissing, hugging, fondling or displays of affection in violation of district policy.

Recklessness is unintentional, careless behavior that may pose a safety or health risk for others.

Refusal to Identify Self is the refusal of a student to give correct name upon request of school personnel, or the use of another person's name or identity.

Restitution is providing an equivalent replacement or compensation for damages or loss of something.

Robbery is using force or threatening to use force to commit a theft.

Sale or Distribution of Alcohol is the act of offering, selling, trading, procuring, or distributing (with or without compensation) alcohol on District property or at a District-sponsored event or the attempt to do any of the above.

Sale or Distribution of Drugs or Dangerous Instruments is the act of offering, selling, trading, procuring, or distributing (with or without compensation) drugs, weapons, dangerous instruments, or deadly weapons on District property or at a District-sponsored event or the attempt to do any of the above.

School Property is any personal or real property owned or under the control of the school district.

School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution is any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

Sexual Harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of sexual nature.

Sexual Misconduct is the use of verbal or physical threats/actions or any language that is sexually demeaning or offensive. This includes touching toward private areas, depantsing or pulling another's underclothing.

Short Term Suspension is a suspension from one (1) to ten (10) days but not to exceed ten (10) days from school. Students may be suspended from school by administrators, district superintendent, and/or other administrative officials granted this power by the district's Governing Board (A.R.S. 15-843). Due process rights shall be extended to any student suspended.

Simulated Firearm is any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

Special Education Student Discipline is that procedure required by Feral and State law and Governing Board Policy, which applies to a student who is protected by a 504-ADA plan who violates the discipline code of the school and / or school district which results in a suspension of ten or more consecutive days, or ten (10) cumulative days, or expulsion. A Manifestation Determination hearing is held when a student is being considered for testing, is being tested, or who has received special education services in the past, violates the discipline code of the school and / or school district which results in a suspension of ten or more consecutive days, or ten (10) cumulative days, or expulsion.

Tardy is arriving at school or class after the scheduled start time.

Technology Misuse is the failure to use hardware, software, electronic devices, web pages, and network for the intended educational use or in a manner that causes disruption at a campus or District facility.

Theft is taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.

Threatening and Intimidating Behavior is when a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.

Tobacco Violation is the possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense A.R.S. 13-3622.

Trespassing is to enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry.

Truancy is being absent form class or school without permission.

Under the Influence occurs when a student's behavior or mood have changed as a result of consumption of alcohol or drugs.

Vandalism is the act of defacing or destroying any school or personal property.

Verbal Abuse is profanity, racial slurs or derogatory statements addressed publicly to others.

Verbal Provocation is the use of language or gestures that may incite another person or other people to fight.

Weapon (includes but is not limited to) a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over two and one-half inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

Zero Tolerance is discipline guideline, which affords zero tolerance for possession, use, or trafficking or drugs or firearms.

In addition, all of the following statutes apply:

Arizona Revised Statutes References

- **Abuse, Verbal Abuse** (including profanity) **and Physical Abuse** (assault) of a staff member is not permitted – A.R.S. 15-507
- **Disorderly Conduct** – A.R.S. 13-2904
- **Loitering** – A.R.S. 13-2905
- **Tobacco** – A.R.S. 36-798
- **Vandalism** – A.R.S. 15-842
- **Weapons** – Title 13, #3102 (11) (adds a Class 1 Misdemeanor crime of possessing a deadly weapon on school grounds. School is private or public, grades K-12)

Mobile Elementary School District Discipline Procedures

Preamble

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this chart is intended to restrict the District from imposing more severe consequences if, in the discretion of the District, the severity of harm, danger, damage or potential harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not listed as a potential consequence on the grid for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts. Administration may recommend intervention programs such as substance abuse or smoking cessation clinics.

All discipline referrals submitted to the school administration / designee will begin with a conference with the student (s). In the case of suspension / expulsions, parents will be notified through the written referral form or by a personal phone call.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. The administration may use on campus suspension as a disciplinary action in lieu of off campus suspension on designated infractions.

The District is required to cooperate fully with the governmental agencies when a student commits an act in violation of the law.

Discipline Procedures: Grades K-6

Infraction

Disciplinary Actions

	1st Referral	2nd Referral	3rd Referral
* Alcohol – Use, possession, or under the influence on District property District-sponsored events.	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion
* Arson	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion
* Assault	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Ten (10) Day Suspension Long Term Suspension Expulsion
* Assault (Aggravated)	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion 	
<u>Cheating or Plagiarism</u>	<ul style="list-style-type: none"> Notify Parent Loss of Credit for Assignment 	<ul style="list-style-type: none"> Two (2) Day Suspension Loss of Credit for Assignment 	<ul style="list-style-type: none"> Five (5) Day Suspension Loss of Credit for Assignment
* Dangerous Instruments / Devices – use or threat to use	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension
* Deadly Weapon – possession or use	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
* Death Threat	<ul style="list-style-type: none"> Three (3) Day Suspension pending consultation with a Psychologist Long Term Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension Evaluation by a psychologist 	<ul style="list-style-type: none"> Expulsion Long Term Suspension
* <u>Disrespect/Defiance/Insubordination</u>	<ul style="list-style-type: none"> Conference Work Opportunity Detention 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Three (3) Day Suspension
<u>Disorderly Conduct</u>	<ul style="list-style-type: none"> Conference Detention 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Two (2) Day Suspension
<u>Dress Code Violations</u>	<ul style="list-style-type: none"> Change Clothes Call to Parents 	<ul style="list-style-type: none"> Detention Conference 	<ul style="list-style-type: none"> One (1) Day Suspension
* Drugs – use, possession, under the influence. In most cases, possession combined with use will warrant a more severe consequence than possession alone.	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion
* Drugs, Possession of Paraphernalia	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion
<u>Electronic Devices, Possession of</u> without school permission	<ul style="list-style-type: none"> Confiscation 	<ul style="list-style-type: none"> Parent pick up 	<ul style="list-style-type: none"> One (1) Day Suspension
* <u>Endangerment</u> – consequence depends upon the potential severity of harm	<ul style="list-style-type: none"> Notify Parent Detention Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion

Discipline Procedures: Grades K-6

Infraction

Disciplinary Actions

	1st Referral	2nd Referral	3rd Referral
* Extortion	<ul style="list-style-type: none"> Notify Parent Detention 	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*<u>Fighting</u>	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Four (4) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*<u>Forgery</u>	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*<u>Gambling</u>	<ul style="list-style-type: none"> Conference Notify Parent Detention 	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
* <u>Hate Speech</u> includes gang paraphernalia, symbols, gestures, graffiti	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
<u>Horseplay/Roughhousing</u>	<ul style="list-style-type: none"> Conference Notify Parent Detention 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Three (3) Day Suspension
<u>Leaving Campus without Authorization</u>	<ul style="list-style-type: none"> Notify Parent Detention 	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
<u>Pornography</u>	<ul style="list-style-type: none"> Notify Parent Confiscation Detention 	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
*Sale or Distribution of Alcohol on District property or at District-sponsored events.	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
*Sale or Distribution of Dangerous Instruments.	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
* Sale or Distribution of Drugs	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
* Sexual Discrimination including Sexual Harassment	<ul style="list-style-type: none"> Conference Notify Parent Detention Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
* Sexual Misconduct	<ul style="list-style-type: none"> Notify Parent Conference Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
* Simulated Weapon	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
<u>Tardy</u>	<ul style="list-style-type: none"> Detention Notify Parent 	<ul style="list-style-type: none"> Detention Notify Parent 	<ul style="list-style-type: none"> Detention Parent Conference Suspension
<u>Technology Misuse</u>	<ul style="list-style-type: none"> Conference Loss of privileges of technology use Restitution 	<ul style="list-style-type: none"> Three (3) Day Suspension Restitution as appropriate 	<ul style="list-style-type: none"> Long Term Suspension Restitution as appropriate
*<u>Theft</u>	<ul style="list-style-type: none"> Notify Parent Two (2) Day Suspension Restitution 	<ul style="list-style-type: none"> Five (5) Day Suspension Restitution 	<ul style="list-style-type: none"> Ten (10) Day Suspension Restitution

Discipline Procedures: Grades K-6

Infraction

Disciplinary Actions

	1st Referral	2nd Referral	3rd Referral
* Threatening or Intimidating Behavior involving a Dangerous Instrument or Weapon.	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	
*Threatening, Intimidating, Harassment or Hazing	<ul style="list-style-type: none"> Mediation Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
*<u>Tobacco</u>, use/possession	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*Trafficking Illegal Substance	<ul style="list-style-type: none"> Long Term Suspension Expulsion 		
* <u>Trespassing/Loitering</u>	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
<u>Truancy</u>	<ul style="list-style-type: none"> Notify Parent Detention Make up missed assignments 	<ul style="list-style-type: none"> Conference Detention Make up missed assignments 	<ul style="list-style-type: none"> Conference Detention Make up missed assignments Truancy Citation after 12th day
* <u>Vandalism</u>	<ul style="list-style-type: none"> Three (3) Day Suspension Restitution 	<ul style="list-style-type: none"> Five (5) Day Suspension Restitution 	<ul style="list-style-type: none"> Long Term Suspension Expulsion Restitution
<u>Verbal Abuse/Inappropriate Language</u>	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*<u>Verbal Abuse to an Adult</u>	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension

Note: An underlined infraction indicates that an administrator may opt to use an on campus reassignment as a possible disciplinary action in lieu of off campus suspension.

An asterisk (*) indicates police report.

Discipline Procedures: Grades 7-8

Infraction

Disciplinary Actions

	1st Referral	2nd Referral	3rd Referral
* Alcohol – Use, possession, or under the influence on District property District-sponsored events.	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion
*Arson	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion
*Assault	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Ten (10) Day Suspension Long Term Suspension Expulsion
*Assault (Aggravated)	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion 	
<u>Cheating or Plagiarism</u>	<ul style="list-style-type: none"> Notify Parent Loss of Credit for Assignment 	<ul style="list-style-type: none"> Two (2) Day Suspension Loss of Credit for Assignment 	<ul style="list-style-type: none"> Five (5) Day Suspension Loss of Credit for Assignment
* Dangerous Instruments / Devices – use or threat to use	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension
* Deadly Weapon – possession or use	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
*Death Threat	<ul style="list-style-type: none"> Three (3) Day Suspension pending consultation with a Psychologist Long Term Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension Evaluation by a psychologist 	<ul style="list-style-type: none"> Expulsion Long Term Suspension
* <u>Disrespect/Defiance/Insubordination</u>	<ul style="list-style-type: none"> Conference Work Opportunity Detention 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Three (3) Day Suspension
<u>Disorderly Conduct</u>	<ul style="list-style-type: none"> Conference Detention 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
<u>Dress Code Violations</u>	<ul style="list-style-type: none"> Change Clothes Call to Parents 	<ul style="list-style-type: none"> Detention Conference 	<ul style="list-style-type: none"> One (1) Day Suspension
* Drugs – use, possession, under the influence. In most cases, possession combined with use will warrant a more severe consequence than possession alone.	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion
* Drugs, Possession of Paraphernalia	<ul style="list-style-type: none"> Ten (10) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion
<u>Electronic Devices, Possession of</u> without school permission	<ul style="list-style-type: none"> Confiscation 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Two (2) Day Suspension
*Endangerment – consequence depends upon the potential severity of harm	<ul style="list-style-type: none"> Notify Parent Detention Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion

Discipline Procedures: Grades 7-8

Infraction

Disciplinary Actions

	1st Referral	2nd Referral	3rd Referral
* Extortion	<ul style="list-style-type: none"> Notify Parent Detention 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*<u>Fighting</u>	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
*<u>Forgery</u>	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Ten (10) Day Suspension
*<u>Gambling</u>	<ul style="list-style-type: none"> Conference Notify Parent Detention 	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
* <u>Hate Speech</u> includes gang paraphernalia, symbols, gestures, graffiti	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
<u>Horseplay/Roughhousing</u>	<ul style="list-style-type: none"> Conference Notify Parent Detention 	<ul style="list-style-type: none"> One (1) Day Suspension 	<ul style="list-style-type: none"> Three (3) Day Suspension
<u>Leaving Campus without Authorization</u>	<ul style="list-style-type: none"> Notify Parent Detention 	<ul style="list-style-type: none"> Two (2) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
<u>Pornography</u>	<ul style="list-style-type: none"> Notify Parent Confiscation Detention 	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension
*Sale or Distribution of Alcohol on District property or at District-sponsored events.	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
*Sale or Distribution of Dangerous Instruments.	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
* Sale or Distribution of Drugs	<ul style="list-style-type: none"> Long Term Suspension 	<ul style="list-style-type: none"> Expulsion 	
* Sexual Discrimination including Sexual Harassment	<ul style="list-style-type: none"> Conference Notify Parent Detention Three (3) suspension 	<ul style="list-style-type: none"> Five Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension
* Sexual Misconduct	<ul style="list-style-type: none"> Notify Parent Conference Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
* Simulated Weapon	<ul style="list-style-type: none"> Three (3) Day Suspension 	<ul style="list-style-type: none"> Five (5) Day Suspension 	<ul style="list-style-type: none"> Long Term Suspension Expulsion
<u>Tardy</u>	<ul style="list-style-type: none"> Detention Notify Parent 	<ul style="list-style-type: none"> Detention Notify Parent 	<ul style="list-style-type: none"> Detention Parent Conference Suspension
<u>Technology Misuse</u>	<ul style="list-style-type: none"> Conference Loss of privileges of technology use Restitution 	<ul style="list-style-type: none"> Three (3) Day Suspension Restitution as appropriate 	<ul style="list-style-type: none"> Long Term Suspension Restitution as appropriate
*<u>Theft</u>	<ul style="list-style-type: none"> Notify Parent Three (3) Day Suspension Restitution 	<ul style="list-style-type: none"> Five (5) Day Suspension Restitution 	<ul style="list-style-type: none"> Ten (10) Day Suspension Restitution

Discipline Procedures: Grades 7- 8

Infraction

Disciplinary Actions

	1st Referral	2nd Referral	3rd Referral
* Threatening or Intimidating Behavior involving a Dangerous Instrument or Weapon.	<ul style="list-style-type: none">Ten (10) Day Suspension	<ul style="list-style-type: none">Long Term SuspensionExpulsion	
*Threatening, Intimidating, Harassment or Hazing	<ul style="list-style-type: none">MediationTwo (2) Day Suspension	<ul style="list-style-type: none">Five (5) Day Suspension	<ul style="list-style-type: none">Long Term SuspensionExpulsion
*<u>Tobacco</u> use/possession	<ul style="list-style-type: none">Three (3) Day Suspension	<ul style="list-style-type: none">Five (5) Day Suspension	<ul style="list-style-type: none">Ten (10) Day Suspension
*Trafficking Illegal Substance	<ul style="list-style-type: none">Long Term SuspensionExpulsion		
* <u>Trespassing/Loitering</u>	<ul style="list-style-type: none">Two (2) Day Suspension	<ul style="list-style-type: none">Five (5) Day Suspension	<ul style="list-style-type: none">Ten (10) Day Suspension
<u>Truancy</u>	<ul style="list-style-type: none">Notify ParentDetentionMake up missed assignments	<ul style="list-style-type: none">ConferenceDetentionMake up missed assignments	<ul style="list-style-type: none">ConferenceDetentionMake up missed assignmentsTruancy Citation after 12th day
* <u>Vandalism</u>	<ul style="list-style-type: none">Three (3) Day SuspensionRestitution	<ul style="list-style-type: none">Five (5) Day SuspensionRestitution	<ul style="list-style-type: none">Long Term SuspensionExpulsionRestitution
<u>Verbal Abuse/Inappropriate Language</u>	<ul style="list-style-type: none">Two (2) Day Suspension	<ul style="list-style-type: none">Five (5) Day Suspension	<ul style="list-style-type: none">Ten (10) Day Suspension
*<u>Verbal Abuse to an Adult</u>	<ul style="list-style-type: none">Three (3) Day Suspension	<ul style="list-style-type: none">Five (5) Day Suspension	<ul style="list-style-type: none">Ten (10) Day Suspension

Note: An underlined infraction indicates that an administrator may opt to use an on campus reassignment as a possible disciplinary action in lieu of off campus suspension.

An asterisk (*) indicates police report.

Student Due Process-Suspension/Expulsion-Disciplinary Record Keeping

1. **Discipline** – Discipline is administered by the principal/designee, the faculty and the staff.
2. **Referral** – Students will be referred to the principal/designee for violations outlined in the foregoing sections “Discipline Guidelines” and when their disruptive behavior interrupts the educational process.
3. **Due Process** – Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students:
 - Must be informed of accusations against them.
 - Must have the opportunity to accept or deny the accusations.
 - Must have explained to them the factual basis for the accusations.
 - Must have a chance to present an alternative factual position if the accusation is denied.
4. **Short-Term Suspension** – If the principal or designee decides that the alleged misconduct warrants a consequence of a suspension for ten (10) days or less, the principal/designee shall give the student an informal hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights including the opportunity to present to the principal/designee, his or her defense or position concerning the alleged violation. After the termination of the hearing, the principal/designee, upon the basis of all facts and information learned, shall determine the guilt or innocence of the student. If the student is found to be guilty, a consequence or suspension may be imposed for a period of time not to exceed ten (10) days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings.
5. **Long-Term Suspension** – If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be suspension in excess of ten (10) days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of ten (10) days or expulsion, the parent(s) or guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student. The suspension shall be in accord with pertinent Arizona Revised Statutes.

If the school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parents(s) in writing. The school administrator/designee shall also notify the superintendent that a hearing officer is needed.

If a long-term suspension hearing is scheduled, the district will send by certified mail, or deliver, or cause to be mailed or delivered, notice of the hearing to the student’s parent(s) at least five (5) working days prior to the hearing. The notice shall contain:

- The time, date and place of the hearing.
- The name of the hearing officer.
- A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
- A copy of this policy and A.R.S. 15-840 – 15-844
- A statement that the student and his or her parent(s) are entitled to various procedural rights as described in this policy.
- A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his parent(s) will have an attorney present.

The hearing shall be held at the time and place stated in the notice unless all interested parties agree otherwise. In the event the district is unable to contact the parents or guardians after taking reasonable

steps to do so, the district may proceed to hold a hearing or take other steps regarding the discipline of the student.

At the conclusion of the hearing, the hearing officer shall determine whether discipline will be imposed, and, if deemed appropriate by the hearing officer, a long-term suspension may be imposed immediately. Written confirmation of the hearing officer's decision shall be mailed or delivered to the student's parent(s) within five (5) days after the hearing. A copy of the written decision shall be delivered or mailed to the superintendent. If the decision is to impose a long-term suspension, the written decision shall:

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the beginning and ending dates of the suspension and the restrictions of the student's presence on campus and at school activities.
- Inform the parent(s)/guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

6. ***Suspension Due to Clear and Present Danger*** – If in the best judgment of the principal/designee after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus; the principal or designee may suspend the student from the school pending a hearing and disposition of the case.
7. ***Long-Term Suspension Appeal*** – If the hearing officer recommends a long-term suspension, the Governing Board will be informed, in writing, of that decision. Parent(s)/legal guardian(s) may appeal the decision for long-term suspension based on one of the following reasons:
 - There was substantial non-compliance with policy JKD/JKE/JIA (1).
 - The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
 - The discipline imposed by the hearing office was unreasonable considering the circumstances present.

To appeal the decision of the hearing officer, parents must deliver a letter to the superintendent within five (5) working days after receiving notice of the decision of a long-term suspension. The letter must describe in detail all objections to the hearing or the decisions rendered at the hearing. The Governing Board will review written material forwarded to them by the hearing officer and the parent(s)/legal guardian(s) letter of appeal. They will render a decision of appeal based upon the written material. If the board feels more information is necessary, they will conduct another hearing. The Governing Board will review the material in executive session. Unless requested in writing by the parents, the executive session will be closed. Upon review of the written material in executive session, the Governing Board may uphold, notify, or rescind the hearing officer's decision.

8. ***Expulsion*** – The hearing office may recommend that a student be expelled from the school district. That recommendation will be forwarded to the Governing Board, who will act on it. Parent(s)/legal guardian(s) may appeal the recommendation for expulsion based on one of the following reasons:
 - There was substantial non-compliance with policy JKD/JKE/JIA (1)
 - The pupil's legal rights, including the right to receive due process, were violated by the hearing or the hearing officer's decision.
 - The discipline imposed by the hearing office was unreasonable considering the circumstances present.

The Governing Board will consider a hearing if there is an appeal of the hearing officer's recommendation for expulsion from the parent. The Governing Board will review the written material from the hearing officer and the parents and will hear testimony from the hearing officer, the school officials, and the student's family. No new evidence can be admitted at the appeal hearing.

The Governing Board will conduct the hearing in executive session. Unless requested in writing by the parent(s)/guardian(s) the executive session will be closed. If the parent(s)/legal guardian(s) disagree that the hearing, held by the board, should be held in executive session, it shall be held in an open meeting unless:

- If only one student is subject to the proposed action and disagreement exists between that student's parent(s)/legal guardian(s), then the board, after consultation with the student's parent(s)/legal guardian(s), shall decide in executive session whether the hearing will be in executive session.
- If more than one student is subject to the proposed action and disagreement exists between the parents of different student, then separate hearings shall be held subject to the provisions of A.R.S. 15-843

Nothing in these procedures shall be construed to prevent the students who are subject to the section and their parent(s)/legal guardian(s) and legal counsel for attending any executive session pertaining to the proposed disciplinary action or from having access to the minutes and testimony of such executive sessions or from recoding such a session at the parent(s)/legal guardian(s) expense.

9. ***Readmission*** – Once a student is expelled, the student's parent(s)/legal guardian(s) may request that the student be readmitted no sooner than, one year after the date of expulsion.
10. ***Student Disciplinary Record-Keeping*** – Each principal or designee shall keep and retain complete records of pupil disciplinary actions and procedures. Records regarding pupil disciplinary sections shall be retained for at least two (2) years after graduation or withdrawal. The kinds of disciplinary action for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities. The accounting for pupils subject to disciplinary action shall contain an entry of:
 - Pupil's full name.
 - Time, place and date of the offense or offenses, behavior observed.
 - Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral, i.e, conferences with parent(s) / legal guardian(s), conference with principal, conferences with other school personnel, referrals to department of pupil, personnel services, etc.
 - Final disposition of the case.
 - Name of person(s) imposing the action or actions.
 - Statement of clarification by student or parent(s)/legal guardian(s) if either wishes.

Student Discipline – Special Education

When a student who is protected by a 504-ADA plan and/or is being considered for testing, is being tested, is receiving special education services, or has received special education services in the past, violates the discipline code of the school and/or school district which results in a suspension of ten (10) or more consecutive days, or ten (10) cumulative days, or expulsion, a multidisciplinary conference is required. A Manifestation Determination meeting is held for students protected by a 504/ADA Plan, is being tested, is receiving special education, or has received special education services. The conference will determine whether (1) the offense is due to the student's handicapping condition and (2) whether or not the student's educational placement and program are appropriate. At the conference, all related services including evaluations and transportation will be reviewed.

The following must occur in the Manifestation Determination meeting:

1. Prior written notice is given to the parent(s)/legal guardian(s) that a possible suspension and/or expulsion are being considered.
2. The multidisciplinary evaluation team is reconvened to do a Manifestation Determination. The team must be knowledgeable about the nature of the student's disability and, if possible, about the student. The student and the student's parent(s)/legal guardian(s) are invited. Proper notice is given to the student and parent(s)/legal guardian(s) per Arizona Special Education procedures.
3. At the conference, the following will occur:
 - Student's explanation of the incident.
 - Professionals' (who were involved in the incident) explanation of the incident.
 - Student's current I.E.P. or 504/ADA Plan is reviewed.
 - Current placement, progress, and program are reviewed.
 - Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, then decisions' concerning the relationship of the behavior to the disability are on hold until the completion of the evaluations.
 - Need for interim placement is discussed.
 - Review the behavior plan; if there is no behavior plan, a functional behavior analysis must be done.
 - Determination of the relationship of the behavior to the disability.

The team must develop, review, and/or revise the Behavior Plan within ten (10) days of the action. If the behavior is related to the disability, then suspension and/or expulsion **cannot** occur. The student's educational program must be reviewed and revised so that the behavior can be corrected. The behavior plan is reviewed and revised.

If the behavior is not related to the disability, suspension and/or expulsion can occur; however, an educational program must be delivered to the student who is on an I.E.P. This program is developed by the I.E.P. team. The delivery of the I.E.P. can occur through home tutoring, resource, self-contained public, self-contained private and/or residential. This is determined by the team.

The findings and all conference notes are forwarded to the district's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parent(s)/legal guardian(s) do not agree with the findings of the I.E.P. conference, they can file due process. The district, if it is deemed that the student is a threat to the educational environment, would need to

seek an injunction for the Court to remove the student from the educational environment. If the parent(s)/legal guardian(s) agree, an interim placement can be activated while the due process is taking place.

District Policy JGD/JGE/JFA (1) will be followed.

Search/Seizures/Warrants

Introduction

School and district officials are authorized to conduct a search when on school grounds, in a vehicle owned, leased or otherwise used by the district or school, or at a school activity, when there is reasonable suspicion that the search will result in the discovery of:

- “Contraband” which term includes all substances or materials prohibited by district/school policy or state law including, not limited to, drugs, drug paraphernalia, alcoholic beverages, and/or,
- any material or item which presents an imminent danger of physical harm or illness; and/or,
- materials otherwise not properly in the possession of the student involved.

Search

School lockers, desks, and student storage areas are school property, which the district has made available for use by students for educational purposes and school officials have the right to inspect lockers, desks, and student storage areas in discharge of their duties.

Reasonable efforts shall be made to notify the student’s parent(s)/legal custodian(s)/guardian(s) and secure his/her presence before a search is made. When prior notification will result in a delay, which will impede the purposes of the search, or when efforts to notify are unsuccessful, the district/school officials conducting the search shall notify the student’s parent(s)/legal custodian(s)/guardian(s) of the search as soon after as practicable.

Personal searches may be conducted by a district/school official when there is reasonable suspicion that a particular student is in possession of contraband, materials or items, which present an immediate danger of physical harm or illness. The search shall occur only in the presence of a third person of the same sex as the person being searched. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall be limited to:

- Searches of the pockets, shoes and socks of the student.
- Any object in the student’s possession such as a purse, backpack, or briefcase.

When extreme emergency conditions require a more intrusive search of the student’s person, the district/school official shall contact the police.

Seizures

Contraband materials as identified in the Introduction above may be seized when found in the course of a search. Any such items seized may be:

- returned to the parent or guardian of the student from whom the items were seized
- offered as evidence in any suspension or expulsion proceeding if they are tagged for identification at the time seized.
- Turned over to law enforcement officers or
- Destroyed

Warrants

Warrants for arrest: if a student is arrested and removed from campus, reasonable effort should be made to contact the parent(s)/legal guardian(s) by school authorities and an Interrogations and Searches form (Policies and Procedures 7-360, JFG-E(2)) should be completed by the arresting officer and signed by the school administrator.

Search Warrants

If a search warrant is served, district/school officials shall not interfere with searches by law enforcement officers who have duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

Student and Staff Self Defense

Student Use of Physical Force in Self Defense

Reasonable use of physical force in self-defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct as defined in Governing Board Policy JK-R.

Use of Physical Force by Supervisory Personnel

Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical force shall not be construed to constitute corporal punishment. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the district or the property of persons lawfully on the premises of the district.

Safe Schools Threatening Behavior Process

Zero tolerance for threatening behavior is a necessity. Every case of threat must be taken seriously and every instance of threat behavior will be examined individually. However it is recognized that, in some instances, a thorough screening of such cases will reveal that a full, comprehensive forensic psychological evaluation is neither indicated nor warranted.

In determining whether or not a threat situation exists under this procedure the administration and other personnel will be guided substantially by the provisions of A.R.S. 13-1202 & 13-2911 (see below). In general, a threat situation will be deemed to exist when, following investigation by school administration, a student has been determined by admission or reliable informant(s) to have:

- communicated a death threat against self or others,
- a threat of mass violence,
- a threat involving weapons or explosive devices, or
- a threat against school property.

Ref: ARS 13-1202. Threatening or intimidating; classification.

A. A person commits threatening or intimidating if such person threatens or intimidates by word or conduct:

1. To cause physical injury to another person or serious damage to property of another; or
2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly, or transportation facility; or
3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interest of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.

B. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

Ref: ARS 13-2911. Interference with or disruption of an educational institution; violation; classification; definitions:

A. A person commits interference with or disruption of an educational institution by doing any of the following:

1. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of an educational institution, threatening to cause physical injury to any employee of an educational institution or any person attending an educational institution.
2. For the purpose of causing, or in reckless disregard of causing, interference with or disruption of educational institution, the property of any employee of an educational institution or the property of any person attending an education institution.

K-8 Grade Students

Referral

When a student in grades K-8 is identified by School Administration or designee as having caused a threat situation to exist in accordance with the above guidelines, the following procedures will be followed.

1. The student will be immediately suspended off-campus as follows:

- Students in grades K-3, a period of three (3) days
- Students in grades 4-8, a period of ten (10) days

School administrator or designee will notify student(s) parents of suspension and resulting procedures.

2. A review of the student's records and thorough investigation into the incident will be undertaken and completed by the administration. Outside consultants or specialized assistance may be required. Parents of the student will be involved throughout.

3. The administration, in consultation with consultants and/or specialists, will make the final determination of the student's status. Options may include but are not limited to:
- Return to School with Conditions
 - Forward case for District Discipline Hearing
 - If applicable, management of case through Special Education processes.
 - Other recommendations for conditions of return or follow-up services may be made at that time.

Please cut on the line and return this paper to your child's teacher.

I have received and read the Mobile ESD No. 86 Student Discipline Handbook for 2015-2016.

Student Signature

Date

Parent Signature

Date