



Student Code of Conduct

FUSD #1 STUDENT DISCIPLINE INFRACTION GLOSSARY A GUIDE TO DISCIPLINARY ACTIONS VERSION 2016-2017

DISCIPLINARY POLICY

Students at FUSD K-12 Schools have the right to a quality education free from unnecessary disruptions and distractions. Effective and appropriate learning occurs more readily in a school/campus environment relatively free from behavioral problems. The entire school community (parents, students, school personnel and community members) share in the responsibility for maintenance of a positive campus climate. The administration, teaching staff and other school personnel have the responsibility to determine when a student's behavior is inappropriate and disruptive or in violation of school rules/regulations or policy. Pursuant to Policy JK, "FUSD's policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order."

Off Campus Behavior

A.R.S. § 15-843 requires the governing board of this district to prescribe rules for the discipline, suspension and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime. This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion 189-096 on A.R.S. 15-843 "makes **no distinction as to the location of a crime** a pupil committed or is believed to have committed". Thus, our district holds authority to discipline students whose presence in school is considered to be a threat to the moral well-being of other students or such conduct that interferes with the health, well-being, and safety of other students.

Violation of a Local, State, or Federal Law

In addition to school rules/regulations or policy, a student shall not violate any Federal, State, or Local law. A.R.S. 15-341 **requires schools and school employees to report to local law enforcement any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses threat of death or serious physical injury to employees, students or anyone on school property.** A.R.S. 13-3620 **requires school employees who reasonably believe that a minor has been the victim of child abuse, physical injury, or neglect to immediately make a report to law enforcement or Child Protective Services.**

**Abuse of a teacher or other school employee while performing official duties is a criminal violation of
Arizona Law A.R.S. 15-507**

DISCIPLINARY ACTION - SUSPENSION AND EXPULSION

SUSPENSION:

Define Suspension: "Suspension" means the temporary withdrawal of the privilege of attending school for a specific period of time. The policy of FUSD K-12 Schools, which relates to student suspension, is in accordance with Arizona Revised Statute 15-843 which reads in part "...the authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the Governing Board of the school district. **During suspensions students are not permitted on district property or at district functions.**"

EXPULSION:

Define Expulsion: "Expulsion" means the permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege. Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of A.R.S. 15-341, 15-342, and 15-843. **The Board alone has the authority to exercise the power of expulsion of a student from the schools. The District Hearing Officer has the authority to recommend expulsion to the Board.**

INTERVIEWS AND SEARCHES

Interviews: Pursuant to Policy JA, "FUSD's goals are to protect and observe the legal rights of students, to deal with students in matters of discipline in a just and constructive manner, and to provide for the safety, health, and welfare of students". Pursuant to Policy JIH, "School officials may question students regarding matters incident to school without limitation." Law enforcement officials or police may interview a student without a school official present and without parent contact if law enforcement deems it necessary.

Searches: District property such as lockers, desks, storage areas, etc., may be inspected by school personnel at any time, with or without reason, or with or without notice and without permission of the student or his/her parent or guardian. The administration may approve the search and seizure of property when there is reason to believe that a law or school rule has been violated or some material or matter is detrimental to the health, safety, or welfare of students.

VISITORS TO THE SCHOOLS

No person may enter onto school premises, including a classroom or other school activity, without checking in with the office and receiving a visitor's pass. During school hours, visitors must wear a visitor's pass which is recognizable by school staff members.

DUE PROCESS

Any student who is involved in disciplinary action is entitled to due process. A student whose behavior is alleged to be in violation of the school's rules may be referred to the administration. In every such incident a written report/referral specifying the violation must be prepared by the person initiating the referral. The student will be informed of the charges against him/her. He/she will then have the opportunity to respond verbally to these charges. The administration will then waive or assign the appropriate penalty as established by the discipline policy.

POSSIBLE DISCIPLINARY/CORRECTIVE ACTIONS

A. Teacher/Student Conference: For appropriate violations, the teacher will talk to the student to try and reach an agreement on how a student should behave. This conference is to be documented in the event that there is further disruption or problems created by the student.

B. Teacher/Parent Conference: When the Teacher/Student conference proves to be ineffective; the teacher will contact the parent.

C. Administrative Referral/Conference: When a student is referred to the administration for disciplinary action, an administrative referral conference will be held. The student will be given the opportunity to tell his/her side of the incident. This conference occurs when the student's conduct interferes with the educational process, and the rights of others, or is contrary to school policy or regulations. The discipline policy, procedure and infraction will be reviewed with the student at this time, as well as the assignment of a consequence.

D. No Early Release: At the discretion of administrators, students grades K to 8th may be assigned to No Early Release for one or more days for specified infractions. It takes the place of suspension and gives the student the opportunity to remain in class for instruction and serve his/her consequence after school.

E. Community/School Service: Activities coordinated by the school which will provide opportunities for learning through active involvement in addressing community or school needs or services may be assigned by administration as alternatives to other disciplinary options.

F. Full Day: The DISTRICT STAMP SHEET FOR STUDENTS GRADES 4th – 8th. Students who earn all their stamps daily receive Early Release. Stamps are earned by being on time and having all the necessary tools to be successful in school. **Full Day** is a normal end of the school day. Students who have not received their required number of stamps for the day will attend **Full Day**. These students will be allowed to contact a parent/guardian to notify them of Full Day. Transportation home will be provided by district buses for all students who have not earned early release.

G. After School Detention: At the discretion of administrators, students may be assigned to after school Detention. This means that a student will be assigned to stay after school from 2:30-4:00. A designated location with supervision will be provided for students to serve the detention.

H. Suspension from Extra-Curricular Activities: A student's privilege to participate in or attend any extra-curricular activities and school sponsored events may be suspended for a specified time. This will apply to both on campus and off campus activities.

I. Short Term Suspension: Following an administrative conference, a student may be suspended up to nine (9) days depending upon the infraction. Suspension will be off-campus and students may not visit campus or participate in extracurricular activities. Students will be allowed to make up all class work. **The student might also be referred to the District Hearing Officer for a discipline hearing.**

J. On Campus Suspension (OCS): At the discretion of the administration, students may be assigned to OCS for one or more days for specific infractions. OCS will take place for 2 hours after school for all K-8 schools and 2 ½ hours after school for high school students. A student assigned to OCS will be provided his/her academic work in order to remain productive during the day. Students are expected to follow rules and procedures that have been established for OCS. Students may be suspended off campus for failing to abide by OCS rules and/or procedures.

K. In School Suspension (ISS). Students in grades 9-12 may be assigned to ISS during the day in lieu of short term suspension.

L. Long Term Suspension: A formal hearing will be conducted for suspension exceeding nine (9) days which may be imposed by the Superintendent or District Hearing Officer in lieu of expulsion. During suspension, students are not permitted on district property or at district functions.

M. Expulsion: Conduct which requires a formal hearing in front of a district hearing officer. The Governing Board has the right to expel a student and will determine such after receiving the district Hearing Officer's recommendation A.R.S. 15-341, 15-342, 15-343. A parent has a right to appeal the Hearing Officer's recommendation directly to the Governing Board, as per Board Policy JKE.

N. Police Notification: Police may be notified for specific infractions that may be in violation of the criminal code. Law enforcement officials have the right to interview students without a parent, guardian, or administrator present.

O. Saturday School: Saturday school may be held every other Saturday for students who have excessive tardies, are truant, or in lieu of suspension.

BEHAVIORS THAT MAY RESULT IN STUDENT DISCIPLINE

Displayed below is a guide to the probable disciplinary measures that may be taken in the event of student misbehavior. **Absence from the list of additional misbehaviors that may occur does not preclude disciplinary action from being taken on those misbehaviors, nor does it imply limitations to the disciplinary action.**

The actual discipline determined for a given violation will be based upon consideration of a variety of factors, which will include, but are not necessarily limited to, the following elements: the age of the student; the frequency, type, and magnitude of previous misbehaviors by the student; aggravating circumstances associated with the incident; the relative severity of the event; whether the student's behavior violated civil or criminal laws; the degree to which the incident interferes with the educational process; the extent of endangerment to the student, other persons, and property created by the event; special intellectual, psychological, emotional, environmental, and physical characteristics of the student; the student's attitude concerning the event; and the expressed intent concerning the student's own future behavior.

Absenteeism –JE-R

The right and privilege of attending public schools carries with it certain responsibilities on the part of both the parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular school attendance.

Excessive absences by our definition are: 5 days in one quarter; 10 days in one semester, and 15 days in $\frac{3}{4}$ of the school year. Students with excessive absences will be referred to the Pinal County Court. Failure to meet this standard will lead to a loss of credit unless extenuating circumstances exist. Compliance is ultimately the responsibility of the student and his/her parents or guardians.

Students, ideally, should remain in school. Only when absolutely necessary should they be absent, as much of the classroom activity cannot be duplicated or repeated. Regular attendance is the key to much of the success a student may gain from his/her school program.

Definition of Absences:

A student is considered absent if he/she is not present in his/her assigned classroom during the time he/she is assigned. A student not in his/her assigned class 10 minutes after the tardy bell is considered absent. According to A.R.S. 15-803, absences may be considered excessive when the number of absent days **exceeds ten percent** of the number of required attendance days as prescribed in A.R.S. 15-802.B.1. After 10 consecutive absences, the student will be withdrawn, unless a serious medical condition documented by a medical doctor is filed with the school. Regulation JE-R specifies that "excused absences are subject to approval by the PRINCIPAL. However, the parent must notify the school concerning the absence."

Absences shall be considered excused when they result from:

1. Personal illness, verified by a note **signed by the parent or guardian** or a telephone message from the parent or guardian.
2. Doctor or dental appointment, **verified** with an appointment slip or note.
3. Serious family illness or bereavement, verified by parental **contact or note**.
4. The student is absent due to a **prearranged event** whereby the parent/guardian notified the school office of the date/time of the absence and **school administration approves the absence**. An excessive amount of prearranged absences during a school year, however, could result in a student being placed on an attendance contract.
5. Court appearances.

Unexcused Absences:

Absences due to truancy/ditching will be considered unexcused.

Procedure for Reporting Absences:

1. Documentation must be provided **within 24 hours** of a student's return to class. Failure to verify an absence within one school day will result in the absence remaining unexcused. An administrator may accept a documented absence (excused) for an unforeseen circumstance if presented within 72 hours.
2. Parents/guardians are required to call the school or provide notes to explain absences.

***Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE**

Make Up Work from Absences:

1. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to make up work assigned during the absence.
2. It will be the student's responsibility to see his/her teachers about arrangements to make up missed work and assignments immediately upon returning to school.
3. Each ditch/truancy represents an unexcused absence.

Auditing Status:

State law mandates that the school records the reason for all student absences. If there is documented proof that a student's absence was the result of a medical reason, bereavement, or a court appearance, please provide that documentation to the school's attendance officer. This is important because these are the only truly "excused" absences. A phone call or a note from a parent excusing a child from school only informs the school that your child is not ditching. While this is important and appreciated, it does nothing to prevent the accumulation of absences as defined above. After 10 consecutive absences, the student will be withdrawn, unless a serious medical condition documented by a medical doctor is filed with the school. For special circumstances, each school principal has the authority to excuse any absence at their discretion after conferencing with a parent.

The right and privilege of attending public schools carries with it certain responsibilities on the part of both the parents and students. Excessive absences by policy are: 5 days in one quarter; 10 days in one semester, and 15 days in three-quarters of a school year. Once a student has reached 10 or more absences a semester, they are subject to audit status, which may result in loss of academic credit. Compliance is ultimately the responsibility of the student and his/her parents/guardians.

According to Arizona State law (ARS 15-803), once a student has reached 5 absences in a school year they are considered "habitually truant" and the student, parent, or guardian may be cited to appear in court. Each ditch/truancy represents an unexcused absence. In order to avoid this, we would like to work with you and your child so that they can improve and maintain their attendance. A school administrator or District Truancy Coordinator may be conducting a home visit to discuss your child's truancy and they are authorized to cite you to appear in court for violation of Arizona Truancy Laws (ARS 15-346). If you have not yet been contacted by a school administrator regarding this issue, please visit or call the school as soon as possible so that a solution can be reached.

We understand that there are situations that occur that may result in an unexpected absence from time to time. However, it is extremely important that each child is in school every school day so that they can receive all of the benefits that come with learning. Outside of extreme circumstances, absences from school should be rare and supported by authorized documentation whenever possible. We look forward to a successful year with your support. If you have any questions about your child's attendance, please contact the school's attendance administrator at 520-866-3517

Absence Without Permission/Leaving School Grounds without Permission/Truancy (Ditching)

A.R.S. 15-803 defines "truancy" to mean an unexcused absence for at least one class period during the day. All students must check out through the office. "Habitually truant" means a student who is truant for at least five school days within a school year. A student who is habitually truant or who has excessive absences may be adjudicated incorrigible. "Students in grades nine (9) through twelve (12) who are absent for more than ten (10) instructional days during a given quarter class may not be able to earn credit toward their high school graduation in that class" **JE-R**

	Consequence Range
	Conference - Referral to Justice Court – Alternative Placement - Suspension
1 st offense	Conference to OCS or ISS – parent contact
2 nd offense	2 days OCS or ISS – Parent Contact
3 rd offense	3 - 7days OCS/ISS–notifications sent home, parent conference and attendance contract, and/or schedule Justice Court hearing date

TARDY POLICY

Tardies are viewed as a disruption to the classroom environment. Coming late not only deprives the tardy student of full time learning but also disrupts the education of others. Students are expected to be in their seat and ready to learn by the end of the tardy bell.

Definition of TARDY

Tardiness is lateness to class.

High School's TARDY CONSEQUENCE

Occurrence	Range of Minimum to Maximum Disciplines
	Warning – Suspension
1 st offense	Warning and sweep
2 nd offense	Sweep, parent contact, excessive agreement signed
3 rd offense	Sweep, 1 day of ISS
4 th offense	Sweep, 3 days ISS
5 th offense	Sweep, 3 days OCS

***Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE**

Alcohol, Tobacco and Other Drugs (Indicate violation: Alcohol*, Tobacco* or Drug Violation including Inhalant*, Prescription Drugs Over the Counter Drugs**, Illicit Drugs **, Drug Paraphernalia or Substance Represented as an Illicit Drug and indicate whether sale/distribution or intent to sell/distribute; use; possession or share)**

***Alcohol**--(Liquor law; possession, use, distribution and sale) The violation of laws or ordinances prohibiting the manufacture, sale, distribution, purchase, transportation, possession, or use of intoxicating alcoholic beverages or substances represented as alcohol; this would include being intoxicated at school, school-sponsored events and on school-sponsored transportation. See Policies JIC, JICH.

Drugs-- Includes, but not limited to drug possession, sale, use, distribution, being under the influence, drug paraphernalia, and imitations of illegal drugs. The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug, narcotic substance or imitation drug will be treated as a drug violation. This includes off-campus use and being under the influence at school, on district property, at a school function, and on school-sponsored transportation. "Drugs" shall include but are not limited to: all dangerous controlled substances prohibited by law, imitation drugs, any prescription or over-the-counter drug, hallucinogenic substances and inhalants, except those for which permission to use in school has been granted pursuant to Board policy.

Inhalants**, Inappropriate use of prescription drugs**, Inappropriate Use of Over the Counter Drugs*, Illicit Drugs **, Drug Paraphernalia, Substance Represented as an illicit drug

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	Short term suspension; behavior contract and possible referral to Hearing Officer
2 nd offense	9 days suspension; referral to Hearing Officer

Tobacco* (Possession, Use, or Distribution)

A.R.S. 15-341 The possession of cigarettes, tobacco products, matches or cigarette lighters, and/or the lighting or smoking of cigarettes or other tobacco products, and the chewing of tobacco is prohibited at school or any school sponsored activity or while on any school sponsored transportation vehicle. See Policy JICG.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Law enforcement intervention; to short term suspension; up to suspension

Aggression—Assaults*, Aggravated Assault, Fighting***

Hostile encounters where physical contact may or may not occur, provocative arguing, verbal disagreement, and inducing fear by intimidation, either physically or verbally, are considered to be violations. Punching another individual or any other violent physical or verbal attack so as to do or to threaten violence to another is considered an assault. A physical attack or fight includes an actual and intentional touching or striking of another person against his or her will or the intentional causing of bodily harm to an individual. This includes situations in which one person or group of persons physically attacks or "beats up on" another person who does not wish to engage in the conflict.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	Up to short term suspension; behavior contract
2 nd offense	Short term suspension; referral to Hearing Officer
3 rd offense	Up to 9 day suspension; referral to Hearing Officer

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Aggression- Disorderly Conduct

A.R.S. 13-2904 prohibits conduct where, with intent to disturb peace or quiet, a person (1) engages in fighting, violent or seriously disruptive behavior; (2) makes unreasonable noise, or; (3) uses abusive language or gestures to a person in a manner likely to provoke immediate physical retaliation.

The act of being involved in behavior which disrupts the educational process of other students on the campus, or disregarding the suggestions and corrective efforts of the teacher or other school personnel. This includes swearing and vulgar language/behavior. Law enforcement may be contacted if the disorderly conduct occurs to a degree which violates other students' or school employees' rights to a peaceful environment.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Alternative School
1 st offense	Conference; OCS; ISS: community service to Short Term Suspension
2 nd offense	Up to short term suspension; community service
3 rd offense	Up to 9 days suspension; referral to Hearing Officer

Aggression—Endangerment*

Any variety of behavioral activities which would or could endanger the safety, welfare or property of others or the school district; acting in a way (verbal, written or physical) that may lead to a dangerous situation and/or threatens the safety of self or others. **This may include knowingly and willingly withholding information that leads to such situations.**

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 st offense	OCS; ISS; behavior contract; community service; up to short term suspension
2 nd offense	Up to 9 days suspension; referral to Hearing Officer

Aggression—Minor Aggressive Act

Pushing, shoving, tussles, minor confrontations. Does not rise to the level of fighting or assault.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Conference; OCS; ISS; behavior contract; community service up to short term suspension
2 nd offense	Up to short term suspension
3 rd offense	Up to 9 day suspension and referral to Hearing Officer

Aggression--Verbal Provocation

Verbal confrontation/sparring with another individual. Does not rise to the level of a Threatening Act.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	OCS; ISS; community service; behavior contract; up to short term suspension
2 nd offense	Up to short term suspension
3 rd offense	9 day suspension and referral to Hearing Officer

Arson

Any attempt to start or promote the continuation of any fire or explosion is prohibited; knowingly and unlawfully damaging school personal structure or property, either occupied* or unoccupied** by fire or explosion.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	9 days suspension; referral to Hearing Officer

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Forgery--Writing and using the signature or initials of another person.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	OCS; community service; up to short term suspension
2 nd offense	Up to short term suspension
3 rd offense	Up to long term suspension

Closed Campus Policy (HIGH SCHOOL Students Only)

No student is allowed to leave any of the Florence Unified School District high school campuses during the school day without an Early Dismissal Slip or Academic Lunch Pass from the office. Students who are injured or ill must report to the office or to the nurse and are not permitted to leave campus until a school official has made contact with their parent or guardian. The parking lot is off limits during school hours without proper authorization. Early dismissal slips will be issued by the office based upon the following conditions:

- A written note from a parent or guardian that has been approved by high school administration.
- Telephone contact with parent or guardian authorizing the absence.
- Court appearances – office must have a copy of court documents.
- Other conditions approved by the administration.

Students may qualify for an Academic Lunch Pass under the following conditions. First, the student must be a member of the junior or senior class and be on track for graduation. Second, the student must have achieved mastery (“meets” or “exceeds”) standing on all aspects of the AIMS test. Third, the student must maintain a 3.0 GPA or higher semester grade point average and have fewer than 5 absences per semester.

Students leaving campus without permission will be considered truant, even if parent permission is obtained after-the-fact

Improper Use of Technology

NO CELL PHONES OR ELECTRONIC DEVICES MAY BE USED DURING CLASS TIME

Cell phone use is permitted only at lunch time and between classes. If a cell phone or electronic device, without authorization by the administrator, is seen on or heard by a teacher or staff member during class time the teacher or staff member will confiscate the phone/device and turn it over to the school office or principal. Confiscated cell phones and electronic devices will be returned according to the guidelines listed below. If students choose to bring a cell phone or electronic device to school, it must be turned off during class times. Parents may call the school office if they need to contact their child during class time. The school/district is not liable for lost, stolen, damaged, cell phones or electronic devices regardless of the nature of damage.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	Phone or electronic device taken away. Student may pick it up after school
2 nd offense	Phone or electronic device taken away. Parents need to pick up device
3 rd offense	Lose of privilege to carry cell phone or electronic device/Up to short term suspension

Sexting - A.R.S § 8-309 Unlawful transmission or possession of explicit sexual material by minors is illegal: “It is unlawful for a juvenile to intentionally or knowingly use an electronic communication device to transmit or display a visual depiction of a minor that depicts explicit sexual material”. Use or possession of a visual depiction of a minor that depicts sexual material and is transmitted to another student(s) may be a CLASS 2 MISDEMEANOR

Students’ individual rights (Amendment IV) are balanced by administrators’ responsibility to protect the health, safety and welfare of all students and staff. Administrators may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger, without first contacting the parent.

In the event administrators have reasonable suspicion that a school rule or law has been violated, phone searches may be conducted with student and parent consent. However, the students’ lack of cooperation may result in losing the privilege of having the electronic device on campus for a period of time or the rest of the school year as determined by the administrator.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	Up to short term suspension; behavior contract ; contact authorities; referral to Hearing Officer
2 nd offense	Short term suspension; behavior contract; contact authorities; referral to Hearing Officer
3 rd offense	Up to 9 day suspension; contact authorities; referral to Hearing Officer

***Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE**

TAKING PICTURES WITH CELL PHONES AND ELECTRONIC DEVICES IS STRICTLY PROHIBITED.

Use of cell phones and electronic devices to photograph, film, videotape, or digitally record another person on school property or at school events without authorization by an administrator is prohibited. If a student is found taking photographs in violation of this rule, the device used may be confiscated and a disciplinary consequence will follow. Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, or sexually suggestive is prohibited.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	Up to short term suspension; behavior contract; referral to Hearing Officer
2 nd offense	Short term suspension; referral to Hearing Officer
3 rd offense	Up to 9 day suspension; referral to Hearing Officer

IF A STUDENT IS CAUGHT CHEATING USING AN ELECTRONIC DEVICE, HE/SHE WILL LOSE THE PRIVILEGE OF HAVING THE ELECTRONIC DEVICE AT SCHOOL FOR ONE SEMESTER.

Occurrence	Range of Minimum and Maximum Disciplines Suspension – Confiscation of Device
1 st offense	Confiscate the electronic device, parent/guardian will pick up the device; short term suspension
2 nd offense	Up to short term suspension; confiscate electronic device; lose privilege of having it for the rest of the grading quarter; parent will pick up the device
3 rd offense	Student will lose the privilege of having electronic device at school for the rest of the semester or school year; short term suspension; parent will pick up the device

Improper Use of Technology—Computer, Network Infraction, Telecommunication Device

FUSD network (including but not limited to Internet, computers, laptops, printers, etc.) is to allow students to conduct school business or activities. Tampering or “hacking” any FUSD resources is prohibited. Intentional damage or misuse of network will not be tolerated. Sharing passwords or logging in for someone else is prohibited. Intentional creation or spreading of computer viruses will not be tolerated. See FUSD Acceptable Use Policy for more information.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Suspension - Expulsion
1 st offense	Conference; OCS; ISS; up to short term suspension; restitution for damages
2 nd offense	OCS; ISS; short term suspension; restitution for damages
3 rd offense	Short term suspension; 9 day suspension pending a hearing; restitution for damages

If personal electronic devices belonging to students are lost or stolen, LIMITED school personnel time will be used to conduct searches or investigate the incident. The school is not liable for lost, stolen, or damaged cell phones/electronic devices.

Lying/Cheating/Forgery/Plagiarism

Cheating/Plagiarism--Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the internet, use of a cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way will render that submitted work/ test invalid.

IF A STUDENT IS CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, CONSEQUENCES MAY INCLUDE SUSPENSION

Occurrence	Range of Minimum and Maximum Disciplines Teacher Resolution - Suspension
1 st offense	Failing grade on assignment; community service; short term suspension
2 nd offense	Drop from class with an F; suspension

Lying--Attempt by the student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Conference; up to short term suspension; community service
2 nd offense	Up to short term suspension; community service
3 rd offense	Up to 9 days suspension; referral to Hearing Officer

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Harassment (Non-sexual*) Threat or Intimidation*, Bullying*, Hazing*, Hate Crime

Harassment, bullying and hazing of a person is prohibited.

Harassment and bullying mean **physical or psychological abuse of another person** by means of verbal or physical threats, intimidation, insults or other aggressive behavior in any form including electronically, and include abuse based upon race, ethnicity, gender, religion or disability. Harassment may include being Sexual*, Sexual with contact* or Non-sexual*.

Hazing* means forcing a person to risk or suffer physical or mental harm or degradation to join or remain in an organization. **Also, insults and attacks via e-mail, text messaging or Internet social networks which substantially hinder another student's health, safety, welfare, right to attend school or participate in school activities constitute harassment and bullying.** Internet communications that cause problems between students on campus will be dealt with as a serious student discipline matter.

Hate Crime* is a criminal offense or threat against a person, property or society that is motivated, in whole or 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. See Off Campus Behavior on p.1 or A.R.S. §15-843

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 st offense	Up to 9 days suspension; behavior contract
2 nd offense	9 days suspension and referral to Hearing Officer

Threat or Intimidation---Intimidation*-- To frighten, compel, or deter by actual or implied threats. Deliberately intimidating students or staff members by violence, verbal or physical threats. This also includes racial and sexual insults and harassment.

Occurrence	Range of Minimum and Maximum Disciplines Conference and Suspension-Expulsion
1 st offense	Conference; OCS; up to short term suspension
2 nd offense	9 days suspension and referral to Hearing Officer

Threat or Intimidation--Intimidation*--Provoking Students

Instigating/manipulating students to act in an irresponsible/threatening/unsafe manner by using oral, written, electronic, or physical cues.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Expulsion
1 st offense	Conference; OCS; ISS; behavior contract; community service up to short term suspension
2 nd offense	Up to short term suspension
3 rd offense	Up to 9 day suspension and referral to Hearing Officer

Threat or Intimidation—Threat/Threatening Act *

Intimidation or threatening physical harm, harassing another person, is considered threatening. Threats - verbal/physical abuse, insult or abuse of a teacher is a class 3 misdemeanor pursuant to A.R.S. 15-507.

Occurrence	Range of Minimum and Maximum Disciplines Suspension-Expulsion
1 st offense	Up to short term suspension; police involvement
2 nd offense	Up to 9 days suspension pending referral to Hearing Officer; police involvement

Other Violation of School Policies--Contraband

If a properly conducted search yields illegal or contraband materials, such materials shall be turned over to the proper authorities.

Occurrence	Range of Minimum and Maximum Disciplines Conference and: Suspension-Expulsion
1 st offense	Confiscate the Illegal contraband and up to short term suspension
2 nd offense	9 days suspension and referral to Hearing Officer

*Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE

Other Violation of School Policies-- Disrespect Towards Authority/Non Compliance

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules; more severe than disrespect: Defiance may be verbal, symbolic or physical. Confronting with resistance or challenging the authority of school officials; failure to comply with a reasonable request by school officials constitutes insubordination or unwillingness to submit to the authority of school officials.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Up to short term suspension; community service
2 nd offense	Up to short term suspension; community service
3 rd offense	Up to 9 days suspension; referral to Hearing Officer

Other Violation of School Policies--Disrespect

Refusal to comply with reasonable requests of school personnel or refusal to obey classroom and school rules.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Up to short term suspension; community service
2 nd offense	Up to short term suspension; community service
3 rd offense	Behavior contract; up to 9 days suspension; referral to Hearing Officer

Other Violation of School Policies--Disruptive Behavior

A.R.S. 13-2911 and A.R.S. 15-841 (1) interference with or disruption of the normal operations of an educational institution by threatening to cause physical injury or property damage; (2) interfering with the lawful use of school property; or (3) refusal to obey an order of Superintendent/designee to leave the property of the educational institution.

Occurrence	Range of Minimum and Maximum Disciplines Conference and Suspension - Expulsion
1 st offense	Conference; up to short term suspension
2 nd offense	Up to short term suspension; community service
3 rd offense	Up to short term suspension; referral to Hearing Officer

Other Violation of School Policies--Dress or Appearance Violation / K-12 SCHOOL DRESS CODE

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered inappropriate. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing or accessories are prohibited. Students should realize that brief and revealing clothing are not appropriate in school. The following is a general guide that may be used in helping the student select appropriate clothing. See Policies JIC, JICA, JICA-R. Ultimately, administration/staff will determine the appropriateness of a student's apparel and is responsible to direct the student to correct the violation.

Dress & Grooming Code:

Tops:

- Tops that reveal bra straps, cleavage, bare midriffs or bare backs will not be allowed.
- Tops may not be see-through or torn.
- No tube or halter tops.
- No strapless tops.
- Straps must be at least 2 inches wide to be worn.
- No spaghetti straps.
- Tops must have both shoulder straps.

Pants:

- Pants must be pulled up, worn at the waist, with no undergarments exposed the entire school day.
- Pants may not be worn low-hung across or below the hips.
- Students cannot wear excessively baggy or sagging pants.
- May not have holes, rips or tears especially in the buttocks or other private areas.

Shorts:

- Must be fitted at the waist and conceal all undergarments.
- Must be at a reasonable and modest length, at least to the end of his/her knuckles with arms fully extended.
- Excessively short shorts are not acceptable even if tights are worn underneath them.

Skirts, Dresses, Jumpers, Shirts, Sports Wear:

- Must be worn at a reasonable and modest length.
- No strapless dresses.

Shoes:

- No bedroom slippers.
- No shoes that could cause injury to another student (such as shoes with spiked heels/toes).
- No FLIP FLOPS permitted on P.E. days.
- Footwear must be worn at all times.

Belts:

- Must be worn at the waist to keep pants up at the proper level.
- Must be appropriate size, buckled, and worn through belt loops.
- Excessive length of belt must be pulled through belt loops.

Hats:

- No hats, caps or hoods can be worn in the building by boys or girls.
- Hats worn outside of the classroom may only be worn with the bill facing forward.
- No hair nets, bandannas, doo rags or wave caps may be worn or displayed.

Miscellaneous:

- No attire or accessories with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall be worn.
- Torn or radically altered clothing is not permitted.
- The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.
- Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.
- No pajamas.
- No slips or camisoles can be worn as dresses or tops.
- Styles of hair/dress/appearance which adversely affect the educational process will not be tolerated.
- Facial jewelry such as lip piercings, ear discs, and/or tattoos.
- No wallet chains are allowed.
- No rings/bracelets/collars/jewelry with spikes are allowed.
- No exceedingly long studded belts.
- No attire or adornments disruptive to the educational environment.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Sent to office to call parent to get another outfit
2 nd offense	OCS; ISS; up to short term suspension; community service
3 rd offense	Up to short term suspension

***Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE**

Other Violation of School Policies--Gambling

Playing games for money or property, or betting on uncertain outcomes is prohibited. The use of dice for such purposes is strictly prohibited.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Conference; OCS; up to short term suspension
2 nd offense	Up to short term suspension
3 rd offense	Up to 9 day suspension

Other Violation of School Policy--Insult/Verbal Abuse of a Faculty or Staff Member/Inappropriate Language

Profanity, swearing and/or use of vulgar language, either directed to an individual or non-directed. Threats-Verbal/Physical Abuse A.R.S. 15-507. Insult or abuse of a student or any school official, including all teachers, clerical staff, custodians, and bus drivers, is considered a Class 3 misdemeanor.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Suspension - Expulsion
1 st offense	Conference; OCS; community service up to short term suspension
2 nd offense	Up to short term suspension
3 rd offense	Up to 9 day suspension; referral to Hearing Officer

Other Violation of School Policies--Negative Group Affiliation (Gangs)

An ongoing loosely or highly organized association of three or more persons, whether formal or informal, which has a common name, signs, symbols or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behavior. The behavior may include: gang related art, notes or letters promoting or addressing gang loyalty, and graffiti.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Police Report - Expulsion
1 st offense	Up to 9 days OCS; behavior contract; and gang affiliation report
2 nd offense	9 days suspension and referral to Hearing Officer

Other Violation of School Policies--Parking Lot Violation (High School Students Only)

FUSD, FHS, AND PBHS ARE NOT RESPONSIBLE FOR VEHICLES AND THEIR CONTENTS WHILE PARKED ON SCHOOL GROUNDS. The Florence Unified School District provides bus transportation for students who live within its boundaries. In order to maintain a safe campus environment, minimize vandalism, and regulate use of student vehicles during school hours, the following regulations have been established:

- o All student-driven vehicles, including motorcycles, must be registered in the front office and parked in the designated Student Parking Area. Students may not park in any other lots on campus during the school day.
- o Before students are issued a specific parking space, they must register the vehicle in the front office and pay a fee of \$30.00.
- o Students are issued a vehicle tag. The tag must be displayed on the rear view mirror so that it is visible for school officials to see.
- o Students who drive trucks are not permitted to have passengers in the back (bed) of the truck while on school grounds.
- o Causes for loss of parking privileges may include, but are not limited to: no vehicle tag, reckless driving, failure to drive courteously, failure to provide seatbelts for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles, leaving campus without approval or parking in unauthorized areas.
- o Vehicles are not to be used as lockers. Therefore, once school has begun, students may not return to their vehicles until the school day is over. Students are not permitted to sit in their cars and loiter in the parking lot.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Suspension - Expulsion
1 st offense	Conference and written warning (referral); community service or up to short term suspension
2 nd offense	Up to short term suspension; loss of parking privileges for a quarter year
3 rd offense	Up to short term suspension; loss of parking privileges for a semester or a school year

Other Violation of School Policies--Public Display of Affection

Any intimate physical contact in school or at any school related activity, on-site or off-site.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Suspension - Expulsion
1 st offense	Conference; OCS; ISS; community service; up to short term suspension
2 nd offense	OCS; ISS; short term suspension
3 rd offense	Short term suspension

School Threat—Bomb Threat, Chemical or Biological Threat**, Fire Alarm Misuse****

The possession of fireworks of any variety or any explosive device is prohibited at school or school activities. Any variety of fireworks or explosive device detonated, or caused to be detonated, on campus or at school activities is prohibited. Any device that is designed to (or may readily be converted to) expel a projectile by the action of an explosive. This includes bombs, firecrackers, grenades, mines, rockets, missiles, pipe bombs, or similar devices that explode and are capable of causing bodily harm or property damage.

Occurrence	Range of Minimum to Maximum Disciplines Suspension - Expulsion
1 st offense	9 days suspension; referral to Hearing Officer

Sexual Offenses--Sexual Harassment*, Sexual Harassment with Contact*

Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, sexting, verbal or physical conduct of a sexual nature is prohibited. If a student believes he/she, or another student, has been subjected to sexual harassment, the student should report the behavior to a school administrator immediately.

Occurrence	Range of Minimum and Maximum Disciplines Conference – Suspension - Expulsion
1 st offense	Conference; OCS; ISS; up to short term suspension
2 nd offense	9 days suspension and referral to Hearing Officer

Theft—Extortion*, Robbery*, Armed Robbery**

Asking for or demanding money or something of value from another person in return for protection or in connection with a threat.

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 st offense	OCS; ISS; behavior contract; community service; up to short term suspension
2 nd offense	9 days suspension and referral to Hearing Officer

Theft—Petty Theft, Theft, Burglary/Breaking and Entering (Second and Third Degree)*, Burglary (First Degree),
Robbery*, Armed Robbery****

The unlawful taking, carrying, leaving or riding away with property of another person *without threat, violence, or bodily harm*. This also includes possession or sale or attempted sale of another's property. Any personal property including instruments (music, electronic, etc.) or other materials for classroom use brought onto campus is at the risk of the owner. The school is not responsible for personal property brought onto FUSD K-8 or high school campuses. **Personal belongings could include, but are not limited to: wallets, purses, backpacks, electronic devices such as cell phones, iPods, MP3 players, CD players, etc.**

If a student loses or reports personal property as stolen, schools are not financially responsible. School administrators will make limited attempts to locate students' personal property.

Occurrence	Range of Minimum and Maximum Disciplines Restitution and: Suspension-Expulsion
1 st offense	Restitution and; behavior contract; up to short term suspension; police involvement
2 nd offense	Restitution and: 9 days suspension pending referral to Hearing Officer; police involvement

*Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE

Vandalism or Criminal Damage including Graffiti or Tagging, Vandalism of Personal Property* and Vandalism of School Property*

The willful or malicious damage or destruction, defacing, or otherwise damaging in any way personal property without consent. This includes bombing, arson, graffiti, **computer hacking** and other acts that cause property or personal damage.

Occurrence	Range of Minimum and Maximum Disciplines Restitution and: Suspension-Expulsion
1 st offense	Restitution; up to short term suspension or loss of technology privileges
2 nd offense	Up to 9 day suspension; referral to Hearing Officer

Weapons and Dangerous Items—Guns/Firearms**/ Knives****

Guns/Firearms--Any weapon or simulated weapon designed to expel a projectile by an explosive used to inflict bodily harm when used on campus or during school sponsored activities in a manner such as to cause injury or to intimidate others. Typical instruments are defined, but not limited to: rifles, pistols, pellet guns, BB guns, "air soft" or any other propelled weapon, or similar weapons. May be real or simulated; may be operable or inoperable, loaded or unloaded.

Knives-- any instrument possessed or used to inflict bodily harm or intimidate a person. May be operable or inoperable.

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 st offense	Up to 9 days suspension and referral to Hearing Officer

Weapons and Dangerous Items Other Than Guns and Knives (Possession, Use, Distribution)

Any dangerous instrument possessed or used to inflict harm or intimidate a person.

Other Weapons** include Billy Club, Brass Knuckles, Knife with blade length of at least 2.5 inches, Nunchucks

Dangerous Items* include: Air soft gun, B.B. Gun, Knife with blade less than 2.5 inches, Laser Pointer, Letter Opener, Mace, Razor Blade or Box Cutter, Taser or Stun Gun, Simulated Knife, Simulated firearm, tear gas, etc. May be real or simulated: may be operable or inoperable.

Occurrence	Range of Minimum and Maximum Disciplines Suspension - Expulsion
1 st offense	Up to 9 days suspension and referral to Hearing Officer

Trespassing

The unauthorized presence of any student on a campus other than his/her own. If a student is suspended off campus for disciplinary reasons he/she is prohibited from being on his/her campus during the suspension. If the student refuses to leave upon request, it is a violation of state law.

Occurrence	Range of Minimum and Maximum Disciplines Conference - Suspension
1 st offense	Conference; OCS; ISS; up to official notice of trespass
2 nd offense	9 day suspension; referral to Hearing Officer

Unauthorized Entry/Loitering

Knowingly and/or willingly being in an area that is prohibited or not authorized by a staff member; any attempt to or entry into any unauthorized fenced area, building, or student locker.

Occurrence	Range of Minimum and Maximum Disciplines Restitution – Suspension - Expulsion
1 st offense	Conference; restitution; OCS; ISS; community service
2 nd offense	OCS; up to short term suspension
3 rd offense	9 days suspension and referral to Hearing Officer

*Reported to ADE ** Required to be reported to local law enforcement; also reported to ADE