



H·I·G·L·E·Y
UNIFIED
SCHOOL
DISTRICT

2025-2026 Handbook

Preparing Learners for
Limitless Opportunities



2935 S. Recker Road, Gilbert, AZ 85295



www.husd.org



480.279.7000

INTRODUCTION

Higley Unified School District #60 (“the District” or “HUSD”) has established requirements for student conduct designed to ensure a safe environment for all students and staff in our schools. While students are responsible for their own actions, it is vital for the family, the school and the community to work together. Students whose actions violate school/district requirements will be expected to accept the appropriate consequences. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school, going to and from school, including but not limited to bus stops, school-sponsored events and behavior outside the school day that substantially impacts the education of students or the educational environment at school, etc.

The District generally has a progressive discipline philosophy. However, school administration, District administration, any assigned hearing officer and the Governing Board have the discretion to issue appropriate consequences based on various aggravating and/or mitigating factors. Nothing outlined in this publication is intended to restrict the District from imposing more or less severe consequences. If warranted, at the discretion of the District, if the severity of harm, danger, damage or the potential for harm, danger or damage exists, or if one incident involves more than one infraction, additional consequences may be assigned. In addition, based on the facts, long-term suspension or expulsion may be imposed, even if not listed below as a potential consequence. The District sets not only high expectations for academics, but also for student conduct. The District will not allow inappropriate student conduct to interfere with academic progress or school operations. The four core values of the Higley Unified School District are Integrity, Connections, Learning Centered, and Accountability. This handbook is crafted with those values in mind. We strive to provide a safe and productive learning environment for all and through these core values we have set expectations for student success.

STRATEGIC PLAN

Higley Unified School District is recognized as one of the top-performing school districts in the state of Arizona. The District serves approximately 13,000 students and includes two preschools, nine elementary schools, two middle schools, and two high schools. Stakeholders, including students, parents, employees, and community members, describe the District as having a reputation for academic excellence in the state and a close community that values quality education.

The District spends every school year reviewing and updating its strategic plan. Leadership worked with stakeholders across the District to ensure all members of our community were represented within the strategic plan process. A video was created to highlight this process that included stakeholder feedback at all levels, including students from preschool to secondary, as well as employee, administrator, and community input. Leadership analyzed this feedback to update the District’s portrait of a graduate and strategic plan, including the mission and vision, and core values. This plan will set the overall goals and steps to achieve them throughout the 2022-2027 school years.

Mission Statement

We empower students to be responsible citizens with the knowledge, skills, and work ethic required for success in their future endeavors.

Vision Statement

An innovative district that prepares learners for limitless opportunities.

Core Values

Integrity, Connections, Learning Centered, and Accountability.

Higley Unified School District Strategic Plan 2022-2027



Mission We empower students to be responsible citizens with the knowledge, skills, and work ethic required for success in their future endeavors.

Vision An innovative district that prepares learners for limitless opportunities.

Core Values Integrity, Connections, Learning Centered, and Accountability.

Strategic Anchors The goals and indicators under each strategic anchor align with the district's mission, vision, and core values that were developed through stakeholder feedback and reflect research-based practices.

Strategic Anchor 1

Teaching and Learning/Student Success

Goal:

Maximize the academic and social emotional growth of each student aligned to the district's Portrait of a Graduate.

Strategic Anchor 2

Highly Effective Personnel

Goal:

Establish a climate and culture that sustains excellence and retains high-quality employees.

Strategic Anchor 3

Communication and Community Relations

Goal:

Engage all stakeholders through transparent, respectful, timely, and consistent communication.

Strategic Anchor 4

Finance and Operations

Goal:

Responsibly prioritize resources to ensure student opportunity and success.

Indicators:

- 1.1 Provide exceptional opportunities for personalized instruction including; differentiation, acceleration, innovation, and leadership opportunities.
- 1.2 Provide resources to support the social-emotional growth of each student and the development of positive student behavior.
- 1.3 Provide guidance and support for college and career readiness.
- 1.4 Develop and implement a comprehensive, relevant curriculum that is aligned with state academic standards.
- 1.5 Support a collaborative culture using data and research-based practices.

Indicators:

- 2.1 Recruit, hire, and retain exemplary administrators, teachers and support staff district-wide.
- 2.2 Provide the necessary professional development, resources, and training to support all employees.
- 2.3 Ensure employees feel valued and supported through meaningful feedback and interactions.

Indicators:

- 3.1 Develop and refine processes to ensure effective communication channels are in place for students, parents, employees, and community members.
- 3.2 Execute a district marketing plan.
- 3.3 Establish relationships in our community to enhance student-learning opportunities.

Indicators:

- 4.1 Maintain fiscally responsible stewardship.
- 4.2 Identify and seek additional revenue sources.
- 4.3 Ensure district schools are safe, secure, well-maintained, and have the appropriate resources to ensure student success.
- 4.4 Ensure district policies and procedures are accessible and implemented consistently and reviewed regularly.

PORTRAIT OF A GRADUATE



Responsible Citizen

Demonstrates integrity and empathy through global awareness and community engagement.

College and Career Ready Scholar

Possesses the knowledge and skills needed to be successful.

Innovative Learner

Thinks critically and creatively, works collaboratively, and communicates effectively.

HIGLEY SCHOOLS

Bridges Elementary School

5205 S. Soboba Street
Gilbert, AZ 85298
480.279.8700

Centennial Elementary School

3507 S. Ranch House Parkway
Gilbert, Arizona 85297
480.279.8200

Chaparral Elementary School

3380 E. Frye Road
Gilbert, Arizona 85295
480.279.7900

Coronado Elementary School

4333 S. DeAnza Boulevard
Gilbert, Arizona 85297
480.279.6900

Cortina Elementary School

19680 S. 188th Street
Queen Creek, Arizona 85142
480.279.7800

Gateway Pointe Elementary

2069 S. De La Torre Drive
Gilbert, Arizona 85295
480.279.7700

Higley Traditional Academy

3391 E. Vest Avenue
Gilbert, Arizona 85295
480.279.6800

Power Ranch Elementary School

4351 S. Ranch House Parkway
Gilbert, Arizona 85297
480.279.7600

San Tan Elementary School

3443 E. Calistoga Drive
Gilbert, AZ 85297
480.279.7200

Cooley Middle School

1100 S. Recker Road
Gilbert, Arizona 85296
480.279.8300

Sossaman Middle School

18655 E. Jacaranda Boulevard
Queen Creek, Arizona 85142
480.279.8500

Cooley Early Childhood Development Center

1100 S. Recker Road
Gilbert, Arizona 85296
480.279.8400

Sossaman Early Childhood Development

Center 18655 E. Jacaranda Boulevard
Queen Creek, Arizona 85142
480.279.8600

Higley High School

4068 E. Pecos Road
Gilbert, Arizona 85295
480.279.7300

Williams Field High School

2076 S. Higley Road
Gilbert, Arizona 85295
480.279.8000

District Office

Community Education	480.279.7055
Educational Services	480.279.7196
Food Services	480.279.7090
Higley Center for the Performing Arts	480.279.7190
Maintenance & Construction	480.279.7098
Transportation	480.279.7130
Safe Hotline	480.279.7233
Special Education	480.279.7059
Emergency	911
Suicide & Crisis Lifeline	988

SCHOOL SAFETY

The Higley Unified School District has made many preparations to deal effectively with emergency situations that could occur in or around the school while your child is arriving to school, in class, or leaving school. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. It will always be our first priority to protect all students, staff, and visitors from harm and we pledge ourselves to that cause.

For our emergency response plan to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire departments. We also depend on you, as parents, to support our efforts. Your cooperation is vital to helping us protect the safety and welfare of all our students and school employees. Therefore, we ask parents to observe the following procedures related to school emergencies:

1. Talk to your children and emphasize how important it is for them to follow instructions from their teachers, school officials, and emergency responders during any school emergency.
2. Carefully read all information you receive from the school. You may receive updates about our safety procedures from time to time.
3. During an emergency, please do not telephone the school. We understand and respect your concern for your child, yet it is essential that the telephone system be available for emergency communications. Additionally, if our school is in lockdown, then no staff members will be available to answer the phone as they will be working hard to protect your children and themselves from the threat.
4. We want to make sure that we can get in touch with you about on-campus events or emergency situations. Please log in to <https://parentvue.husd.org/>, go to “My Account”, and ensure that we have your current email address and phone numbers. If one of the phone numbers is a cell phone, please indicate that as well, so that we can send you a text message in the event of an emergency. If you do not have a ParentVUE account or need assistance accessing your account, please contact your campus directly.
5. In the event of an emergency, please do not come to the school unless instructed to do so. We realize how difficult it will be for you to keep your distance from the school, but this will be crucial to keep the surrounding streets and parking lot clear for emergency vehicles. Parents’ vehicles at or near the school could impede medical aid responders from arriving to or departing from the school with your children or other victims. Emergency responders might also be forced to divert their attention from the critical crisis response in order to address or protect parents. Parents’ presence at the scene of the crisis could actually endanger not only themselves, but students and staff members as well. In the event of a severe school crisis, you must report to a designated off-campus location where you will be met by a school representative to provide you with up-to-date crisis information, and where you may also be reunited with your child if the school is evacuated. You will be notified of this location via e-mail and phone messages as indicated above.

The Higley Unified School District has adopted the Standard Response Protocol to implement a uniform response using clear and concise common images and language. Students and staff will be training, practicing, and drilling this protocol.

Safety is a top priority for our school district, and we are working to ensure we are creating a safe environment for our students and employees. We appreciate your cooperation and support. For additional district safety information, please visit <https://www.husd.org/safety>.

Gilbert Police

75 E. Civic Center Drive
Gilbert, AZ 85296
(480) 503 – 6500
(Non-Emergency)

Gilbert Fire

6860 S. Power Road
Gilbert, AZ 85295
(480) 503 – 6300
(Non-Emergency)

Queen Creek Police

20727 Civic Pkwy
Queen Creek, AZ 85142
(480) 358 – 3500
(Non-Emergency)

Queen Creek Fire

22358 S. Ellsworth Road
Queen Creek, AZ 85142
(480) 644 – 2400
(Non-Emergency)



® STANDARD

RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake

Safety Strategies might include:

- Evacuate to shelter area
- Drop, cover and hold

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method





® STANDARD

RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows.

Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence. A

Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents.

As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing it as a drill. That’s called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It’s important to differentiate between a drill and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.



GENERAL TERMS AND DEFINITIONS

A.R.S. § - Arizona Revised Statutes are the laws enacted by the Arizona State Legislature, some of which apply to schools and school districts.

Employee – A person employed by the District.

Governing Board or Board – The District’s publicly elected governing body.

Parent – A natural or adoptive parent (unless parental rights have been judicially limited or severed) or a court appointed legal guardian .

Policy – A Policy approved by the Higley Unified School Board.

Regulation – An administrative regulation that helps implement a Policy.

School Administrator—The Principal, Assistant Principal(s), Dean, Principal’s designee or District-level administrator serving at the school.

Student – Any individual who is enrolled in an educational program of the District.

Suspension - The temporary withdrawal of the privilege of attending a school or a District sponsored event for a specified period of time. Any student suspended from school is automatically suspended from all school-sponsored events, including but not limited to clubs, athletic teams, band, spirit line, winter guard, and drumline during that period of time. Please refer to the HUSD Athletic Handbook for additional information regarding athletics.

Long-term Suspension - The temporary withdrawal from of the privilege of attending a school or a District sponsored event for the period of 11 days to 2 calendar years (730 days). Any student suspended from school is automatically suspended from all school-sponsored events, including but not limited to clubs, athletic teams, band, spirit line, winter guard, and drumline during that period of time. Please refer to the HUSD Athletic Handbook for additional information regarding athletics

Expulsion – The permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege.

ARIZONA REVISED STATUTES

Statute Title	Statute Number
Hazing	A.R.S. § 13-1215 A.R.S. § 13-1216 A.R.S. § 13-2301
Threatening or Intimidating	A.R.S. § 13-1202
Computer Tampering	A.R.S. § 13-2316
Disorderly Conduct/Threat to an Educational Institution	A.R.S. § 13-2904 A.R.S. § 13-2911
Loitering	A.R.S. § 13-2905
School Day	A.R.S. § 15-901 ADOT R-17-9-104
Discipline/Suspension/Expulsion	A.R.S. § 15-840 - § 15-844
Tobacco	A.R.S. § 36-798
Abuse	A.R.S. § 15-507
Crime Reporting	A.R.S. § 15-153 A.R.S. § 15-341

To access Arizona Revised Statutes, please click the link: <https://www.azleg.gov/arstitle/>

The statutes and references listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all state and federal laws or all District procedures.

GOVERNING BOARD POLICIES

For a comprehensive list of policies please refer to the District website:

<http://www.boarddocs.com/az/husdaz/Board.nsf/Public>.

POLICY TITLE	REFERENCE NUMBER	POLICY TITLE	REFERENCE NUMBER
ABSENCES & EXCUSES	JH	SEARCHES & INTERROGATIONS	JIH
ATTENDANCE	JE	SCHOOL VIOLENCE/HARASSMENT/ BULLYING/INTIMIDATION	JICK
BUS SAFETY PROGRAM	EEAE	SEXUAL HARASSMENT TITLE IX SEXUAL HARASSMENT	ACA ACAA
CARE OF SCHOOL PROPERTY BY STUDENTS	JICB	STUDENT AUTOMOBILE USE AND PARKING	JLIE
DRUG AND ALCOHOL USE BY STUDENTS	JICH	STUDENT CONDUCT	JIC
DUE PROCESS	JIA	STUDENT CONDUCT ON SCHOOL BUSES	EEAEC
EQUAL EDUCATIONAL OPPORTUNITY	JB	STUDENT DISCIPLINE	JK
EXPULSION	JKE	STUDENT DRESS	JICA
GANG ACTIVITY/SECRET SOCIETIES	JICF	STUDENT FUNDRAISING ACTIVITIES	JJE
HAZING	JICFA	SUSPENSION	JKD
PUBLIC CONDUCT ON SCHOOL PROPERTY	KFA	TOBACCO USE BY STUDENTS	JICG
REMOVAL OF STUDENTS FROM ACTIVITIES	JKDA	USE OF TECHNOLOGY RESOURCES	IJNDB
RESTITUTION FOR PERSONAL PROPERTY DAMAGE	ECAD	VANDALISM	ECAC
RIGHTS & RESPONSIBILITIES	JI	WEAPONS IN SCHOOL	JICI

The policies listed are reflective of those most commonly referred to with regard to student behavior and school disciplinary procedures and are by no means inclusive of all HUSD Governing Board Policies. Policy JICK is included in its entirety on page 19 of this document.

OTHER REFERENCES

PARENT RIGHTS HANDBOOK	The Higley Unified School District adheres to all state statutes outlined in the Arizona Department of Education’s Parent Handbook. Please visit the Parent Handbook for more information.
HUSD ATHLETIC HANDBOOK	https://www.husd.org/athletics
ESTABLISHED SCHOOL PROCEDURES	Please visit the school’s home page from www.husd.org .
ESTABLISHED CLASSROOM PROCEDURES	Please contact the classroom teacher directly.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity and expression), age, disability, veteran or military status, religion, or genetic information in the admission or access to, treatment or employment in its educational programs or activities. Inquiries or complaints concerning discrimination may be referred to the District’s Compliance Officer:

Ms. Karen Johnson, 480-279-7000, Karen.Johnson@husd.org

For inquiries or complaints relating to Section 504 of the Rehabilitation Act (which prohibits discrimination on the basis of disability), the Superintendent designates the following individual(s) as the Section 504 Coordinator:

Ms. Shauna Miller, Special Education Executive Director, 480-279-7000, Shauna.Miller@husd.org

For inquiries or complaints relating to Title IX (which prohibits discrimination on the basis of sex, the Superintendent designates the following individual(s) to act as Title IX Coordinator:

Mr. James Walker, 480-279-7000, James.Walker@husd.org

GENERAL INFORMATION

ADDRESS / COMMUNICATION CHANGES

School Board Policy: JFAA

Parents must notify the school immediately of any change in address, phone numbers, or email addresses. An address change request and new proof of residency can be submitted using the District's Online Enrollment portal or in person at the school office.

If the new address is outside of the school's attendance boundaries and the student has not already completed an open enrollment form, one will be required to be completed and submitted at the time of the address change.

Changes to preferred email address and/or phone numbers can be submitted through the ParentVUE portal.

ARRIVAL/DISMISSAL

Students should not arrive at school in the morning until staff members are present to provide adequate supervision. Please refer to your school's webpage and parent communication for specific arrival and dismissal times.

It is vital that parents adhere to the school's procedures for arrival and dismissal traffic flow. The safety of every child is worth the extra minutes required to follow the established procedures. Student safety should always come before adult convenience.

At dismissal, students should immediately board the bus, leave for home if walking or riding a bicycle, assemble at the designated location for parent pick-up or assemble at the designated area for their after-school program. Students are not permitted to remain on campus after dismissal unless taking part in a school-sponsored supervised activity.

ATTENDANCE

School Board Policies: JE, JEA

Regular attendance and punctual arrival are shown to positively impact academic achievement. Students who are absent from school miss the introduction of new material, interactions with peers in discussions, activities and presentations. The attendance policy is intended to involve parents, to teach students responsibility and to provide for optimum instruction and academic accountability.

There are three types of absences: **school-related**, **excused**, and **unexcused**. School-related absences are for prearranged, school-related activities that are not counted as absences when implementing the student attendance policies. However, excused and unexcused absences will carry the same weight in implementing the policy. An excused absence only means that a student has the right to receive credit for make-up work.

Excused Absences:

An excused absence is one in which the parent has notified the school within 24 hours of the student's absence. Schools can be notified via ParentVUE, phone, or email. To count as excused the reason given for the absence must fall under one of the following reasons, as defined by the Arizona Department of Education (<https://bit.ly/azed-absences>):

- Bereavement
- Doctor Appointment
- Family Emergency
- Illness
- Homelessness
- Mental or Behavioral Health
- Religious Purposes
- Vacation (if pre-approved)

Unexcused Absences:

An absence is considered unexcused if the reason for the absence was not included in the list of excused reasons defined by the Arizona Department of Education, no reason was provided, or if the school has not been notified within 24 hours of the student's absence. **Any student who has 10 consecutive unexcused absences from school must be withdrawn.**

BICYCLES, SCOOTERS, SKATEBOARDS, ETC.

Schools will not store skateboards, scooters, rollerblades, etc., inside the school building. If a student chooses to use this mode of transportation, the item must be able to be secured with a locking mechanism inside of the designated bicycle storage area.

Students are expected to follow all school procedures and local laws when traveling to and from school and are encouraged to wear appropriate safety equipment. Bicycles, scooters, skateboards, etc., must be walked or carried in crosswalks and upon entering the school grounds. At no time are bicycles, scooters, skateboards to be used on school grounds. The school will not be responsible for the damage to, loss or theft of any of these items. Motorized vehicles are not permitted on school grounds at any time.

BUS RIDERS

School Board Policies EEAE, EEAEC, JICC

All students eligible for bus service to and from school will be issued and are required to carry a bus identification card when taking the bus. If the card is damaged or lost, there is a \$5.00 replacement fee.

Students have the privilege of riding in District buses or other District vehicles as assigned. Conduct that violates the Student Handbook at bus stops, in District vehicles, in the process of boarding or exiting such vehicle, or otherwise related to the vehicle may result in disciplinary action. Students' behavior on a school bus should be the same as that in a well-ordered classroom. To assist with maintaining order and safety, school buses may be equipped with video surveillance camera systems. These systems have both audio and video recording capability.

CHILD FIND

Child find is a component of the Individuals with Disabilities Education Act (IDEA '04) that requires Public Education Agencies (PEA) to locate, identify, and evaluate all children with disabilities, aged from birth through 21, located within their boundaries of responsibility, who are in need of early intervention or special education services.

The District has a 45-day screening procedure for all students new to the District (not previously screened) which reviews hearing, vision, social/emotional/behavioral, psychomotor skills, academics, communication, and adaptive skills.

If you require additional assistance, please contact HUSD Special Education Department at 480.279.7059.

CUSTODY

School Board Policy: JL1B

Unless otherwise provided by a court order or law, on reasonable request, both parents are entitled to equal access to information concerning the child’s education. It is the responsibility of the parents to provide school officials with a current copy of any custody orders or parenting plans. The school will follow the most current documents on file.

The District will **not** be responsible for upholding parenting time agreements.

In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation.

DIRECTORY INFORMATION

School Board Regulation: JR-R

The District, in compliance with the Family Education Rights and Privacy Act (FERPA), designated personally identifiable information contained in the a student’s education records may be disclosed without prior written consent to persons or organizations who inform students of education or occupational opportunities, including colleges, scholarship providers, or military recruiting representatives. The District may share limited directory information for school-related purposes like yearbooks, programs, or activity rosters. The District has defined “directory information” to include the following information about a student:

- **Name**
- **Address**
- **Photograph**
- **Grade Level**
- **Participation in Officially Recognized Activities and Sports**
- **Weight and Height, if a member of an athletic team**
- **Student’s Honors and Awards received**

According to Federal (FERPA) and State (ARS 15-142) law, you have they right to opt-out of sharing some or all of this information. Except for reports to DCS or law enforcement that are required by law, HUSD will honor a parent/guardian or eligible student's request to not release directory information.

Unless you opt-out, The District may release this information without further notice.

Address, phone number, and email will not be shared unless this has been opted-in.

Upon initial enrollment, during the yearly re-enrollment, and at any time, using the District’s Online Enrollment portal, parents can designate *any or all of the items* that they do not give consent for the District to provide for about their student in the course of directory requests.

ELECTRONIC DEVICES

School Board Policies: IJNDB, JICB

Personal: Student’s personal electronic devices including cell phones may not be used during the school day except in the instances specifically authorized by district policy and in accordance with A.R.S. 15-120.05. Otherwise, electronic devices are to be off and not displayed for use. If a student uses a personal electronic device to engage in misconduct under another violation area, the student may receive additional consequences. The school may also confiscate personal electronic devices and return them to the parent/guardian at the end of the school day. Students are not permitted photograph other students and staff or to record audio or video of anyone at any time throughout the school day unless granted permission.

The school or District is not responsible for the loss, theft, or damage of a student's personal electronic devices.

District: HUSD provides District technology, including but not limited to, computers, network equipment, tablets, software, web-based programs and interactive displays for educational purposes. All electronic technologies are only to be used in support of the educational program of the District and access may be revoked at any time for any misconduct related to the use of electronic technologies. All District-provided technology is the property of the District. Students should have NO expectation of privacy with their use of District provided technology. Students and/or parents/guardians will be held financially responsible for lost, stolen or damaged technology and accessories under the student's care.

PERSONAL PROPERTY

School Board Policy: ECAD

Students are responsible for the protection and security of their personal property. Examples of personal property include bicycles, skateboards, scooters, backpacks, purses, cell phones and other electronic devices, identification cards, and money.

The school or District is not responsible for the loss, theft, or damage of a student's personal property.

PRODUCT SALES

School Board Policy: JJE

Students may participate in school organization fundraising sales on school campuses in accordance with the District policies for such. No other sale of items is permitted by students while on school or District property.

SELF-DEFENSE

The threat or use of force by a student is NOT considered self-defense when:

- Used in response to verbal provocation alone.
- Assistance from a school staff member is an alternative.
- The student has an opportunity to remove him/herself from the situation or otherwise flee.
- The degree of physical force is disproportionate to the situation or exceeds that which would be necessary to avoid injury or protect personal property.

Self-defense is not a complete defense to the use of threat or force but may be considered as a mitigating factor.

STUDENT MEALS

School Board Policy: EFDA

The District is to utilize an electronic system for recording deposits made into a student's meal account and for deducting the cost when the student is served a meal.

To view account information, add money to the account, or to set up an auto pay visit <https://lincconnect.com/secure>

STUDENT RECORDS

School Board Policy: JR

The District, in compliance with the Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA), follows all required aspects of creating, maintaining, transferring, and disposing of student records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.

Parents have specific rights to review and inspect their student's records and to know about their disposition; this includes publishing of directory information about their student (see Directory Information).

The Arizona State Library maintains the retention schedules for all student records.

SUMMER SCHOOL TUITION

The District may impose a tuition for summer school. If a tuition will be assessed the amount and payment deadlines will be communicated with enrollment information.

VISITORS

School Board Policy: KI

All visitors to any school or District building must report to the school office upon arrival. Anyone wishing to visit must show their government issue photo ID and check in using the visitor management system. For those who wish to visit a classroom during the school day, the visitor must contact the principal in advance to arrange a day and time for such visit. Conflicts with the school schedule shall be avoided. Approved visitors must be respectful of the students and staff and refrain from disrupting the learning environment. Visitors are not to photograph or record students or staff at any time. Visitors who interfere with daily campus operations will be asked to leave.

VOLUNTEERS

School Board Policy: IJOC

Volunteers can make many valuable contributions to the students and educational programs of the District. All volunteers must be approved by the Higley Unified School District. The District has 3 tiers of volunteers.

Volunteer Tier	Types of Activities	Requirements
Tier I – Classroom Volunteer	Parent in the classroom Non parent without direct contact Duties such as making teacher copies, room set up	Volunteer information form Confidentiality statement Signed volunteer code of conduct
Tier II – Field Trip Volunteer	All of the activities for Tier I PLUS On or offsite with a certified staff member Day field trips and direct contact in classroom	All of the requirements for Tier I PLUS Universal background screening form Signed receipt of Pertinent Policies
Tier III – Overnight/Out of State Volunteer Tier III – Coach Volunteer	All of the activities for Tier I & Tier II PLUS On or offsite without certified staff member Overnight field trips, clubs, coaches	All of the requirements for Tier I & Tier II PLUS Fingerprinting and DPS Clearance

Please contact the school administrator for more information and applications.

HAZING

Policy JICFA

Hazing is a crime and is prohibited by Arizona law and the District. Therefore, the District prohibits hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy, a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District. Any allegation of hazing will be reported to the Title IX Coordinator to determine whether it may implicate Title IX.

"Hazing" is defined by law as follows:

A.R.S. § 13-1215 (A)

A person commits hazing by intentionally, knowingly or recklessly, for the purpose of pre-initiation activities, pledging, initiating, holding office, admitting or affiliating a minor or student into or with an organization or for the purpose of continuing, reinstating or enhancing a minor's or student's membership or status in an organization, causes, coerces or forces a minor or student to engage in or endure any of the following:

1. Sexual humiliation or brutality, including forced nudity or an act of sexual penetration, or both.
2. Conduct or conditions, including physical or psychological tactics, that are reasonably calculated to cause severe mental distress to the minor or student, including activities that are reasonably calculated to cause the minor or student to harm themselves or others.
3. The consumption of any food, nonalcoholic liquid, alcoholic liquid, drug or other substance that poses a substantial risk of death, physical injury or emotional harm.
4. An act of restraint, confinement in a small space or significant sleep deprivation.
5. Conduct or conditions that violate a federal or state criminal law and that pose a substantial risk of death or physical injury.
6. Physical brutality or any other conduct or conditions that pose a substantial risk of death or physical injury, including whipping, beating, paddling, branding, electric shocking, placing harmful substances on the body, excessive exercise or calisthenics or unhealthy exposure to the elements.

Violations of Policy JICFA do not include either of the following:

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

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

It is no defense to a violation of Policy JICFA if the victim consented or acquiesced to hazing or that the conduct was sanctioned or approved by the Organization nor the District or the conduct was traditional and customary or both.

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

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator no later than the next school day following the day the staff member receives the report/complaint.

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

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the investigation and conclusions. Confidentiality of records and student information related to disciplinary actions, if any taken, shall be observed in the process of meeting with the person who reported the incident.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

Appropriate Penalties

- All violations of Policy JICFA shall be treated in accord with the appropriate procedures and penalties provided for in-school policies related to the conduct and discipline of students, staff, and others.
- If a violation falls under the purview of Title IX Sexual Discrimination, the District's Title IX Grievance Process will apply.
- Sanctions include the revocation or suspension of an organization's permission to conduct operations in the District if the organization knowingly allowed, authorized or condoned the hazing activity.
- A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies.

Everyone is responsible for safe and secure schools.

Call: 480-279-7233

Email: safe.hotline@husd.org

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

Policy JICK

The Governing Board of the Higley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment base

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical or emotional means and may occur in a variety of forms including, but not limited to:

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
 - exposure to social exclusion or ostracism,
 - physical contact including but not limited to pushing, hitting, kicking, shoving or spitting,
 - damage to or theft of personal property.
- A. Cyberbullying** is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.
- B. Harassment** is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.
- C. Intimidation** is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through electronic technology or electronic communication equipment on school computers, networks, forums or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in substantial physical, mental, or emotional negative effect on the victim while on school grounds, school

property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order.

Reporting Incidents of Bullying

Students who believe they are experiencing being bullied, or suspect another student is experiencing bullying, are to report the situation to the school administrator, another school employee or District bullying hotline. School personnel shall maintain the confidentiality of the reported information.

Reprisal by any student or staff member directed towards a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying has occurred as it is a violation of the law.

To report incidents of bullying, please click on the link below to access the reporting form:

<https://www.husd.org/report-bullying>

Everyone is responsible for safe and secure schools. Call:480-279-7233

Email: safe.hotline@husd.org

Rights Protections and Services

Anyone who reports bullying is entitled to receipt of rights protections and services in accordance with ARS 15-341 (37d). The rights protections and services are also outlined below. Please understand that the provision of rights protections and services does not constitute confirmation of the allegations. A thorough investigation must first be conducted including affording due process to the alleged offender. At the conclusion of the investigation, you will be provided notification of the closure of the incident.

Student Rights

For General Student Rights - Refer to policy JI & JI-R

For Student Rights with regards to Bullying, Harassment and Intimidation – Refer to Governing Board Policy JICK & JICK-R

For Student Rights with regards to reporting and resolution – Refer to A.R.S. § 15-341 (36)

Protections

Threat Assessment in accordance with District protocols

Potential Disciplinary consequences for offender

Individual Safety Plans

Access to school administrator or school resource officer

Other protections on a case-by-case basis

Services

Intervention strategies

Peer Mediation where appropriate

Health Office Referrals when necessary

Anonymous reporting tool (SAFE Hotline)

Other services according to circumstances

STUDENT DRESS STANDARDS

Policy JICA – The District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The District will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. To that end, student dress standards will not be discriminatory.:

Exceptions for special activities, health considerations, or religious attire may be preapproved by the principal or permitted as required by law.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

DISCIPLINE PROCEDURES

The District strives to provide a school experience that is fostered in a learning environment that is safe and that values students' viewpoints, opinions and unique needs and characteristics. Students are expected to demonstrate a commitment to honoring the rights of all members of our school system and are responsible their actions.

When students choose to demonstrate behavior that is inappropriate in accordance with District Policies, Administrative Regulations or rules, they will need to accept the consequences. District Policies and Arizona law provides the District the authority to hold students accountable for inappropriate behavior on school property at any time, on the way to and from school, during any school-sponsored activity, at school bus stops, and in other locations outside of the school grounds if the behavior has a significant, negative impact on school district employees, students or activities.

To ensure fairness, a student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Appropriate due process shall include notice and an opportunity to be heard. The form of due process required shall depend upon the gravity of the situation and the type of discipline invoked. Unless an emergency exists, due process shall be provided prior to the imposition of a suspension or expulsion.

School Officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administration, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the District.

Due Process Rights – Policies JIA, JK, JKD, JKDA, JKE

1. Students will be informed of the accusation against them and be provided with supporting facts.
2. Students will have the opportunity to accept or deny the accusations.
3. Students will have the factual basis for accusations explained to them.
4. Students will have the opportunity to present their version of the situation.

After gathering the facts and affording due process, the school administrator shall determine if a violation of the Student Handbook occurred. If the administrator determines that a violation of the Student Handbook occurred, and that a consequence (other than an informal conference or verbal warning) will be assigned to the student, the parent will be contacted.

SEARCHES AND POLICE INVOLVEMENT

Student Searches and Police Involvement – Policy JIH

A student’s right to privacy must be balanced with the school’s ultimate responsibility to protect the health, safety and welfare of all students and staff. School personnel may lawfully conduct searches and seize related property when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity.

Items provided by the District for the storage of personal items (e.g., lockers, desks) are provided as a courtesy to the student but remain the property of the school and are subject to its control and supervision. Therefore, students have no reasonable expectation of privacy in relation to those items.

Personal items, including items such as backpacks, vehicles, etc. may be inspected at any time if school personnel have reasonable suspicion to suspect a student may be in possession of item(s) against school rules. Searches conducted by school personnel should be reasonable in scope, minimally intrusive, and related to the objective of the search. If a search is conducted, it shall be confined to outer clothing, purses, book bags, electronic devices, including cell phones, and the information contained therein, etc. Intrusive body searches are inappropriate in a school setting.

Through a partnership with the Town of Gilbert, School Resource Officers (SROs) are present on high school campuses. Officers from Gilbert and Queen Creek also respond to middle and elementary schools as needed. Law enforcement officers may, at times, need to speak with students.

- When parents are being investigated for suspected child abuse or other criminal activity, the District may be prohibited from notifying the parents.
- When students are being investigated for something unrelated to the school, the District may be prohibited from notifying the parents. However, when possible, the parents will be contacted prior to a law enforcement officer being allowed to speak with the student.
- When the school has called the police for a suspected crime committed by a student in relationship to the school, the District will allow the law enforcement officer to speak with the student unless the student refuses to be interviewed or requests to have a parent present.
- If law enforcement takes a student into custody, the school must comply. Administration will notify the parent, unless directed otherwise by law enforcement.

POSSIBLE CONSEQUENCES

Depending on the various factors such as, type of behavior problem, the student’s disciplinary history, the seriousness of the infraction, administrators may take one or more of the actions, including but not limited to those described below. Consequences may also affect participation in extracurricular activities and may include notification of law enforcement.

Additionally, teachers have classroom management plans that include consequences, included but not limited to those described below, for common classroom behavioral concerns. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral form will be generated and completed by the school administration.

Informal Talk: A school official (teacher, administrator, counselor, or student advisor) informs the student of inappropriate behavior, describes acceptable behavior, and asks the student to adjust their behavior so that the consequences do not need to progress. Parent not typically notified.

Conference/Behavior Plan: A school official will hold a conference with the student and their parent/guardian to discuss the continued inappropriate behavior and to develop a plan for changing the behavior and outlining the consequences if the behavior does not change.

Time-Out: A school official assigns the student to a buddy teacher classroom or other supervised location where the student is isolated from his/her classmates and the environment in which the student was making poor choices. Time-Out is typically one class period or less. Parent may be notified.

Detention: The teacher or staff member will hold a child in the classroom or other supervised location during break-time, noon or at the close of the school day. Before, during and after school detentions are typically 30 minutes or less and should not exceed one hour per day. Parent may be notified.

Removal from Classroom: (extreme circumstance) State law allows a classroom teacher to remove a student from the classroom and requests that a staff committee determine whether the student should return to the classroom or be assigned elsewhere. Parent will be notified.

Alternative Program Assignment: The school administrator may recommend that the student be placed at the District's alternative learning program for a minimum of five school days up to the remainder of the semester or school year. Transportation may be provided for the student. Parent will be notified.

Denial of Bus-Riding Privileges: The school administrator may suspend a student's privilege of riding a school bus according to the guidelines on the following page. Students will be expected to arrange alternative transportation to and from school for the duration of the bus suspension. Parents will be notified.

Restriction of Activity Privileges: Teachers or staff members may restrict a student's participation in a special event or activity, e.g., field trip, assembly, class party, etc.

Saturday Detention: The school administrator may assign the student to Saturday school. Parent will be notified.

Diversion/Intervention Program: The school administrator may assign the student to mandatory participation in a diversion/intervention program during a short or long-term suspension. If the administrator assigns a diversion program and if the student successfully attends the program, the administrator may choose to divert some of the days of the suspension. If the administrator assigns an intervention program, the student must successfully participate in the program to avoid other disciplinary consequences including a pending short or long-term suspension. Parent will be notified.

In-School Suspension (ISS): The school administrator may assign a student to 10 days or less of suspension in school. During an in-school suspension, the student will be removed from his/her classroom and normal daily school activities and supervised in a location isolated from peers. Class work will be provided to the student. Parent will be notified.

Out of School Suspension (OSS) (short-term): The school administrator has the authority to suspend a student for 10 school days or less after appropriate due process. If immediate due process is not possible because the student's presence creates a danger to the school or because the student's criminal circumstance prohibits it, due process will be afforded as soon as possible thereafter. Classwork will be provided to the student. The student may not be present on any district campus or at any school or district activity when serving a short-term suspension. Parents will be notified for all short-term suspensions. There is no legal right to appeal a short suspension to any person other than the school administrator.

Out of School Suspension (long-term): While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to 11 school days or more. Upon the school administrator's recommendation of a long-term suspension, a hearing may be scheduled with an appointed hearing officer. The parent and student will receive notification of the long-term suspension hearing including information about the hearing procedures and student's rights.

Expulsion: While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to an expulsion. Upon the school administrator's recommendation of an expulsion, a hearing may be scheduled with an appointed hearing officer. After a formal hearing, the hearing officer may recommend an expulsion to the Governing Board. Only the Governing Board may impose the expulsion. An expulsion is a permanent withdrawal of the privilege of attending any schools in the Higley Unified School District unless the Governing Board readmits the student in accordance with the procedures outlined in Board policy. The parent and student will receive notification of the expulsion hearing including information about the hearing procedures and student's rights.

Restitution: A student or the student's parent/guardian may be held financially responsible for damage, loss, theft of school property.

THREAT ASSESSMENT

While not a disciplinary consequence, the school administrator may also convene the Threat Assessment Team. Every instance of threatening behavior will be treated seriously and examined thoroughly in determining whether a threat exists under the Threat Assessment process. According to the outcome of the Threat Assessment, a safety plan may be developed, and victims may be notified in addition to the determination of whether disciplinary consequences will be assigned as described above.

BUS RULES & CONSEQUENCES

Misconduct on the bus poses a safety concern as violations can lead to driver distraction. As a result, consequences will also take into consideration the aggravating factor of creating a safety risk.

Riding a bus is a privilege.

- Students may lose their bus riding privileges immediately for serious infractions.
- Bus suspensions may include field trips and activity runs.
- Students who cut, deface or otherwise damage any school vehicle will be held financial responsibility for damages.
- School administrators have the authority to determine the length of bus suspension considering the infraction and behavioral history of the student involved.

Bus riders are expected to adhere to the following rules:

- Follow directions immediately when asked. It is unsafe for the driver to have to explain the reason for a request while operating the bus.
- Remain seated at all times until the bus arrives at the scheduled stop.
- Keep all body parts inside the bus and to self at all times.
- Talk quietly as would be in the classroom and use only appropriate language. Remember, younger students are watching and learning from older students.
- Keep the aisle clear at all times including keeping feet and legs out of the aisle.
- Water is the only allowable food or drink.
- Do not tamper with bus equipment or vandalize any parts of the bus. Students WILL be held responsible for the cost of the damage.
- ALL school expectations for appropriate behavior apply when riding the bus.
- Skateboards, longboards, and scooters are not allowed on bus.

Bus drivers have the authority to apply the following actions regarding student discipline. If the student's misconduct continues, the bus driver will submit a discipline referral to the school administration.

Assigned Seat: The bus driver or school administration may reassign a seat. Parent may be notified.

Conference with Administrator: The bus driver may request that the school administrator conference with the student about the inappropriate behavior. The bus driver may be present for the conference. Parent may be notified.

Informal Talk: The bus driver will discuss the inappropriate behavior, describe acceptable behavior and ask the student to make adjustments to his/her behavior so that the consequences do not need to progress. Parent not typically notified.

Pull over: The bus driver may pull over and stop the bus when student behavior causes endangerment, and it is unsafe to drive the bus. The driver will notify the Transportation Department. Student discipline referrals may result if the driver takes this action.

TYPES OF BUS INFRACTIONS

LEVEL I	LEVEL II	LEVEL III
<ul style="list-style-type: none"> <input type="checkbox"/> Failure to remain properly seated <input type="checkbox"/> Loud disruptive talking or yelling <input type="checkbox"/> Failure to take assigned seat <input type="checkbox"/> Eating/drinking on bus <input type="checkbox"/> Bothering others <input type="checkbox"/> Throwing objects on bus <input type="checkbox"/> Crossing behind the bus <input type="checkbox"/> Continuously late to bus stop <input type="checkbox"/> Inappropriate conduct at bus stop 	<ul style="list-style-type: none"> <input type="checkbox"/> Profanity, obscene language or gestures <input type="checkbox"/> Extending head or arm out bus window <input type="checkbox"/> Vandalizing district property <input type="checkbox"/> Verbal abuse of another student <input type="checkbox"/> Defiant behavior shown to school employee <input type="checkbox"/> Spitting on bus/at a person/from the bus <input type="checkbox"/> Throwing objects at the bus 	<ul style="list-style-type: none"> <input type="checkbox"/> Lighting matches/lighter on bus <input type="checkbox"/> Throwing objects from the bus <input type="checkbox"/> Verbal abuse of, or physical assault on school employee <input type="checkbox"/> Drug/alcohol/tobacco use on bus <input type="checkbox"/> Tampering with emergency equipment <input type="checkbox"/> Possession of weapon, simulated <input type="checkbox"/> Weapon, or dangerous instrument <input type="checkbox"/> Shoving student into path of vehicle <input type="checkbox"/> Physical assault on student on bus

The violations and definitions listed are not to be viewed as all-inclusive. School administrators have the discretion to assign a violation category to a student's misconduct based on all evidence collected and in alignment with normal practice. Nothing in this Handbook is intended to restrict the District from imposing more or less severe consequences.

POSSIBLE CONSEQUENCES FOR BUS MISCONDUCT

Level I

First Offense:

- Warning.
- Conference with student.
- Parent signs and returns Bus Misconduct Report.

Second Offense:

- Three-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Third Offense:

- Ten-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Fourth Offense:

- Thirty-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Fifth Offense:

- Forty five-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Level II

First Offense:

- Five-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Second Offense:

- Ten-day suspension of bus riding privileges.
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Third Offense:

- Thirty-day suspension of bus riding privileges (suspension may carry over into next school year).

- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Fourth Offense:

- Sixty-day suspension of bus riding privileges (suspension may carry over into next school year).
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Level III

First Offense:

- Ten-day suspension of bus riding privileges
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Second Offense:

- Forty five-day suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

Third Offense:

- One year suspension of bus riding privileges (suspension may carry over into next school year)
- Parent signs and returns Bus Misconduct Report.
- Conference with parent (by telephone or in person) and student. If parent fails to attend the conference, the student will remain suspended from the bus until the conference has occurred.

In addition to suspension of bus-riding privileges, the student is also subject to school consequences including suspension from school or other school privileges.

CONDUCT VIOLATIONS & CONSEQUENCES

The violations and definitions listed are not to be viewed as all-inclusive. School administrators have the authority to determine the violation category of a student's misconduct based on all evidence collected and in alignment with normal practice.

While students will receive consequences for violations, students may also receive consequences for attempting to commit a violation or knowingly assisting or provoking a violation of the Handbook.

Violations such as those involving alcohol, drugs, firearms possession, sexual abuse or other abuse and other serious incidents including threats, require a report to law enforcement. Schools also have the discretion or may be required to notify police of other incidents depending on the circumstances of the misconduct.

Nothing in this publication is intended to restrict the District from imposing more or less severe consequences if, in the discretion of the district, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction. In addition, based upon the facts, long-term suspension or expulsion may be imposed, even if not necessarily listed as a potential consequence on the grid for a particular behavior.

** Mandated to report to local law enforcement

CONDUCT VIOLATIONS & CONSEQUENCES

VIOLATION	Academic Dishonesty	
DEFINITION	Intentionally using information from or property of another without permission to obtain an unfair advantage or receive a grade or score that was not legitimately earned.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Detention
5-6	Conference	Detention
7-8	Conference	Loss of Credit on Assignment
9-12	Conference	Loss of Credit on Assignment

VIOLATION	Aggravated Assault**	
DEFINITION	Assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury; committing the assault knowing or having reason to know that the victim is a school staff member engaged in their duties.	
CONSEQUENCES	Minimum	Maximum
K-4	9 days OSS	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Arson**	
DEFINITION	Knowingly or recklessly damaging a structure, property, place or item by causing a fire or explosion.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Assault**	
DEFINITION	Intentionally or recklessly causing physical injury or touching another with intent to injure, insult, or provoke. Intentional placement of another to create a fear of physical injury.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Attendance Violation	
DEFINITION	Noncompliance with attendance expectations. Examples include being found in an area of campus without permission, misuse of pass, leaving campus without permission.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Bullying Policy JICK	
DEFINITION	Repeated acts over time that involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical, verbal or psychological.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	3 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Burglary**	
DEFINITION	Burglary is the entering or remaining unlawfully in a structure or fenced yard with the intent to commit any theft or conduct violation.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Dangerous Items Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	Items that are readily capable of causing physical injury or creating a safety risk to any person. Items used to threaten, intimidate, harm and/or otherwise portrayed as a weapon will be classified as a weapons violation and will be referred to law enforcement.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion
5-6	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion
7-8	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion
9-12	Conference Confiscate Item	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Defiance/Insubordination	
DEFINITION	Intentionally resisting or disregarding the authority of District personnel. Disobedience including refusing to identify self or failing to follow the directions of authority of a school or district staff member or an individual placed in authority by the school or the district.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Disorderly Conduct	
DEFINITION	An act which substantially disrupts the orderly conduct of a school function or behavior that substantially disrupts the orderly school environment.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Disrespect	
DEFINITION	Treating District personnel or any other person with contempt and rudeness.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Disruption	
DEFINITION	Creating disturbances in class, on campus or at school sponsored events.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Dress Code Policy JICA	
DEFINITION	Non-compliance with the established student dress code standards.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference, Change Clothes	Detention
5-6	Conference, Change Clothes	1 Day OSS
7-8	Conference, Change Clothes	1 Day OSS
9-12	Conference, Change Clothes	1 Day OSS

VIOLATION	Drugs and/or Alcohol** Use/Possession/Distribution/Sale Policy JICH	
DEFINITION	The use, cultivation, manufacture, distribution, sale, purchase, transportation or possession of any alcohol, chemical substances, narcotics, prescription, non- prescription medications, inhalants, controlled substances or substances that are represented as any of the above. Over-the-counter and non-prescription pharmaceuticals are included unless the student has complied with the District’s policy for such medication. Medication for cessation of smoking must be checked through the Health Office. Supplements and/or nutritional supplements shall be considered look-a-like drugs. Drug residue is also considered a drug.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Drug Paraphernalia Use/Possession/Distribution/Sale	
DEFINITION	Any apparatus or equipment used or capable of being used in any consumption, cultivation, manufacture, producing, processing, testing, (re)packaging, storing, concealing of a drug. Includes items used to store, package or contain any drug substances.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Endangerment	
DEFINITION	Recklessly or intentionally creating, engaging in, encouraging or failing to report any potentially unsafe, dangerous or hazardous situation. Includes direct or indirect involvement in a risk to health, safety, welfare, injury, harm and/or death of students and staff. Includes acting as an accessory to any of above.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Extortion	
DEFINITION	Knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner, 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 false accusations.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Fighting	
DEFINITION	When two or more persons engage in any physical violence towards each other in an angry or quarrelsome manner.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Firearm** Use/Possession/Distribution/Sale Policy JICI
DEFINITION	A loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive.
CONSEQUENCES	All
K-4	Referral to District for Long Term Suspension or Expulsion
5-6	Referral to District for Long Term Suspension or Expulsion
7-8	Referral to District for Long Term Suspension or Expulsion
9-12	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Fire Alarm Misuse**	
DEFINITION	Knowingly or purposely causing the fire alarm system and/or fire sprinkler system to engage. Additional consequences for any vandalism or school disruption may be applied.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Forgery/Falsification	
DEFINITION	Falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, This includes signing someone else's name to a document, providing false identifying information to a school or district employee, or impersonating other students.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	1 day OSS
5-6	Conference	3 days OSS
7-8	Conference	5 days OSS
9-12	Conference	5 days OSS

VIOLATION	Gambling	
DEFINITION	Risking money or anything of value on the outcome of anything involving chance.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Gang Activity/Negative Group Affiliation Policy JICF	
DEFINITION	An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal that may or may not have a common name, signs, symbols or colors and whose members engage either individually or collectively in prohibited or criminal activity.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Harassment Policy JICK Policy JB	
DEFINITION	Harassment is abusive conduct, whether physical, verbal or psychological, that is (1) directed at a student because of their real or perceived race, color, ethnicity, national origin, religion, sex (including gender identity or sexual orientation), disability or age, and (2) sufficiently severe, pervasive or persistent so as to interfere with or limit the student's ability to participate in or benefit from the services, activities or opportunities offered by the school. Harassment is intentional behavior by student(s) that disturb or threaten others, including behaviors like social exclusion, name-calling, unwanted physical contact, and unwelcome comments or images.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Hazing** Policy JICFA	
DEFINITION	Intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, committed in connection with an initiation into an affiliation or membership in any organization, that is affiliated with an educational institution or when the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Horseplay/Rough-Housing	
DEFINITION	Rough, boisterous play or behavior.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	2 days OSS
5-6	Conference	3 days OSS
7-8	Conference	3 days OSS
9-12	Conference	3 days OSS

VIOLATION	Indecent Exposure	
DEFINITION	Intentional or attempted inappropriate display of body parts considered offensive to social standards. This may include de-pantsing or pulling at another's underclothing.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Instigation/Verbal Provocation	
DEFINITION	Provoking or antagonizing a fight or other dangerous, inappropriate situations.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	1 day OSS	Referral to District for Long Term Suspension or Expulsion
9-12	3 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Loitering	
DEFINITION	Being intentionally present on school grounds, after a reasonable request to leave, not having any specific reason for being there, or not having written permission to be there from anyone authorized to grant permission.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Detention
5-6	Conference	Detention
7-8	Conference	Detention
9-12	Conference	Detention

VIOLATION	Lying	
DEFINITION	Any verbal or written communication that is intentionally false (includes dishonesty).	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	1 day ISS
5-6	Conference	3 days OSS
7-8	Conference	5 days OSS
9-12	Conference	5 days OSS

VIOLATION	Other Firearm** Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	Projectile Propelling Weapons, including Air Soft/Pellet Guns - Includes a loaded or unloaded, operable or inoperable gun or any other device capable of propelling a projectile, whether by explosive or mechanical means. Such weapons include air soft/pellet guns, BB guns, slingshots, bows or crossbows.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Physical Aggression/Minor Aggressive Acts	
DEFINITION	Tussles, minor confrontations, pushing, shoving or other unsafe and/or inappropriate physical interactions.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Detention	Referral to District for Long Term Suspension or Expulsion
9-12	Detention	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Profanity/Obscenity/Inappropriate Language	
DEFINITION	Inappropriate, vulgar, or obscene language or gestures.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	2 days OSS
5-6	Conference	5 days OSS
7-8	Detention	9 days OSS
9-12	Detention	9 days OSS

VIOLATION	Public Display of Affection	
DEFINITION	Consensual kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create a disturbance.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	1 day OSS
5-6	Conference	1 day OSS
7-8	Conference	1 day OSS
9-12	Conference	1 day OSS

VIOLATION	Robbery**	
DEFINITION	The use or threat to use force to take, or attempt to take, money or property that belongs to another person or the school/district.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	5 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sale/Distribution of Personal Property	
DEFINITION	The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property or services on district property, at a school or district- sponsored event or on district-provided transportation.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	2 days OSS
5-6	Conference	5 days OSS
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	School Threat**	
DEFINITION	The act of stating an intended action whether written, oral or electronic or an action that could cause harm, death, fear or panic. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	9 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	9 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sexual Harassment Policy ACAA	
DEFINITION	Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature made by one individual to another. **All allegations of sexual harassment must be reported to the Title IX investigator.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sexual Materials/Pornography Use/Possession/Distribution/Sale**	
DEFINITION	Sexually explicit depiction of persons, images, words, or devices that contain nudity or represent sexual activity that is offensive or disrupts the educational environment.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Sexual Misconduct**	
DEFINITION	The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, or other acts that are inappropriate for the school environment related to sexual-type behaviors.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Simulated Weapon Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	An instrument displayed or represented as a weapon, including toys that resemble weapons.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Tardy Policy JE	
DEFINITION	Failing to be at a designated location at a specified time.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Detention, CUTS LITE Referral
5-6	Conference	Detention, CUTS LITE Referral
7-8	Conference	Detention, CUTS LITE Referral
9-12	Conference	Detention, CUTS LITE Referral

VIOLATION	Technology Misuse Policy IJNDB	
DEFINITION	Failure to use hardware, software, electronic devices, web pages, the internet, or networks for the intended educational use or in a manner that causes disruption at a campus or any district facility, including proxy use.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Theft	
DEFINITION	Taking, or attempting to take, money or property that belongs to another person or the school/district.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	Detention	Referral to District for Long Term Suspension or Expulsion
9-12	Detention	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Threatening/Intimidating Policy JICK	
DEFINITION	Frightening, compelling or deterring actions which may be actual or implied, verbal or physical in nature. May cause physical injury or damage to property.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	1 day OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	5 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Tobacco Use/Possession/Distribution/Sale Policy JICG	
DEFINITION	Tobacco and tobacco substitutes (i.e., cigarettes, cigars), smokeless tobacco (i.e., dip, chew, snuff, twist) and/or electronic cigarettes, nicotine products, vaporizing pens or similar devices.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	3 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	3 days OSS	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Trespass	
DEFINITION	Entering upon, or in, school property without legal justification or without the implied or actual permission of the administration. Applies to students serving a suspension and/or directed to leave the premises.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Tuancy Policy JHB	
DEFINITION	Unexcused absence for at least one class period during the school day or when a student is absent from school during the hours school is in session, unless excused pursuant to A.R.S. § 15-802. A student is “habitually truant” if he/she has five or more unexcused absences from school. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have “excessive absences” whether the absence is excused or unexcused.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Conference	Referral to District for Long Term Suspension or Expulsion
7-8	Conference	Referral to District for Long Term Suspension or Expulsion
9-12	Conference	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Vandalism/Property Damage	
DEFINITION	Knowingly or recklessly defacing or destroying school/district or personal property.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	Detention	Referral to District for Long Term Suspension or Expulsion
7-8	Detention	Referral to District for Long Term Suspension or Expulsion
9-12	Detention	Referral to District for Long Term Suspension or Expulsion

VIOLATION	Vehicle Violation/Parking Lot	
DEFINITION	Improper driving or parking of a vehicle on school district property, parking in prohibited areas, and/or improper driving to or from campus.	
CONSEQUENCES	Minimum	Maximum
9-12	Conference	Revocation of parking permit for one year

VIOLATION	Weapon** Use/Possession/Distribution/Sale Policy JICI	
DEFINITION	Any object capable of inflicting bodily harm or intimidating another. Includes but is not limited to a dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, Billy clubs, throwing stars, or any incendiary devices. Any dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument.	
CONSEQUENCES	Minimum	Maximum
K-4	Conference	Referral to District for Long Term Suspension or Expulsion
5-6	3 days OSS	Referral to District for Long Term Suspension or Expulsion
7-8	5 days OSS	Referral to District for Long Term Suspension or Expulsion
9-12	9 days OSS	Referral to District for Long Term Suspension or Expulsion

NOTIFICATIONS

Annual Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Higley Unified School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Higley Unified School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Higley Unified School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

Higley Unified School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

Annual Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act;

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT);

No Child Left Behind Act of 2001 (NCLB);

The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and

Arizona Revised Statutes, Title 15, sections 141 and 142.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include - but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns. These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student.

Upon request, the School discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district.

You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7]. Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605



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Everyone is responsible
for safe and secure schools.

Call: 480.279.7233

Email safe.hotline@husd.org

To report Bullying, Harassment or Intimidation, please click on the link below.

<https://www.husd.org/report-bullying>

The form may be submitted to any school employee who is then obligated by law to submit the report to the school administration.