

# **Globe Unified School District #1**

## **Student Conduct Handbook**



**Copper Rim Elementary**  
**High Desert Middle**  
**Globe High**

*Capturing Hearts, Empowering Minds*

**2025-2026**

# Globe Unified School District #1

## Student Conduct Handbook

2025-2026

To help students, parents and community members report threats, bullying or other criminal actions, Globe Unified School District has established a Safe Schools Hotline. A message can be left on the hotline 24/7. The hotline number is 928-402-6012. If you prefer, you can report bullying or other student concerns online: <https://www.globeschools.org/.../bullying-information--58>. (Also found on the district web page: “Menu” Select “Bullying Information” under Student Services.

All members of our community – including students – are urged to play an active role in school safety by reporting all threats, bullying situations, hazing, violent acts, or other similar behavior for investigation by school and law enforcement officials.

### Globe Unified School District



**See It**



**Hear It**



**Stop It**

**SAY**

**SOMETHING**

**928-402-6012**

**Tell Principal or Teacher**

**Together we can keep our schools safe!**

**Globe Unified School District #1**

*Capturing Hearts, Empowering Minds*

**Student and Parent Student Conduct Handbook/Discipline Procedures**  
*Acknowledgements and Verification*

By signing this page, you are acknowledging and verifying that you have received, and take responsibility to review with your child, the documents referenced below which can be found in this handbook, including, without limitation, the Annual Notification regarding confidentiality of student records (FERPA), school bus privileges, due process and dress code.

**Discipline Procedures – Discipline Expectations and Consequences**

As a parent in Globe Unified School District (GUSD), you have the right to a quality education for your children. To make sure that every student enjoys that right, GUSD has established procedures regarding disruptive behavior. The procedures for student responsibilities are designed to create an orderly and safe environment for all students and staff. The rules are reasonable and fair, and they are the same at each school. We ask that you carefully read the infractions and consequences. Globe Unified School District #1 has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions may result in a referral to a local law enforcement agency, in addition to school consequences, such as suspension or expulsion.

**This form must be returned to your child’s school within 8 days. For parents with multiple children in GUSD: please have all children in the district sign below. You only have to return one form.**

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

Parent Name (printed): \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Homeroom Teacher/ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

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Student Name (printed): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Homeroom Teacher/ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Homeroom Teacher/ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

# Globe Unified School District #1

## Vision Statement

*Capturing Hearts, Empowering Minds*

## Mission Statement

*Globe Unified School District will use its resources to emphasize academic achievement, promote lifelong learning and encourage community and global service.*

## **Governing Board**

Frank Grice	President
Anthony Hernandez	Clerk
Frankie DalMolin	Member
Lisa Brown Quintero	Member
Mary Navarro	Member

## **District Administration**

Christa DalMolin-East	Superintendent	928-402-6011
Jennifer Gourdin	Special Education/Programs Coordinator	928-402-6070

## **School Administration**

Brian Peace	Copper Rim Principal	928-402-5800
Brenda Morgan	Copper Rim Asst. Principal	928-402-5800
James Hicklin	Copper Rim Asst. Principal District Safety Coordinator	928-402-5800
Robert Armenta	High Desert Principal	928-402-5900
Suzy Morales	High Desert Asst. Principal	928-402-5900
Jeremiah Johnson	High School Principal	928-402-6100
Audra Gutierrez	High School Asst. Principal	928-402-6100
Talmage Hansen	Athletic Director	928-402-6101

GUSD does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievances or complaint procedures, contact the district office at 928-402-6002.

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## **Annual Notification – Family Educational Rights and Privacy Act (FERPA)**

### **Annual Notification to Parents Regarding Confidentiality of Student Education Records [34 C.R.R. 300.561 and 300.572]**

Dear Parent:

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); •
- Every Student Succeeds Act (ESSA);
- 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 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 and counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained by the District under the supervision of the school administrator at the school the student attends or last attended and are available only to the teachers and staff members working with the student. Upon request, the school may disclose education 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 written consent of the parent [34 C.F.R. 99.7].

Parents/guardians shall be informed when personally identifiable information (PII) collected, maintained, or used is no longer needed to provide educational services to their child. The information must be maintained for four years after the date their child was last enrolled in this school district.

Parents/guardians have the right to inspect and review any and all records related to their child within 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/guardians who wish to review their child’s records should contact the principal for an appointment or submit to the principal a written request that identifies the records they wish to inspect. School personnel will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to the parent/guardian. Copies of student education records will be made available to the parent/guardian when it is not practicable for them to inspect and review the records at the school. Charges for the records copies will be applied, unless the fee prevents the parent/guardian from exercising their rights to inspect and review those records.

Parents/Guardians have the right to request that an amendment be made to the student’s education records and to add comments of their own if they believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. Parent/guardian should write the principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested by parent/guardian, the school will notify them of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to parent/guardian when notified of a right to a hearing. Parents/guardians 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 a school board. A school official also may include a contractor, or consultant who, while not employed by the schools, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of Handbooks from educational records (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/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Parents/guardians 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 administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

Copies of the District student education records confidentiality policies and procedures may be reviewed in the assigned office of each school [34 C.F.R. 99.7(a) (5) and 99.7(b)].

## **Student Records**

### **DESIGNATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Globe Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Globe Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the school or district to the contrary in accordance with Globe Unified School District procedures. The primary purpose of directory information is to allow the Globe Unified School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be disclosed to educational and occupational organizations without a parent's prior written consent. The District will not disclose directory information, except as required by law, to any organization other than school-related organizations. "School related organization" means (a) an organization whose activities support and promote the educational mission of the District, as determined by the Governing Board, or (b) a government agency. School related organizations may include parent organizations, booster clubs, school employee organizations, Community Education Programs, the Arizona Interscholastic Association, and other organizations and clubs affiliated with the District and its schools. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

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

A parent or eligible student who does not want the District to disclose directory information from education records without prior written consent must notify the District in writing within two weeks after enrolling in the Globe Unified School District. If the School District does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son/daughter's designated directory information listed below:

- **Student's name**
- **Address**
- **Student's school email address**
- **Telephone listing**

- **Photograph**
- **Date and place of birth**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **The names of parents/guardians of the student**

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, applications for scholarships and honors, and responses to military recruiters.

**Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include 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 parents; 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 obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Globe Unified School District has policies 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. Globe 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. Globe 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. Globe 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 requirement:

- Collection, disclosure, or use of personal information 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:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-5920

## **Student Surveys**

Student surveys will be prepared, administered, retained, and communicated to parents and students in a manner consistent with state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations.

The District will comply with all statutes pertaining to surveys including the requirement that notwithstanding any other law, each school district and charter school shall obtain written informed consent from the parent of a pupil before administering any survey that is retained by a school district, a charter school or the department of education for longer than one (1) year and that solicits personal information about the pupil regarding any of the following which are listed in A.R.S. 15-117.

1. Critical appraisals of another person with whom a pupil has a close relationship.
2. Gun or ammunition ownership.
3. Illegal, antisocial or self-incriminating behavior.
4. Income or other financial information.
5. Legally recognized privileged or analogous relationships, such as relationships with a lawyer, physician or member of the clergy.
6. Medical history or medical information.
7. Mental health history or mental health information.
8. Political affiliations, opinions or beliefs.
9. Pupil biometric information.
10. The quality of home interpersonal relationships.
11. Religious practices, affiliations or beliefs.
12. Self-sufficiency as it pertains to emergency, disaster and essential services interruption planning.
13. Sexual behavior or attitudes.
14. Voting history.

A parent of a pupil that has a reasonable belief that a school district has violated this section may file a complaint with the attorney general or the county attorney for the county in which an alleged violation of this section occurred.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA) and the Protection of Pupil Rights Act (PPRA).

If a parent or eligible student believes that the District is violating the FERPA, that person has a right to file a complaint with the U.S. Department of Education. The address is:  
The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920  
Telephone number: (800) 872-5327

## **Annual Notification**

At the beginning of every school year, every school district and charter school shall obtain written informed consent from the parent of a pupil to participate in any survey pursuant to A.R.S. 15-117 for the entire year. A parent of a pupil may at any time revoke consent for the pupil to participate in any survey pursuant to subsection A of section 15-117. For any pupil who is at least eighteen years of age, the permission or consent that would otherwise be required from the pupil's parent pursuant to this section is required only from the pupil. All surveys conducted pursuant to subsection A of section 15-117 shall be approved and authorized by the school district or charter school. The school district or charter school is subject to the penalties prescribed in subsection L of section 15-117. A teacher or other school employee may not administer any survey pursuant to subsection A of section 15-117 without written authorization from the school district or charter school.

## **Open Enrollment**

Globe Unified School District has an open enrollment program as set forth in A.R.S. 15-816. We welcome open enrollment students. Attending district schools as an Open Enrollment student is conditioned subject to capacity limitations. Open enrollment placement is for a single school year only and must be reapproved each year. All applications will be reviewed on a first-come first-served basis. Continuing open enrollment status is determined on a school-year by school-year basis. Students must have complied with District conduct and attendance requirements during the time the pupil has attended school in the District. An open enrollment student that has failed to comply with District conduct and attendance requirements during the time the pupil attends school may be denied continuing open enrollment status and, in some cases, may have their Open enrollment status revoked during the school year. Please see policy 5-105 for information regarding open enrollment.

## **Tiger Knowledge Online Transfers**

Tiger Knowledge Online is an Accredited Online Institution offered by Globe Unified School District #1. Students in Tiger Knowledge Online (TKO) attend school online and are permitted to attend in-person school events, play on sports teams and enjoy all other intra and extracurricular activities that in-person students enjoy. Current students will not be allowed to transfer into TKO from in-person school or out of TKO to in-person school after the 4th week of the semester. Transfers outside of the 4th week of each semester must be approved, in writing, by the district Superintendent. Exceptions may be made for health, behavior or special requests on a case-by-case basis.

## Attendance Procedure

Regular and timely attendance is a determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. For this reason, Globe Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as those related to medical or religious absences.

If your child has a chronic health condition, he or she may be eligible to pursue homebound instruction or to receive modified instructional services as a student with a chronic health condition. Please contact your building principal for more information regarding those options or review Governing Board Policy Section 5-104 regarding homebound instruction and exclusions and exemptions from school attendance for students with chronic health conditions.

Further, Globe Unified School District values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-802 and 15-803, however, firmly place the responsibility for attendance on a child's parents/guardians. Arizona State Law (A.R.S. § 15-802 and 15-803) states that every person who has custody of a child between the ages of six and 16 years shall make sure the child attends school for the full time school is in session.

Pursuant to A.R.S. §15-901(A)(1), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions. All absences in excess of a cumulative 10% of the instructional days for the school year may be reported as unexcused. Statute does not prohibit the reenrollment of a student withdrawn after 10 consecutive unexcused absences. However once a student crosses the 10% threshold, all absences may be reported as unexcused regardless of multiple enrollments within the same district.

1. Any time your child will not be in school on any specific day, you must place a phone call to the attendance line or submit an excusal note to the attendance office within 24 hours of the absence.
2. All unreported absences will be documented as "unexcused" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (A.R.S. § 15-807).
3. Pursuit to A.R.S. § 15-803, a child can only be excused when he/she is accompanied by a parent or a person authorized by a parent.
4. A parent/guardian is the only person who may verify an unexcused absence. Unexcused absences may be verified by the parent/guardian by phone, in person, or in writing to the school office within 24 hours of a student returning to school from an absence.
5. Any absence that has not been verified by a parent/guardian within 24 hours may be considered unexcused.
6. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as "Unauthorized Absence/Truancy/Leaving Campus without Authorization" on the Discipline Matrix, included in the Student Conduct Handbook.
7. Arizona Revised Statute 15-803 defines absences as "excessive" when the number of absent days exceeds 10% of the number of required attendance days. For example, on a 152-day school calendar, excessive absences would equal 15 or more days absent. These include both excused and unexcused absences.
8. When a student is excessively absent, disciplinary action will occur based on the Discipline Matrix provided in the Parent/Student Handbook.
9. If your child is leaving school early for an appointment, he/she must check out through the attendance office.
10. Parents of a child between the ages of six and 16 years may be notified by letter when students accumulate 3, 5, 10, and 15 absences

**Attention GHS Dual Credit Students:** Globe High School students who are taking dual credit classes on the GHS campus are required to follow the GUSD attendance policy. Students may lose high school credit for their dual enrollment class, while still earning college credit on the GCC campus, for exceeding the number of allowed absences. GCC may not allow a student to retake a class for which they already earned credit in an effort to earn high school credit.

*GUSD encourages all students to strive to come to school regularly as regular and reliable attendance is necessary for student success. HOWEVER, you are encouraged to stay home and seek treatment if you are not feeling well, believe you have a contagious illness, or are running a fever.*

## Consequences for Chronic Absenteeism

Number	Consequence
3 <sup>rd</sup>	Warning to student
5 <sup>th</sup>	Letter home
7 <sup>th</sup>	Parent Meeting, & possible attendance contract
10 <sup>th</sup>	Truancy Referral by SRO, GHS Loss of credit

## Tardy Procedure – Elementary (K-5)

Tardy for potential disciplinary action, at the elementary K-5 level, is considered after a student arrives 15 or more minutes after the tardy bell rings.

1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
<u>Tardies four (4) and five (5):</u> - Notify Parent - Student Conference	<u>Tardies six (6), seven (7) and eight (8):</u> - Notify Parent - Student Conference	<u>Tardies nine (9) or greater:</u> - Notify Parent - Student Conference - up to three (3) days OCR

OCR = On Campus Reassignment

## Tardy Procedure – Middle & High School

- Three (3) tardies equals one unexcused absence per class
- See Site handbooks for consequences

## Bullying/Harassment/Intimidation

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

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

### Definitions

**Bullying:** Bullying may occur when a student is exposed repeatedly and over time to negative actions on the part of one or more other students.

- Bullying behavior is meant to hurt another person and is carried out by someone who is seeking power or control over another person.
- Bullying may constitute a violation of law.
- There are three forms of bullying:
  - Physical
  - Emotional
  - Social

**Cyberbullying:** 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.

**Harassment:** Harassment is the 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 orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation:** 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.

Anyone who believes that harassment, bullying or hazing has occurred should report the behavior to a teacher, counselor, school nurse or school administrator. Bullying reporting forms are located on the district website, and available at the front office of every campus.

### **Right to Freedom from Harassment/Bullying**

Students may expect to be provided with an atmosphere free from harassment. Any student who is subjected to harassment from other students, visitors or school staff, should immediately inform a teacher, principal, assistant principal or assistant superintendent. In accordance with the state's anti-bully laws, students may make confidential reports of harassment, intimidation or bullying to any school employee or via Globe's Safe Schools Hotline 928-402-6012. Parents are also welcome to submit written reports on incidents to administrators. All school staff are required to report suspected harassment, intimidation or bullying.

The District will neither allow nor tolerate retaliation in any form by any employee, student or others against any complaining employee, student or corroborating witness. Likewise, students who knowingly submit false reports of bullying, harassment or intimidation will face consequences.

To help students, parents and community members report threats, bullying or other criminal actions, Globe Unified School District has established a Safe Schools Hotline. A message may be left on the hotline 24/7. The hotline number is 928-402-6012. All members of our community – including students – are urged to play an active role in school safety by reporting all threats, bullying situations, violent acts, or other similar behavior for investigation by school and law enforcement officials.

## **GUSD COUNSELING DEPARTMENT**

### **OVERVIEW**

The goal of the school counseling department in all schools at GUSD is to provide a comprehensive school counseling program to all students. A comprehensive school counseling program is one in which counselors focus on three realms: academic, career, and personal/social development of students.

#### **Academic Development**

- Applying skills needed for educational achievement
- Applying the skills of transitioning between educational levels (middle school to high school and high school to post-secondary)
- Developing and monitoring personal education plans to help students achieve their post-secondary goals

#### **Career Development**

- Knowing where and how to obtain information about the world of work
- Applying employment readiness skills and skills for on-the-job success
- Applying career exploration and planning skills in the achievement of life career goals

#### **Personal and Social Development:**

- Understanding self as an individual and as a member of local and global communities
- Interacting with others in ways that respect individual and group differences
- Applying personal safety skills
- Applying communication, teamwork, and problem-solving skills

### **PROGRAM DELIVERY**

The Globe Unified School District school counselors assist students in healthy development in all three realms through direct and indirect student services.

#### **Direct services include:**

- Providing school counseling core curriculum through classroom instruction, team teaching, and group activities outside of the classroom
- Individual student planning through appraisal and advisement, evaluating interests, skills, abilities, and achievement, and assisting them with goal setting based on data
- Responsive services through individual and small group counseling and peer mediation
- Providing support and assistance to students and families as they navigate crisis and emergency situations

\*Please note: School counselors do not provide therapy or long-term counseling in school. Sessions are short-term and solution-focused in nature. However, school counselors are prepared to recognize and respond to student mental health needs and to assist students and families in seeking outside resources if long-term services are needed.

#### **Indirect services include:**

- Consultation with stakeholders that support student achievement such as parents/guardians, other educators, and community organizations. Examples of these consultation activities are parent workshops, providing training for other school staff members or community members, and serving on relevant committees where their specific training and expertise may be valuable.

- Collaboration with stakeholders that support student achievement. Examples of these activities are participation in student/parent/teacher meetings and IEP meetings, participation and coordination of 504 meetings, and activities designed to promote equity, remove barriers, and provide enrichment for students as appropriate
- Referrals to supporting agencies

## ETHICAL STANDARDS

The school counseling profession, and in turn the professional work of the Globe ~~High school~~ Unified School District (GUSD) counselors is governed by the ethical standards of the American School Counselor Association (ASCA). These guidelines state that school counselors “have a primary obligation to the students, who are to be treated with dignity and respect as unique individuals” (ASCA, 2022). School counselors, “balance that obligation with an understanding of parents’/guardians’ legal and inherent rights to be the guiding voice in their children’s lives” (ASCA, 2022).

### Confidentiality

Confidentiality is an ethical, not a legal, term in school counseling. All school counselors are ethically bound by confidentiality in counseling sessions with students. Confidentiality means that the content of a counseling session will not be revealed to third party, except in the following circumstances:

- The student’s personal safety is threatened
- Another individual’s personal safety is threatened
- The student gives the counselor permission to disclose counseling session content to a designated third party
- The counselor is subpoenaed as part of a legal matter.

When making the choice of whether or not to breach confidentiality, the GUSD school counselors understand the need to balance students’ ethical rights to make choices, consider students’ developmental age and/or ability in judging their capacity to give consent or assent, and balance parental or familial legal rights and responsibilities to make decisions on their child’s behalf (ASCA, 2022). In short, GUSD counselors strive to maintain an appropriate balance of keeping parents informed, while also honoring student privacy to the greatest extent possible.

### Assessment for Personal Safety

There can be some ambiguity about what constitutes personal safety among counselors, but in all cases, parents are immediately notified when there is a credible indication, by word or action, that a student means to do harm to him/herself or someone else. School administrators will also be contacted.

In addition to contacting parents and administrators, the counselor will perform a brief assessment of potential harm on the student. If the counselor feels that the student is at moderate or greater risk of acting on their intention of harm, a crisis specialist from a community agency may be contacted for a more in-depth assessment. A parent or guardian will be asked to report to the school at this time for involvement in the process.

### Mandated Reporting

School counselors (and all school personnel) are considered “mandated reporters” for child abuse. When abuse is disclosed or suspected, all school personnel are required by law to contact the Arizona Department of Child Safety (DCS) to intervene on behalf of the child.

### Data Sharing

The Globe Unified School District has partnerships with many different educational institutions, included, but not limited to Eastern Arizona College/Gila Community College, Cobre Valley Institute of Technology, the University of Arizona, and the University of Texas. Student information including but not limited to birth certificates, transcripts, and grade point information may be shared with the institutions in order to coordinate programs between the schools. This will be done with strict confidentiality (on a needs-to-know basis), and only when deemed prudent and necessary by the counseling department or school administration. All partner agencies have agreed to protect student data in a manner deemed appropriate by the Globe Unified School District.

## Electronic Devices

When a student brings cell phones or other electronic devices (see definition) to school, please remember:

**Phones are only allowed out and visible before school and after school. During class times phones are not allowed out or visible and must be put away. Students may not have airpods, earbuds or other headphone devices on during the school day.**

**K-8: Phones are to be kept in student backpack all day.**

**9-12: Phones are to be kept in student backpack during class time.**

1. When using a mobile device to access internet, students are required to connect using the district's K-12 or GUSD Private network, but all access must be in accordance with the Acceptable Use Policy.
2. The District is **NOT** responsible for the loss, damage and/or theft of any of these types of devices.
3. The devices must not be used from bell to bell during instructional time or in violation of other behavioral infractions as outlined in the disciplinary procedures section of this handbook.
4. Other use of electronic devices, including unauthorized video/sound recordings, may be considered misuse and may result in consequences as outlined in the disciplinary matrix.
5. Any violation of the Internet and Email User Agreement may result in disciplinary consequences.
6. Examples of misuse include, but are by no means limited to: text or other electronic messages that contain harassment, bullying, threatening, intimidation, hate/bias, extortion, endangerment, gang activity, instigation, cheating, sale/distribution of any prohibited substances or items, sexual harassment; electronic images or access to any of the above as well as to any access in violation of sexual materials or sexual misconduct; unauthorized video/sound recordings.

## **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. A **Gang** is an activity or affiliation of an ongoing, loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang activity. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

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

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

Legal Ref.: A.R.S. § 13-2308, 12-661(A)(B), 15-766, 12-2911, 15-767, 15-341(A)(1), 15-803, 15-342(1), 15-841, 15-507, 15-842, 15-521(A)(4), 15-843, 15-727 A.G.O. 78-218, 80-055, 84-36, A.A.C., R7-2-401, R7-2-405.

## **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to 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 school.

### **Definitions**

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

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

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 this policy if the victim consented or acquiesced to hazing.

In accordance with statute, violations of this policy 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.

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

### **Reporting/Complaint Procedure**

Students and others may report hazing to any staff member. 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. 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 accordance with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing, which includes possible child abuse or violations of statutes known to the staff member, shall be treated in accordance with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports hazing may do so directly to the school administrator or to a 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 staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

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 10 school days when school is in session or within 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 conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings, and a copy of the report shall be provided to the Superintendent. All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in school policies related to the conduct and discipline of students, staff and others.

### **Honor Roll and High Honor Roll for Grades 4-5**

Honor Roll and other awards are presented to students on a semester basis (Grades 4-5). These are awards of distinction that all students should strive for. Parents are welcomed and encouraged to attend all awards assemblies.

#### **Honor Roll**

Based on all "A" and "B" grades. All special area grades are included when determining honor roll status.

#### **High Honor Roll**

Based on all "A" grades. All special area grades are included when determining honor roll status.

#### **Perfect Attendance**

Student must be present every day of the school year with no absences for any reason. Given annually at the end of the school year or as determined by the school.

*See Middle School and High School Handbooks for site specific awards.*

### **Parent Liability**

Under Arizona law, upon complaint of the Governing Board, the parents (guardians/families) of minors who cut, deface, or otherwise damage any school property shall be liable for all damages caused by their children. See A.R.S. 15-842.

## Student Concerns, Complaints and Grievances

Students may present a formal complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student
- Bullying by another student.
- Concern for the student's personal safety.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms for Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the re-submission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

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

A.R.S. § 15-341, Governing Board Policy 5-306.

## Student Dress Code

Globe Unified School District expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is student focused and inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student. The following guidelines are not intended to be entirely inclusive of all dress code situations. The school administration retains the final discretion to determine that the garment or accessory meets the dress code. Some exceptions may be made for special events, formal attire (dances), spirit week, or costumes.

It is the students and their parent/guardian's responsibility to be aware of the dress code policy and conform to these requirements. Each school will meet the minimum guidelines of the district dress code but may add other restrictions if the school administration deems it necessary. If a student or parent has any questions about whether specific attire or accessories are in compliance with the dress code, they should contact the Assistant Principal **prior** to wearing such attire.

### **Minimum Guidelines**

- Must not include undergarments\*\* worn as outer garments or show undergarments through clothing or through holes in clothing.
- Must not contribute to an atmosphere of threat, intimidation or negative peer pressure.
- Must not include any reference to a gang.
- Must not include any inappropriate logos or symbols and/or logos that may have a double meaning.
- Must not include any defamatory writing, obscene language or symbols, or symbols of drugs, sex or alcohol.\*
- Must not create an exposure in violation of any of the above guidelines when sitting, bending or standing.
- Must not display anything that is otherwise illegal to possess at school.

School and district administration reserves the right to determine if any logo, symbol or apparel is inappropriate based upon perceived representation and meaning.

### **Gang Related Apparel**

Globe Unified School District desires to keep its schools and students free from the threat of harmful influences by any group or gang that advocates drug use or disruptive behavior. Therefore, the presence of any apparel, jewelry, accessory, notebook, or manner of dress that by virtue of its color, arrangement, trademark, symbol, or other attribute, denotes or implies membership in or affiliation with such a group is prohibited because of the potential disruption of the educational process or threat to the safety of other students.

### **Clothing**

Clothing must be worn to school should be appropriate and modest for the school setting. Clothing that is disruptive to the educational setting is not acceptable. Undergarments should not be showing. Items that have gang symbols, tobacco, alcohol, profanity, or sexual implications are not to be worn at school. Midriff must be covered. A cap sleeve is required on shirts for all students.

### **Shoes**

- Must be worn at all times.
- Must be closed-toe shoes for physical education or any organized physical activity.
- Slippers are not allowed.

### **Accessories**

- Must not present a safety hazard to self or others at the administrator's discretion.
- Hats may be worn based on specific site policies. Bandanas are not permitted.
- May not wear any other head apparel inside school building unless for pre-approved religious, medical or safety reasons. Applies to both males and females.
- Must not include sunglasses worn inside any building.
- **Hoods may never be worn inside the school buildings.**  
*\*School Sites may have other more specific requirements.*

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

\*\*Undergarment Definition: An undergarment is any item specifically designed to be worn underneath other garments and is typically worn next to the skin. Undergarments include, but might not be limited to underwear, bras including sports bras, or other items that might be worn directly against the skin to cover the private areas of the body.

## **Student and Staff Self-Defense**

### **Student Use of Physical Force in Self-Defense**

Reasonable use of physical force in self-defense and defense of others will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable:

- (i) When made in response to verbal provocation alone;
- (ii) When seeking or obtaining assistance from a school staff member is a reasonable alternative;
- (iii) When the student has a reasonable opportunity to remove him/herself from the situation or otherwise flee;
- (iv) When the degree of physical force used is disproportionate to the circumstances, or exceeds that necessary to avoid injury to oneself or to others.

### **Use of Physical Intervention by Supervisory Personnel**

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical intervention upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical intervention shall not be construed to constitute corporal punishment within the meaning above. Similar physical intervention will be appropriate in self-defense, in the defense of other students and school personnel.

### **Staff Responsibilities**

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

### **Surveillance**

Globe Unified School District authorizes the use of surveillance cameras in school buses and on District property to ensure the health, welfare and safety of all students, employees and visitors, and the safeguard District facilities, vehicles, and equipment. Video and/or audio recording may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and, during certain circumstances, may become a part of a student's educational record.

### **Threat Management Team**

Every case of a threat must be taken seriously. Every instance of threat behavior will be examined individually. In determining whether a threatening situation exists under this process, school administrators and other personnel will be guided substantially by the provisions of A.R.S. § 13-1202 and 13-2911. In general, a threat situation will be deemed to exist when, following an investigation by school administration, a student has been determined by admission or reliable informant(s) to have:

- communicated a death threat against self or others
- communicated a threat of mass violence
- communicated a threat involving weapons or explosive devices
- communicated a threat against school property
- engaged in behaviors that suggest a substantial risk of lethal violence with or without direct communication of a threat.

However, the impulsive communication of a verbal threat must be considered in the context of the environment, developmental stage, and interpersonal situation in which it occurs. In such cases, administrators will be guided by the District processes in place to determine whether a threat situation exists.

# DISCIPLINE PROCESS

## Introduction to Discipline Procedures

Success in school occurs when there is close cooperation between its students, staff and parents/families. The purpose of The Discipline Procedures is to communicate the expectations of Globe Unified School District for student conduct to promote a safe, orderly and positive learning environment and to address certain student rights and responsibilities.

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

Globe Unified School District implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook 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, although not necessarily listed as a potential consequence on the matrix for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts.

Globe Unified School District uses a progressive discipline philosophy. The purpose of this handbook is to ensure consistency in discipline consequences District wide. However, the District administrator, the hearing officer(s) and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Globe Unified School District has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the District, the consequences will automatically progress to the next infraction level and not begin at the 1st offense from year to year. For example, if a student receives a long-term suspension for drug possession during his/her freshman year and is found to be in possession of drugs during their sophomore year, or if a student is under the influence of drugs in the first semester and then is under the influence of alcohol in the second semester, that student's consequence would be derived from at least the repeat column of the matrix. Discipline will be progressive for students in grades K-12 including, but not limited to, the following infractions:

- Alcohol/Substance Abuse
- Aggravated Assault
- Arson
- Death Threats
- Drugs/Substance Abuse
- Drug/Tobacco Paraphernalia
- Sale of Dangerous Instruments and/or Weapons
- Weapons

The District has entered into agreements with various governmental agencies whereby the District has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

**Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.**

## **Administration Resolution Options**

### **Removal from Celebration/Graduation Ceremony**

Administration may not allow a student to participate in optional celebration ceremonies due to inappropriate student behavior. This includes participation in the senior commencement ceremony, awards assemblies, celebrations, and any other event where student participation is voluntary.

### **Denial of Bus-Riding Privileges**

A school administrator may deny bus-riding privileges for inappropriate/disruptive behavior. The parent will be notified prior to the denial taking place.

### **Restitution (Liability)**

Under Arizona law, parents may be responsible for damage to, or theft of, school property done by their child (including textbook and/or library book or other school issued equipment, damage or loss). Failure to comply with restitution consequences could result in a charge to the student's account and any unpaid balances being submitted to a collection agency per Globe District procedures.

### **On-Campus Reassignment**

Temporary assignment to an on-campus reassignment (OCR) is an alternative to off-campus suspension. OCR may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an OCR. The parent will be notified.

### **Mediation**

Intervention between conflicting parties to promote reconciliation or compromise.

### **Conference**

A meeting of two or more people for discussing matters of concern.

### **Behavior Contract**

A conference will be held with the teacher, parent, student and administrator. A behavior contract will be written.

### **Short-Term Suspension**

School administrators may suspend a student for 10 school days or less. The student will be informed of the alleged violation of school rules and be given an opportunity to respond. There is no right to appeal a short-term suspension to any person, other than the school principal. When the student's behavior causes a danger to self or to others, an out-of-school suspension may be immediate. During any off-campus suspension, a student is not permitted on District property or at District functions/events. Classroom assignments will be provided, upon parent request, during a short-term suspension.

### **Long-Term Suspension**

In addition to a short-term suspension, the school administrator may recommend to District-level administration that a long-term suspension be imposed. Suspensions exceeding 10 school days may be imposed following a due process hearing. The student and parent are informed of the District's due process procedures. During any off-campus suspension, a student is not permitted on District property or at District functions/events.

### **Alternative School Assignment**

At a formal due process hearing, it may be recommended that a student be placed in an alternative school setting during a long-term suspension.

### **Expulsion**

Expulsion means the permanent withdrawal of the privilege of attending any school in the District, unless the Governing Board reinstates that privilege. A recommendation for expulsion will be made by a hearing officer after the appropriate due process hearing. Only the Governing Board can expel a student. The student's parent will be notified, in writing, that expulsion is recommended. Notification will include instructions regarding due process procedures. During any expulsion, a student is not permitted on District property or at District functions/events.

## **Classroom Management Plan**

All teachers will work collaboratively with fellow teachers to develop a classroom management plan that is and communicated to students and parents. The plan will include procedures for addressing common classroom behavioral concerns. It will also include

consequences, some of which are listed below. When positive behavioral change is not occurring under the classroom plan or when the offense is immediately serious, a disciplinary referral to the school administration will be generated by the teacher or staff member.

### **Informal Talk**

A teacher, school administrator or designee will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

### **Discipline Conference with Student**

A conference is held with the student and the teacher or school staff member to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. The parent may be notified.

### **Conference with Parent**

The parent is asked to attend a conference with the student, school administrator and other educators to develop a plan for changing the student's inappropriate behavior.

### **Restriction of Privileges (K-8)**

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria, common areas or specific special activities. The parent will be notified. For example, a teacher may assign and monitor his/her own after school detention, lunch or recess detention.

### **Removal from Classroom (in extreme circumstances)**

State law allows a classroom teacher to remove a certain disruptive student from the classroom and request that a staff committee determine whether the student should return or be reassigned to another classroom. (Board Policy Section 10.42 Student Discipline Policy & Procedures and A.R.S. § 15-841.A.2)

## **Definitions**

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

At School includes time in a school building, on school property (school parking area, play area, etc.) or school bus. Includes activities happening in school buildings, on school buses and at places that are holding school-sponsored events or activities. This includes on the way to or from school.

Bus Misconduct includes any inappropriate conduct at bus stops, while riding buses, or in the process of boarding or disembarking from a bus. Definitions for infractions that might occur at school apply equally to infractions that might occur on school buses.

Detention is time where students are made to stay in class at a break or at school outside of normal school hours.

District Sponsored Event is any event that is sponsored or supervised by the District or District personnel either on or off campus.

Expulsion is the permanent removal of a student from school and District. Expulsion requires action by the Governing Board.

Long-Term Suspension is a suspension from school for more than 10 days. Due process rights shall be extended to any student suspended.

On-Campus Reassignment (OCR) is when a student is assigned to remain in a classroom/specified location for the entire school day or for specified periods. The student will work on school assignments, while supervised by a staff member. Students may be assigned an OCR for various infractions, which are assigned at the discretion of the building-level administrator. In the Discipline Matrix portion of this handbook, an underlined infraction indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension (SUS).

Organization includes 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.

School Day includes a day in which school classes/activities are in session in school buildings, on school grounds, and places that are holding school sponsored events/activities. This also includes the time of school bus rides, on the way to or from school.

School Grounds/Property includes the school building and immediate grounds, school transportation, stadiums, gymnasiums and other facilities.

Serious Offense is any offense that results in discipline that removes a student from one or more classes during any given school day.

Short-Term Suspension is a student's removal from school for one to ten days, but not to exceed 10 days. Students may be suspended from school by administrators, the District Superintendent, and/or other administrative officials granted this power by the District's Governing Board.

Staff is any employee of Globe Unified School District who works as an employee of the District (i.e., teacher, bus driver, coach, etc.). This shall also include approved volunteers for the District.

SUS is the disciplinary code for a suspension. Suspensions may be in-school or out-of-school suspensions.

Tardy is the failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.

Threat Management Team (TMT) is a trained team of school personnel who convene to collect student information in order to make the most appropriate decision with regards to consequences, resources, placement or other decisions in the best interest of the child and the school as a whole. Any infraction at any level of offense could result in a TMT.

Truancy is an 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.

Under the Influence is the result of consumption of alcohol or drugs, which may or may not affect a student's behavior or change in mood.

#### References to A.R.S. Regarding Student Behavior

A school may refuse to admit any student who has been expelled from another public school. (A.R.S. § 15-841.C)

A school may discipline students for disorderly conduct on the way to and from school. (A.R.S. § 15-341.A.13)

A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (A.R.S. § 15-507)

## **Individuals With Disabilities Education Act (IDEA) – Student Discipline**

When a student who is receiving special education services, is being considered for special education services, or has received special education services in the past, and violates the discipline code of the school and/or school district and is recommended for a suspension of more than 10 days during the school year (a possible change in placement), a manifestation determination conference must be held.

A recommended suspension of a special education student for more than 10 consecutive days, or a series of suspensions totaling more than 10 days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability. The parent/legal guardian is notified in writing that a possible suspension and/or expulsion is being considered. Procedural safeguards are provided to the parent during the manifestation conference.

For the manifestation conference to occur, a multidisciplinary evaluation team is convened. The multidisciplinary evaluation team is comprised of the school staff that is most knowledgeable about the nature of the student's disability and, if possible, about the student. Prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services). The student and the student's parent/legal guardian are invited. At the conference, the following will occur:

- Student's explanation of the incident.
- Professionals' explanation of the incident (those who were involved in the investigation of the incident).
- Review of the current IEP, if student is receiving special education services.
- Review of the behavior plan; if there is no behavior plan, a functional behavioral analysis must be done.
- Determination of the relationship of the behavior to the disability (manifestation determination).

- Consideration of the necessity for further assessment and/or evaluation is discussed. If further evaluation is necessary, decisions concerning the relationship of the behavior to the disability will be on hold until the completion of the evaluations.
- Need for interim placement is discussed.

After the decision has been made, prior written notice and procedural safeguards are given to the student and parent/legal guardian per IDEA (Individual with Disabilities Education Act) and ADE/ESS (Arizona Department of Education/Exceptional Student Services), the team must develop, review, and/or revise the behavior plan within 10 days of the action. If the behavior is related to the disability, then suspension and/or expulsion may not occur. However, the student's educational program will be reviewed and revised, and the multidisciplinary evaluation team may determine a change of placement/location of services. (34 C.F.R. 300.519 – 300.526)

If the behavior is not related to the disability, suspension and/or expulsion may occur; however, an education program must be delivered to the student who is on an IEP. The IEP team develops this program. The delivery of the educational program may occur through placement on an alternative campus, self-contained public, self-contained private and/or residential setting, as determined by the multidisciplinary evaluation team. In the case of a drug, weapon and/or serious bodily harm infraction, the student may be immediately placed for up to 45 days in an interim alternative educational setting.

If there are any questions, the administrator should contact the Director of Special Education Services. The findings and all conference notes are forwarded to the District's hearing officer. If necessary, special education staff may be invited to the hearing.

If the parent/guardians do not agree with the findings of the IEP conference, they may file due process. If it is deemed that the student is a threat to the educational environment, the District may remove the student from the educational environment until due process has been served. An interim placement will be activated while the due process is taking place. (34 C.F.R. 300.519 – 300.526)

## **Student Due Process – Suspension/Expulsion Disciplinary Record Keeping**

### **Discipline**

Discipline is administered by the principal/designee, the faculty and the staff.

### **Referral**

Students will be referred to the principal/designee for infractions outlined in the Student and Parent Handbook and when their disruptive behavior interrupts the educational process.

### **Due Process**

Students in the District have certain rights. They also have the responsibility to respect the rights and property of others. If a student fails to do this, disciplinary action will follow. In disciplinary cases, each student is entitled to due process. This means students must:

1. Be informed of accusations against them
2. Have the opportunity to accept or deny the accusations
3. Have explained to them the factual basis for the accusations
4. Have a chance to present an alternative factual position if the accusation is denied

All discipline referrals submitted to the school administration/designee will begin with a conference with the student. If a student requests to have a parent/guardian contacted, the school will make reasonable efforts to contact the parent/guardian. In the case of suspensions/expulsions, a parent/legal guardian will be notified of consequences by a personal phone call, accompanied by a written referral form. If attempts to notify a parent/legal guardian by telephone are unsuccessful, a parent/guardian will be notified by written referral form only. Parent/legal guardian involvement is an important part of the discipline at all levels.

The extent of the due process required will depend upon the severity of the infraction and the related consequence. Campus administrators may use their on-campus reassignment program as a disciplinary action in lieu of off-campus suspension for designated infractions.

### **Short-Term Suspension**

If the principal/designee decides that the alleged misconduct warrants a consequence of a suspension for 10 days or less, the principal/designee shall give the student an informal due process hearing and shall examine all the pertinent facts to determine whether or not a violation did occur. The student shall be afforded due process rights, including the opportunity to present to the principal/designee his/her defense or position concerning the alleged violation. At the conclusion of the investigation, the principal/designee, upon the basis of all facts and information learned, shall determine if the student committed a conduct violation. If the student is found to have committed a violation, a consequence or suspension may be imposed for a period of time, not to exceed 10 days. If a suspension is imposed, the principal/designee imposing the suspension shall keep a record of the aforesaid proceedings. A

parent may request a campus administrative review of the discipline data and decision to suspend. Homework may be provided at the request of the parent. There is no level of appeal higher than the principal for a suspension of 10 days or less.

### **Long-Term Suspension**

If the principal/designee decides that the alleged misconduct is sufficiently serious so that the consequence should be a suspension in excess of 10 days or expulsion, the accused student shall be afforded his or her due process rights. There shall be an investigation to determine if there is sufficient probable cause to charge the student with an act of misconduct, which may result in a suspension in excess of 10 days or an expulsion. When a student is charged by the principal/designee with misconduct, which may result in long-term suspension or expulsion, the parent/legal guardian of the student shall be informed within a reasonable time period by telephone or letter of the charges against the student.

The suspension shall be in accordance with pertinent Arizona Revised Statutes. The ability to make up work for credit during long-term suspension is at the discretion of the hearing officer or the Governing Board and will only be allowed in exceptional circumstances.

- If a school administrator believes that a long-term suspension may be warranted as a result of alleged misconduct of a student, the administrator/designee will notify the parent/legal guardian in writing. The school administrator/designee shall also notify the district office to schedule a long-term suspension hearing.
- If a long-term suspension hearing is scheduled, the District will deliver, or send by certified mail, notice of the hearing to the student's parent/legal guardian at least five (5) working days prior to the hearing. The notice shall contain:
  - The time, date and place of the hearing.
  - The name of the hearing officer.
  - A description of the alleged misconduct, the standard of student conduct allegedly violated and the proposed discipline.
  - A copy of Policy 5-306 and A.R.S. § 15-840 through 15-844.
  - A statement that the student and his/her parent/legal guardian are entitled to various procedural rights as described in this policy.
  - A statement that notice must be given to the superintendent/designee at least 24 hours before the hearing if the student or his/her parent/legal guardian will have an attorney present.

The hearing shall be held at the time and place stated in the notice, unless all interested parties agree otherwise. In the event the District is unable to contact the parent/legal guardian after taking reasonable steps to do so, the District may proceed to hold a hearing or take other steps regarding the discipline of the student. When proper notice has been given and the student/parent fail to appear at the hearing, the hearing may proceed; the student may be found responsible in absentia.

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

- Name the student.
- Describe the behavior that resulted in the long-term suspension.
- State the duration of suspension and the date student is allowed to return to school.
- Inform the parent/legal guardian about suspension appeal procedures. Absent extenuating circumstances, once a due process hearing has concluded, no new testimony or documents may be presented.

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

- Upon the conclusion of a hearing by a hearing officer, in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) working days after the written decision of long-term suspension has been mailed. The letter must describe, in detail, any objections to the hearing or the decision rendered.
- The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
- The decision of the Board is final.

### **Suspension Due to Clear and Present Danger**

If in the best judgment of the principal/designee, after reasonable investigation, the facts indicate that the presence of the alleged offender constitutes a clear and disruptive influence to the educational processes on campus, the principal/designee may suspend the student from the school pending an investigation, due process and disposition of the case.

## **Expulsion**

The hearing officer may recommend that a student be expelled from the School District. That recommendation will be forwarded to the Governing Board, who will act on it.

Parent/legal guardian may appeal the recommendation for expulsion based on one of the following reasons:

- If the recommendation is appealed by either the student/parent or administration within this time period, a Governing Board meeting will be scheduled to review the appeal. The student/parent will be given written notice to the date, time and place of the meeting at least five (5) days prior to the meeting. The Board will consider the matter in executive session, unless the student/parent requests an open meeting. The Governing Board will expect the student and parent to attend the meeting to answer any questions that members may have regarding the appeal.
- Each Board member present at the meeting will review the hearing officer's written findings of fact, conclusion and recommendation together with the written appeal. A Board member may allow for the student/parent and the administration to present their positions and may question the student/parent or the administration. Unless specifically requested by the Board member, no new evidence will be heard by the Board.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action. The Board may grant a new hearing, take the matter under advisement or take further action deemed necessary.

The decision of the Board is final and binding. If an expulsion is imposed, it will take effect after the Board considers the hearing officer's recommendation and determines that expulsion is the appropriate disciplinary action.

## **Readmission**

Once a student is expelled, the student's parent/legal guardian may request that the student be readmitted no sooner than one year after the date of the expulsion. The readmission of an expelled student can only be granted by the Governing Board, in its discretion, and may begin the semester following the decision to readmit.

## **Student Disciplinary Record-Keeping**

Each principal or designee shall keep and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least four years after graduation or withdrawal. The kinds of disciplinary actions for which an accounting shall be kept shall include, but not be limited to, suspension, placement in special classes and referrals of cases to police and juvenile authorities.

The accounting for students subject to disciplinary action shall contain an entry of:

- Student's full name.
- Time, place and date of the offense or offenses, behavior observed.
- Specific measures taken by person(s) reporting the offense to effect an adjustment, including the specialized help secured before referral (i.e., conferences with parent/legal guardian, conference with principal, conferences with other school personnel, etc.).
- Final disposition of the case.
- Name of person(s) imposing the action or actions.
- Statement of clarification by student or parent/legal guardian if either wishes.

**Principal/Designee Review** In case of a discipline consequence other than a long term suspension or expulsion, the student/parent may request, in writing, a review of the situation/discipline from the principal/designee. Once the principal/designee reviews the stated concern(s), the principal/designee shall notify the student/parent of the final determination.

## **Student Conduct**

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. §13-2911 and §15- 841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.

- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and procedures. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and procedures shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and procedures focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and procedures may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in A.R.S. §13-604(V)(4), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish procedures covering students may be delegated to principals for their individual schools.

## **Student Conduct on School Buses**

Each student who is provided transportation services is expected to obey the rules as established for the safety and welfare of all who ride the buses. A school bus is an extension of the school campus. Misconduct on the school bus will be treated in the same manner as it is treated at the schools.

Students who do not follow the safety rules for school bus passengers will be disciplined in accordance with the Board adopted Discipline Procedures. Unacceptable offenses, serious offenses, and severe offenses, as well as the administrative options of consequences for each category described in the Student Conduct Handbook will apply to the school bus in the same manner as they do to the classroom or other school setting. A suspension or termination of bus-riding privileges may be assigned in lieu of, or addition to consequences outlined in the discipline matrix for infractions that have occurred on the bus.

Bus drivers shall report offenses to the school administrator through a disciplinary referral. Prior to completing a referral for an unacceptable offense, the bus driver is expected to talk with the student about the behavior, explaining the reason for the rule and providing an opportunity for the student to take corrective action.

If violations continue, the bus driver shall telephone the school administrator to explain the continued violations. The administrator will meet with the student and send a warning referral to the parent/guardian. A meeting may be scheduled, at the discretion of the administrator, to include the student and the bus driver.

In addition to the offenses listed in the student code of conduct, the following are examples of unacceptable, serious, and severe offenses that are specific to inappropriate behavior on the school bus. Consequences for these offenses will be consistent with the administrative options as listed in the Student Conduct Handbook.

*Unacceptable behavior* specific to the school bus. All of the infractions listed in the Student and Parent Handbook apply to the bus in the same manner as at the school:

- Not obeying the driver or not following the driver's directions.
- Giving the driver a false name or otherwise lying to the driver.
- Being disrespectful or discourteous to the driver or others on the bus.
- Pushing or shoving when getting on or off the bus.

- Boarding the bus or changing seats without the driver's permission.
- Being so noisy as to be distracting to the driver.
- Littering on the bus or at the bus stop.
- Eating or drinking on the bus without the driver's permission.
- Bringing onto the bus an animal of any type or anything else that is prohibited; i.e., glass objects, skateboards, large radios, etc.
- Blocking the aisle with feet, school supplies, a musical instrument, etc.
- Not riding the assigned bus, getting on or off at other than designated stops without written parent permission, or riding the bus when bus riding privileges have been suspended.
- Hanging arms, head, or feet out of the bus window.
- Not remaining seated while the bus is in motion.
- Not going directly to the assigned place or home after leaving the bus.
- Throwing dangerous objects in the bus or out of the bus windows.
- Crossing behind the bus or attempting to touch or strike the bus after getting off or before getting on.
- Opening the emergency door of the bus.

*Note: Any offense that may occur that is not listed in the Student and Parent Handbook will have its severity and consequence decided by the school administrator.*

## **Student Interrogations, Searches and Arrests**

### **Interviews**

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student is then subject to discipline for a serious offense. A student may decline, at any time, to be interviewed by the School Resource Officer (SRO) or other peace officer.

*When child abuse is alleged:*

If a child protective services worker or peace officer enters the campus requesting to interview an attending student, the personnel of the District will cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody, in accordance with A.R.S. § 8-821, school personnel may respond to inquiries about the temporary custody of the child.

If a peace officer enters the campus requesting to interview an attending student on an issue other than upon request of the school or for abuse, the parent will be contacted and will be asked if they wish the student to be interviewed, unless directed not to by the peace officer. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence. Where an attempt was made and the parent cannot be reached, the peace officer will be requested to contact the parent and make arrangements to question the student at another time and place.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

### **Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety and welfare of the student exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without expressed concurrence from School District counsel.

Items provided by the District, such as lockers, desks, storage areas, etc. or personal items, are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy and the aforementioned may be inspected at any time with or without reason, or with or without notice, by school personnel.

Personal searches may be conducted by a District/school official when there is reasonable suspicion, which may include vape sensor alarm, that a particular student is in possession of contraband, materials or items which present an immediate danger of physical harm or illness. The searches will be conducted out of the presence of other students and in a private room. Searches of the student shall generally be limited to:

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

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

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

When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

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

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

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

**Arrests** When a peace officer enters a campus providing a warrant or subpoena, or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification and complete and sign a form for signature of an arresting/interviewing officer. The school staff shall cooperate with the officer in locating the student within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

## **Student Rights and Responsibilities**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons of their age and maturity. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

All District personnel shall recognize and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others and in compliance with the rules and procedures established for the orderly conduct of the educational mission of the District. Students who violate the rights of others or who violate rules and procedures of the District or of their school are subject to appropriate disciplinary measures designed to correct their own misconduct and to promote adherence by them and by other students to the responsibilities of citizens in the school community.

The following basic guidelines of rights and responsibilities shall not be construed to be all-inclusive, nor shall it in any way diminish the legal authority of school officials and the Governing Board to deal with disruptive students. These guidelines will be reviewed annually by a committee of stakeholders and updated when required.

### **Rights:**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and the right to voice their opinions, through representatives of the student government, in the development of such a curriculum.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consultation with teachers, counselors, administrators, and anyone else connected with the school if they so desire, without fear of reprisal.
- Students have the right to free elections of their peers in student government, and all students have the right to seek and hold office in accordance with the provisions of the student government constitution and in keeping with the extracurricular guidelines of the District.
- Students have the right to be made aware of administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.






- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, or transcripts of their children who are under the age of eighteen (18) years. School authorities may determine the time and manner of presentation of this information.
- Students' academic performance shall be the prime criterion for academic grades; however, noncompliance with school rules and procedures may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school procedures.
- Students have the right to express their viewpoints in accordance with District Policy Section \_\_\_ - Freedom of Expression.
- Married students share these rights and responsibilities, including the opportunity to participate in the full range of activities offered by the school, and shall be subject to the rules and procedures of the school.

**Responsibilities:**





- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and procedures.
- Students have the responsibility to take maximum advantage of the educational opportunities available and seek to achieve a meaningful education.
- All members of the school community, including students, parents, and school staff members, have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process. Students will be held financially responsible for any loss or intentional damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete makeup work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students have the responsibility to present themselves in class at the prescribed time and with the necessary materials.

## Discipline Matrix




### GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Aggravated Assault</b> -mandatory TMT</p> <p>An assault (as defined below) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school staff member engaging in a school-related activity. (A.R.S. 13-1204).</p>	<b>MINIMUM</b>	1-2 Day SUS	- Up to 5 Day SUS	-Up to 10 Day SUS -Long-Term SUS
		3-10 Day SUS	-Up to 10 Day SUS -Long-Term SUS	- Expulsion
	<b>MAXIMUM</b>	-Long Term SUS -Expulsion	-Long-Term SUS -Expulsion	
<p><b>*Alcohol</b> (Use/Possession/Distribution/Sale) Any intoxicating element. Sale or Distribution of Alcohol is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) alcohol on District property, at a District-sponsored event, or on District-provided transportation.</p>	<b>MINIMUM</b>	1-2 Day SUS	- Up to 10 Day SUS	-Up to 10 Day SUS -Long-Term SUS
		Up to 5 Day SUS	-Up to 10 Day SUS -Long-Term SUS	- Long-Term SUS - Expulsion
	<b>MAXIMUM</b>	10 Day SUS Long Term SUS	-Long-Term SUS -Expulsion	- Expulsion
<p><b>*Arson</b> (Occupied/Unoccupied) -possible TMT</p> <p>Knowingly damaging a structure or property (either occupied or unoccupied) by causing a fire or explosion. (A.R.S. 13-1704, A.R.S. 13-1701)</p>	<b>MINIMUM</b>	-Up to 10 Day SUS -Restitution	-Up to 10 Day SUS -Long-Term SUS -Expulsion -Restitution	-Up to 10 Day SUS -Long-Term SUS -Expulsion -Restitution
		- Long-Term SUS -Restitution	-Long-Term SUS -Expulsion -Restitution	-Long-Term SUS -Expulsion -Restitution
	<b>MAXIMUM</b>	-Expulsion -Restitution	-Expulsion -Restitution	-Expulsion -Restitution
<p><b>*Assault</b> -possible TMT</p> <p>(1) Intentionally, knowingly or recklessly causing any physical injury to another person; (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. 13-1203)</p>	<b>MINIMUM</b>	-Alternative Consequences -ISS	-3-5 Day SUS	-5-10 Day SUS
		-1-2 Day SUS	-5-10 Day SUS	-Up to 10 Day SUS -Long-Term SUS
	<b>MAXIMUM</b>	-3-10 Day SUS -Long Term SUS -Expulsion	-Up to 10 Day SUS -Long-Term SUS -Expulsion	-Long-Term SUS -Expulsion
<p><b>Bullying</b></p> <p>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 in form (i.e., pushing, hitting, kicking, spitting, stealing); verbal (i.e., making threats, taunting, teasing, name-calling); or psychological (i.e., social exclusion, spreading rumors, manipulating social relationships). Cyberbullying is bullying through the misuse of technology. (A.R.S. 13-1202)</p>	<b>MINIMUM</b>	-ISS	- Up to 5 Day SUS	-5 Day SUS
		-1-2 Day SUS	-Up to 10 Day SUS	-10 Day SUS
	<b>MAXIMUM</b>	-3-10 Day SUS -Long Term SUS	-Long-Term SUS	-Long-Term SUS



## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b><u>Cheating or Plagiarism</u></b> Includes the act of intentionally using information or property of another, or knowingly sharing academic information to gain an unfair advantage. To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of electronic devices.</p>	MINIMUM	-Loss of Credit for Assignment -Alternative Consequence	-Loss of Credit for Assignment -Detention	-warning  -Loss of Credit for Assignment -1 Day ISS
		-ISS	-Up to 3 Day SUS -Loss of Credit for Assignment	-Up to 3 Day SUS -Loss of Credit for Assignment/Class
	MAXIMUM	-2 Day SUS	-5 Day SUS -Loss of Credit for Assignment	-5 Day SUS -Loss of Credit for Assignment/Class
<p><b><u>*Combustibles</u></b> (Use/Possession/Distribution/Sale) Includes objects that are readily capable of causing bodily harm or property damage, i.e. matches, lighters, firecrackers, gasoline, and lighter fluid.</p>	MINIMUM	-Confiscation -Alternative Consequence -ISS	-Confiscation -Up to 3 Day SUS	-Confiscation -Up to 5 Day SUS
		-1-2 Day SUS	-Up to 5 Day SUS	-Up to 10 Day SUS
	MAXIMUM	-Up to 10 Day SUS	-Up to 10 Day SUS -Long-Term SUS	-Long-Term SUS -Expulsion
<p><b><u>*Dangerous Instruments</u></b> (Use/Possession/Distribution/Sale) -possible TMT Includes items that are used, attempted or threatened to be used, and/or is readily capable of causing death or physical injury to any person. Dangerous instruments include, but are not limited to, air soft guns, B.B. guns, knife with a blade length less than 2.5 inches, laser pointer, mace, paintball gun, pellet gun, razor blade/box cutter, simulated knife, Taser/stungun, or tear gas. Sale or Distribution of Dangerous Instruments is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) dangerous instruments on District property/District-sponsored event, or on school-sponsored transportation. (A.R.S. 13-105.12)</p>	MINIMUM	-Alternative Consequence -ISS	- Up to 5 Day SUS	-5-10 Day SUS
		1-2 Day SUS	-Up to 10 Day SUS	-10 Day SUS -Long-Term SUS
	MAXIMUM	-3-10 Day SUS - Long Term SUS -Expulsion	-10 Day SUS -Long-Term SUS -Expulsion	-Long-Term SUS -Expulsion
<p><b><u>*Defiance/Disrespect</u></b> Intentionally resisting or disregarding the authority of District personnel, or treating District personnel or any others with contempt or rudeness. This includes, but is not limited to, the failure to respond to a reasonable request/follow directions, being disobedient or the refusal to identify self when requested to do so.</p>	MINIMUM	-Alternative Consequence	- Detention	-Detention -1 Day ISS or OSS depending on severity
		-ISS	-1-5 Day SUS	- 3-5 Day SUS
	MAXIMUM	-1-2 Day SUS	-10 Day SUS -Long-Term SUS	-10 Day SUS -Long-Term SUS






## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Disorderly Conduct</b> - possible TMT Any act which substantially disrupts the orderly conduct of a school function, or behavior which substantially disrupts the orderly learning environment. (A.R.S. 13-2904)</p>	MINIMUM	-Alternative Consequence  -ISS	-Up to 3 Day SUS	-Up to 5 Day SUS
		-1-2 SUS	-5-10 Day SUS	- 5-10 Day SUS -Long-Term SUS
	MAXIMUM	-3-10 Day SUS  -Long Term SUS-	-10 Day SUS -Long-Term SUS	-Long-Term SUS -Expulsion
<p><b>Disruption</b> Creating disturbances in class, on campus or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences.</p>	MINIMUM	-Conference - Alternative Consequence	-Conference - Detention	- Conference - Detention - 1 Day ISS
		- ISS	-1-5 Day SUS	-1-5 Day SUS
	MAXIMUM	-1-2 Day SUS	-10 Day SUS -Long-Term SUS	-Up to 10 Day SUS -Long-Term SUS
<p><b>Dress Code</b> The act of non-compliance with the established student dress code guidelines.</p>	MINIMUM	-Change Clothes	-Change Clothes -Detention	-Change Clothes -Warning
		-Change Clothes -Alternative Consequence	-Change Clothes -Detention -1 Day SUS	-Change Clothes -Lunch Detention or 1 Day ISS
	MAXIMUM	-Change Clothes  -1-2 Day SUS	-Change Clothes -Up to 3 Day SUS	-Change Clothes -Up to 3 Day OSS






## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Drugs</b> (Use/Possession/Distribution/Sale) Includes the act of using, possessing and/or distributing chemical substances, narcotics, prescription or non-prescription medications, inhalants, controlled substances or substances that students represent to be chemical substances, narcotics or controlled substances. Over-the-counter, non-prescription pharmaceuticals fall into this definition, unless the student has complied with the District's policy for such medication. Medication for cessation of smoking needs to be checked through the health center; otherwise, it will result in being considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs or which is presented as drugs. Drug residue is also considered a "drug." Sale or Distribution of Drugs is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) drugs on District property, at a District-sponsored event, or on District-provided transportation. Medical marijuana card holders may be subject to discipline if the student fails to comply with related laws and/or statutes. (A.R.S. 13-3415)</p>	<b>MINIMUM</b>	-Confiscation -Up to 2 Day SUS	-Confiscation -Up to 5 Day SUS	-Confiscation -Up to 10 Day SUS -Long-Term SUS
		-Confiscation -3-5 Day SUS	-Confiscation -10 Day SUS -Long-Term SUS	-Confiscation -Long-Term SUS -Expulsion
	<b>MAXIMUM</b>	-Confiscation -10 Day SUS  -Long Term SUS  -Expulsion	-Confiscation -Long-Term SUS -Expulsion	-Confiscation -Long-Term SUS -Expulsion
<p><b>*Drug/Tobacco Paraphernalia</b> (Use/Possession/Distribution/Sale) Includes any apparatus or equipment used, including anything that looks like apparatus or equipment used or that can be used, intended for use or designed for use in the act of smoking, injecting, ingesting, inhaling or otherwise introducing into the human body a drug. (Examples include, but are not limited to: rolling papers, pipes, vapes and electronic cigarette devices) Also includes any items which are used to store, package or maintain any drug or tobacco substances. If any such paraphernalia includes drug or tobacco residue, the residue will be considered a drug or tobacco pursuant to the definitions for each. Sale or Distribution of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District provided transportation. (A.R.S. 13-3415 F.1.)</p>	<b>MINIMUM</b>	-Confiscation -Alternative Consequence	-Confiscation -Detention -1-3 Day SUS	-Confiscation -Up to 5 Day SUS
		-1-2 Day SUS	-Confiscation -Parent Conference -3-5 Day SUS	-Confiscation -Up to 10 Day SUS -Long-Term SUS
	<b>MAXIMUM</b>	-3-5 Day SUS	-Confiscation -10 Day SUS	-Confiscation -Long-Term SUS -Expulsion






## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<b><u>Electronic Devices</u></b> Includes cell phones, hand-held devices, media players or other electronic items. These items must be in the off position and not be displayed for use during the school day from bell to bell, unless otherwise directed by a staff member for instructional purposes or for use as an educational resource. Electronic Devices may not interfere with the learning, safety or well-being of others. The District is not responsible for the loss, damage and/or theft of any of these types of devices.	<b>MINIMUM</b>	-Confiscation -Student Pick-Up	-Confiscation -Student Pick-Up	-Confiscation -Student Pick-Up
		-Confiscation -Parent Pick-Up	-Confiscation -Parent Pick-Up -Detention	-Confiscation -Parent Pick-Up -Detention
	<b>MAXIMUM</b>	-ISS	-Confiscation -Parent Pick-Up -1 Day SUS	-Confiscation -Parent Pick-Up -Up to 3 Day SUS
<b>*Endangerment</b> -possible TMT Recklessly or intentionally creating, engaging in, encouraging or failing to report any potential unsafe, dangerous or hazardous situation. Endangerment can include a risk to the health, safety and welfare of students and staff. Endangerment can include risk of injury, harm and death. Consequences depend on the potential severity of the endangerment. Consequences depend on the direct or indirect involvement of the endangerment, including acting as an accessory. (A.R.S. 13-1201)	<b>MINIMUM</b>	-ISS	-Detention -Up to 3 Day SUS	-Detention -Up to 3 Day SUS
		-1-2 Day SUS	-Up to 5 Day SUS	- 5-10 Day SUS
	<b>MAXIMUM</b>	-3-10 Day SUS  -Long-Term SUS -Expulsion	-10 Day SUS -Long-Term SUS -Expulsion	-10 Day SUS -Long-Term SUS -Expulsion
<b>*Extortion</b> The act of 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; or (4) make false accusations. (A.R.S.13-1804)	<b>MINIMUM</b>	-Alternative Consequences	-Up to 3 Day SUS	-3-5 Day SUS
		-ISS	-Up to 5 Day SUS	- Up to 10 Day SUS
	<b>MAXIMUM</b>	-1-2 Day SUS	-10 Day SUS	-10 Day SUS -Long-Term SUS
<b>*Fighting</b> (with weapon/without weapon) Note: Please refer to section on Student and Staff Self Defense Mutual participation in an incident involving physical violence, where there is no major injury.	<b>MINIMUM</b>	-1-2 Day SUS	-Up to 3 Day SUS	-3-5 Day SUS
		-3 Day SUS	-Up to 5 Day SUS	- Up to 10 Day SUS
	<b>MAXIMUM</b>	-10 Day SUS - Long-Term SUS	-10 Day SUS - Long-Term SUS - Expulsion	- Long-Term SUS - Expulsion
<b>*Fire Alarm Misuse</b> Intentionally ringing fire alarm when there is no fire.	<b>MINIMUM</b>	-Conference	- 3 Day SUS	- 5 Day SUS
		- ISS	- 5 Day SUS	- 10 Day SUS
	<b>MAXIMUM</b>	- 1-2 Day SUS	-10 Day SUS -Long-Term SUS	-Long-Term SUS






## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Firearm (Use/Possession/Distribution/Sale)</b> -mandatory TMT</p> <p>Any weapon that is designed to (or may be readily converted to) expel a projectile by an explosive, or by the action of an explosive. This includes any handguns, pistol, revolver, rifle, shot gun. Any destructive device, which includes: any explosive, incendiary, or poison gas, bombs, grenades, mines, rockets, missiles, pipe bombs, firearms or similar devices designed to explode and capable of causing bodily harm or property damage. Sale or Distribution of Firearms is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District sponsored event, or on District-provided transportation. (A.R.S. 13-3111, A.R.S. 13-3101)</p>	MINIMUM	-Expulsion	-Expulsion	-Expulsion
				
	MAXIMUM			
<p><b>*Forgery/Falsification</b></p> <p>The act of falsely or fraudulently marking or altering a document or a verbal, written or electronic communication, or any verbal or written communication that is intentionally false or fraudulent (i.e., dishonesty or lying).</p>	MINIMUM	-Alternative Consequences	-Detention - 1 Day SUS	- 1- 3 Day SUS
		-ISS	- 3 Day SUS	- 3-10 Day SUS
	MAXIMUM	- 1-2 Day SUS	- 5 Day SUS	-10 Day SUS
<p><b>*Gambling</b></p> <p>Is to risk money or anything of value on the outcome of anything involving chance.</p>	MINIMUM	-Alternative Consequences	- Detention	-Detention - 1 Day ISS
		-ISS	- 1 Day SUS	- 3 Day SUS
	MAXIMUM	-1-2 Day SUS	- 3 Day SUS	- 5 Day SUS
<p><b>*Gang Activity</b></p> <p>An activity or affiliation of an ongoing loosely organized association of two or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in negative group activity.</p>	MINIMUM	-Alternative Consequences	- Detention - 3 Day SUS	-3 Day SUS
		-ISS	- 5 Day SUS	- 5 Day SUS
	MAXIMUM	- 1-2 Day SUS	-10 Day SUS - Long-Term SUS - Expulsion	-10 Day SUS - Long-Term SUS - Expulsion
<p><b>*Harassment</b></p> <p>The intentional behavior by a student or group of students that is disturbing or threatening to another individual or group of individuals. Intentional behaviors that characterize harassment include, but are not limited to stalking, hazing, social exclusion, name calling, unwanted physical contact &amp; unwelcome verbal or written comments, photographs graphics, and social media posts.</p>	MINIMUM	-1-2 Day SUS	- 3 Day SUS	- 5 Day SUS
		- 3 Day SUS	- 5 Day SUS	- 10 Day SUS
	MAXIMUM	- 5 Day SUS	-10 Day SUS -Long-Term SUS	-Long-Term SUS




## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b><u>*Hate/Bias Related Incidents</u></b> Any written, oral, physical or electronic communication that one could reasonably conclude was motivated, in whole or in part, by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics. Examples of bias/hate related incidents include age, ancestry or ethnicity, disability, economic status, gender, height or weight, immigration or citizenship status, marital status, race, religion or religious practices, or sexual orientation.</p>	MINIMUM	-ISS	-Detention - Up to 3 Day SUS	- 3 Day SUS
		-1-2 Day SUS	-Up to 5 Day SUS	- 5 Day SUS
	MAXIMUM	- 3 Day SUS	-Up to 10 Day SUS - Long-Term SUS - Expulsion	-10 Day SUS - Long-Term SUS - Expulsion
<p><b>Hazing</b> Any 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. See page 11. (A.R.S. 15-2301)</p>	MINIMUM	-ISS	-Up to 5 Day SUS	- 5 Day SUS
		-1-2 Day SUS	-Up to 10 Day SUS	-10 Day SUS
	MAXIMUM	- 3 Day SUS	- Long-Term SUS	- Long-Term SUS
<p><b><u>Horseplay/Roughhousing/Recklessness</u></b> Includes rough, boisterous play or behavior.</p>	MINIMUM	- Alternative Consequence	- Detention	-Detention - 1 Day ISS
		-ISS	- 1 Day SUS	- 3 Day SUS
	MAXIMUM	-1-2 Day SUS	- 3 Day SUS	- 5 Day SUS
<p><b><u>*Indecent Exposure or Public Sexual Indecency</u></b> Includes, but is not limited to, exposing private areas, consensual participation in any sexual act involving physical contact, touching private areas, depantsing (pulling pants down or off), pulling at another's underclothing. (A.R.S.13-1402, A.R.S.13-1403)</p>	MINIMUM	- Alternative Consequence	- Detention - Up to 3 Day SUS	-3 Day SUS
		- ISS	- 3-5 Day SUS	- 5 Day SUS
	MAXIMUM	- 1-2 Day SUS	-10 Day SUS - Long-Term SUS - Expulsion	-10 Day SUS - Long-Term SUS - Expulsion
<p><b><u>Instigation</u></b> Includes provoking, antagonizing or failing to report a fight or other dangerous, inappropriate situations. Spreading rumors, harmful gossip, recording/videotaping, social media posting and use of language or gestures that may incite another person or other people to fight are also considered forms of instigation. This also includes recording and/or distributing video of a fight/assault.</p>	MINIMUM	- Alternative Consequence	- Up to 3 Day SUS	- 3 Day SUS
		- ISS	- 3-5 Day SUS	- 5 Day SUS
	MAXIMUM	- 1-2 Day SUS	-10 Day SUS	- 10 Day SUS -Long-Term SUS





## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b><u>Physical Aggression</u></b> The act of tussles, minor confrontations, pushing, shoving or other physical provocation.</p>	<b>MINIMUM</b>	-Alternative Consequence	-Detention - 1 Day SUS	- 1 Day ISS
		-ISS	- 3-5 Day SUS	- 3-5 Day SUS
	<b>MAXIMUM</b>	- 1-2 Day SUS	- 10 Day SUS - Long-Term SUS	-10 Day SUS - Long-Term SUS
<p><b><u>Public Display of Affection</u></b> The act of kissing, hugging, fondling or touching in public that is beyond casual contact and which creates, or has the potential to create, a disturbance.</p>	<b>MINIMUM</b>	- Warning	- Warning - Detention	- Warning - Detention - 1 Day SUS
		- Alternative Consequence	- 1 Day SUS	-10 Day SUS
	<b>MAXIMUM</b>	-1-2 Day SUS	- Up to 3 Day SUS	- Long-Term SUS
<p><b>*Robbery</b> (with weapon/without weapon) The taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent to either coerce surrender of property, or to prevent resistance to such person taking or retaining property.</p>	<b>MINIMUM</b>	- Restitution - Up to 3 Day SUS	- Restitution - 5 Day SUS	- Restitution - 5 Day SUS
		- 5 Day SUS - Restitution	- 10 Day SUS - Restitution	- 10 Day SUS - Restitution
	<b>MAXIMUM</b>	-10 Day SUS - Long-Term SUS - Restitution	- Long-Term SUS - Restitution	- Long-Term SUS - Restitution - Expulsion
<p><b><u>Sale/Distribution of Personal Property</u></b> The attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) personal property, goods or services on District property, at a school or District-sponsored event or on District-provided transportation.</p>	<b>MINIMUM</b>	-Warning	- Detention - Confiscation - 1 Day SUS	- Detention - Confiscation - 1 Day SUS
		-Alternative Consequence	- Detention - Confiscation - 1-3 Day SUS	- Confiscation - 3-5 Day SUS
	<b>MAXIMUM</b>	-ISS	- Detention - Confiscation - 5 Day SUS	- Confiscation - 10 Day SUS
<p><b>*Sexual Harassment</b> (No Contact) - possible TMT The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p>	<b>MINIMUM</b>	- Alternative Consequence	- Detention - Up to 3 Day SUS	- Up to 3 Day SUS
		- 1-2 Day SUS	- 3-5 Day SUS	- 5 Day SUS
	<b>MAXIMUM</b>	- 5 Day SUS	-10 Day SUS - Long-Term SUS - Expulsion	-10 Day SUS - Long-Term SUS - Expulsion





## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Sexual Harassment</b> (with Contact) - possible TMT</p> <p>Sexual harassment with contact includes unwanted physical contact of non-sexual body parts.</p>	<b>MINIMUM</b>	-1-2 Day SUS	- Detention - Up to 3 Day SUS	- Up to 3 Day SUS
		-2 Day SUS	- 3-5 Day SUS	-5 Day SUS
	<b>MAXIMUM</b>	- 5 Day SUS	-10 Day SUS - Long-Term SUS - Expulsion	-10 Day SUS - Long-Term SUS - Expulsion
<p><b>Sexual Materials</b></p> <p>Includes pictures, devices or electronic images that contain nudity or represent sexual activity that is offensive or disturbs the educational environment. This includes possession or distribution of pornographic materials.</p>	<b>MINIMUM</b>	- Confiscation - Student Conference	- Confiscation - Detention - Up to 3 Day SUS	- Confiscation - Detention - 3 Day SUS
		- Confiscation - Alternative Consequence	- Confiscation - 3 Day SUS	- Confiscation - 5 Day SUS
	<b>MAXIMUM</b>	-1-2 Day SUS	- Confiscation - 10 Day SUS - Long-Term SUS - Expulsion	- Confiscation - 10 Day SUS - Long-Term SUS - Expulsion
<p><b>Tardy</b></p> <p>The failure to be at a designated location at a specified time. This could include arriving to school late or leaving school early. Once a student has more than three tardies (excused or unexcused) in a semester, consequences will be assigned. After three tardies, the only allowable excused tardies are those that have supporting documentation.</p>	<b>MINIMUM</b>	<u>Tardies 4 &amp; 5:</u> - Notify Parent - Student Conference	<u>Tardies 4 &amp; 5:</u> - Notify Parent - Student Conference - Detention	<u>Tardies 4-6:</u> -Notify Parent -Student Conference - Lunch Detention
		<u>Tardies 6, 7 &amp; 8:</u> - Parent/Student - Alternative Consequence - ISS	<u>Tardies 6, 7 &amp; 8:</u> - Notify Parent - Student Conference - Detention - 1 Day OCR	<u>Tardies 7 &amp; 8:</u> -Parent Meeting -Student Conference - Lunch Detention -Up to 2 days ISS
	<b>MAXIMUM</b>	<u>Tardies 9 or greater:</u> - Notify Parent - Student Conference - Up to 1-2 Day SUS	<u>Tardies 9 or greater:</u> - Notify Parent - Student Conference - Up to 3 Day OCR	<u>Tardies 9 or greater:</u> -Notify Parent -Student Conference -Referral to Globe Police Department -Up to 3 Day ISS

## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Technology Misuse/Computer</b>                      Tampering The failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility, including proxy use. Computer Tampering includes, altering, damaging, deleting or destroying a computer, computer hardware or software; introducing a computer contaminant into any computer, or network; causing the disruption of a computer or network. See Electronic Information Systems (EIS) User Agreement. (A.R.S. 13-2316)</p>	<b>MINIMUM</b>	- Loss of Technology Privileges - Restitution	- Loss of Technology Privileges - 1 Day SUS - Restitution	- Loss of Technology Privileges - 3 Day SUS - Restitution
		- Loss of Technology Privileges -ISS - Restitution	- Loss of Technology Privileges - 3-5 Day SUS - Restitution	- Loss of Technology Privileges - 5 Day SUS - Restitution
	<b>MAXIMUM</b>	- Loss of Technology Privileges - 1-2Day SUS - Restitution	- Loss of Technology Privileges - 10 Day SUS - Restitution	- Loss of Technology Privileges - 10 Day SUS - Long-Term SUS - Restitution
<p><b>*Theft</b> (over \$100/under \$100)                      The taking of property that belongs to another without personal confrontation, threat, violence or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: The District is NOT responsible for the loss, theft or damage of ANY personal items brought to school, including but not limited to, musical instruments, radios, headphones, cell phones, iPods, iPads, (any and all electronic devices), bicycles, etc. Any loss, theft or damage to any personal items will not be covered by District liability insurance.</p>	<b>MINIMUM</b>	- Restitution - Alternative Consequence	- Restitution - 1-3 Day SUS	- Restitution - 1-3 Day SUS
		- Restitution -ISS	- Restitution - 3-5 Day SUS	- Restitution - 3-5 Day SUS
	<b>MAXIMUM</b>	- Restitution - 1-2 Day SUS	- Restitution - 10 Day SUS	- Restitution - 10 Day SUS - Long-Term SUS
<p><b>*Threat, Bomb</b>                      - mandatory TMT                      Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. (A.R.S. 13-2911)</p>	<b>MINIMUM</b>	- Up to 5 Day SUS	- Up to 10 Day SUS	- 10 Day SUS - Long-Term SUS
		- 10 Day SUS	- Long-Term SUS - Expulsion	- Long-Term SUS - Expulsion
	<b>MAXIMUM</b>	- Long-Term SUS - Expulsion	- Expulsion	- Expulsion
<p><b>*Threat, Chemical or Biological</b>                      - mandatory TMT                      Threatening to cause harm using dangerous chemicals or biological agents. (A.R.S. 13-2911)</p>	<b>MINIMUM</b>	- Up to 5 Day SUS	- Up to 10 Day SUS	- 10 Day SUS - Long-Term SUS
		-10 Day SUS	- Long-Term SUS - Expulsion	- Long-Term SUS - Expulsion
	<b>MAXIMUM</b>	- Long-Term SUS - Expulsion	- Expulsion	- Expulsion




## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Threat, Other</b> - mandatory TMT</p> <p>The incident cannot be coded in one of the above categories but did involve a school threat. This includes Death Threats. (A.R.S. 13-2911)</p>	<b>MINIMUM</b>	- Mediation -Alternative Consequence	- Mediation - 1-3 Day SUS	- Mediation - 3-5 Day SUS
		-ISS	- Up to 10 Day SUS	- Up to 10 Day SUS
	<b>MAXIMUM</b>	- 1-2Day SUS	- Long-Term SUS - Expulsion	- Long-Term SUS - Expulsion
<p><b>*Threatening/Intimidating Behavior</b> - possible TMT</p> <p>When a person indicates by word or conduct, the intent to cause physical injury or serious damage to a person or their property. Repeated acts of threatening, intimidating behavior shall be considered Bullying. See page 7. (A.R.S. 13-1202)</p>	<b>MINIMUM</b>	- Mediation - Alternative Consequence -1-2 Day SUS	- Mediation - Detention - Up to 3 Day SUS	- Mediation - 3 Day SUS
		- Up to 3 Day SUS	- Up to 5 Day SUS	- 5 Day SUS
	<b>MAXIMUM</b>	- 5 Day SUS	-10 Day SUS - Long-Term SUS - Expulsion	-10 Day SUS - Long-Term SUS - Expulsion
<p><b>*Tobacco (Use/Possession/Distribution/Sale)</b></p> <p>Includes use, possession of tobacco products of any kind (i.e., cigarettes, cigars, vapes, electronic cigarettes or other similar devices), as well as smokeless tobacco (i.e., dip, chew, snuff, twist). Tobacco residue/butts/etc. will also be considered tobacco under this definition. Sale or Distribution of Tobacco is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event, or on District-provided transportation. (A.R.S. 36-798.03)</p> <p><b>NOTE:</b> Possession by any person of tobacco products on K-12 public, charter or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a criminal offense.</p>	<b>MINIMUM</b>	- Alternative Consequence -1-2 Day SUS	- Up to 3 Day SUS	- 3 Day SUS
		- Up to 3 Day SUS	- Up to 5 Day SUS	- 5 Day SUS
	<b>MAXIMUM</b>	- 5 Day SUS	- 10 Day SUS	- 10 Day SUS - Long-Term SUS
<p><b>*Trespass/Loiter</b></p> <p>When a person enters upon, or in, school property without legal justification or without the implied or actual permission of the administration, or when a person is intentionally present on school grounds, after a reasonable request to leave, does not have any specific reason for being there, or does not have written permission to be there from anyone authorized to grant permission. (A.R.S. 13-2905)</p>	<b>MINIMUM</b>	- Warning	- 1- 3 Day SUS	- 1-3 Day SUS
		- Alternative Consequence	- 3-5 Day SUS	- 3-5 Day SUS
	<b>MAXIMUM</b>	- ISS	- 10 Day SUS	-10 Day SUS

## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<p><b>*Unauthorized Absence/Truancy/Leaving</b> Campus without Authorization An 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. Also known as ditching or skipping class/school.</p>	MINIMUM	- Alternative Consequence	-Detention - 1 Day SUS	- Detention - 1 Day SUS
	↓	-ISS	-Up to 3 Day SUS	- Up to 3 Day SUS
	MAXIMUM	- 1-2 Day SUS	- 5 Day SUS	- 5 Day SUS
<p><b>*Vandalism/Destruction of Property (Personal/School)</b> The willful act of defacing or destroying any building, fixture, vegetation or property (personal or school) either intentionally or unintentionally.</p>	MINIMUM	- Alternative Consequence -Restitution -ISS	- 1-3 Day SUS - Restitution	- 1-3 Day SUS - Restitution
	↓	- Restitution -1-2 Day SUS	- Restitution - 3-5 Day SUS	- Restitution - 3-5 Day SUS
	MAXIMUM	- Restitution - 3-10 Day SUS -Expulsion	- Restitution - 10 Day SUS - Expulsion - Restitution	- Restitution - 10 Day SUS - Expulsion - Restitution
<p><b>Vape -Tobacco</b></p>	MINIMUM			-4 Day SUS - Referral to CBI
	↓			-5-8 Day SUS
	MAXIMUM			-10 Day SUS -Long term SUS -Expulsion
<p><b>Vape -Marijuana</b></p>	MINIMUM			-Police report and possible court referral -8 Day SUS
	↓			-Disciplinary Hearing -Long Term SUS
	MAXIMUM			-Expulsion
<p><b>Vape Alarm/Sensor</b> Students will be automatically suspended for three days, without a search, if they are in the restroom during a class period when the vape sensor goes off.</p>	MINIMUM			3 day suspension
	↓			
	MAXIMUM			-Disciplinary Hearing -Long Term SUS
<p><b>Verbal Abuse/Profanity/Obscenity</b> The use of profanity, swearing or any derogatory language written or stated publicly.</p>	MINIMUM	- Alternative Consequence	- 1 Day SUS	- 1-3 Day ISS, apology note
	↓	-ISS	- 3 Day SUS	- 3-5 Day SUS
	MAXIMUM	- 1-2 Day SUS	-5 Day SUS	-10 Day SUS

## GUSD DISCIPLINE MATRIX

Infraction	Consequence	K-4	5	6-12
<b>*Verbal Abuse/Profanity/Obscenity to an Adult</b> -possible TMT The use of profanity, swearing or any derogatory language written or stated publicly to an adult. (A.R.S. § 15-507)	<b>MINIMUM</b>	-ISS	- 3 Day SUS	- Up to 5 Day SUS
		-1-2 Day SUS	- 5 Day SUS	- 10 Day SUS
	<b>MAXIMUM</b>	-3-10 Day SUS -Long Term SUS	-10 Day SUS - Long-Term SUS	- Long-Term SUS - Expulsion
<b>*Weapon – Simulated</b> (Use/Possession/Distribution/Sale) - possible TMT Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	<b>MINIMUM</b>	- Confiscation - Alternative Consequence - 1-2 Day SUS	- Confiscation - Detention - 1-3 Day SUS	- Confiscation - Up to 5 Day SUS
		- Confiscation - Up to 3 Day SUS	- Confiscation - Up to 5 Day SUS	- Confiscation - Up to 10 Day SUS
	<b>MAXIMUM</b>	- Confiscation - 5 Day SUS	- Confiscation - 10 Day SUS	- Confiscation - Long-Term SUS
<b>*Weapons - Other</b> (Use/Possession/Distribution/Sale) - mandatory TMT Includes (but not limited to) a dagger, dirk, stiletto, knife with a blade at least 2.5 inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, chains, billy clubs, Chinese stars, nunchakus or any incendiary devices. Distribution/Sale is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) a weapon on District property, at a school or District-sponsored event or on District provided transportation. (A.R.S. 13-3101)	<b>MINIMUM</b>	- Up to 5 Day SUS - Long-Term SUS	- Up to 10 Day SUS - Long-Term SUS	- 10 Day SUS - Long-Term SUS - Expulsion
		- Up to 10 Day SUS - Long-Term SUS	- Long-Term SUS - Expulsion	- Expulsion
	<b>MAXIMUM</b>	- Long-Term SUS - Expulsion	- Expulsion	

- Note:**
- Parent notification should take place for infractions receiving consequences.
  - Administration may exercise discretion when determining consequences between minimum and maximum depending on severity of the infraction.
  - If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of, or in addition to the consequences outlined in the matrix for that infraction.
  - An administrator may choose any or all of the consequences for any infraction.
  - The principal is the highest level of appeal for a suspension of 10 days or less.
  - An underlined infraction or consequence indicates that an administrator may opt to use an on-campus reassignment as a possible disciplinary action in lieu of off-campus suspension depending on grade level.
  - An asterisk (\*) indicates that a police report and/or CPS report may be filed.

**GUSD Emergency Response Guide**