

AMPHITHEATER  
PUBLIC SCHOOLS

*YOUR*  
AWARD-  
WINNING  
SCHOOL  
DISTRICT

# CODE of CONDUCT



# 2009-2010 School Year

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Teacher Name:** \_\_\_\_\_

# CODE OF CONDUCT

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# VISION. MISSION. BELIEFS. VALUES. AMPHITHEATER.

## **Our Vision**

Amphitheater schools and facilities are places where students thrive academically; places parents want their children to go; places where highly skilled people work; and places community members respect because of the high student achievement, caring environment, and focus on individual needs!

## **Our Mission**

To empower all students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world.

## **We Believe**

- All students can learn and achieve.
- Everyone has unique strengths, talents, and needs.
- All students and staff should be responsible for and dedicated to educational excellence. Education requires cooperation among the students, parents, school, staff and community.
- The school community deserves a safe and caring environment.
- Our actions reflect our values and dedication to meet student needs fairly and equitably.
- Ample resources are essential to accomplish the Mission.

## **We Value**

Diversity. Creativity. Curiosity. Diligence. Achievement. Honesty.  
Caring. Fairness. Respectfulness. Service to the Community.

# Governing Board



**Jeff Grant**  
*President*



**Diana L Boros**  
*Vice President*



**Kent Paul Barrabee, Ph.D.**  
*Member*



**Patricia Clymer**  
*Member*



**Linda Loomis, Ph.D.**  
*Member*

## District Administration

Vicki Balentine, Ph.D.  
Todd A. Jaeger, J.D.  
Patrick Nelson

Superintendent  
Associate to the Superintendent  
Associate Superintendent

## THE PRIDE OF AMPHI...

**We're proud of the ongoing achievements of our students, staff and district. Last school year, the Amphitheater community again distinguished itself as one of excellence in many ways. Just some of the notable achievements within the District are shown below.**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• 3 Odyssey of the Mind World Finals Teams</li> <li>• 18 National Merit Commended Scholars</li> <li>• 10 National Merit Scholar Finalists</li> <li>• 8 National Merit Scholarships</li> <li>• 11% of District high school students took Advanced Placement tests for college credit, with better than a 75 percent passing rate.</li> <li>• Bronze Medal, Future Farmers of America National Competition</li> <li>• Fourth Place, National Academic Decathlon Competition</li> <li>• Healthy Body Healthy Minds Award Recipient</li> <li>• Congressional Art Competition Winner</li> <li>• Outstanding Teen Citizen of the Year Award Recipient</li> <li>• State Champions, Elementary Chess Team</li> <li>• State Champions, Boys Soccer</li> <li>• State Champions, Girls Softball</li> </ul> | <ul style="list-style-type: none"> <li>• State Champions, Boys Baseball</li> <li>• State Champions, Girls Track</li> <li>• State Champions, Girls Triple Jump</li> <li>• AZ Learns (state-wide) schools: 10 "Excelling", 1 "Highly Performing", 6 "Performing Plus" and 2 "Performing"</li> <li>• Recipient of \$29 Million Teacher Incentive Fund Grant from U.S. Department of Education</li> <li>• 1 of the 9 Circle K finalists in southern Arizona for Teacher of the Year</li> <li>• Superintendent of the Year Award Recipient</li> <li>• 1 winner of the Rodel Foundation Exemplary Teachers award</li> <li>• Vice President, State Board of Education, 2009 (Superintendent)</li> <li>• 1 Flinn Scholar</li> <li>• 97% of teachers are highly qualified under state and national standards</li> <li>• 22 Nationally Board Certified Teachers</li> </ul> |
|--|--|

## A LETTER FROM THE SUPERINTENDENT

August 2009

Dear Parents:

It is my pleasure to welcome you and your student to a new school year.

We know that you have many choices when it comes to the education of your children, and we are pleased that you have placed your confidence in us. Our mission is to empower all of our students to become contributing members of society equipped with the skills, knowledge, and values necessary to meet the challenges of a changing world. We strive to fulfill that promise every day through the hard work of the qualified, caring and dedicated staff in each of our schools, programs and facilities.

Our goal in providing this handbook to you and your child is to outline our expectations for student behavior. We believe that every student, staff member, parent and visitor to our places of work and learning deserve a safe and caring environment. Ensuring that each student knows, understands and follows the guidelines in this handbook is crucial to maintaining such an environment. Please take time to review the guidelines with your student.

A great deal of information, including all District policies and regulations, is also available on our website: [www.amphi.com](http://www.amphi.com).

Thank you again for the opportunity to educate your child. We look forward to your involvement in the educational process.

Sincerely,



Vicki Balentine  
Superintendent



# **STUDENT RESPONSIBILITIES**

## **Introduction to the Student Code of Conduct**

### **Basic Foundation of the Code**

The Amphitheater Governing Board recognizes that students should have freedom to express their individuality in school, but such expression should never intrude upon or endanger the freedom of others. The intent of all District policies and regulations pertaining to student conduct is to establish a balance between individual freedoms and the necessity of maintaining school safety and security. In implementing these policies, school staff members will consider all factors and should take tolerant, sensitive, and intelligent action. In helping students demonstrate proper conduct through discipline consequences, the goal should be to help students learn self-discipline.

Students, both as individuals and in groups, must comply with District policy and regulations and individual school rules pertaining to student conduct. Students must also respect the authority of teachers. Any open defiance of a teacher or other staff member will constitute cause for disciplinary action.

Any act by a student that interferes with the operation of a school or otherwise violates any rule listed in the Student Code of Conduct is prohibited. Students who commit such acts will be subject to disciplinary action, which may include suspension or expulsion.

### **Individual School Rules of Conduct**

The principal (site administrator) and faculty of each school have established school-specific rules for student behavior and conduct in the school classrooms, common rooms, hallways, and other areas used by students, including all school grounds and facilities. Such rules are in addition to those contained in this Code of Conduct. Such rules must, however, be consistent with this Code of Conduct and the policies adopted by the Governing Board and law.

Students must comply with both the District-wide Student Code of Conduct and with all rules established by the principal and faculty of the school they attend. A student's failure or refusal to comply with the rules of his or her school will subject the student to disciplinary action, which may include suspension or expulsion.

### **Notification of Disciplinary Rules**

The principal of each school is required to ensure that copies of district and school rules pertaining to discipline, suspension, and expulsion of students are distributed to parents and students. The rules must be communicated to students at the beginning of each school year, and to transfer students at the time of their enrollment in the school.

## **Interpretation of Disciplinary Rules**

Preserving the safety and protecting the health and general welfare of students, District employees, visitors, and volunteers on school property and at school activities are the legal and moral responsibilities of the Governing Board and its administration. Therefore, the interests of safety and welfare shall be the paramount guiding principle for interpretation of disciplinary rules. Generally, words will be given their ordinary meaning, unless those terms are otherwise defined (such as words in italics, which are defined in the glossary of this handbook). In the event of any conflict in interpretation, the determination of the Associate to the Superintendent shall be final.

### **Application of Rules to Attempts, Aiding or Abetting**

Any student who attempts to commit, conspires to commit, assists the commission, or conceals the commission of any provision of the District's Student Code of Conduct or the rules adopted by any individual school is subject to disciplinary action as if the student had committed the act.

### **Application of Rules to Possession**

A student will be considered to "possess" or "be in possession of" a substance or object if the student (1) knows of the nature, existence, and location of the substance or object, and (2) has control of the substance or object, regardless of the duration of the control

### **Prosecution of Criminal Acts Compared to School Discipline**

The school administration is *required* to report certain crimes to appropriate law enforcement officials (see page 32). School disciplinary matters, however, are not governed by criminal law and court procedures. Similarly, juvenile or criminal court matters are not governed by school district rules or procedures. Court proceedings relating to an incident at school are separate from the school's disciplinary procedures. Courts take actions for violations of laws – usually criminal laws. Schools take disciplinary action for violations of school and district rules. Behavior which violates school rules may not violate criminal law. So, discipline may be imposed even if a court decides not to impose criminal penalties. Different standards of proof and evidence exist between court and the school district hearings. Generally, a lesser degree of proof is required to establish a violation of school rules than would be required to establish a violation of criminal law. In the school setting, the "preponderance of evidence" applies. A preponderance of evidence exists where there is a greater weight or more convincing degree of evidence than the evidence offered in opposition to it. In simpler terms, it is a balance of 50.1% of evidence versus 49.9% of opposite evidence.

# The Code of Conduct

## Where and when does this Code of Conduct apply?

It is important that students and parents understand when this Code of Conduct applies to students. It applies to students at various times and places, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or district grounds at any time, regardless of whether school is in session or not.

Additionally, the principal may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students or on the orderly educational process of the district, because the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.

### Special Rule for Athletic and Activity Participants

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students. Their involvement with drugs and alcohol at any time can therefore negatively reflect upon their community and convey a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities. The Amphitheater District therefore maintains a zero tolerance "24/7" policy on the use of drugs or alcohol by participants. Any interscholastic participant who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student's location.

## To which students does this Code of Conduct apply?

The rules and procedures outlined in this Student Code of Conduct apply to all District students from Preschool level through Grade 12. Differences in the age and maturity of students are naturally considered, however, in determining the type of disciplinary action to be taken in the event of violations.

Generally speaking, the older and more mature a student is and/or the more serious the infraction, the more personal responsibility the student will carry for his or her actions.

District personnel who administer student discipline will follow appropriate disciplinary procedures for disabled students when dealing with students in special education programs, with those receiving Section 504 accommodations, and with those who are pending evaluation.

## **What is disciplinary action?**

In the pages which follow in this handbook, potential consequences for violations of the disciplinary rules of the District and schools are listed. A school's principal, or another certificated educator appointed by the principal, may impose discipline on a student at the school level. The disciplinary measures available to a principal include the following:

**Activity Restriction** – A student may be restricted from participating in or attending school activities such as dances, performances, athletic contests, team practices, club meetings, parties, etc.

**Administrative Reprimand** – The student is verbally, or in writing, reprimanded by a principal for a violation of the Student Code of Conduct.

**Administrator/Student Contact** – Personal, face-to-face meeting of student with principal.

**Administrator/Teacher/Student Conference** – Personal, face-to-face meeting which is attended by the student, the principal, and the teacher, or other staff members, if appropriate.

**Alternative or In-school Suspension** – A school may elect to set up a program which provides students and parents with an alternative to suspension. This program will provide instructional, tutorial and guidance services to students participating in the program. Parents may discuss this alternative, if available, with the principal.

**Bus Probation** – Conditions are established with which the student must comply in order to continue riding the school bus.

**Conferences** – Meeting or contacts between principals, parents, teachers, counselors, students, and other school staff members.

**Contract** – The student and his/her parent(s) execute written academic and/or behavioral stipulations. Violation of the contract will result in additional, usually more severe, disciplinary action.

**Detention** – A school may elect to offer a detention, which is a restriction of a student's activities during non-academic time, such as before or after school, during recess, or during other free time, including a "Saturday school". Each school, subject to this Student Code of Conduct, specifies those types of conduct for which students may be assigned to detention. Due to transportation and supervision issues, detention may not be offered at all schools.

**Disciplinary Probation** – Any student who violates the Code of Conduct may be placed on probation. During the probation, the student may be denied the privilege to participate in extracurricular activities. The student will report, at times specified by the school, to a specified staff member who will assist in monitoring the student during this probationary period.

**In-Class/School Disciplinary Action** – Consequences, which do not require suspension from school, such as loss of privileges, detention, disciplinary probation, an alternative suspension program, work assignments, temporary removal from class, and/or other school-based consequences.

**Monitoring Of Student Behavior** – Monitor student achievement and conduct through short-term progress reports and other strategies.

**Parent Conference** – Personal, face-to-face meeting of parent and principal, or if the situation requires, by telephone. Student, teacher, and other staff members may be involved, if appropriate.

**Parent Contact** – Timely communication between the parent and the principal, which may be through a face-to-face meeting, telephone conversation, or written communication.

**Referral to student services** – Opportunity for student to go to group/individual counseling, peer counseling, mediation, peer mediation, psychological evaluation, academic counseling, support groups, or related services.

**Removal by Teacher From Class** – The teacher is responsible for maintaining an appropriate learning environment in the classroom. Arizona law, therefore, permits a teacher to temporarily exclude a student from the teacher's class for serious disruption of the educational process within the teacher's classroom or for exhibiting persistent disobedient behavior. The teacher may also refuse to readmit the student to the classroom under certain circumstances. In the event of such a removal from class, the student will report to a location at school determined by the school principal. School-based procedures to determine whether the student may return to the class are then implemented.

**Removal From Bus** – Students can be denied the privilege of riding a school bus for violations of the Student Code of Conduct, even if they are not denied the right to attend school.

**Revocation of Automobile Privileges** – The student is not permitted to drive a vehicle onto school grounds.

**Short-Term Suspension** – A principal may suspend a student from school for up to ten school days due to misconduct. A short-term suspension imposed by the principal's designee may be appealed to the principal. A short-term suspension, which was imposed or approved by the actual school principal, is not subject to appeal. During a short-term suspension, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during a short-term suspension, the student must make prior arrangements with the principal to do so.

**Student Schedule or Curriculum Adjustment** – Change in class schedule, teacher, courses, instruction, or other academic area.

**Teacher Reprimand** – The student is reprimanded by a teacher verbally or in writing for a violation of the Student Code of Conduct.

**Time Out** – A student is removed from instruction in the classroom or from other school activities for a period not to exceed three hours. During time out, the student is reassigned to a

supervised area such as the principal's office, alternative or in-school suspension programs, or responsibility rooms.

**Work Assignments/Community Service** – A school or the District may elect to provide the student with an opportunity to perform supervised activities related to the assistance of District personnel, or to the upkeep and maintenance of school facilities or other public properties, instead of serving or while serving a suspension or expulsion. The student and parent(s) may request this alternative; however, the final decision rests with the principal. Supervision by parents may be required for this alternative.

## **District-Level Disciplinary Actions**

A long-term suspension may be requested by the principal due to recurring misconduct and/or serious misconduct. A long-term suspension may be imposed, after an opportunity for a hearing, by a hearing officer appointed by the Governing Board.

**Long-Term Suspension** – A suspension of a student from school for a term not to exceed the total number of school days in one school year. A long-term suspension may carry over from one school year into the next. A student or parent has a right to appeal the decision of the district hearing officer to the Governing Board in accordance with District policy and regulation. A suspension remains in effect pending the Board's review of the appeal. During the term of a long-term suspension, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during a long-term suspension, the student must make prior arrangements with the principal to do so.

**Expulsion** – Expulsion is defined as the permanent withdrawal of student's right to attend a district school unless the Governing Board reinstates the right. Following a long-term suspension hearing, the hearing officer may request that the Governing Board expel a student. In the event of such a request, the Governing Board will determine whether to appoint a hearing officer to hold an expulsion hearing. In that case, the expulsion hearing officer will make a recommendation to the Governing Board as to whether the student should be expelled following the hearing. **Only the Governing Board can determine whether a student should be expelled;** the Board will decide if expulsion or other discipline should be imposed after considering the recommendation of the hearing officer. A student or parent has a right to dispute or appeal the recommendation of the hearing officer to the Governing Board in accordance with District policy and regulation. Expulsion is the most serious disciplinary step available. As part of its decision to expel, the Governing Board reserves the right to permit the student to apply for readmission after any period of time it may set. The Governing Board, or its hearing officer, may also establish conditions for readmission with which the student must comply prior to readmission. During the term of an expulsion, the student must remain away from all district schools and activities. If it is necessary for a student to come to a school during an expulsion, the student must make prior arrangements with the principal and the hearing officer to do so.

## What types of behavior does this Code of Conduct prohibit?

The Code of Conduct prohibits certain kinds of behavior in each of the numbered rules written below. **Please note:**

- Students are prohibited from personally committing the acts described below in the rules of prohibited contact.
- Students are also prohibited from attempting to commit a prohibited act.
- Additionally, students are prohibited from conspiring to commit, assisting another to commit, or concealing the commission of any of the following acts.

Any student violating these prohibitions in any way, or violating any provision of a student behavior rule adopted by an individual school is subject to discipline.

### Rule 1 - Weapons:

A student shall not handle, possess, transfer, receive, conceal, sell, or use any item that may be used for attack or defense that is capable of causing death or serious injury.

Examples of a weapon include, but are not limited to, any type of: firearm; knife (with a locking blade or a blade longer than two and one-half (2 ½) inches); brass knuckles; explosive or destructive device; or any dangerous/hazardous object or substance which may be used to threaten or harm another, including realistic toy weapons.

### Rule 2 - Dangerous or Prohibited Substances or Objects:

A student shall not possess, handle, transfer, receive, conceal, sell, or use any instrument or substance that may expose a person to a risk of harm or injury.

Examples of a dangerous or prohibited substance or object include, but are not limited to:

- controlled substances including alcohol; prescription or over-the-counter drugs (unless possession is approved by Principal); glue, paint, or intoxicating substance; any potentially mind-altering substance or material capable of producing a change in behavior.
- pellet/BB guns; imitation or toy weapons; clubs;
- flammable liquids; corrosives; mace/pepper gas;
- razor blades; box cutters; pocket knives
- drug paraphernalia; laser pointers,

- any combination of parts either designed or intended for use in converting any device into any destructive device, and from which a destructive device may be readily assembled; and
- any incendiary device or material that may explode or is made to appear explosive; matches; lighters; firecrackers; smoke/stink bombs; cherry bombs, firecrackers, flash paper, combustible powder, sparklers, caps, ammunition (live or blank).

#### **DID YOU KNOW?**

“Pocket knives” have blades that are shorter than 2.5 inches long.

There is never a good reason to bring any knife to school! If you do, you can be suspended or even expelled.

#### **Rule 3 - Physical Assault:**

A student shall not knowingly cause physical harm/injury to any other person.

#### **Rule 4 - Fighting:**

A student shall not engage in physical or hostile behavior with another person, regardless of who initiates the contact. A student shall not encourage or direct any other student to engage in physical or hostile behavior.

#### **Rule 5 – Verbal Assault:**

A student shall not knowingly frighten or threaten any other person, thereby causing such person to be placed in fear of injury. A student shall not use obscene language, vulgarity, racial or ethnic slurs, profanity, or insults toward any other person.

#### **Rule 6 - Arson:**

A student shall not ignite any fire that causes, or is capable of causing, damage to property or injury to a person. A student shall not ignite any device capable of causing fire, exploding or emitting smoke.

#### **Rule 7 - Drugs:**

A student shall not possess, handle, transfer, receive, conceal, sell, use, or be under the influence of drugs or any substance represented to be drugs.

Examples of drugs include any:

- controlled, narcotic or intoxicating substance, preparation, vapor, inhalant or stimulant.
- medication prescribed by a student's own physician, unless school procedures regarding medication have been followed.
- over-the-counter, herbal or other types of medications, preparations, or supplements.

A student shall not possess, handle, transfer, receive, conceal, sell, or use any accessories, apparatus or equipment that may be used in the manufacture or use of tobacco, drugs, or controlled and/or prohibited substances.

**RULE HIGHLIGHT:**

Even vitamins and other supplements and over-the-counter medications like Tylenol or aspirin are prohibited at school unless a student secures permission of the principal to have them at school and leaves them with the school office, if required by the principal. This helps prevent accidental injuries that have been known to occur when students share such substances with other students who may have allergies to these substances or drug interactions.

**IF YOU BRING IT IN, CHECK IT IN!!**

**Rule 8 - Alcohol:**

A student shall not possess, handle, transfer, receive, conceal, sell, use, or be under the influence of any form of an alcohol or any substance represented to be alcohol.

**ATHLETES**

See the special rule that applies to you "24/7" on page 29.

**Rule 9 - Tobacco:**

A student shall not possess, handle, transfer, receive, conceal, sell, or use tobacco products, including, but not limited to, cigars, cigarettes, or chewing tobacco.

**Rule 10 - Extortion/robbery:**

A student shall not demand or acquire the property, money, services or anything of value from another person by means of force or threat of force.

**Rule 11 - Theft:**

A student shall not steal School District or another person's property.

**Rule 12 - Forgery:**

A student shall not alter or falsify any school-related documents.

**Rule 13 - Vandalism:**

A student shall not willfully damage School District or another person's property.

**Rule 14 - Off-campus criminal conduct:**

A student shall not engage in unlawful conduct that adversely impacts the safety or peaceful operations of a school or the School District.

**Rule 15 - Discrimination/Harassment:**

A student shall not intentionally engage in behavior which continually or repeatedly annoys or humiliates another person; or which favors/disfavors an individual or group on the basis of race, ethnicity, national origin, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability.

Harassment or intimidation that is based on any one or more of these factors is also deemed discrimination; for example, harassment on grounds of sex or race.

**Rule 16 - Insubordination:**

A student shall not engage in any act of defiance that disrupts the peaceful operations of a school or the School District

**Rule 17 - Disruption of campus activities:**

A student shall not, by their action or the consequences of their actions, disrupt any School activity, nor knowingly promote, encourage, or cause others to disrupt any School activity. Prohibited behavior includes, but is not limited to, lying to school staff, refusal to comply with staff directives, being confrontational toward others.

### **Rule 18 - Disruption of classroom activities:**

A student shall not, by their actions or the consequences of their actions, disrupt any classroom activity. Prohibited behavior includes, but is not limited to, lying to school staff, refusal to comply with a teacher's directive, expressing hostility towards others, and cheating in classroom assignments or testing.

#### **DID YOU KNOW?**

Cell phones do not belong in class.

**Turn them off and put them away during class**

### **Rule 19 - Libel and slander:**

A student shall not make or contribute to false and damaging statements concerning another person whether orally or by use of written words, including the use of internet "chat rooms" and other electronic forms of communication.

### **Rule 20 - Obscenity/profanity:**

A student shall not use language, gestures, or materials that are offensive to accepted standards of decency; debase the dignity of another person; and are without serious literary, artistic, political, or scientific value at school-sponsored activities.

### **Rule 21 - Loitering:**

A student shall not remain on school property after a reasonable request to leave; without any legitimate reason for being there; without written permission to be there from anyone authorized to grant permission; and/or upon refusing to identify her/himself.

A student shall not visit any School District campus (other than where the student is enrolled) while school is in session without first receiving permission from the principal of the campus being visited.

### **Rule 22 - Standard of Conduct:**

A student shall not act in such manner as to interfere with the lawful use of district property by others, or in such manner as to interfere with the safe and peaceful conduct of a school or student transportation vehicle.

**Rule 23 - Vehicles:**

A student shall not recklessly operate any motor vehicle, bicycle, or other mode of transportation on School District premises.

**Rule 24 - Conduct on school bus or other School District vehicles:**

A student shall not violate any provision of district rules applicable to conduct on student transportation vehicles.

**Rule 25 – Inappropriate Dress:**

A student shall not violate any provision of school or district rules regarding student dress.

**Rule 26 - Violation of District Probation:**

A student shall not violate any condition of probation imposed by the Governing Board, a District hearing officer, or a school administrator.

**Rule 27 - Other District Policies:**

A student shall not violate any school or district rule, published and made known to students, including but not limited to gang-related activities, bullying, hazing and use of technology.

**Rule 28 - Unexcused Absence:**

A student shall not be absent from class without an approved excuse.

**DID YOU KNOW?**

For every five class periods you are absent, studies show that your achievement will decrease by at 2%.

***YOUR ATTENDANCE = YOUR ACHIEVEMENT***

**Rule 29 - Excessive Tardies:**

A student shall not repeatedly arrive for class after the scheduled starting time.

## **DID YOU KNOW?**

Tardies of more than five percent (5%) of the number of school days or the number of class days of an individual class are considered excessive.

**ATTENDANCE = ACHIEVEMENT**

### **Rule 30 - Safety Violation:**

A student shall not engage in behavior which may result in harm to another person.

### **Rule 31 - Cheating:**

A student shall not falsely claim another's information or school work for his/her own. A student shall not use any means to record and/or transfer information about tests to another person.

### **Rule 32 - Contract Violation:**

A student shall not violate any term of a probation, behavior, academic, or other form of contract entered into between the student and the school district.

### **Rule 33 - Parking Violation:**

A student shall not park on school grounds or near school in a manner or location contrary to the school's parking rules.

### **Rule 34 - Falsification of information:**

A student shall not intentionally, or by deliberate omission, provide inaccurate information to district staff.

### **Rule 35 - Off Campus Pass Violation:**

A student shall not leave campus without appropriate permission as required by the school administration.

### **Rule 36 - Other School Policies:**

A student shall not violate any individual school rule which is published and made known to students, by the student's school.

## **Which type(s) of disciplinary action will be imposed for violations?**

Principals are generally given broad discretion to implement disciplinary action that they deem appropriate when it is determined that a student has violated this Code of Conduct or a school rule. In doing so, principals must utilize the types of discipline authorized by this Code of Conduct. There are, however, certain disciplinary requirements or guidelines for principals to apply.

In the pages that follow, there are several charts that classify violations of the rules of prohibited behavior described above into five categories. Those five categories are: Minor, Moderate Severity, Serious, Very Serious, and High Level.

For each group of classified violations, the charts that follow provide “mandatory” and “discretionary” consequences, which may vary, depending upon whether a student’s violation is a first-time occurrence or a repeated violation.

### **Understanding the Discipline Charts**

“Mandatory” consequences are the types of discipline which principals are required to impose. These are just the minimum level of discipline which the District requires in the event of an applicable violation. Principals have discretion to impose a higher level of discipline, subject to “Discretionary” limitations shown in the charts.

“Discretionary” consequences are the forms of discipline that may be used at the principal’s discretion.

At the elementary level, the age and developmental level of the student is considered in considering the severity of the discipline imposed.

Principals may request a waiver of mandatory disciplinary requirements through the Associate to the Superintendent, Associate Superintendent, or the Superintendent.

**DISCIPLINE CHARTS FOR  
VIOLATIONS OF THE RULES OF PROHIBITED CONDUCT**

**Level 1: Minor Violations**

- 17. Disruption of Campus Activities  
(minor severity – brief, no police involvement or injury)
- 18. Disruption of Classroom Activities  
(minor severity – brief, no police involvement or injury)
- 22. Standard of Conduct on School District Property  
(if no safety impact or risk)
- 25. Student Dress
- 27. Other District Policies  
(no harm to person or property)
- 29. Excessive Tardies
- 33. Parking Violation
- 35. Off-Campus Pass Violation  
(brief – no harm to person or property)

**In addition, any violation of school rules which does not present a safety risk.**

If a student violates one of the Level 1 rules listed above, the disciplinary action(s) listed on the next page will be applied by the *principal*. ►

Level 1: First Occurrence	Level 1: Repeat Occurrence
<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact Administrator/Student Contact</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference In-Class/School Disciplinary Work Assignments Referral to student services Administrative Reprimand Detention</p>	<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact Administrator/Student Contact</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference Student Schedule/Curriculum Adjustment Referral to student services Monitoring Of Student Behavior Parent Conference In-Class/School Disciplinary Work Assignments Administrative Reprimand Detention Contract Activity Restriction</p>

## Level 2: Moderate Severity Violations

2. Dangerous and prohibited substances or objects  
(with no risk of harm)
12. Forgery
16. Insubordination
17. Disruption of Campus Activities  
(moderate severity)
18. Disruption of Classroom Activities  
(moderate severity)
19. Libel and Slander
20. Obscenity/Profanity
21. Loitering
22. Standard of Conduct on School District Property  
(with safety impact or risk)
24. Conduct on school bus or other school District vehicles
28. Unexcused Absences
32. Contract Violation  
(no harm to person or property)

**In addition:**

- Repeated Level 1 Violations
- Any Level 1 Violation or school rule violation which impacts student/staff safety

If a student violates one of the Level 2 rules listed above, the disciplinary action(s) listed on the next page will be applied by the principal. ►


Level 2: First Occurrence	Level 2: Repeat Occurrence
<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  In-Class/School Disciplinary Work Assignments  Referral to student services  Administrative Reprimand  Detention  Student Schedule or Curriculum Adjustment  Monitoring Of Student Behavior  Parent Conference  Bus Probation  Temporary Removal From Bus  Revocation of Automobile Privileges Contract  Activity Restriction  Time Out  Alternative or In-school Suspension  Short-Term Suspension (1-9 Days)</p>	<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  In-Class/School Work Disciplinary Assignments  Referral to student services  Detention  Student Schedule or Curriculum Adjustment  Parent Conference  Bus Probation  Temporary Removal From Bus  Revocation of Automobile Privileges Contract  Activity Restriction  Time Out  Alternative or In-school Suspension  Short-Term Suspension (1-9 days)</p>

## Level 3: Serious Violations

2. Dangerous and prohibited substances or objects  
(with risk of harm)
4. Fighting
9. Tobacco
11. Theft
13. Vandalism
15. Discrimination
16. Insubordination (flagrant)
17. Disruption of Campus Activities (severe)
18. Disruption of Classroom Activities (severe)
22. Standard of Conduct on School District Property  
(flagrant disregard of safety impact or risk)
23. Vehicles (reckless driving)
26. District Probation Violation
30. Safety Violation
31. Cheating
32. Probation Contract Violation  
(harm to person or property)
34. Falsification of Information

**In addition:**

- **Repetition of Level 1 and 2 Violations**
- **Level 1 and 2 Violations or school rule violations which present a serious risk to student or staff safety.**

If a student violates one of the Level 3 rules listed above, the disciplinary action(s) listed on the next page will be applied by the principal. 

<b>Level 3: First Occurrence</b>	<b>Level 3: Repeat Occurrence</b>
<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  In-Class/School Disciplinary Work Assignments  Referral to student services  Detention  Student Schedule or Curriculum Adjustment  Parent Conference  Bus Probation  Temporary Removal From Bus  Revocation of Automobile Privileges Contract  Activity Restriction  Time Out  Alternative or In-school Suspension  Short-Term Suspension (1-9 Days)</p>	<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior  Referral to student services  Parent Conference</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  In-Class/School Disciplinary Work Assignments  Detention  Student Schedule or Curriculum Adjustment  Bus Probation  Temporary Removal From Bus  Revocation of Automobile Privileges Contract  Activity Restriction  Alternative or In-school Suspension  Short-Term Suspension (1-9 days)</p>

## Level 4: Very Serious Violations

3. Battery/Physical Assault
5. Verbal Assault
10. Extortion or Robbery
14. Off-campus Criminal Conduct
26. Violation of District Probation

**In addition:**

- **Chronic repetition of Level 1, 2, and 3 Violations**
- **Level 1, 2 or 3 violations or school rule violations which pose a very serious risk of harm to students or others.**

If a student violates one of the Level 4 rules listed above, the disciplinary action(s) listed on the next page will be applied by the *principal*. ►

Level 4: First Occurrence	Level 4: Repeat Occurrence
<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior  Short-Term Suspension (1-9 Days)</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  Referral to student services  Student Schedule or Curriculum Adjustment  Temporary Removal From Bus  Revocation of Automobile Privileges  Activity Restriction  Alternative or In-school Suspension  Long-Term Suspension (10-178 days)  Expulsion</p>	<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior  Referral to student services  Short-Term Suspension (1-9 Days)  Long-Term Suspension (10-178 days)</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  Student Schedule or Curriculum Adjustment  Temporary Removal From Bus  Revocation of Automobile Privileges  Expulsion</p>

## Level 5: High Level Violations

1. Weapons
6. Arson
7. Drugs
8. Alcohol

**In addition:**

- **Chronic repetition of Level 1, 2, 3, and 4 Violations**
- **Level 1, 2, 3, or 4 Violations which pose an extremely serious risk of harm to students or others.**
- **Threatening an Educational Institution (See “Special Rules of Discipline” in this Handbook)**

If a student violates one of the Level 5 rules listed above, the disciplinary action(s) listed on the next page will be applied by the *principal*. ►

Level 5: First Occurrence	Level 5: Repeat Occurrence
<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior  Short-Term Suspension (1-9 Days)  Long-Term Suspension (10-178 days)</p> <p>Expulsion Hearing mandatory for:  Rule 1 – Weapons  Rule 6 – Arson  Rule 7 - Drugs</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  Referral to student services  Student Schedule or Curriculum Adjustment  Temporary Removal From Bus  Revocation of Automobile Privileges  Activity Restriction</p>	<p style="text-align: center;"><b><u>MANDATORY</u></b></p> <p>Parent Contact  Administrator/Student Contact  Confiscation of Dangerous or Prohibited Objects or Substances.  Administrative Reprimand  Monitoring Of Student Behavior  Referral to student services  Parent Conference  Short-Term Suspension (1-9 Days)  Long-Term Suspension (10-178 days)  Expulsion</p> <p style="text-align: center;"><b><u>DISCRETIONARY</u></b></p> <p>Administrator/Teacher/Student Conference  Student Schedule or Curriculum Adjustment  Temporary Removal From Bus  Revocation of Automobile Privileges  Activity Restriction</p>

# Special Rules of Discipline

## Weapons and Drugs

As students and parents would naturally expect, and as indicated in the preceding pages, weapon and drug violations are among the most serious violations a student could commit. Amphitheater Public Schools has a “zero tolerance” policy for such violations.

In the case of *weapon* or *drug* violations, long-term suspensions, and expulsion hearings are MANDATORY.

Possession of weapons is a particularly serious matter. **Indeed, federal and state law REQUIRES the school district expel any student – for no less than one school year -- who brings a firearm to school or to a school activity.** The law provides for very limited exceptions to this strict rule, which can only be determined by the Governing Board of the District on a case-by-case basis.

## **Special Rule for Athletic and Activity Participants**

Students participating in interscholastic activities for their schools do so as representatives for their school community and as role models for other students.

Involvement with drugs and alcohol by activity participants at any time negatively reflects upon their community. Such involvement by these student leaders also sets a poor example to their peers. In addition, the use of drugs or alcohol by athletic or activity participants can lead to an increased risk of harm or severe injury during those activities.

The Amphitheater District maintains a **zero tolerance “24/7” policy** on the use of drugs or alcohol by interscholastic activity participants.

Any participant who uses, possesses or transfers alcohol or drugs at any time during a season will be immediately removed from the activity for the balance of the season. This rule applies 24 hours a day, seven days a week, regardless of a student’s location.

## Threatening an Educational Institution

Arizona law prohibits any person, including any student, from threatening the safety and security of an educational institution.

Qualifying threats may include possession of a weapon, drugs, or prohibited objects. Other behavior that may potentially threaten a school includes, but is not limited to, verbal threats, physical assault, fighting, arson, bomb threats, false fire alarms, and extortion/robbery.

In accordance with Arizona Revised Statutes Section 15-841(H), a student who threatens a school must be expelled for a period of no less than one year. The School District Governing Board may rarely modify this strict expulsion requirement on a case-by-case basis.

A student subject to this expulsion requirement may also be assigned to an alternative educational program if the student participates in mediation, community service, restitution, or other programs in which the student takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in such programs with the student as a condition to the student's reassignment to an alternative educational program.

**DON'T TAKE A CHANCE WITH YOUR FUTURE!**

## **CRIMES OR BEHAVIORS THAT MUST BE REPORTED TO LAW ENFORCEMENT**

Notwithstanding disciplinary action taken by a school, certain criminal and/or disruptive behavior must be reported to appropriate law enforcement authorities. The following incidents **WILL BE** reported to law enforcement authorities by school officials:

- Aggravated assault with or without a weapon
- Arson
- Bomb threats and/or setting of a false alarm
- Burglary/breaking and entering
- Homicide
- Kidnapping
- Non-accidental injuries.
- Physical Assault
- Possession of weapon
- Possession, sale, or distribution of drugs; dangerous substances, or alcohol
- Rape
- Sexual assault/misconduct
- Threatening an educational institution

The District will also report any person's involvement in illegally removing a student from the school or other places where the principal has jurisdiction over the student, such as on school buses, on field trips, at athletic functions, and during school-sponsored events.

## **CRIMES OR BEHAVIORS THAT MAY BE REPORTED TO LAW ENFORCEMENT**

Additionally, the principal **MAY** report to the law enforcement agencies other potentially disruptive incidents occurring within the regular operation of the school. Such incidents include, but are not limited to, the following:

- Demonstration by students which could create unsafe conditions
- Extortion
- Theft/possession of stolen property
- Trespassing
- Vandalism

The District may also report any person's attempt to convince a student or school employee to disrupt any school function or classroom.

The foregoing lists are not exclusive and exhaustive. Other conduct **MAY** be reported to law enforcement officials if deemed necessary by the principal or other administration of the District.

# PARENT INFORMATION

## DUE PROCESS FOR STUDENTS

Any student whose behavior may warrant suspension or expulsion under the Student Code of Conduct will be provided due process prior to the implementation of the suspension or expulsion. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity for the student to present the student's side of the story in an informal or formal hearing or meeting, as applicable;
- The right to be represented by legal counsel or other party at the student's or parent's(s') expense;
- The allowance, for safety purposes, for a student to be removed from the school prior to an informal hearing, with that hearing to follow as soon as practical;
- Adequate notification of a hearing to the student and parent;
- An opportunity for a fair hearing;
- Notification to parents about the short-term suspension of the student;
- More formal due process in long-term suspension and expulsion proceedings;
- Right to appeal the decision of a hearing officer regarding long-term suspensions or expulsions to the Governing Board.

### **Bullying, Harassment & Intimidation**

A large body of research shows that bullying behavior has a negative and potentially lifelong effect upon both the student who bullies and the student who does the bullying. From poor attendance and academic achievement, to disciplinary problems at school, to drug and alcohol abuse, to criminal violations, bullying is harmful to those involved.

The Amphitheater District prohibits bullying, and the District's full policy on the matter is contained in this handbook, along with a complaint form which students, parents or others can use to report incidents of bullying.

Our goal in enforcing the bullying policy is not to label any child or re-victimize anyone, but rather to provide a safe and caring learning environment. We consider this duty so important that all District staff members, not just teachers or administrators, are required

to intervene and address any incident of bullying which they personally observe. They must also ensure that any report of bullying made to them by a student or parent is properly forwarded for investigation.

All reports must be investigated and will be investigated. Where reports of bullying are verified, appropriate disciplinary action will be taken. Students or parents who file reports will be informed of the outcome of the investigation, however, federal and state law prohibit disclosure of any disciplinary action taken against other students. Documentation of investigations is retained for the requisite period of time under law when allegations are verified; where a report cannot be verified, documentation is not retained, again in accordance with law.

## **Dress Code/Grooming**

While the District recognizes that student dress and grooming are often matters of personal choice and expression, there is a relationship between student dress and such matters as individual and collective student achievement, school pride, school safety, and the accomplishment of educational objectives. Accordingly, policy and regulations prohibit student dress or grooming that, in the judgment of the school administration:

- presents a hazard to the health, safety or general welfare of students, staff, or others;
- interferes with or disrupts the educational environment or process;
- produces disorder in the educational process;
- creates an atmosphere of threat, intimidation or undue pressure;
- causes excessive wear or damage to school property;
- represents membership in, or support of, a gang; or
- displays obscene language or symbols, or symbols of sex, drugs, or alcohol.

More detail concerning the District's standards for dress and grooming are found in the Student Dress Code contained in this handbook.

**Footwear and Safety Dress:** Footwear must be worn at all times. In addition, students must comply with safety dress requirements for specific classes such as vocational courses, life physical education, and chemistry.

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

**Enforcement:** In addition to disciplinary action which may be imposed against students who violate the District's dress code, students or their parents may also be asked to do any of the following:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Have other clothing brought to school.
- Remove the accessory.
- Cover the offending markings or symbols.

**Uniforms:** Schools, upon approval by the Governing Board of the District, may establish specific dress requirements, such as uniform policies. Students attending such schools must comply unless the parent executes a written opt-out request. In the District's experience, parents only rarely execute opt-out forms and often praise uniform policies for their cost-saving and community-building effects.

**Clothing Bank:** Parents who may be experiencing financial difficulties and may be unable to obtain sufficient clothing for their student may be eligible for free clothing offered by the Amphitheater Foundation Clothing Bank. A referral to the Clothing Bank from your school is required and may be obtained on a confidential basis through your school administrator.

### **Interpretation and Translation Services**

The District will provide interpretation services so that all parents can participate meaningfully in meetings and conferences regarding their children's education. Please contact your child's school to request these services. Parents can also request translations of district documents by contacting their school office.

### **Law Enforcement**

On occasion, law enforcement officers will visit a school site to request an interview with a student regarding a criminal investigation. Where child abuse or abandonment is involved, the officer is permitted to investigate the alleged victim of abuse as well as any sibling of the victim or other child residing with the victim. See "Child Abuse Reporting" above.

**Non-School Related Matters.** If a police officer enters the campus requesting to interview a student attending the school on an issue that is not school related, the interview will generally not be permitted at school unless the parent provides consent. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official will allow the interview. Otherwise, the parent will be contacted and will be asked if he/she agrees to the student being interviewed. 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(s) cannot be reached, the peace officer will be requested to contact the parent(s) and make arrangements to question the student at another time and place.

**School Related & Student Safety Matters.** Safety of the student population is of paramount concern. When a police officer is present on the campus to interview students at the request of school authorities or due to concerns for the safety of the students in the school population, parental contact is required only if the student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. School Resource Officers (SRO's) present at the request of the school for the continued maintenance of school safety and order, may also interview students as necessary regarding school related issues as determined by school officials; again, parents need only be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

### **Policies**

This Handbook incorporates the provisions of several policies of the Amphitheater Governing Board, together with a number of administrative regulations. Interested persons may review District policies and regulations in their entirety at each school within the District. They are available in the office of each school principal and are also in each school's library. You may also review District Policies and regulations through the "Policy Manual" link on the District's website at: [www.amphi.com](http://www.amphi.com).

### **Search and Seizure**

School administrators have the right to search students and seize property, when administrators have a reasonable suspicion that the search will produce evidence that the student has violated the law or the rules of the school/District, or when they have reasonable suspicion that the student may have material harmful or detrimental to the health, safety and/or welfare of students. Any search conducted on this basis will be reasonable in scope and not excessively intrusive on the student, given the student's age, sex, and other factors, including the nature of the infraction.

**School-Provided Storage Space:** Storage areas provided to students by a school such as lockers, desks, cabinets or "cubbies", are provided only as a convenience to students, and always remain the property of the school. These storage areas are subject to school control and supervision. Students have no reasonable expectation of privacy in these spaces. School officials may therefore randomly inspect these spaces at any time, with or without reason, without notice, without student consent, and without a search warrant. Students who accept lockers or desks assume full responsibility of the security of their lockers, desks, etc. Whenever a student is required to, or exercises an option of providing his or her own lock to secure a school-provided storage space, the student must provide the combination or key to the school authority that issued the storage space when requested. Failure to do so will result in the lock being cut.

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

**Vehicles in School Parking Lots:** Student parking on high school campuses is a privilege, not a right, and students desiring to park on school grounds do so on the condition of complying with school and district rules. To maintain a safe school environment, the school retains authority to conduct routine patrols of student parking lots and inspect the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may also be inspected whenever a school authority has a reasonable suspicion the search will produce evidence that the student has violated the law or the rules of the school/district. The school is not liable for the loss or theft of personal belongings left in student or visitor vehicles.

### **Vandalism & Parental Liability**

Students are expected to treat their school with respect. Vandalism and defacement of school property disrupts the orderly operations of the school and can negatively impact school climate and student body access to and use of facilities. We want all students to be able to enjoy the buildings, grounds and equipment which our taxpayers provide.

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

## **SELECTED DISTRICT POLICIES**

**Policies are adopted by the Amphitheater Governing Board for the safety and welfare of the district's students, staff and community and, in some cases, as required by law.**

**The following policies and regulations are particularly significant in guiding students and parents as to the conduct and behavior expected while attending school-related activities.**

## **Governing Board Policy KFA Regarding Public Conduct on School District Property**

The purpose of this policy is to establish a standard of conduct upon the school properties within the School District that will provide the best possible educational climate for the students; promote a free and constructive interchange of ideas among students, faculty members, staff personnel, and the general public; encourage participation in the educational process by the general public; protect the investment of the public in both the educational process and the physical plant in which it is conducted; and honor and protect the rights of all individuals within the community.

### **Standard of Conduct**

The standard of conduct required of all persons upon the property of the School District shall be simply that no person shall act in such manner as to deny or interfere with the lawful use and enjoyment of such property by others, or in such manner as to interfere with the peaceful conduct of an educational institution.

### **Definitions for the Purposes of this Policy**

*Authorized party:* Any member of the faculty or administrative staff of the District delegated by the Superintendent of the District or by any school principal within the District, or any other person or persons so designated by the Superintendent to administer the provisions of these policies.

*Governing Board:* The elected members of the school district Governing Board for the Amphitheater Unified School District No. 10, Tucson, Arizona.

*School District:* The common school district and the high school district having coterminous boundaries and having common governing board membership, which is officially designated as Amphitheater Unified School District No. 10, Tucson, Arizona.

*School property:* All land, buildings, and other facilities and improvements thereon, owned or controlled by Amphitheater Unified School District No. 10.

*Faculty members, staff personnel, and employees:* All persons employed in any capacity, part-time or full-time, by the School District.

*Students:* All persons, both minors and adults, enrolled in educational programs provided or approved by the District on any of its school property.

*General public:* All persons not otherwise herein defined as students, employees, or member of the faculty, staff, or Governing Board of the District.

*Removal:* A direct order by an authorized party to any person to leave and vacate the school property of the School District.

*Suspension:* The temporary withdrawal of the privilege of attending a school for a specified period of time.

*Expulsion:* The permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending the school.

### **Penalties**

The commission of any act by any person upon any School District property that is prohibited by federal law, state statute, city or county ordinance, or the ordinances of any municipality having legal jurisdiction shall constitute good cause for the immediate arrest or removal of said person from such property by an authorized party.

Reasonable belief by an authorized party that a criminal act has been committed or attempted, or is about to be committed, shall be sufficient cause to justify immediate removal from School District property of the person suspected of committing or attempting or about to commit a criminal act.

Reasonable belief by an authorized party that any person on, or seeking to enter on, School District property is acting, or intends to act, in such a manner as to deprive or interfere, materially or substantially, with the lawful and reasonable use of such property by any other person or persons shall be sufficient cause to justify immediate removal from School District property of the offending party.

Any person who knowingly goes upon or remains upon any School District property in violation of any rule, regulation, or policy of the District or any school therein, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property by others, or who refuses to obey a lawful order to leave School District property given by an authorized party shall be in violation of District policy and state statute and shall be subject to arrest and prosecution for interference with the peaceful conduct of educational institutions.

### **Weapons on School Campus**

No person shall bring, carry, or possess any deadly weapon (whether concealed or not) into or on any campus of the School District, except that this regulation shall not apply to:

- Members of any law enforcement agency and
- Persons who
  - Are on campus to attend, teach, or otherwise participate in a weapons safety or use course; and
  - Have been authorized by appropriate District personnel to carry such a weapon.

The school administrator or designee of the school campus or school-sponsored activity will make a reasonable request of the person to remove the weapon from the person or vehicle and place it in the custody of the school administrator or designee. Should that

request be refused, the school administrator or designee shall contact the appropriate law enforcement agency for assistance.

The school administrator will advise the parents and general public of the District's regulation concerning the above prohibition, informing them that this regulation is in accordance with A.R.S. 13-3102(A) (8), which specifies that, unless specifically authorized by law, a person commits misconduct involving weapons by knowingly entering any public school facility or attending any public school event while carrying a deadly weapon on one's person or within one's vehicle.

### **Prohibited Activities**

The following activities are prohibited on all District campuses: skateboarding, roller-skating, rollerblading, bicycle riding, golfing, exercising dogs, and the operation of motorized vehicles.

### **Reservation of Right to Regulate All Campus Ingress and Egress**

If, in the judgment of the Superintendent and/or any principal, particular circumstances justify regulation of all campus ingress and egress, then, and in such event, the Superintendent and principals are hereby empowered to restrict such ingress and egress to students having class or other regularly scheduled school function upon the property so restricted, staff members and faculty members employed to perform services upon the restricted property, and any member of the general public bearing a standardized form of campus pass issued by the Superintendent or the principal of the restricted school.

### **Interpretation and Enforcement of Standard of Conduct – Persons Authorized**

The Superintendent and the principal of each of the several schools within the District are hereby authorized and empowered to interpret and enforce the standards and sanctions of the policy concerning standard of conduct, and are further empowered to designate members of their staffs and faculties as authorized parties to act in their stead.

If, in the judgment of the Superintendent and/or any principal, an emergency exists in which additional authorities are required to prevent unreasonable interference with the use and enjoyment of school property by other persons, the Superintendent is hereby empowered to designate third persons not herein otherwise described as authorized parties.

### **Terms of Removal/Expulsion from School Property and Appeals**

It is the intent of this policy and the standard of conduct described herein to regulate the activities of all persons upon property of the District within the framework of Title 13 of the Arizona Revised Statutes. Unless otherwise specifically noted by the authorized party, the term of any removal from school property as herein authorized shall be for a period of not more than 24 hours.

Since provisions exist within the policies of the District for expulsion of students and removal of faculty members, staff personnel, and employees from school property upon a long-term basis, any appeal from such long-term expulsion of a student, employee, staff member, or faculty member shall be governed by such other regulations as exist within the policies of the District. If, however, a member of the general public is aggrieved by any short-term removal under the authority of this policy or long-term exclusion from school property authorized hereunder, such party shall be entitled to an immediate appointment with the Superintendent (within 48 hours following request for such), at which time such party shall be entitled to an explanation of the reason or cause of such exclusion from school property. Following such meeting with the Superintendent, any member of the general public still aggrieved with the order of the removal/expulsion issued hereunder shall be entitled to appear before the Governing Board at its next regular meeting and request a public discussion of the reason and/or "good cause" for the expulsion or exclusion from school property.

Any member of the general public considered by the Superintendent to be in violation of these rules shall be instructed to leave the property of the District. Failure to obey said instruction may subject the person to criminal proceedings pursuant to A.R.S. 13-2911 and to any other applicable civil or criminal proceedings, or to tribal ordinance.

## **Governing Board Policy JICA Regarding Student Dress**

Students are required to comply with the Governing Board's dress code for students and with any school rule pertaining to the same. The Governing Board policy and the District's administrative regulation regarding student dress are set forth in their entirety below.

The Board recognizes that students may desire to express their own sense of personal style through their attire and grooming. The Board finds, however, that personal choices of students and their parents can affect the educational program of the schools or the health and safety of others. This can occur where a student's attire or grooming distracts other students from their learning or interferes with staff duties. Student dress may also operate to threaten or intimidate others.

Because the Board is responsible for maintaining an environment that is safe and conducive to learning for all students, the Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school
- Materially interfere with school work, create disorder, or disrupt the educational program
- Cause excessive wear or damage to school property
- Distract students from achieving their educational objectives
- Represent membership in a gang

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

### **Administrative Regulation JICA-R**

Students and parents are responsible to provide appropriate student attire. District personnel have the responsibility of protecting the health and safety of pupils and maintaining proper and appropriate conditions conducive to learning. The choices of students and their parents regarding their appearance shall not affect the educational program of the schools or the health and safety of others.

Students should "dress for success" and come to school properly prepared for participating in the educational process. Students are expected to observe standards of modesty in their dress appropriate for a school, to be clean in appearance, and to wear footwear for reasons of health and safety.

The type of attire or grooming displayed by students shall not:

- Present a physical safety hazard to self or others in the school. Examples of attire which are prohibited include, but are not limited to:
  - Wallet chains.
  - Hanging belts.
  - Jewelry, such as low-hanging earrings that may be caught by another object or pulled by others.
  
- Create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence. Examples of attire which are prohibited include, but are not limited to:
  - Bandannas, hairnets, scarves as headgear, except when worn for religious purposes.
  - Gang-related personalization on hats, items of clothing, belt buckles, or on one's self.
  - Profane, defamatory writing or depictions on clothing or jewelry.
  - Obscene language or pictures.
  
- Display profanity or profane/obscene gestures or promote alcohol, drugs, or tobacco in their logo.
  
- Materially interfere with schoolwork, create disorder, or disrupt the educational program. Examples of prohibited attire include, but are not limited to:
  - Any clothing which exposes a student's bare midriffs.
  - Muscle shirts, spaghetti strap tops, tank tops with shoulder straps less than two (2) inches wide.
  - Mesh sports jerseys without undershirts.
  - Exposed undergarments.

Shorts and skirts must cover the buttocks and extend down to cover at least three (3) inches of the legs.

Safety standards established for vocational education, physical education, and other lab classes shall be followed. Specific standards for dress and grooming may be established for extracurricular activities by those responsible for supervising such activities.

If a student's dress is in violation of this regulation, the principal or designee will ask the student to make an appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal or designee will take corrective action in order to ensure compliance with the student dress code.

## **Governing Board Policy EEAE Regarding Student Conduct on School Buses**

As this handbook explains above, **the Student Code of Conduct applies to students on their way to and from school** and, specifically, applies to students as they ride a school bus to and from school. Indeed, the expectation for appropriate student behavior is even higher on a school bus because of the risk to student safety even a relatively minor incident can be in the close quarters of a moving bus. Consequently, the Governing Board has adopted a separate policy regarding student behavior on school buses. This policy supplements the provisions of the Code of Conduct.

Whether on the bus, prior to boarding the bus, or subsequent to leaving the bus, student bus riders are required to conduct themselves in a manner consistent with established standards for classroom behavior. When a student fails to practice proper conduct, the bus driver may inform the principal of the misconduct.

Students who violate bus conduct rules such as standing when the bus is in motion or making excessive noise are subject to removal from the bus. Students should remember that their conduct on the bus may also result in their removal (suspension or expulsion) from school as well.

For example, threatening a school district bus driver not only violates bus conduct rules but will also constitute a violation of Rule 5, Verbal Assault, mandating a long term suspension of at least ten (10) school days. If the threat constitutes a threat against the safety or security of the school environment, the behavior may also result in expulsion.

School bus drivers perform the invaluable service of safely transporting students to and from school 180 days each school year. They deserve respect and cooperation. Your own safety demands the same.

### **NOTICE**

**To facilitate investigation of bus infractions, buses may be equipped with hidden cameras which will visually and audibly record events.**

## **Governing Board Policy JICF on Gang Activity**

The Governing Board prohibits any activity that threatens individual students or staff or school safety. Gang activity of any kind will be addressed under the Student Code of Conduct as specific rules provide. Additionally, the following Board Policy and administrative regulation will be enforced.

### **Gang Activity**

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.

It is the District's position that gang-related activities and behaviors present a clear danger to other District students and staff members and disruption of educational activities. Any student causing and/or participating in activities that adversely affect the educational activities and/or safety of another student or the orderly operation of the schools shall be subject to disciplinary action. When such behaviors occur in a gang context, they are of distinctive concern to the District and the community because of potential retaliation by and/or involvement of other gang members.

The use of hand signals or graffiti, or the presence of any apparel, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is discouraged. Gang-related clothing or accessories may vary from school to school and may change from year to year. If disruption results from dress, accessories, or grooming, the student's parent/guardian shall be contacted, and the student shall be sent home to change clothes if necessary.

The Governing Board herewith prohibits any form of hazing, intimidation, assault, or other activity related to a gang affiliation that is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. If such prohibited activity should occur, the school administrator or the Superintendent shall take corrective and/or disciplinary action as may be appropriate, which may include suspension or expulsion.

### **Administrative Regulation JICF-R**

For the purpose of District policy, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;

- Have rivals/enemies; and
- Exhibit antisocial behavior - often associated with crime or a threat to the community.

The type of dress, apparel, activities, acts, behavior or manner, or grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to believe that such behavior, apparel, activities, acts, or other attributes are gang related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members, or other employees.
- Create an atmosphere in which the well-being of a student, staff member, or other person is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's dress is in violation of this regulation or a District policy, the principal will ask the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

## **Governing Board Policy JICFA Regarding Hazing**

The Governing Board encourages the formation of lawful student clubs and organizations that enrich the educational experience of students. These organizations are subject to and governed by the District's policies and regulations. The District prohibits these organizations from engaging in hazing activities through the following policy.

### **Hazing**

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

### **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 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.

### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord 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.

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

A person who wishes to complain or report hazing activity may report or complain directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator 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 ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported/complained 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 accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff and others.

## **Governing Board Policy JICFB on Bullying, Intimidation and Harassment**

All learners, educators, and support staff are responsible for creating a learning environment free of threats, intimidation, harassment or bullying. Everyone deserves such an environment.

To assure that students, staff and parents are aware of this policy, the policy and the procedures developed by the Superintendent shall be posted conspicuously in each school building and shall be distributed to all students.

Students shall not bully, intimidate, or harass any student, employee or any other person on school grounds, school property, school buses, school bus stops or at school sponsored events and activities. Nor shall any student encourage, solicit, aid, or abet another student in the bullying, harassment or intimidation of anyone.

### **Definitions**

*"Bully"* – a person who treats someone differently because of who they are. A bully acts with the desire to hurt, threaten or frighten someone. A bully tries to exert power over others, through negative and demeaning acts.

*"Bullying"* is a deliberate or knowing act committed by a student, whether individually or in concert with other persons, against another student or group of students, which is unwelcome and unprovoked, that is repeated over time to exert power by one or more persons over others. Bullying contributes to a substantial risk of potential injury, mental harm, degradation, or societal exclusion or causes physical injury, mental harm or personal degradation.

*"Intimidation"* – verbal or physical threats toward another person made with the intent to inflict fear, injury or damage to property.

*"Harassment"* – the continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on: race, ethnicity, national origin, color, gender, religion, physical or behavioral characteristics, sexual orientation/preference and/or disability is also discrimination.

Types of prohibited bullying behavior include, but are not limited to:

- Intimidation/threatening behavior
- Any form of physical abuse, e.g., punching, kicking
- Verbal abuse – shouting at, insulting, "putting down"
- Psychological abuse – isolating an individual, preventing them from becoming part of a group or involved in certain activities
- Anonymous letters or spreading rumors that are designed to upset

- Demanding money
- Demanding coursework to copy against a person's will
- Stealing, hiding or damaging belongings, e.g., books, clothing, bags
- Teasing people about their physical appearance or other personal characteristics
- Intimidating or threatening email or text messages

### **Reporting by Staff**

Staff members shall report to school administration all incidents of bullying, intimidation or harassment which they witness or which they otherwise become aware of. Such reports shall be made on a timely basis. Staff shall also intervene to terminate acts of bullying, intimidation or harassment which they witness.

### **Reporting by Students**

Students are encouraged to report any acts of bullying, intimidation or harassment, whether they are victims or witnesses. The Superintendent shall develop procedures which provide confidential way for students to report violations of this policy.

### **Reporting by Parents**

A parent whose child has been the victim of bullying, harassment or intimidation, or who has otherwise become aware of such behavior is encouraged to report the behavior to a site administrator. The Superintendent shall develop procedures to facilitate parental reports.

### **Investigation and Disciplinary Response**

The school principal shall promptly investigate all allegations of bullying, harassment or intimidation.

Investigation may include interviews of students involved, including the alleged victim(s), perpetrator(s), and witnesses, if known. The identity of all students involved in the investigation shall be maintained confidentially.

Disposition of all reports/complaints that are proven shall be retained as required by law.

Students shall be disciplined for bullying, intimidating and harassing behavior, in accordance with existing Governing Board policies and district regulations, including the Student Code of Conduct.

As with the Code of Conduct, this policy and its corresponding procedures do not only apply to students while they are at their school. Policies governing student conduct also apply to students at other times, including:

- During regular school hours;
- While the student is being transported by the school bus or by other transportation arranged or approved by the school district;
- During school-sponsored events;
- During field trips;
- During athletic functions, whether at District schools or a non-district school;
- When the student is traveling to and from school by any means;
- At times and places where a principal or other school employee has jurisdiction or authority over students;
- During other activities associated with the school in any way; and
- On school or district grounds at any time, whether school is in session or not.

### **District Regulation JIDFB-R on Bullying, Intimidation and Harassment**

A person who has been the victim of or is aware of bullying, intimidation, or harassment of any student, staff member, or campus visitor is encouraged to report such behavior to the school or site administrator.

Any person wishing to report such behavior may report or complain directly to an administrator or to a professional staff member or may complete the appropriate Policy Exhibit.

If a professional staff member receives a direct report, the staff member will complete the appropriate Policy Exhibit and will transmit the report to the school administration not later than the next school day following the day the staff member received 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 three (3) school days when school is in session or within five (5) days during which the school offices are open but school is not in session. Extension of this time line may be permitted by the Superintendent.
- Following conclusion of the investigation, the investigator shall report the conclusion to the person who made the report/complaint (if known) and parent(s) (if applicable). Requirements for confidentiality of records and student disciplinary action shall be observed during the process of making such a report.

- The investigator shall record the findings of the investigation on the appropriate Policy Exhibit and retain the same if the allegations are proven.

District student or employee disciplinary policies shall be followed, if applicable.

**THE FOLLOWING FORM IS  
PROVIDED FOR YOUR CONVENIENCE**

## Exhibit JICFB-EA

### Amphitheater Public Schools Bullying Incident Report Form

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please continue on the back if you need more space)

Name(s) of person(s) (if you know) who bullied you or someone else or a description of the person(s):

\_\_\_\_\_  
\_\_\_\_\_

You can make this report anonymously by dropping it in your school's Silent Witness Box, so you are not required to include your name if you choose not to. But knowing your name helps us investigate what happened and helps us be able to take action. So, please include this information if you feel comfortable doing so. District policy and Arizona law requires that we keep this information confidential, and we promise to do so.

OPTIONAL—Your Name: \_\_\_\_\_

Name(s) of other witnesses:

\_\_\_\_\_  
\_\_\_\_\_

If possible, please give this completed report form to your school administrator or give it to a teacher who will make sure an administrator gets it.

*For Administrative Use:*

**Date Received:** \_\_\_\_\_ **Investigated by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Findings:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intervention:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_