

ST. DAVID UNIFIED SCHOOL DISTRICT DISCIPLINE PLAN

The purpose of the discipline plan is to:

- Improve the educational environment for students, parents and staff.
- Inform students, parents and staff of rules and policies.
- Record discipline violations in a systematic way.
- Predetermine consequences for violations, when possible.

Students, parents, and staff must be knowledgeable of the handbook and the procedures outlined in the handbook concerning what is acceptable and unacceptable behavior in our school. St David School District's Discipline Plan is based upon the belief that an individual student does not have the right to infringe upon the rights of others. Also, all people connected with the school have the responsibility to create a positive environment within each building, on all school property, and/or at any school event. This policy applies to the entire academic year and all grades K-12.

The progressive discipline system implemented is determined by grade level in the following manner: K-2, 3-5, 6-8, and 9-12.

- There will be positive rewards in each grade and consequences for infractions.
- The level of the infraction will determine the severity of the consequences.
- Discipline will be designed to support social, emotional, developmental, and academic maturity.
- Each incident of misconduct will be carefully noted.
- All students are expected to exhibit proper conduct at school, to obey the law, and district/school/classroom rules.
- Parents are encouraged to review appropriate conduct with their children; parents will be contacted by phone or in writing of disciplinary incidences.

Primary Elementary Students *Grades K, 1, 2 Plan

Primary students (kindergarten to second grade) sometimes exhibit behaviors, which may result in formal disciplinary action. Since early elementary learners (K-2) are younger, discipline for K-2 students will be implemented, keeping in mind the age, experience, and ability of the student.

Students *Grades 3-12 Plan

Please read over the Discipline Tables located on the next three pages.

The following will be communicated to parent/guardian:

- ☐ Notice of the specific rule violation by the student and an explanation supporting the infraction.

Although very rare in our school, more severe offenses are listed to inform parents and students of consequences. Safe schools are our number one priority.

TIGERS ARE RESPONSIBLE, RESPECTFUL, AND SAFE

ALL SETTINGS:

RESPONSIBLE

- ON TASK
- GIVE BEST EFFORT
- PREPARED
- CLEAN UP AFTER YOURSELF

RESPECTFUL

- KIND
- RESPECT OTHERS PERSONAL SPACE
- HELP/SHARE WITH OTHERS
- USE APPROPRIATE VOICE VOLUME
- RESPECT AND LISTEN TO ALL ADULTS
- USE PROPER TITLES

SAFE

- WALK
- CLIMB ONLY ON PLAYGROUND EQUIPMENT
- KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF

BEFORE / AFTER SCHOOL:

RESPONSIBLE

- FOLLOW DIRECTIONS FROM STAFF
- COLLECTS PERSONAL ITEMS
- ARRIVE BY 7:55 AM

RESPECTFUL

- USE APPROPRIATE VOLUME
- LINE UP CORRECTLY

SAFE

- WALK
- WALK BIKES AND SCOOTERS OFF SCHOOL GROUNDS (USE FEET NOT WHEELS)
- USE SIDEWALKS AND CROSSWALKS

CORRIDORS:**RESPONSIBLE**

- KEEP HANDS AT YOUR SIDE

RESPECTFUL

- USE AN APPROPRIATE VOICE
- WALK

SAFE

- USE WALKING FEET
- KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF

BATHROOM:**RESPONSIBLE**

- USE RESTROOM CORRECTLY AND RETURN TO CLASS QUICKLY

RESPECTFUL

- CLEAN UP AFTER YOURSELF
- USE A QUIET VOICE

SAFE

- WASH HANDS AND PRACTICE HEALTHY HABITS

CAFETERIA:**RESPONSIBLE**

- CLEAN UP AFTER YOURSELF

RESPECTFUL

- USE GOOD TABLE MANNERS
- USE APPROPRIATE VOICE VOLUME

SAFE

- REPORT SPILLS TO AN ADULT
- KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF
- LINE UP PROPERLY

PLAYGROUND:**RESPONSIBLE**

- CLEAN UP & COLLECT PERSONAL ITEMS

RESPECTFUL

- INCLUDE OTHERS
- SHARE
- USE KIND LANGUAGE

SAFE

- PLAY APPROPRIATELY
- REPORT UNSAFE BEHAVIOR

LIBRARY / COMPUTER LAB:**RESPONSIBLE**

- RETURN BOOKS ON TIME
- FOLLOW DIRECTIONS
- CLEAN UP
- HANDLE THINGS CAREFULLY

RESPECTFUL

- USE CLEAN HANDS
- USE APPROPRIATE VOICE VOLUME

SAFE

- USE WALKING FEET
- FOLLOW INTERNET SAFETY GUIDELINES

PE:**RESPONSIBLE**

- KEEP HANDS, FEET AND OTHER OBJECTS TO YOURSELF
- ENTER QUIETLY
- LISTEN
- PLAY FAIR
- BE KIND

SAFE

- USE EQUIPMENT AS INTENDED
- ONLY ADULTS IN PE CLOSET
- PLAY SAFELY

St David Elementary School Discipline (K-5)

1. Student behavior which is not conducive to the learning process will be dealt with using the Assertive Discipline Program.
2. Offenses shall be categorized as Level I, II, III or VI, infractions and each will follow a sequence of consequences.
3. Offenses dealing with tardiness, unexcused absences, being off campus without permission, and violations of bus rules will be handled through the office.

The purpose of the St David Elementary School Discipline plan is to change or modify student behavior so that the student can achieve success in school-time activities as well as future pursuits.

Level 1 Infractions-

- ❖ ✓ Disrespect to a classmate
- ❖ ✓ Dishonest behavior- lying or cheating on homework, classwork, tests, projects, quizzes, or AR tests
- ❖ ✓ Electronic violation- Use of phones, ipods, cameras, etc. during the school day
- ❖ ✓ Inappropriate language
- ❖ ✓ Dress code violation
- ❖ ✓ Disruptive behavior
- ❖ ✓ Disrespect to teachers or staff
- ❖ ✓ Failure to complete assigned work on time
- ❖ ✓ Tardies
- ❖ ✓ Inappropriate use of school supplies
- ❖ ✓ Playground violation

Level 2 Infractions-

- ❖ ✓ Harassment- Repeatedly harasses or disrespects another student
- ❖ ✓ Disruptive or hostile behavior
- ❖ ✓ Defiance toward teachers or staff
- ❖ ✓ Inappropriate use of the internet
- ❖ ✓ Possessing obscene materials- Including electronic images
- ❖ ✓ Inappropriate display of affection
- ❖ ✓ In unauthorized areas of campus

Level 3 Infractions-

- ❖ ✓ Bullying and/or Cyber-bullying- The bullying is repeated, intentionally hurtful behavior towards another student. Hurtful texts and postings on Social Media fall under this policy
- ❖ ✓ Destruction of Property
- ❖ ✓ Fighting
- ❖ ✓ Inappropriate or vulgar language directed at teachers or staff
- ❖ ✓ Theft

- ❖ ✓ Insubordination-Refusal to follow reasonable requests of a school employee or volunteer
- ❖ ✓ Throwing dangerous objects that could harm others
- ❖ ✓ Off campus without permission

Level 4 Infractions- **

- ❖ ✓ Alcohol- possessing or being under the influence at school
- ❖ ✓ Drugs- possessing or being under the influence at school
- ❖ ✓ Tobacco and cigarettes- Includes e-cigarettes
- ❖ ✓ Weapons
- ❖ ✓ Assault
- ❖ ✓ Sexual Harassment
- ❖ ✓ Fire Alarm misuse or other school threat
- ❖ ✓ Possession of Explosives
- ❖ ✓ Arson
- ❖ ✓ Theft or distribution of property of others
- ❖ ✓ Threatening an educational institution by interference with or disruption of a school class or activity

Consequences Could Include:

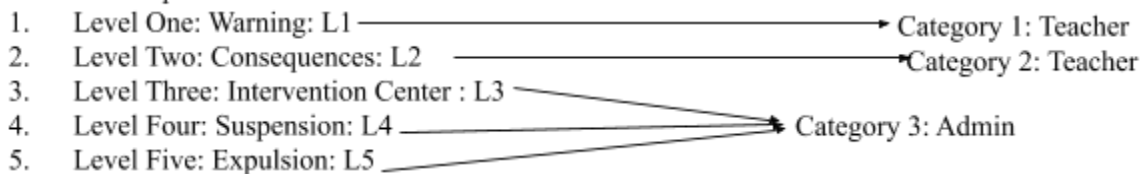
1. Change Student Seat
2. Conference with Student
3. Loss of Recess
4. Telephone Parent
5. Teacher-Parent-Student Conference
6. Temporary Removal outside of classroom
7. Lunch Detention
8. Short-term suspension can be In School or Out of School (1-10 days)
9. Long-term suspension
10. Expulsion

Administration reserves the right to consider extenuating circumstances prior to issuing disciplinary action.

**Students charged with these infractions require immediate notification of law enforcement and may be recommended to the Governing Board for expulsion.

St. David Tigers 6-12

Levels of Discipline:



Level one infraction is teacher managed. Level two infractions will result in consequences given by the teacher and parent/ guardian communication will be made. Administration will handle infractions on a level three, four and five status.

All category three infractions are decided upon by the administrative staff. Suspensions may vary from one to ten days.

Offense	First	Second	Third	Fourth
5 Unexcused Tardies	L2	10+: L3		
Skateboards, scooters, rollerblades, bicycles	L1	2+: Take Away		
Disrespect for School Property, littering	L1	L2	L3	L4
Violation of Food and Drink Rule	L1	L2	3+: L3	
Dress code violation	L1	L2	L3	L4
Horseplay/ Injury prone or unsafe behavior	L2	L3	4+:L3	6+:L4
Profanity, vulgarity & obscene gestures	L1	2+: L2		
Parking Violation	L1	L2	3+:L3	
Public Display of Affection	L1	2+: L2		
Cell Phone/Electronic device, disruptive object	L1	L2	3+: Student Handbook	

Falsification (cheating)	L1	2+: L3		
Disruptive behavior	L1	L2	3+L3	
Defacing school property (With Reparations)	L2	2+: L3		
General Bus Disruption	L1	L2	3+: L3	
Failure to Comply with a Reasonable Request	L1	L2	3+: L3	
Out of Class without Permission	L1	L2	3+: L3	
Fighting (Defender)	L2	2+: L3		
Defiance, disrespect, insubordination	L2	2+: L3	5+: L4	
Inappropriate use of computers	L1	L2	Loss of Privilege	
Truancy/Ditching	L2	2+: L3		
Profanity/vulgarity/ obscenities directed at staff	L2	2+: L3		
Vandalism/Destruction of School Property	L3	2+: L4		
On campus without permission	L3			
Operating Vehicle on Campus without Permission	L3			
Use/sharing of pornographic material/images	L3	2+: L4		
Fighting (Mutual)	L3	2+: L4		
Fighting (Aggressor)	1+: L4			
Harassment, bullying	L3	2+: L4		

E-cigarettes, Chemical Inhalation Devices, Tobacco	L-3	2+;L4		
Threats, verbal abuse or written abuse	1+: L4			
Public display of affection (sexual contact/groping)	L3	2+: L4		
Assault of a student	1+: L4			
False fire alarm/911 call	L3	2+: L4		
Under the influence of a controlled substance	1+: L4			
Alcohol violation	1+: L4			
Indecent exposure	1+: L4			
Operating a Vehicle on Campus in a Reckless and Dangerous Manner	1+: L4			
Sexual Harassment	L3	2+: L4		
Intentional battery of a student	1+: L4			
Bomb threat	L5			
Severe vandalism/Destruction of school property	1+: L4			
Possession of a controlled substance or drug paraphernalia	1+: L4			
Possession of an explosive	L5			
Assault of a district employee	L5			

Possession of a weapon, dangerous device or a firearm				
Arson	L5			
Theft – (Possession of property, not belonging to the student, less than \$20 value.)	L3	2+: L4		
Theft – (Possession of property, not belonging to the student, more than \$20 value.)	1+: L4			
Computer Misconduct/Trespassing – (This includes hacking, reckless use, etc.)	L3	Loss of Privilege		
Soft Pornography – (Viewing or distributing pictures of people in swimsuits or underwear.)	1+: L3			
Hard Pornography – (Viewing or distributing pictures of people without clothes on.)	1+: L3			
Athletic Disruption	L3			

POINTS OF CLARIFICATION

All procedures will be in accordance with the St David Unified School District Board Policy. Any act that violates the law or is not specifically covered in these policies will be dealt with by the administration. Any extreme violations, in any category, will be dealt with more severely than the policy prescribes. Law Enforcement may be notified.

Positive Rewards

Throughout each year varying positive consequences for both outstanding and improved behaviors will be developed and utilized by teachers, administrators, and student leaders.

Positive rewards may include:

- 1. Homework passes**
- 2. Student of the Month/ Caught Being Good**
- 3. Free time**
- 4. Movie/ Treats day**
- 5. School Board recognitions**

STUDENT VIOLENCE / HARASSMENT /INTIMIDATION / BULLYING

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

To assist in achieving a school environment based on the beliefs of the Governing Board, **bullying in any form will not be tolerated.**

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically or emotionally harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive to that action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, and may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure. Derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group will not be tolerated, nor will exposure to social exclusion or ostracism. Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property is also considering bullying.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by the use of electronic technology or electronic communication devices. This includes telephonic devices, social networking and other Internet communications such as school computers, networks, forums, mailing lists, and or other district-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to; stalking, hazing, social exclusion, name calling, unwanted physical contact, unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by the use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly.

St. David Unified School District Discipline Plan

On-Campus Intervention Center

The Intervention Center (IC) is provided to take the place of off-campus suspension, thus allowing the student the opportunity to remain under the supervision of the school district and still be in a school setting. Our Intervention Center is located in the Special Services area. Parents will be notified by phone call from Administration when their child is assigned to the IC.

- Students will be assigned to IC for a part of a day or a number of school days depending upon the infraction incurred.
- Students assigned to IC are required to eat in the IC classroom; they may bring their lunch or purchase one at school.
- Students assigned to IC will not be permitted to leave campus after school has started unless there are extenuating circumstances.
- Any student assigned to IC will have his/her homework sent down to IC staff by their teacher to ensure that they are actively engaged in the learning process during their time in IC.
- While in IC students will not only work on their assignments, they must also complete a reflection paper designed to help them reflect on how they can strive to “Be Their Best Self” moving forward.

Please note: students who become disruptive during their IC assignment will be suspended from school immediately.

No policy can cover everything. This is a guideline only. The penalties can be changed and altered. Any unlisted infractions will be left to the discretion of the administrator.

RIGHTS UNDER DUE PROCESS

All students are entitled to due process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions. It is hoped that students will never be in a situation where they need the protection of due process. However, if students do become involved in situations in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures. The following summary is only to acquaint students and parents that such a procedure exists.

Definitions:

SHORT-TERM SUSPENSION FROM ONE TO TEN DAYS

The school principal has the right to suspend a student for a period of up to ten days (short suspension). In short suspensions, an informal hearing between the principal, student, and any other appropriate persons will be conducted. The principal will explain the evidence, which is believed to support suspension, and ask the student for his/her side of the story. Other persons present may be asked to provide information as well. After the hearing is completed, the principal may decide that a short suspension is necessary and will become effective immediately. The principal will attempt to notify parent(s)/legal guardian(s) by telephone that this action has been taken. If not able to reach via phone parent/guardian will be notified via email and or mail. **Missed work may be completed to ensure acquisition of class material and may be graded for credit on a case by case basis.**

LONG -TERM SUSPENSION FOR ELEVEN OR MORE DAYS

The school principal may recommend to the superintendent that a student be suspended for a period of eleven or more days. The superintendent will present the recommendation of the principal and the superintendent to the governing board. The governing board will consider the recommendation in an executive session and determine whether to hold a hearing, or designate one or more hearing officers to hold a hearing and reach a decision concerning such suspension. In the event that the board designates one or more hearing officers to hold a hearing, the student/parent and or guardian shall be permitted to appeal the suspension. Such appeal must be submitted in writing, stating with particularity the basis on which they believe the decision should be reversed. The governing board will consider the appeal of the student at

its next regular meeting in executive session pursuant to ARS18-843 refer to this link:
<https://www.azleg.gov/ars/15/00843.htm>

EXPULSION

The school principal may recommend to the superintendent that a student be expelled. The superintendent will present the recommendation of the principal and superintendent to the governing board. The board will decide, in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the board for action, and whether the hearing shall be held in executive session. In the event that the hearing is held before one or more hearing officers, the student shall be permitted to appeal the recommendation of the hearing officer to the governing board for consideration at the time the board considers the recommendation. The student may remain in school during proposed long-term suspension and expulsion until all appeal opportunities have been exhausted or the parent(s)/legal guardian(s) agree to the district's action in removing the student from school, unless the presence of the student would or could disrupt the educational setting of the school. Refer to this link:

ARS18-843 <https://www.azleg.gov/ars/15/00843.htm>

LAW ENFORCEMENT INVOLVEMENT

School officials are not required to initiate or complete due-process procedures prior to notifying law enforcement. If law enforcement is notified, the school will attempt to contact parent(s)/legal guardian(s). The school is required by law to notify and report incidents of viable threats, violence, non-accidental injury, and suspected child abuse to the local law enforcement. Any action taken by law enforcement will be in addition to action taken by the school.

SEARCH AND SEIZURE

Students possess the right of privacy of a person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment to the Constitution. This individual's right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School administrators may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or seizure will follow these guidelines:

1. General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for school

employees to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.

2. Illegal items (firearms, explosive devices, weapons, drugs, tobacco, and alcohol) or other possessions reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purposes, may be seized by school employees.
3. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from a student.
4. A student may be searched by school employees when there is reasonable suspicion to believe that the student has on his/her person illegal items or other items that may interfere with the school's purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety, and welfare of all students.
6. Motor vehicles parked on school property may be searched by school employees when there is reasonable cause to believe the health, safety, or welfare of students might be in jeopardy.

THREATS

All threats are taken seriously and will be acted upon by all staff members. Pursuant to ARS 13-2911 the district will notify law enforcement of threats that were made, as well as discipline the students involved.

DRUG TESTING

The District has adopted a new drug testing policy for students who are participating in extra-curricular activities. Please refer to the policy on pages 51 and 52 of the St David Student Handbook. If you have any questions or concerns, please contact administration.

HAZING

J-2982 JICFA-EB

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.

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- “Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at the educational institution.

Directions

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

In accordance with statute, violations of the 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.

Reporting/Complaint Procedure

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

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

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.
- All violations of this policy shall be treated in accordance with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

GANG ACTIVITY OR ASSOCIATION

We have a responsibility to maintain a safe and educational environment. As such we feel that gang activity threatens the safety and well being of persons and property and disrupts the school environment. Hand signals, graffiti or the presence of any apparel, accessory, or manner of dress or grooming that indicates or implies membership or association with such a group is prohibited.

Caps and sunglasses may be worn on campus, but are to be removed from the student's head upon entering school buildings.

Staff members will make final determinations as to whether or not the attire meets the dress code. The purpose of this dress code is not to infringe on any individual student's rights or freedom of expression, but rather to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. Any and all dress codes may be altered or canceled at any time during the school year.

Print Name Parent/Guardian

Parent/Guardian Signature

Date: