

# Disciplinary Information

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## Student Success – a progressive intervention opportunity

Academic and behavioral policy infractions lead to consequences across a continuum.

### Student Success Plan

EVIT follows a progressive intervention process that progresses through four steps. Depending upon the circumstances, one or more steps may be omitted with approval of the Chief Academic Officer. This process will be implemented when a student fails to meet the expectations of the school. Some of these behaviors include:

- Maintaining academic integrity
- Exhibiting professional behavior
- Prioritizing safety
- Meeting dress code requirements
- Following all technology mandates
- Demonstrating responsible social networking

There are up to four steps to the process:

**Step One: Verbal Counseling/Coaching**– A confidential discussion will be held with a student if he/she fails to meet school or program expectations. Proper expectations will be outlined and agreed upon by the student and faculty. This communication will be documented on the Student Success Plan and maintained by the faculty.

**Step Two: First Written Warning**– The student will be counseled in writing regarding an area already discussed in the coaching session or another area where the student fails to meet school or program expectations. A second Student Success Plan will be completed. Specific tasks or behaviors expected will be included, as well as a clear deadline for completion. This document will be signed by the student and faculty.

**Step Three: Second Written Warning**– This warning will be issued, discussed, documented, and signed when the student continues to fail to meet a challenge previously discussed or demonstrates another behavior that violates school or program expectations. Again, specific tasks or behaviors expected will be included, as well as a clear deadline for completion. This document will be signed by the student and faculty.

**Step Four: Final Action**– Should a student continue to fail to meet school or program expectations, he or she will meet with the faculty and Program Director to discuss next steps. These might include course failure or program dismissal.

Dismissing a student from a program is a serious consequence and only considered if the student fails to demonstrate the desire, ability, or willingness to improve the behaviors expected of an EVIT student.

## Disciplinary Action Definitions

Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials.

### **Informal Talk**

A school official (Faculty, administrator, or counselor) talks to the student and tries to reach an agreement regarding how the student should behave.

### **Conference**

A conference is held between the student and the appropriate school personnel.

### **Conference Involvement**

Parent(s) or guardian(s) are notified by telephone, personal contact, letter, or certified letter of a conference. A conference may be conducted between the student, parent(s) or legal guardian(s), appropriate school personnel, and other individuals concerned.

### **In-School Detention (high school)**

The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, and temporary removal from class and assignment to an Alternative Learning Classroom (ALC). At any time, an administrator or Faculty may request a change of placement due to behavior in current program classroom.

### **Referral for Additional Services**

Some circumstances may warrant, in addition to or in lieu of suspension, that students be referred for additional services such as referral to school counseling programs, case managers, or off-campus agencies.

### **Short-Term Suspension (high school)**

The student is informed that he or she is subject to a short suspension, which is nine (9) days or less. The student is given verbal notice of the behavior deemed inappropriate and an informal hearing, that is, the chance to tell his or her side of the story. If the superintendent then determines that short suspension is the appropriate disciplinary action, such suspension shall become effective immediately. The administrator shall notify the parent(s) or guardian(s) by telephone or letter that a short suspension has been imposed. This action shall be recorded in the student's file. The administrator may immediately suspend a student when the student's presence creates a clear and present danger to any student or school personnel. As soon as the danger subsides, the due process procedure for short suspension shall be initiated. During the suspension, the student is not permitted on district property or at district functions. The student's home school district will be immediately notified.

### **Long-Term Suspension (high school)**

In addition to imposing a short suspension, the administrator may give notice to the student and parent(s) or guardian(s) that a long suspension, ten (10) days or more, is being recommended to the superintendent. If imposed, the student will transition to Audit status. In accordance with the due process procedure for a long suspension, the parent(s) or guardian(s) may request either an informal meeting with the superintendent or a formal hearing. This action shall be recorded in the student's file. Parents will be informed of the appeal process in writing at the time of the recommendation. During the suspension, the student is not permitted on district property or at district functions. The student's home school district will be immediately notified.

### **Expulsion**

The student and parent(s) or guardian(s) shall be given notice that the administrator is recommending expulsion of the student to the Governing Board. In accordance with the due process procedure for expulsion, a formal hearing shall be held by the Governing Board or by a Board-designated hearing officer(s) who shall bring a recommendation to the Board. Only the Governing Board can expel a student. During the suspension, the student is not permitted on district

property or at district functions. This action shall be recorded in the student’s file. Parents will be informed of the appeal process in writing at the time of the recommendation. The student’s home school district will be immediately notified.

### Police Involvement

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents of students under 18 will be contacted by telephone or certified letter. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school district.

### Disciplinary Offense/Description

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
<p style="text-align: center;"><b>Academic Misconduct/Cheating</b></p> <p>Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately are grounds for dismissal from a program of study and the Institution. Faculty members will provide guidelines and answer all student academic integrity questions.</p>	Parent involvement/ zero grade	Expulsion
<p style="text-align: center;"><b>Alcohol Violation</b></p> <p>Use, possession, sale, purchase, or distribution of alcoholic substances. This violation includes being under the influence of alcohol at school, any school-sponsored event, or school-sponsored transportation. An alcohol violation preceded by a drug violation will be treated as a repeated occurrence for disciplinary action.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Arson</b></p> <p>Damaging or attempting to damage property by fire or incendiary device.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Assault</b></p> <p>A physical attack on a person who does not wish to fight or did not provoke it. This violation includes a student who encourages another to commit an assault.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Automobile Violation</b></p> <p>Misuse of an automobile on school property, including unauthorized parking.</p>	Informal talk	Expulsion
<p style="text-align: center;"><b>Bullying</b></p> <p>See section on Non-Permissible Activity.</p>	Parent/ Student Conference	Expulsion
<p style="text-align: center;"><b>Bus Violation</b></p> <p>Violation of bus rules.</p>	Informal talk	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
<p style="text-align: center;"><b>Dangerous Weapon/Instrument</b></p> <p>Use, display, or possession of a knife, ice pick, CO<sub>2</sub>- or spring powered pellet or BB gun, laser beam pointer, brass knuckles, nun-chucks, club, fireworks, explosive ammunition, or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun. This also includes any student who assists another in using any of the above weapons previously listed.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Deadly Weapon/Firearm</b></p> <p>Use, display, or possession of any operable or inoperable, loaded or unloaded (1) weapon including a starter gun, which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary, or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore or more than one-half inch in diameter, and (c) 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. A destructive device is any bomb, grenade, mine, rocket, missile, or pipe bomb or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. This violation includes handguns, pistols, rifles, shotguns, starter guns, and flare guns. Any student who knowingly assists another in using, displaying, or knowingly carrying or possessing a deadly weapon/firearm on district property or at district functions shall be subject to the same disciplinary action as is the student using, displaying, or knowingly carrying or possessing a weapon as defined above.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Defiance of Authority</b></p> <p>Failure to comply with reasonable requests of school officials. This includes leaving campus/class without permission and ditching. Physical resistance to school officials may result in expulsion regardless if such resistance is a first occurrence.</p>	Informal talk	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
<p style="text-align: center;"><b>Discrimination</b></p> <p>Mistreatment based on upon race, ethnicity, gender, religion, or disability. This violation includes false accusations of discrimination or harassment.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Disorderly Conduct</b></p> <p>Conduct that disrupts the orderly operation or educational environment or mission of the school, and poses a threat to the health, safety, and/or welfare of students, staff, and others (A.R.S. 13-2904). This violation may include profanity, obscene gestures, and excessive public displays of affection.</p>	Informal talk	Expulsion
<p style="text-align: center;"><b>Dress Code</b></p> <p>Failure to comply with district &amp; school dress standards.</p>	Informal talk	Short-term suspension
<p style="text-align: center;"><b>Drug Violation</b></p> <p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance OR equipment and devices used for preparing or taking drugs or narcotics on district property or traveling between school and home (includes lunch period).</p> <p>Distribution, manufacture, or sale of marijuana, other illegal drugs and inhalants, and other noxious substances. It also includes distribution, manufacture, or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).</p> <p>Use, possession, or purchase of marijuana, other illegal drugs and inhalants, and other noxious substances. This also includes off-campus use and then being on district property or at a district function. It also includes use, possession, or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action, and vice versa.</p>	Short-term suspension	Expulsion
<p style="text-align: center;"><b>Fighting</b></p> <p>Mutual participation in a physical altercation involving violence against a person or persons.</p>	Short-term suspension	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
<p style="text-align: center;"><b>Forgery</b></p> <p>Using the signature or initials of another person.</p>	Informal talk	Long-term suspension
<p style="text-align: center;"><b>Gambling</b></p> <p>Participating in games of chance for money.</p>	Informal talk	Long-term suspension
<p style="text-align: center;"><b>Gang Activity/Association</b></p> <p>Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school. This includes students who 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 (Board Regulation JICF).</p>	Informal talk	Expulsion
<p style="text-align: center;"><b>Harassment/Bullying</b></p> <p>See section on Harassment/Bullying.</p>	Parent/ Student Conference	Expulsion
<p style="text-align: center;"><b>Horseplay</b></p> <p>Any rough and/or boisterous play that disrupts the classroom or campus.</p>	Informal talk	Long-term suspension
<p style="text-align: center;"><b>Information Systems/ Electronic Devices Violation</b></p> <p>Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, cameras, and audio/video recorders, and other information system devices, such as the Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.</p>	Parent/ Student Conference	Expulsion
<p style="text-align: center;"><b>Lying/False Accusation</b></p> <p>Knowingly giving false or misleading information, information calculated to mislead, including false accusations against others.</p>	Informal talk	Long-term suspension
<p style="text-align: center;"><b>Medication or Dietary Supplement (Unauthorized Possession)</b></p> <p>Unauthorized possession or distribution of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use will be treated as a drug violation</p>	Parent/ Student Conference	Expulsion

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
<p align="center"><b>Profane Language/Disrespect</b></p> <p>Verbiage, tone, and language deemed inappropriate in the classroom, on school property, or at school functions.</p>	Parent/ Student Conference	Expulsion
<p align="center"><b>Robbery/Extortion</b></p> <p>The taking, or attempting to take, anything of value that is owned by another person or organization under confrontational circumstances by force or threat of violence and/or putting the victim in fear; includes "extortion."</p>	Short-term suspension	Expulsion
<p align="center"><b>Safety Issues</b></p> <p>Violations of campus, classroom, and/or shop safety rules, policies, and procedures. Violations beyond what would be considered horseplay.</p>	Parent/ Student Conference	Long-Term Suspension
<p align="center"><b>Sexual Abuse</b></p> <p>Sexual contact without consent.</p>	Short-term suspension	Expulsion
<p align="center"><b>Sexual Harassment</b></p> <p>Unwanted/unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.</p>	Short-term suspension	Expulsion
<p align="center"><b>Sexual Offense</b></p> <p>Sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure, sexual activity, lewd phone calls, and possession of pornographic materials.</p>	Short-term suspension	Expulsion
<p align="center"><b>Student Speech</b></p> <p>Prohibited speech or violation of valid school restrictions on the time, place, or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption, lewd, or plainly offensive speech, "fighting words," and threats of violence.</p>	Short-term suspension	Expulsion
<p align="center"><b>Tardiness</b></p> <p>Late arrival to a scheduled class or appointment.</p>	Informal talk	Short-term suspension

Disciplinary Offense/Description	Minimum Consequence	Maximum Consequence
<p style="text-align: center;"><b>Threats</b></p> <p>Threatening the safety of persons or property. This includes violations of A.R.S. 13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee, or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.</p>	Informal talk	Expulsion
<p style="text-align: center;"><b>Tobacco Violation</b></p> <p>The use, distribution or possession of a tobacco product. This includes vapor pens and E-cigarettes.</p>	Parent/ Student Conference	Expulsion
<p style="text-align: center;"><b>Trespassing</b></p> <p>Unauthorized presence on district property</p>	Informal talk	Long-term suspension
<p style="text-align: center;"><b>Truancy /Unexcused Absence</b></p> <p>Any absence that is not excused by the student’s parent or legal guardian and approved by the appropriate school official.</p>	Informal talk	Expulsion
<p style="text-align: center;"><b>Vandalism</b></p> <p>Destroying or defacing property of the district, staff or students, including graffiti. Students may be liable for destruction of school property.</p>	Parent/ Student Conference	Expulsion