



GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of the Guidelines is to assist students, parents, teachers, staff, and principals in creating and sustaining an environment which will enhance the achievement of a positive learning process. To be fully effective, the Guidelines for Student Rights and Responsibilities addresses:

- The rights and responsibilities of students and parents;
- Conduct which may require discipline;
- Administrative responsibilities for implementing discipline;
- Administrative responsibilities for Due Process.

You are encouraged to read and develop a thorough understanding of the details of these Guidelines.

Student discipline is subject to the provisions of Governing Board policies and state and federal laws. Students will be disciplined in accordance with Governing Board Policy JK and its accompanying regulations. Because the Individuals with Disabilities Education Act (IDEA) requires additional procedural safeguards, students with disabilities will be disciplined under the applicable Governing Board Policies—JKA, Discipline Of, and Alternative Interim Educational Placements For, Special Education Students; and JKAA, Discipline, Suspension, Expulsion for 504 Handicapped Students—as applied to these Guidelines for Student Rights and Responsibilities.

Students may also be subject to applicable civil and/or criminal penalties.

These Governing Board Policies and Administrative Regulations are available for review in the principal's office and online at www.tusd1.org. Copies of this booklet are also available in Spanish and can be obtained through the principal's office and online at www.tusd1.org.

Estos Planes de Acción del Consejo Gobernante, y Reglamentos Administrativos se hacen disponibles para revisión en la oficina del director escolar y en www.tusd1.org. Las copias de este folleto también están disponibles en español y se pueden obtener mediante la oficina del director escolar y en www.tusd1.org.

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SECTION A: PURPOSE

1. WHAT ARE THE “GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES” AND WHY ARE THEY NEEDED?

Students need an environment that is safe and positive for learning. To help provide and maintain that environment, the Guidelines for Student Rights and Responsibilities:

- Specifies the rights and responsibilities of students;
- Describes conduct which violates those rights and responsibilities;
- Strives to standardize those procedures which the school will use in responding to conduct problems;
- Assures the rights of students when disciplinary action is taken.

As students progress through our public schools, it is reasonable to assume that an increase in age and maturity carries with it a greater responsibility for their actions. Differences in age and maturity are recognized in determining the type of disciplinary action to be taken. However, the procedures outlined in the Guidelines for Student Rights and Responsibilities apply to all students in Grades K through 12.

All district personnel administering discipline to students should always follow discipline procedures for disabled students when dealing with a student in the special education programs, with section 504 disabled students, and for students who have a referral for evaluation pending.

2. WHEN ARE THE GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES IN FORCE?

The Guidelines are enforced:

- During regular school hours;
- While being transported on the school bus or other transportation sanctioned by the school district;
- At times and places where the principal or other school official or employee has jurisdiction over students;
- During school-sponsored events;
- During field trips;
- During athletic functions;
- When going to and from school;
- During other activities associated with the school in any way.

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

SECTION B: STUDENT AND PARENT RIGHTS AND RESPONSIBILITIES

Tucson Unified School District believes that educating a student is a collaborative effort with the student and parent. To support this collaboration we realize that each party has rights and responsibilities. The following identification of these rights and responsibilities is a general list to provide guidelines, with the intention of not being comprehensive or all-inclusive. See also Governing Board Policy JI – Rights and Responsibilities.

1. STUDENTS HAVE A RIGHT TO:

- Learn in a safe, orderly and positive climate – one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.
- Privacy.
- Due process of law.
- Expect that school rules will be enforced in a consistent, fair and reasonable manner.
- Be treated as a unique individual with differing needs, learning styles and abilities in a manner that encourages and enhances individual self-esteem.
- Receive fair discipline without discrimination.
- Participate in student activities.
- Have access to their own formal student records.
- Have access to school assignments/homework while serving a disciplinary suspension for the duration of the class period (quarter or semester) and have options for alternative instructional opportunities for any remaining suspension.
- Expect a learning environment that is safe and clean.
- Be free from retaliation and fear of retaliation.
- Receive a copy of the Guidelines for Student Rights and Responsibilities.
- Express their ideas and perspectives on issues and various topics.
- Be treated with respect.
- Request an interpreter or translator at any step of the process.
- Full access of opportunities within the educational environment without discrimination by gender, sexual orientation, religious beliefs, ethnic background, nationality, or disability. This includes the availability of all support services which promote the development of student potential (See Board Policy and Administrative Regulation AC “Discrimination”, ACA “Sexual Harassment”, and JFCL “Anti-Harassment (Student)” for more information.

Students who believe they have experienced discrimination or harassment as defined in the policies/regulations stated above may file a complaint with their Principal, Counselor, or directly with TUSD’s EEO Compliance Officer at 225-6444.

2. STUDENTS HAVE A RESPONSIBILITY TO:

- Attend school daily according to school district adopted calendar, arrive on time, bring appropriate materials and be prepared to participate in class and complete assignments.
- Strive for academic growth and to strive for their personal best.
- Participate fully in the classroom, curriculum and learning process.
- Allow fellow students to have an equal educational opportunity.
- Allow fellow students to be free from discrimination and harassment.
- Make up work resulting from an excused absence or suspension.
- Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests, and school neighbors.
- Conduct themselves properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom, so as not to interfere with the rights of another student to learn.
- Follow discipline guidelines adopted by the school and district.
- Protect and take care of the school's property.
- Abide by the governing board policies and regulations.
- Assist the school staff in running a safe school, and to help maintain the safety and cleanliness of the school environment.
- Read and ask questions to understand the information in the Guidelines for Student Rights and Responsibilities handbook.

3. PARENTS AND GUARDIANS HAVE A RIGHT TO:

- Receive official reports, (quarterly or more frequently) of the student's academic progress, attendance and behavior.
- Request and be granted conferences with teachers, counselors and/or the principal.
- Receive explanations from teachers about the student's grades and disciplinary procedures.
- Read all school records pertaining to their student.
- Receive a copy of the Guidelines for Student Rights and Responsibilities handbook.
- Request an interpreter or translator at any step of the process.
- Request a review of all disciplinary actions relating to their student.

4. PARENTS AND GUARDIANS HAVE A RESPONSIBILITY TO:

- Be partners with school staff by sharing appropriate ideas for improving student learning and by helping to prevent and/or resolve student discipline problems.
- Provide supervision of the student's health, physical and emotional well being, and assume responsibility for the student's timely regular attendance.
- Promptly provide the school with explanations for student absences or tardiness.
- Ensure student compliance with school and district policies and regulations.

SECTION C: GENERAL INFORMATION

1. ANTI-HARASSMENT POLICY (GOVERNING BOARD POLICY JFCL)

It is the policy of the Tucson Unified School District to prohibit discriminatory harassment based on real or perceived race, color, religion (creed), national origin, marital status, gender, sexual orientation, gender identity, disability or on the basis of association with others identified by these categories. The School District shall act to investigate all complaints of discriminatory or other harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against anyone who is found to have violated this policy.

2. GOVERNING BOARD POSITION ON GANG BEHAVIOR AND ACTIVITY

The behaviors that have become associated with gang activity or membership, especially violence, intimidation, and disrespect will not be tolerated on or near school property or in activities associated with school. In accordance with this position, any students engaging in gang activities will be disciplined to the fullest extent of District policies, and prosecuted, if applicable, according to local ordinances, and state and federal laws.

3. SCHOOL DRESS CODE (REQUIRED AT EVERY SCHOOL) (GOVERNING BOARD POLICY JICA)

The general guide to acceptable school dress is neatness, cleanliness and appropriateness. While the school cannot and does not dictate styles, it is expected that students will abide by the following rules demonstrating appropriateness in dress as though this were their daily place of business.

- Shoes are required to be worn in school.
- Hats and sunglasses may be worn outside in the sun for an extended period of time for protection from the sun. A principal in collaboration with School Safety may institute stricter requirements at a high school experiencing safety-related issues.
- No bandannas may be worn.
- Dark glasses may not be worn inside buildings unless a documented health problem exists.
- No gang related apparel or items are allowed.
- Students may not wear any clothing and/or accessories in school buildings or on school grounds that are:
 - Hazardous, damaging, or presenting danger to school property or persons including but not limited to: extended belts (belts should fit proper length), choke chains, dog collars, wallet chains or any type of spiked apparel or jewelry;
 - Depicting and/or promoting and/or endorsing illegal or violent activities illegal drugs, tobacco or alcohol;
 - Vulgar, obscene, indecent, libelous, or degrading of others on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation or disability; and/or
 - Distracting so as to interfere with the teaching or learning process such as extremely revealing garments including but not limited to short shorts, short skirts, short dresses (must cover buttocks while standing and sitting), tube tops, net tops, swimsuits, strapless tops, spaghetti strap tops, halter tops, muscle shirts, basketball shirts without an accompanying T-shirt, no tights or leggings to be worn as pants, garments with plunging necklines, transparent and see through garments, (midsections must be covered and undergarments shall be completely covered with outer clothing).

Students who violate the District's dress standards may be asked to do any of the following depending upon the specific circumstances:

- Turn inappropriate clothing inside out.
- Change into clothing that may be provided by the school.
- Change into other clothing which has been brought to school.
- Remove the jewelry or other accessory.

*NOTE: These dress guidelines represent the minimum standards. Individual school sites may adopt additional guidelines. Students wearing inappropriate clothing to school are given an opportunity to change clothing or they will be released from school in the company of the parent/guardian.

4. BUS RULES

Safety Precautions:

Parents and Students should both discuss and make sure they know the following:

- The route the student will take to and from the bus stop, safety precautions and common courtesies to be maintained en route and at the bus stop;
- The correct bus route number;
- What to do if the bus is late in the morning or no one is home in the afternoon;
- To ALWAYS board and depart the bus at the correct stop as known and approved by the parent.

Bus Passenger Rules:

Parents and Students should both discuss and make sure they know the following:

- Always comply with bus driver's/monitor's directions;
- Use classroom voice only (no profanity/loud noises/threats/intimidation);
- Remain seated;
- Keep hands, feet, and head inside bus. All personal possessions must be under control at all times;
- Keep unauthorized materials and substances off bus (snacks, drinks, animals, glass objects, weapons, skateboards, large radios, other large electronic devices, or large objects that occupy a seat space).

Violations of these bus rules may result in the loss of bus privileges.

5. STUDENT ATTENDANCE (GOVERNING BOARD POLICY JE)

- Regular attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.
- A Parent/Guardian should notify the school prior to the absence/tardy with a call, note or email that his/her child is unable to attend or will be late to school.
- The call, note or email must address the date/time and reason for the absence.

SECTION D: KNOW THE ACTIONS

ADMINISTRATION OF THE GUIDELINES FOR STUDENT RIGHTS AND RESPONSIBILITIES

The Arizona Department of Education has developed a list of violations as well as a list of possible actions a school district may take in response to a violation. TUSD has categorized these possible actions into five levels and then assigned a level to each violation depending on the severity of the violation. In this way, students from school to school will receive similar actions for similar violations. A major consideration in the application of the Guidelines for Student Rights and Responsibilities is to identify the most appropriate disciplinary action necessary to bring about positive student behavior. At the elementary level, the age and developmental level of the child may be considered in interpreting the severity of the discipline imposed. Student services personnel, such as counselors, social workers or psychologists, play a vital role in assisting the student in resolving any problems influencing the student's behavior.

1. CONDUCT WHICH MUST BE REPORTED TO LAW ENFORCEMENT

It is important for all staff, students, and *parents* to understand that, in addition to taking disciplinary action at the school level, certain criminal behavior must be reported to appropriate law enforcement agencies. **SCHOOL OFFICIALS ARE REQUIRED BY LAW TO REPORT THE FOLLOWING INCIDENTS:**

- Homicide
- Aggravated Assault resulting in serious physical injury
- Use or threat to use a deadly weapon or dangerous instrument
- Sexual Assault
- Any dangerous crime against children
- Arson of an occupied structure
- Armed Robbery
- Burglary in the first degree
- Kidnapping
- Sexual Conduct with a minor under 15 years of age
- Use, sale or attempted sale of illegal drugs

Additionally, all teachers and school personnel are required to immediately report any reasonable belief of non-accidental injury or sexually related offense against a minor under ARS § 13-3620 (Child Abuse Reporting Statute).

2. CONDUCT WHICH MAY BE REPORTED TO LAW ENFORCEMENT

Additionally, the administrator **MAY** report to law enforcement agencies other potentially disruptive incidents. Such incidents include, but are not limited to, the following:

- Threats
- Possessing, sale or distribution of dangerous substances, including alcohol, tobacco or legal drugs
- Bomb threat
- Setting off a false fire alarm
- Vandalism
- Demonstration by students which could create unsafe conditions
- Any attempt to try to convince a student or school employee to disrupt any school function or classroom
- Assault

3. DUE PROCESS FOR A STUDENT

Any student whose conduct may warrant suspension or expulsion will be provided due process. 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 to present the student's side of the story in an informal hearing or meeting;
- The allowance, for safety considerations, 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 and an opportunity for a fair hearing;
- Notification of parents about suspension of student;
- That parents will be informed in writing of all suspensions and that they have the right to a conference with the principal;
- That if parents are not satisfied with any school official's decision they are entitled to request a review by the school official's immediate supervisor;
- Formal due process in long-term suspension and expulsion proceedings.
- Due Process for Exceptional Education and Section 504 Students: Students with disabilities may be disciplined in the same manner as any other student for up to ten days of suspension. However, if a student is to be suspended from school for more than ten days (cumulatively) this may be considered a “change of placement” under IDEA/Section 504. Accordingly, in addition to the due process described above, a manifestation determination must be held to determine whether the conduct for which the student is to be disciplined is a manifestation of the disability. See Governing Board Regulations JKA & JKAA for these specific procedures.

4. OUT OF SCHOOL SUSPENSIONS

Short-Term Suspension – A principal or principal’s designee may suspend a student from school for up to ten (10) school days due to misconduct. Principals take this action when they have exhausted informal disciplinary strategies, or when they have at least considered those alternatives and rejected them as inappropriate in a given situation. Conferences to resolve the problem are scheduled with the parent, student, and other appropriate school staff members. Governing Board Policy Regulation JK-R1, Short Term Suspension states: “The student is allowed access to class assignments and to make up tests upon return to school. Homework must be made available for the parent to pick up at the school office.” It shall be the parent's and student’s responsibility to make arrangements to obtain such assignments and homework and to have completed assignments returned to the school for grading and credit. One set of assignments must be completed and returned before another set of assignments can be picked up. Students on suspension who successfully complete such assignments shall be allowed a reasonable time to take makeup tests upon returning to school. During the term of the suspension, the student is to remain away from all Tucson Unified School District schools and activities. If it is necessary to come to a school, the student must make prior arrangements with the principal or principal’s designee.

Long-Term Suspension – A principal may suspend a student from school for up to 180 days due to persistent disobedience and/or misconduct subject to long-term suspension. Long-term suspensions of more than 45 days shall not be imposed except for Violations at Level 4 or Level 5. Principals take this action when they have exhausted other disciplinary strategies, or when they have at least considered those alternatives and rejected them as inappropriate in a given situation. Conferences to resolve the problem are scheduled with the parent, student, and other appropriate school staff members. It shall be the parent's and student’s responsibility to make arrangements to obtain such class assignments and homework and to have completed assignments returned to the school for grading and credit. One set of assignments must be completed and returned before another

set of assignments can be picked up. Students on suspension who successfully complete such assignments shall be allowed a reasonable time to take makeup tests upon returning to school. Homework will be made available by the student's teachers for the remainder of the grading period. However, because of the difficulty in students keeping up with class work through homework alone, without an instruction component, after the end of a grading period, students will receive academic support through a TUSD alternative program such as distance learning. During the term of the suspension, the student is to remain away from all Tucson Unified School District schools and activities. If it is necessary to come to a school, the student must make prior arrangements with the principal or principal's designee.

5. ABEYANCE CONTRACTS

An Administrator may offer to hold out of school suspensions in abeyance, that is, to not immediately impose an out of school suspension for certain offenses, if (1) the administrator believes it is in the best interest of the student and the school community, (2) the student and parent/legal guardian agree to certain conditions, and (3) the student and parents sign an abeyance contract.

6. APPEALS

Students and parents/guardians have the right to appeal short-term and long-term suspension decisions; however, there is no appeal from the Governing Board's final decisions regarding long-term suspension appeals or its expulsion decisions. For details refer to Board Policy JK and its accompanying regulations.

7. EXPULSION

Expulsion is defined as the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege. A principal may or, in some cases, must request that the Superintendent recommend to the Governing Board the expulsion of a student. This is the most serious disciplinary step available. As part of its decision to expel, the Governing Board may permit the student to apply for readmission through the Office of Student Equity after any period of time it may set. The Governing Board, or designee, may establish further conditions within the readmission process with which the student must comply prior to their admission to the instructional process. During the term of the expulsion, the student is to remain away from all Tucson Unified School District schools and activities. If it is necessary to come to a school, the student must make prior arrangements with the principal or principal's designee.

8. PRINCIPAL APPLICATION FOR WAIVER OF MANDATORY DISCIPLINARY ACTIONS

For violations requiring Action Level 4 or 5 consequences, the principal has the prerogative to seek the waiver of any portion or all of the mandatory disciplinary action through the appropriate Assistant Superintendent. Those parties who are directly involved in the incident shall be informed of the reason(s) for requesting the waiver. Waivers may **not** be sought when the prescribed disciplinary action involves the possession of a firearm or destructive device. By state law in such a case, only the Governing Board may decide, on a case by case basis, whether to impose less than the mandatory penalty.

ACTION LEVELS

The following chart lists actions that may be taken by the school administration as the result of a violation. These actions have been identified by the Arizona Department of Education as possible Actions for Violations. They have been categorized into five separate levels. The Action Level identifies maximum action for violations assigned to that level. **Those actions listed in bold are the minimum action for that level of violation.** The following Action Levels have been developed with input from students, parents, teachers and community members. **For all violations, parent notification and student conference are mandatory actions.**

LEVEL 1	<ul style="list-style-type: none"> ○ Parent Notification ○ Student Conference ○ Confiscation of Contraband ○ Demerit ○ Parent Conference ○ Student Verbal Apology ○ Student Written Apology ○ Warning ○ Referred to Outside Agency ○ Community Service ○ Detention ○ Other Action ○ Peer mediation ○ Privileges Suspended 	<ul style="list-style-type: none"> ○ Restitution ○ Saturday School ○ Teen Court/Restorative Practices ○ Functional Behavioral Assessment ○ Meeting With School Counselor ○ Reassignment To A Different class ○ Behavior Contract ○ Work Detail ○ Behavior Intervention Group ○ Threat Assessment ○ Behavior Intervention Plan ○ Lunch Detention
LEVEL 2	Any Action from the prior level(s) may also be imposed. <ul style="list-style-type: none"> ○ Behavior Contract ○ In School Suspension – Short-Term ○ Out Of School Suspension – Short-Term ○ Local Law Enforcement Contacted 	
LEVEL 3	Any Action from the prior level(s) may also be imposed. <ul style="list-style-type: none"> ○ Short-term Suspension In School or Out Of School ○ In School Suspension – Long Term ○ Out Of School Suspension – Long-Term ○ Reassignment To Another School Within District 	
LEVEL 4	Any Action from the prior level(s) may also be imposed. <ul style="list-style-type: none"> ○ Out Of School Suspension – Long-Term ○ Removal By Hearing Officer For Likely Injury To Self Or Others ○ Removal By Student’s IEP Team To An Interim Alternative Education Setting 	
LEVEL 5	Any Action from the prior level(s) may also be imposed. <ul style="list-style-type: none"> ○ Out of School Suspension – Long-Term ○ Expulsion 	

NOTE:
<ul style="list-style-type: none"> • All parent conferences will be made in the most timely manner.
<ul style="list-style-type: none"> • A student who solicits, willingly assists or forces another student to commit a violation of these guidelines, will be held equally accountable for the violation.
<ul style="list-style-type: none"> • Attempted violations may require actions as well. Administrators will determine the appropriate level of Action to an attempted violation that will generally be at a level less than that of the actual violation.

<i>VIOLATIONS</i>	<i>ACTION LEVELS</i>
The Arizona Department of Education has identified the following violations:	
<u>AGGRESSION:</u>	
Verbal Provocation Use of language or gestures that may incite another person or other people to fight.	1
Minor Aggressive Act Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [<i>pulling</i>] or pushing. Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	2
Other Aggression	2
Recklessness Unintentional, careless behavior that may pose a safety or health risk for others.	2
Disorderly Conduct A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person: 1) Engages in fighting, violent or seriously disruptive behavior. 2) Makes unreasonable noise. 3) Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person. 4) Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession. 5) Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency. 6) Recklessly handles, displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.) (A.R. S. §13-2904)	3
Endangerment A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. (A.R.S. § 13-1201)	3
Fighting Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	3
Assault A person commits assault by intentionally, knowingly, or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203)	4
Aggravated Assault A person commits aggravated assault if the person commits assault (see below) under any of the following circumstances: 1) If the person causes serious physical injury to another. 2) If the person uses a deadly weapon or dangerous instrument. 3) If the person commits the assault after entering the private home of another with the intent to commit the assault. (A.R.S. §13-1204)	5 Mandatory report to law enforcement

ALCOHOL, TOBACCO AND OTHER DRUGS VIOLATIONS:		
Drug Violation		
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. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).		
Over the Counter Drugs, Inappropriate use of		
	Possession	2
	Use	2
	Sale	3
	Share	3
Inhalants		
	Possession	4
	Use	4
	Sale	5
	Share	5
Unknown Drug		
	Possession	4
	Use	4
	Sale	5
	Share	5
Substance represented as of illicit drug		
	Possession	4
	Use	4
	Sale	5
	Share	5
Prescription Drugs, Inappropriate use of		Mandatory report to law enforcement
	Possession	4
	Use	4
	Sale	5
	Share	5
Illicit Drug		Mandatory report to law enforcement
	Possession	4
	Use	4
	Sale	5
	Share	5

Alcohol Violation		
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol, the intoxicating agent in fermented and distilled beverages. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.		
	Possession	4
	Use	4
	Sale	5
	Share	5
Tobacco Violation		
The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events and on school-sponsored transportation. A.R.S. §36-798.03.		
	Possession	2
	Use	2
	Sale	3
	Share	3
Possession of Drug Paraphernalia		
Drug paraphernalia means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415)		
	Possession	2
	Use	2
	Sale	3
	Share	3
<u>ARSON:</u>		
Arson of a structure or property		4
A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. A.R.S. §13-1703.		
Arson of an occupied structure		5
A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1704		Mandatory report to law enforcement
An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant. A.R.S. §13-1701.2.		
<u>ATTENDANCE POLICY VIOLATION:</u>		
Note: Out of School Suspensions are not permitted for attendance violations.		
Other Attendance Violations		1
Tardy		1
Arriving at school or class after the scheduled start time.		
Unexcused Absence		1
When a student is not in attendance for an entire day and does not have an acceptable excuse.		

<p>Leaving School Grounds without Permission</p> <p>Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee.</p>	<p>2</p>
<p>Truancy</p> <p>When a child between six and sixteen years of age has an unexcused absence for at least one class period during the day.</p>	<p>2</p>
<p><u>HARASSMENT AND THREAT, INTIMIDATION:</u></p>	
<p>Bullying</p> <p>Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships).</p>	<p>3</p>
<p>Harassment, nonsexual</p> <p>A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> 1) Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2) Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3) Repeatedly commits an act or acts that harass another person. 4) Surveils or causes another person to surveil a person for no legitimate purpose. 5) On more than one occasion makes a false report to a law enforcement, credit or social service agency. 6) Interferes with the delivery of any public or regulated utility to a person. <p>Note: Bullying and Sexual harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual harassment, or if the specific type of harassment is not known. <u>A.R.S. §13-2921</u></p>	<p>3</p>
<p>Hazing</p> <p>“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:</p> <ol style="list-style-type: none"> (a) 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. (“Organization” means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with the school and whose membership consists primarily of students enrolled at the school.) (b) The act contributes a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. A.R.S. §15-2301. 	<p>3</p>
<p>Threat or Intimidation</p> <p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. A.R.S. §13-1202.</p>	<p>3</p>
<p><u>HOMICIDE:</u></p>	
<p>Homicide</p> <p>Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. A.R.S. §13, Chapter 11.</p>	<p>5 Mandatory report to law enforcement</p>

<u>KIDNAPPING:</u>	
<p>Kidnapping: A person commits kidnapping by knowingly restraining another person with the intent to hold the victim for ransom, as a shield or hostage; or hold the victim for involuntary servitude; or inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person A.R.S. §13-1304</p>	<p>5 Mandatory report to law enforcement</p>
<u>DISHONESTY:</u>	
<p>Cheating To deprive of something valuable by the use of deceit or fraud or to influence or lead by deceit, trick, or artifice.</p>	1
<p>Forgery Falsely and fraudulently making or altering a document.</p>	2
<p>Lying To make an untrue statement with intent to deceive or to create a false or misleading impression.</p>	2
<p>Plagiarism To steal and pass off the ideas or words of another as one's own.</p>	2
<u>OTHER VIOLATIONS OF SCHOOL POLICIES:</u>	
<p>Dress Code Violation Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.</p>	1
<p>Parking Lot Violation</p>	1
<p>Public Display of Affection Holding hands, kissing, or other displays of affection in violation of school policy.</p>	1
<p>Other Violation of School Policies</p>	1
<p>Contraband Items stated in school policy as prohibited because they may disrupt the learning environment.</p>	2
<p>Combustible Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.</p>	2
<p>Disruption Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.</p>	2

<p>Gambling</p> <p>To play games of chance for money or to bet a sum of money.</p>	2
<p>Language, Inappropriate</p> <p>Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.</p>	2
<p>Defiance or Disrespect Towards Authority and Non Compliance</p> <p>Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.</p>	3
<p>Negative Group Affiliation / Illegal Organization</p> <p>Clubs, fraternities, sororities, anti-social organizations, secret societies, criminal street gangs, and other sets of individuals that are not sanctioned by the Governing Board and which are determined to be disruptive to teaching and learning. This includes wearing of symbolic apparel, making gestures, writing on and marking of property, or altering of personal appearance to symbolize membership in an organization with a history of, or determined to be, a disruption to teaching and learning.</p>	3
<u>SCHOOL THREAT:</u>	
<p>School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution:</p> <p>Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (SIN).</p> <p><u>A.R.S. 13-2911. Interference with or disruption of an educational institution</u></p> <p>A. A person commits interference with or disruption of an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> 1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: <ol style="list-style-type: none"> (a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution. (b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution. 2) Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. 3) Intentionally or knowingly refusing to obey a lawful order given by an Assistant Superintendent or their designee pursuant to A.R.S. 13-2911 subSection C of this section. <p>B. To constitute a violation of this Section, the acts that are prohibited by subSection A, paragraph 1 of this Section are not required to be directed at a specific individual, a specific educational institution or any specific property of an educational institution.</p> <p>C. For the purposes of this Section:</p> <p>“Interference with or disruption of” includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.</p>	
<p>Other School Threat</p> <p>An incident not coded in one of the other School Threat categories but that did involve a school threat.</p>	3
<p>Bomb Threat</p> <p>Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.</p>	4
<p>Chemical or Biological Threat</p> <p>Threatening to cause harm using dangerous chemicals or biological agents.</p>	4

Fire Alarm Misuse Intentionally ringing fire alarm when there is no fire.	4
<u>SEXUAL OFFENSES:</u>	
Harassment, Sexual Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3
Pornography Pornography is the sexually explicit and obscene depiction of persons, in words or images.	3
Harassment, Sexual with contact Sexual harassment that includes unwanted physical contact of non-sexual body parts	4
Indecent Exposure or Public Sexual Indecency A violation of A.R.S. §13-1402 Indecent exposure or §13-1403. Public sexual indecency.	4
Sexual Assault or Rape A violation of A.R.S. §13-1406. Sexual assault	5 Mandatory report to law enforcement
Sexual Abuse or Sexual Conduct with minor or Child Molestation A violation of A.R.S. §13-1404. Sexual abuse, A.R.S. §13-1405. Sexual conduct with a minor or A.R.S. §13-1410. Molestation of child;	5 Mandatory report to law enforcement
<u>TECHNOLOGY, IMPROPER USE OF:</u>	
Computer	2
Network Violation	2
Telecommunication Device	2
Other Technology	3
<u>THEFT:</u>	
Petty Theft Thefts under \$100.	2
Theft – School Property or Non-School Property A person commits theft if, without lawful authority, the person knowingly: 1) Controls property of another with the intent to deprive the other person of such property; or 2) Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 3) Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or	3

<p>4) Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or</p> <p>5) Controls property of another knowing or having reason to know that the property was stolen; or</p> <p>6) Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so. <u>A.R.S. §13-1802</u></p>	
<p>Burglary or Breaking and Entering</p> <p>Entering or remaining unlawfully in or on a residential structure or yard or a nonresidential structure or in a fenced commercial with the intent to commit any theft or any felony therein. (A.R.S. §13-1506 - §13-1507)</p>	4
<p>Extortion</p> <p>A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> 1) Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2) Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3) Cause damage to property. 4) Engage in other conduct constituting an offense. 5) Accuse anyone of a crime or bring criminal charges against anyone. 6) Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business. 7) Take or withhold action as a public servant or cause a public servant to take or withhold action. 8) Cause anyone to part with any property. <u>A.R.S. §13-1804.</u>	4
<p>Robbery</p> <p>A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property. <u>A.R.S. §13-1902.</u></p>	4
<p>Armed Robbery</p> <p>A person commits armed robbery if, in the course of committing robbery (see below) such person or an accomplice, 1) is armed with a deadly weapon or a simulated deadly weapon; or 2) Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. A.R.S. §13-1904</p>	5 Mandatory report to law enforcement
<p>Burglary (First Degree)</p> <p>A person commits burglary in the first degree if such person or an accomplice enters or remains unlawfully in or on a residential structure or yard or a nonresidential structure or in a fenced commercial with the intent to commit any theft or any felony therein (A.R.S. §13-1506 - §13-1507) and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508)</p>	5 Mandatory report to law enforcement
<u>TRESPASSING:</u>	
<p>Trespassing</p> <p>To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.</p>	2

<u>VANDALISM OR CRIMINAL DAMAGE:</u>	
Graffiti or tagging Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places	2
Vandalism of personal property Willful destruction or defacement of personal property	3
Vandalism of school property Willful destruction or defacement of school property. Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles.	3
<u>WEAPONS AND DANGEROUS ITEMS:</u>	
<u>Dangerous Items:</u> Knife with a blade length of less than 2.5 inches, Air Soft Gun, B.B.Gun, Laser Pointer, Letter Opener, Mace/Pepper Spray, Paintball Gun, Pellet Gun, Razor Blade/Box Cutter, Simulated Knife, Taser or Stun Gun, Tear Gas, Other Dangerous Items (Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury) ** Report to law enforcement if under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury)	3 Possible mandatory report to law enforcement
<u>Other Weapons:</u> Billy Club, Brass Knuckles, Knife with a blade length of at least 2.5 inches, Nunchakus ** Report to law enforcement if under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury)	4 Possible mandatory report to law enforcement
<u>Simulated Firearm:</u> Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	4
<u>Firearms:</u> Firearm means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. (A.R.S. §13-3101) Other Firearms – As defined for the Gun-Free Schools Act (GFSA) – includes - the frame or receiver of any weapon described above; Any firearm muffler or firearm silencer; Any destructive device, which includes: Any explosive, incendiary, or poison gas; Bomb; Grenade; Rocket having a propellant charge of more than four ounces; Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine or similar device. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled. (18 USC 921) (This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns)	5 Expulsion required by law Mandatory report to law enforcement

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YOUR SCHOOL IS A
SAFE-T-ZONE

IF YOU SEE IT

- ↪ *DRUGS*
- ↪ *FIGHTS*
- ↪ *GANGS*
- ↪ *ASSAULTS*
- ↪ *TRUANCY*
- ↪ *VIOLENCE*
- ↪ *WEAPONS*
- ↪ *NON-STUDENTS*
- ↪ *GRAFFITI*
- ↪ *THREATS*

REPORT IT!
CONFIDENTIALITY GUARANTEED

TELL A SCHOOL OFFICIAL OR CALL

TUSD SAFETY MESSAGE LINE
584-7680

- MESSAGES CHECKED HOURLY DURING SCHOOL -
- DAILY ON NON-SCHOOL DAYS -

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