HUMANITIES AND SCIENCES ACADEMY OF THE UNITED STATES, INC.
INTERNATIONAL COMMERCE SECONDARY SCHOOLS, INC.

Phone: (800) 762.0010 www.humsci.org Fax: (800) 762.1622

A.R.S. 15-153. Crime reporting; policies and procedures; notification; discipline

The mission of the Humanities and Sciences High School is to prepare adult high school students (16 years of age to 21 years of age) academically for occupational education, postsecondary education, social responsibility, employability, and lifelong learning.

The Humanities and Sciences High School also provides Adult Basic Education, Adult Secondary Education, Literacy, and English Language Acquisition for Adults.

The Lead Instructor will report to local law enforcement agencies any suspected crime against a person or property that is a serious offense as defined in section 13-706 or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school. This paragraph does not limit or preclude the reporting by a school district or an employee of a school district of suspected crimes other than those required to be reported by this paragraph. For the purposes of this paragraph, "dangerous instrument", "deadly weapon" and "serious physical injury" have the same meanings prescribed in section 13-105.

All students are expected to conduct themselves in a manner which promotes the educational process and protects students and property. No student, by action or inaction, may disrupt any school activity. Students must report any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

A person commits threatening or intimidating if the person threatens or intimidates by work or conduct to cause physical injury to another person or serious damage to the property of another on school grounds. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person anonymously or otherwise contacts, communicates or causes a communication with another person by verbal, electronic, mechanical, telephonic or written means in a manner that harasses on school grounds or substantially disrupts the school environment.

The school will not tolerate any behavior in the school environment that constitutes bullying activity.

It is the responsibility of the student to report any bullying activity immediately to the staff. Pupils, parents and school district employees shall confidentially report to school officials in writing incidents of harassment, intimidation or bullying. The school shall make available written forms designed to provide a full and detailed description of the incident and any other relevant information about the incident.

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Lead Instructors will file a police report (as necessary) and notify the parent/guardian of record (listed during enrollment) by phone and in writing, related to the incident.

At the beginning of each school year, school officials provide all pupils with a written copy of the rights, protections and support services available to a pupil who is an alleged victim of an incident reported pursuant to this paragraph.

If an incident is reported pursuant to this paragraph, a requirement that school officials provide a pupil who is an alleged victim of the incident with a written copy of the rights, protections and support services available to that pupil.

A formal process for documenting reported incidents of harassment, intimidation or bullying and providing for the confidentiality, maintenance and disposition of this documentation. School districts shall maintain documentation of all incidents reported pursuant to this paragraph for at least six years. The school shall not use that documentation to impose disciplinary action unless the appropriate school official has investigated and determined that the reported incidents of harassment, intimidation or bullying occurred. If a school provides documentation of reported incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

A formal process for the appropriate school officials to investigate suspected incidents of harassment, intimidation or bullying, including procedures for notifying the alleged victim and the alleged victim's parent or guardian when a school official or employee becomes aware of the suspected incident of harassment, intimidation or bullying.

Pupils who have admitted or been found to have committed incidents of harassment, intimidation or bullying will be withdrawn from school.

A procedure that sets forth consequences for submitting false reports of incidents of harassment, intimidation or bullying; Pupils who have submitted false reports of incidents of harassment, intimidation or bullying will be withdrawn from school.

Procedures designed to protect the health and safety of pupils who are physically harmed as the result of incidents of harassment, intimidation and bullying, including, if appropriate, procedures to contact emergency medical services or law enforcement agencies, or both.

These policies and procedures are outlined and published in the Emergency Operations Plan.