

<p><b>TUCSON UNIFIED</b> SCHOOL DISTRICT</p> <p><b>GOVERNING BOARD POLICY</b></p>	<p><b>POLICY TITLE:</b></p> <p>Staff Conduct</p>
	<p><b>POLICY CODE:</b> GBEB</p>

**Staff conduct** All employees and volunteers of the District (hereinafter “employees”) are expected to conduct themselves in a manner consistent with effective and orderly education and to protect students and District property.

No employee shall, by action or inaction, interfere with, or disrupt any District activity, or encourage any such disruption.

No employee, other than one who has obtained authorization from the appropriate school administrator, shall carry or possess a weapon on school grounds.

All employees shall at all times attempt to maintain order, abide by the policies, rules, and regulations of the District, and carry out all applicable orders issued by the Superintendent. [See Regulation GBEB-R Staff Conduct.](#)

**Consequences** Potential consequences to employees of the District who violate the above rules may include, but are not limited to:

- A. Removal from school grounds
- B. Both civil and criminal sanctions, which may include, but are not limited to, criminal proceedings under Title 13, Chapter 29, Arizona Revised Statutes.
- C. Warning
- D. Reprimand
- E. Suspension
- F. Dismissal
- G. Having consideration given to any such violations in the determination of or establishment of any pay or salary in later contracts or employment, if any.

**Reporting Suspected Crimes or Incidents** Employees are to report any suspected crime against a person or property that is a serious offense as defined in [A.R.S. 13-706\(F\)](#) 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 others

on school property. A.R.S. 15-153(A). See GBEB-R1 for “Procedures: Reporting Suspected Crimes or Incidents.” See also Exhibit GBEB-E1 *List of Suspected Crimes or Incidents that Must be Reported*.

A.

**The school principal shall make a report to law enforcement pursuant to A.R.S. 15-341(A)(30) . The school principal shall notify the parent or guardian of each student who is involved in a suspected crime or any conduct that is described above (or listed in Exhibit GBEB-E1), subject to the requirements of federal law. [A.R.S. 15-153(B)].** See GBEB-R1 “Procedures: for Reporting Suspected Crimes or Incidents.” See also Exhibit GBEB-E1 *List of Suspected Crimes or Incidents that Must be Reported*.

Conduct that is considered to be bullying, harassment or intimidation shall be addressed according to Policy JICK as required in A.R.S. 15-341(A)(36).

### **Consequences**

A person who violates the above reporting requirements may be disciplined up to and including dismissal in accordance with the policies of Tucson Unified and applicable employee agreements.

As required by law, Tucson Unified shall maintain a record of any person who is disciplined for failure to report Suspected Crimes or Incidents pursuant to this Policy and, on request, Tucson Unified shall make that record available to any public school, school district governing board or charter school governing body that is considering hiring that person. A.R.S. 15-153(D). See Governing Board [Policy GCAA Application for Position](#) and Governing Board [Policy GBJ Personnel Records and Files](#).

### **Use of Physical Force by Supervisory Personnel**

Any administrator, teacher, or other school employee (except for volunteers) entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to keep students safe and protect minors. Reasonable physical force may be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District. [A.R.S. 15-843\(B\)\(3\)](#).

The threat or use of physical force is not justified as a response to verbal provocation alone, nor when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Adopted: October 5, 2004  
Updated: December 17, 2004 [To Board in Friday Report]  
Revised: December 12, 2012 [Cross Reference Correction Only]  
Revised: November 12, 2013  
Revised: \_\_\_\_\_

**LEGAL REF.:**

A.R.S.

13-2911 - \_\_\_\_\_

13-3102 - \_\_\_\_\_

13-3111- \_\_\_\_\_

13-3411

15-341

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A.A.C.

R7-2-205

R7-2-1308 Unprofessional and Immoral Conduct

**CROSS REF.:**

Policy ABB – Personal Privacy Policy

JK – Student Discipline

[GCAA Application for PositionGBJ Personnel Records and Files](#)

[GDFB Current Employees Charged with a Crime – Requirement to Report](#)

KFA - Public Conduct on School Property