

2. Az SAFE Requirements

The Az SAFE requirements, to be implemented by the 2009-2010 school year, in summary are:

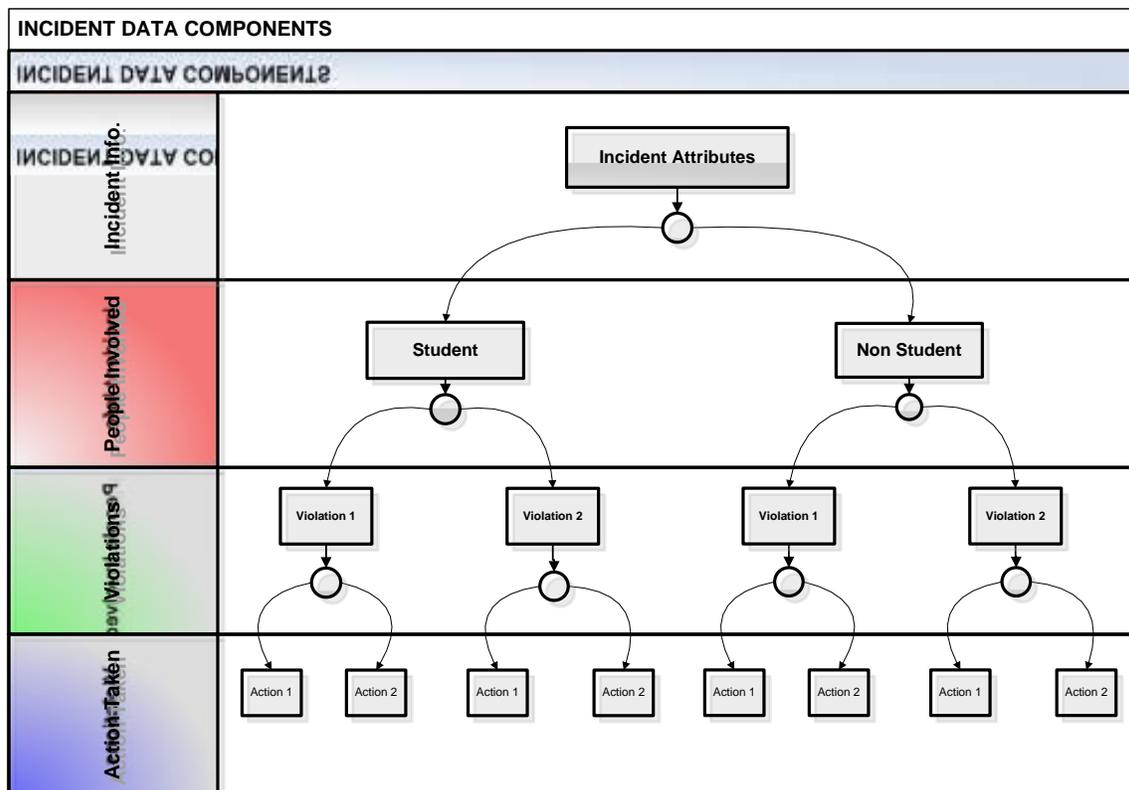
1. Adoption of the Az SAFE concepts, terms, and definitions, adapted to the district's needs.
2. Use of an electronic tracking and management system with electronic submission of data to the ADE.

Several options are available for electronic management and submission of data: schools may elect to use the online system developed by ADE free of charge (Az SAFE Online), or they may use the discipline module of the Student Management System (SMS) or Student Information System (SIS) currently in place, provided the vendor makes the necessary revisions to comply with Az SAFE. More information on these options and requirements can be found in part 3 of this manual.

Concepts, Terms and Definitions

In preparation for the 2009-2010 school year implementation of Az SAFE, districts and schools need to review and adopt the concepts, terms, and definitions. Please refer to the [Terms and Definitions](#) document.

Az SAFE utilizes an incident-based process. The figure below is a graphic representation of an incident. Incidents reflect how situations actually occur – that is, some incidents are simple with one offender and one violation, and some incidents are complex and involve multiple persons with various roles, and even multiple violations and multiple actions taken.



An **incident** is an event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom. Incidents range from minor problem behaviors to criminal acts and typically result in referral for disciplinary assessment. An incident is described by the violation(s) that occurred, the people involved, and the date, time and location of the occurrence.

A **violation** is a crime or infringement of the law, policy, right, or expectation.

People involved in an incident include offenders, victims, witnesses, and bystanders. These people may include students attending the school, students attending other schools, school staff, vendors, visitors, and others.

An **offender** is an individual who commits a violation. An offender can be a student or non-student and may or may not have a relationship with the school.

An incident can also be described as being **bias/hate-related or gang-related**, or having resulted in serious **injury**. Please see the definitions for these terms in the Terms and Definitions document.

Violations

Az SAFE includes a comprehensive list of violation terms and definitions. The list ranges from very serious crimes that can potentially occur on campuses but rarely do (e.g., homicide and kidnapping) to minor policy violations that commonly occur on campuses (e.g., dress code violation and inappropriate language). Please refer to the [List of Violations](#) and [Definitions of Violations](#) documents.

The violation terms include those required for federal reporting. However, additional terms not required for federal reporting are also included since the intent of the list is to facilitate the correct recording of violations by providing a term for all potential offenses. Accurate recording of the non-required violations will improve the reporting of required violations, as well as provide important information for schools/districts for decision making.

Violations are organized into 16 categories: Aggression; Alcohol, Tobacco, and Other Drugs; Arson; Attendance Policy Violation; Harassment, Threat, and Intimidation; Homicide; Kidnapping; Lying, Cheating, Forgery, or Plagiarism; Other Violations of School Policy; School Threat or Interference with or Disruption of an Educational Institution; Sexual Offenses; Improper Use of Technology; Theft; Trespassing; Vandalism or Criminal Damage; and Weapons and Dangerous Items. Additional features of the list of violations are:

- Within a category, violations are listed in an order that facilitates understanding of the definition, such as, from less serious to more serious.
- Violations required to be reported to ADE are designated with an asterisk.
- Violations to be reported to ADE and also required to be reported to local law enforcement are noted with two asterisks. See the [Arizona Statutes Requiring the Contact of Law Enforcement](#) document and [ARS 15-746 School Report Cards](#) statute. This information is provided to schools as a starting point for discussions with local law enforcement.

Districts may need to include additional terms and definitions if there are violations that occur on their campuses that are not listed in Az SAFE. This would most likely be the case for lower level school policy violations. It is recommended that the list is limited to the extent possible so that aggregate data will be meaningful to schools/districts.

Violations that are required to be reported to ADE for federal reporting must be defined the same as in Az SAFE. It is highly recommended that all the violation definitions be adopted by districts. Many of the lower level violations need additional definition by the district; this is indicated on the violations definitions matrix.

In an incident in which there are multiple violations, one violation will be noted as the **primary violation** according to a pre-determined rank order listing of the violations or as determined by the school. Az SAFE Online and updated SMS products will automatically facilitate this. The primary violation notation is necessary for meeting some of the federal reporting requirements.

People Involved, Time and Location

Az SAFE includes a comprehensive list of people that might be involved in safety and discipline incidents. Refer to the [Definitions of People](#) document. Offenders (non-identifiable information) are required to be reported, as are victims (non-identifiable information) when serious injury is sustained. It is highly recommended to collect information on other persons involved in an incident as well. Bystander information, for example, has become very helpful in understanding the cause of incidents and in identifying other students that might benefit from behavioral interventions.

It is also a best practice to record time and location of incidents. This information is not required for reporting purposes, but provides valuable information to schools when analyzing school trends and deciding upon school-wide solutions for disruptive student behaviors. It is also integral to documentation for individual student records.

Actions

Actions that can be taken in response to an incident are organized into eight categories. Seven of the categories are actions that would be assigned to offenders and include No Action; Action within Due Process; Removals; Suspension; Other Removals or Reassignments; Actions Completed in One Day; and Actions Completed in One or More Days. Please refer to the [Definitions of Actions](#) document. The eighth category of actions captures actions that can be taken to assist victims. Information on the requirement to offer a transfer to students that are victims of violent crimes is detailed in the [Unsafe School Choice Option Policy – Victims of Violent Crimes](#) document.

Actions can be punitive or corrective in nature and the provided list should be modified to reflect the menu of choices available at an individual school or district. Actions that must be reported to ADE are noted with an asterisk and cannot be modified.

Office Referral Form and Student Handbooks

When developing an office referral form, districts have the discretion of omitting very serious violations that seldom or never occur on campus or that would result in the immediate contact of law enforcement (no discipline referral process), such as homicide, kidnapping, arson, sexual assault, or armed robbery. In elementary schools or small schools, other serious violations may never occur and could also be omitted from the referral form. The automated system used to track incident information must still include fields to capture these violations and all others that are required for federal reporting purposes.

It might also be appropriate for a district to omit some violations from the student handbook for reasons similar to those stated above. Districts have the discretion to paraphrase definitions or reference Title 13 (Criminal Code) citation in place of some language. This might be appropriate when the district already has a definition that in essence is the same as an Az SAFE definition, in order to shorten the handbook, or to omit language that is not age-appropriate for younger students.