

Highland Prep West (HPW) Safety Policy

In accordance with Arizona Revised Statute (ARS) 15-153, the governing board of Highland Prep West (HPW) has adopted the following policies and procedures to ensure the safety of all students, staff, and visitors on our campus.

1. Reporting Suspected Crimes or Threatening Incidents

- All school personnel are required to report any suspected crime against a person or property that:
 - Qualifies as a "serious offense" as defined by ARS 13-706.
 - Involves a "deadly weapon" or "dangerous instrument."
 - Poses a "threat of death or serious physical injury" to employees, students, or others on school property.
- The Principal, as the designated staff member, is responsible for promptly reporting all applicable incidents to the local law enforcement agency, in accordance with ARS 15-341(A)(30). Staff should communicate any suspected incidents directly to the Principal for documentation and reporting. Any conduct involving bullying, harassment, or intimidation will be addressed under policies specified in ARS 15-341(A)(36).
- The Principal will notify the parent or guardian of each student involved in any suspected crime or conduct as described above, respecting all requirements under federal law related to confidentiality.

4. Employee Duty to Report Arrests or Charges

- Any employee or job applicant who is arrested for or charged with a non-appealable offense under section 41-1758.03(B) must immediately report the arrest or charge to their supervisor or potential employer.
- Failure to comply with this reporting requirement constitutes unprofessional conduct, resulting in immediate dismissal or exclusion from employment consideration, without appeal rights under ARS 15-539(F).

5. Disciplinary Procedures for Non-Compliance

- Personnel who fail to comply with this policy may face disciplinary action, up to and including dismissal, in accordance with ARS 15-341(A)(21) and (22).
- HPW will maintain a record of any individual disciplined under this policy, which may be made available to any public school, school governing board, or charter school considering hiring the individual.

6. Use of Physical Force

- Staff members entrusted with the supervision of students may use reasonable and appropriate physical force to the extent necessary for:
 - Maintaining order.
 - Self-defense or defense of others.
 - Preventing criminal damage to school or personal property.
 - Physical force is not justified solely in response to verbal provocation and must be proportional to the situation.