

# **Poston Butte High School**

## **Student and Parent Handbook**

**“Achievement for All”**

***2018-2019***



32375 N. Gantzel Road  
San Tan Valley, AZ 85143  
480-474-6100

<https://www.fusdaz.com/pbhs>

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## **Governing Board**

Denise Guenther, President  
Steve Johnson, Vice President  
Bob Dailey, Board Member  
Katrina Solis, Board Member  
Jim Thomas, Board Member

## **Superintendent**

Chris Knutsen

## **Assistant Superintendents**

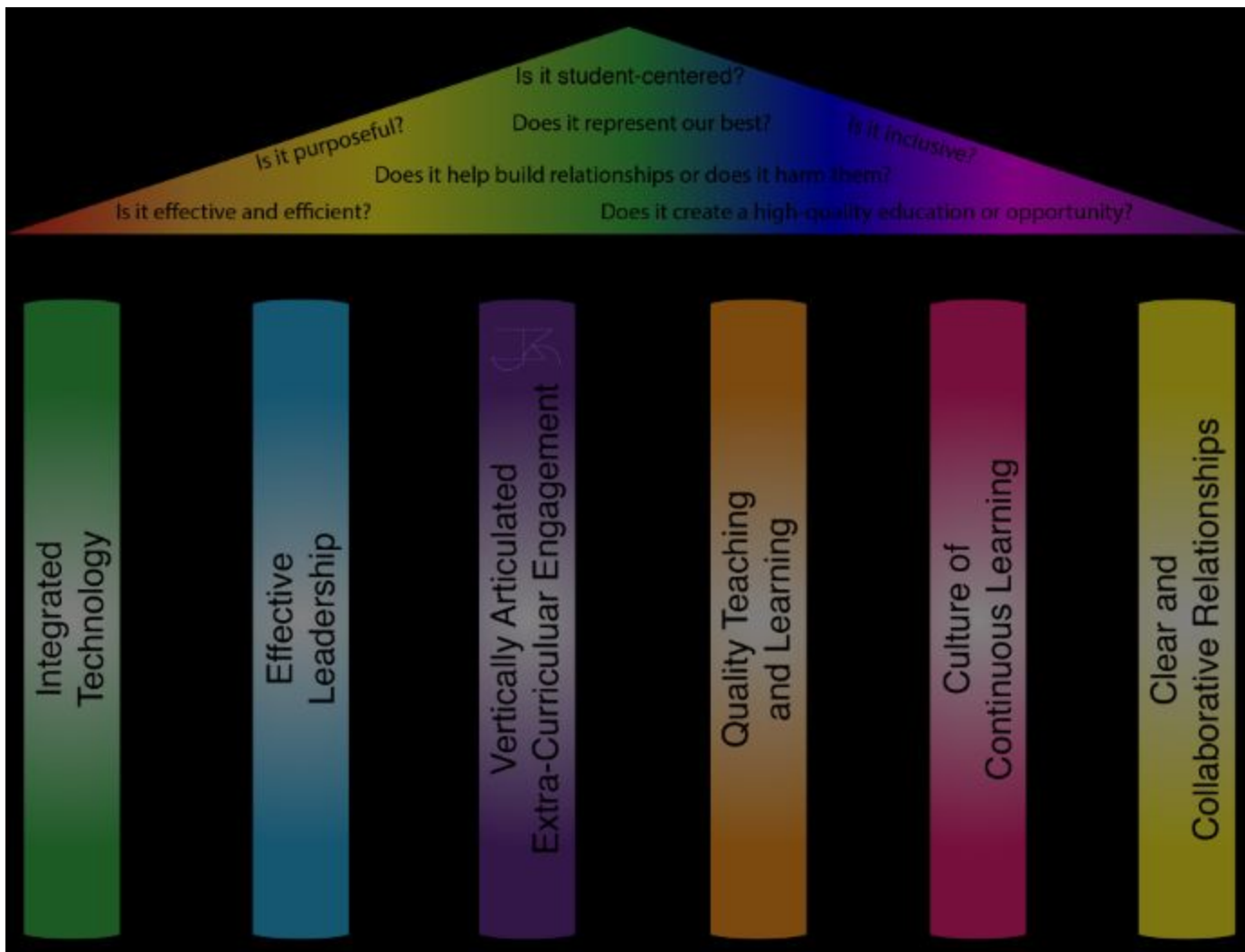
Tony Jimenez  
Dr. Adam Leckie

## **PBHS Administration**

Eddie Lopez - Principal & Activities  
Stacey Berklan, Assistant Principal - Curriculum & Instruction  
Noel Nafziger, Assistant Principal - Athletics & Facilities  
Byron Hastings, Dean of Students - Discipline & Security

## **Poston Butte High School Mission Statement**

At Poston Butte, we create a student-centered environment through purposeful innovation of technology. Pride and positive culture are fostered through effective and efficient leadership. Students, staff, parents and community collaborate to provide high-quality education, growth, and opportunities for all.



**Nondiscrimination Statement**

The Florence Unified School District does not discriminate on the basis of race, color, national origin, sex, age or disability.

**Declaración de Non Discriminación**

Spanish Version

El Distrito Unificado de Florence no discrimina a raza, color, nacionalidad, género, edad, o habilidad diferenciada.

**Tony Jimenez, Title IX Coordinator**

Florence Unified School District

1000 South Main Street

Florence, AZ 85132

520-866-3500

[tjimenez@fusedaz.org](mailto:tjimenez@fusedaz.org)

**PBHS 504 Coordinator per grade level counselor**

## Poston Butte High School Bell Schedules 2018-2019

### Monday, Tuesday, Wednesday and Friday

#### Regular Day Bell Schedule

1st period	7:10 - 8:05
2nd period	8:10 - 9:10 (5 additional minutes for announcements)
Celebration/Remediation	9:10 - 9:40
3rd period	9:45 - 10:40
A Lunch	10:45 - 11:20
4th period (A Lunch)	11:25 - 12:20
4th period (B Lunch)	10:45 - 11:40
B Lunch	11:45 - 12:20
5th period	12:25 - 1:20
6th period	1:25 - 2:20

#### Thursday Bell Schedule

PLC Collaboration Time	6:40 - 7:30
1st period	7:40 - 8:35
2nd period	8:40 - 9:40 (5 additional minutes for announcements)
3rd period	9:45 - 10:40
A Lunch	10:45 - 11:20
4th period (A Lunch)	11:25 - 12:20
4th period (B Lunch)	10:45 - 11:40
B Lunch	11:45 - 12:20
5th period	12:25 - 1:20
6th period	1:25 - 2:20

#### Early Release Schedule

1st period	7:10 - 7:50
2nd period	7:55 - 8:40 (5 additional minutes for announcements)
3rd period	8:45 - 9:25
A Lunch	9:30 - 10:00
4th period (A Lunch)	10:05 - 10:45
4th period (B Lunch)	9:30 - 10:10
B Lunch	10:15 - 10:45
5th period	10:50 - 11:30
6th period	11:35 - 12:10

## **FERPA Rights**

The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records. Please refer to the FUSD Course Description Book for further information regarding FERPA rights.

## **ADA/TITLE IX**

The District does not have TDD's in use throughout the district. Please feel free to use the TTY relay or video relay services. School office staff can be assisted to help family and community with TTY relay or video relay services with help from the FUSD Hearing Impairment department. Please contact Pupil Personnel Services for help. Please refer to the FUSD Course Description Book for further information regarding ADA/TITLE IX.

## **Every Student Succeeds Act (ESSA)**

The Every Student Succeeds Act (ESSA) of 2015, gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any additional information, please contact the District Director of Human Resources.

## **Abuse of Teacher or School Employee in School**

Arizona State Statutes (A.R.S. 15-507) state that a person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his duties is guilty of a class 3 misdemeanor.

## **Mandatory Reporting of Criminal Activity to Law Enforcement**

Arizona State Statutes (A.R.S. 13-3620) require schools and school employees to report criminal activity to local law enforcement. Schools are also required to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services.

Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

According to A.R.S. 15-341 staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to local law enforcement.

## Poston Butte High School Student Policies and Procedures Handbook

### Be #BroncoStrong!

Four classroom expectations that you must follow in each and every one of your classrooms.

1. Hats, hoods, and anything else on your head need to be taken off when you enter the classroom.
2. Prepare yourself for class and put your backpacks on the floor.
3. Put all unapproved electronic devices away and keep them put away.
4. There will be NO FOOD OR DRINKS ALLOWED in the classroom unless it is a drink in a sealed container. Water should be in a sealed container. No Polar Pops, Starbucks, Mcdonald's, etc.

### Be #BroncoStrong!

	<b>Classroom</b>	<b>Hallways</b>	<b>Commons</b>	<b>After School</b>
<b>Be <u>SAFE</u></b>	<p style="text-align: center;">Respect personal space</p> <p style="text-align: center;">Be aware of your surroundings</p>	<p style="text-align: center;">Respect personal space</p> <p style="text-align: center;">Be aware of your surroundings</p> <p style="text-align: center;">Use good judgement</p>	<p style="text-align: center;">Respect personal space</p> <p style="text-align: center;">Be aware of your surroundings</p> <p style="text-align: center;">Use good judgement</p>	<p style="text-align: center;">Respect personal space</p> <p style="text-align: center;">Be aware of your surroundings</p> <p style="text-align: center;">Use good judgement</p>
<b>Be <u>RESPONSIBLE</u></b>	<p style="text-align: center;">Complete and turn in your work</p> <p style="text-align: center;">Get to class on time and be prepared</p>	<p style="text-align: center;">Throw your trash away</p> <p style="text-align: center;">Be considerate of others</p> <p style="text-align: center;">Lead by example</p>	<p style="text-align: center;">Throw your trash away</p> <p style="text-align: center;">Be considerate of others</p> <p style="text-align: center;">Lead by example</p>	<p style="text-align: center;">Only stay for approved reasons</p> <p style="text-align: center;">If you are waiting for your ride, wait <b>OUTSIDE</b></p> <p style="text-align: center;">Have a pass if you are in the halls/commons</p>

<p style="text-align: center;"><b>Be RESPECTFUL</b></p>	<p style="text-align: center;">Use appropriate language</p> <p style="text-align: center;">Respect the right for everyone to learn</p> <p style="text-align: center;">Respect and adhere to staff requests</p>	<p style="text-align: center;">Use appropriate language</p> <p style="text-align: center;">Use appropriate displays of affection</p> <p style="text-align: center;">Show pride and respect for the school and others</p> <p style="text-align: center;">Respect and adhere to staff requests</p>	<p style="text-align: center;">Use appropriate language</p> <p style="text-align: center;">Use appropriate displays of affection</p> <p style="text-align: center;">Show pride and respect for the school and others</p> <p style="text-align: center;">Respect and adhere to staff requests</p>	<p style="text-align: center;">Use appropriate language</p> <p style="text-align: center;">Use appropriate displays of affection</p> <p style="text-align: center;">Respect and adhere to staff requests</p>
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### **Parent Involvement**

Parent involvement is critical to the success of developing four-year plan and beyond and the process of course selection. As such, it is the responsibility of each student to read carefully the high school registration guide and all the accompanying material and to discuss yearly course selections with parents, who need to be aware of the requirements and recommendations of the colleges, universities and training programs being considered by the students. Parents should support the student and school by providing a proper atmosphere at home and by maintaining good and open communications with school officials and teachers.

### **Guidance and Counseling**

Students are urged to take the initiative in contacting counselors. Appointments can be made at the counseling office before school, during lunch, or after school. Counselors are available to answer questions and to discuss concerns.

Poston Butte High School provides a counseling program to help high school students handle situations that they see as a problem or that may be causing them trouble in the classroom. Counseling may occur in small group settings or one to one. A student may ask to see the counselor, or the classroom teacher may refer the student. Student confidentiality will be maintained unless the student expresses a belief that leads a counselor to believe the student is placing himself/herself or another person in jeopardy.

Each year, the High School Guidance and Counseling Department identifies services that it will provide for students. A student's post-high school educational or vocational goals are considered in helping the student plan his or her four-year high school program.

If you, your student or someone you know is having suicidal thoughts or is in mental distress, they may also contact the National Suicide Crisis Hotline at (800) 273-8255. They can also receive additional information on their web page at <https://suicidepreventionlifeline.org/>.



## Counseling assignments for 2018-2019:

<b>Freshman class of 2022</b>	Belinda Quesada	<a href="mailto:bquesada@fusdaz.org">bquesada@fusdaz.org</a>
<b>Sophomore class of 2021</b>	Myrna Jones	<a href="mailto:mjones@fusdaz.org">mjones@fusdaz.org</a>
<b>Junior class of 2020</b>	Teri Kuebler	<a href="mailto:tkuebler@fusdaz.org">tkuebler@fusdaz.org</a>
<b>Senior class of 2019</b>	Kia Warner	<a href="mailto:nwarner@fusdaz.org">nwarner@fusdaz.org</a>

## Academics

Arizona Academic Scholars Course of Study gives students the foundation they need to succeed in a technical school, community college, university, the military or industry. The Course of Study includes 4 credits of English, 4 credits of math, 3 credits of social studies, 3 credits of lab sciences, 2 credits of a language other than English, and a grade of C or better in every Scholars class. More detailed information regarding eligible courses is available in the Counseling Department or Registrar's Office. Arizona Academic Scholars Program is endorsed by the Arizona Department of Education, the Arizona Board of Regents, Governor of Arizona, the Arizona Community College System, and the Arizona Business and Education Coalition. Students who take more challenging courses in high school are more likely to finish higher education, get better grades in higher education whether or not their parents are college graduates and are more likely to get better-paying entry-level jobs and have a stronger lifetime earning potential.

## Academic Honesty

### Cheating, Forgery, Plagiarism

Copying the work of others and submitting it as your own, obtaining unauthorized and undocumented material from the Internet, use of a cell phone for transmitting test items or other secured information, or securing teacher material or work in a dishonest or unauthorized way will render that submitted work /test invalid. Students may receive a zero (0) on an assignment if it is plagiarized.

Students should understand that, among other things, cheating includes communicating with another student during an exam, copying material during an exam, allowing another student to copy from their exam paper, using unauthorized notes or devices, submitting falsified information for grading purposes, obtaining and supplying a copy and/or information about an exam without the knowledge and consent of the teacher, submitting work written by another person (except as outlined below\*), submitting work written by the student for another assignment without the instructor's knowledge or consent (self-plagiarism), copying another person's assignment(s), allowing another student to copy his or her assignment, or taking home exams without the knowledge and consent of the instructor.

*\*When a student submits an assignment, that assignment should be only his or her own work unless the teacher has specifically set up the assignment as a group project or other collaborative assignment. In such cases, the names of all students involved in the group process should be listed on the assignment. If the teacher has not designated the assignment as a group project, submitting an assignment written by more than one person is **plagiarism**.*

NOTE: A STUDENT CAUGHT CHEATING DURING A STATE TEST OR FINAL EXAM, MAY JEOPARDIZE THEIR SCORE/GRADE IN ADDITION TO THE ADMINISTERING OF THOSE CONSEQUENCES LISTED BELOW

### Lying

An attempt by a student to conceal from school officials or deliberately distort facts in order to mislead or give a false impression.

Students who are caught cheating or plagiarising may be referred to the assistant principal for curriculum. Consequences may range from academic honesty contract to suspension and/or removal from the class.

## Range of Consequences for Academic Dishonesty

1st offense	Conference and Academic Dishonesty Contract; ISS; Community service; Short-term Suspension
2nd offense	ISS; Community service; Short-term Suspension
3rd offense	Off Campus Suspension (up to 9 days); referral to a Hearing

### Check Your Progress (Synergy StudentVue)

StudentVue/ParentVue allows for students and parents to monitor academic progress 24 hours a day. The expectation is that students and parents will consult this resource often to stay up to date on student grades and attendance. Passwords to access StudentVue/ParentVue are available from the school librarian.

### Schedule Corrections

The master schedule and staffing decisions are based on registration requests. Students are required to take the courses they request, as long as it meets the graduation requirements and needs of the students' progress toward graduation. Schedule corrections will only be granted within the first 10 days of each semester for one of the following reasons:

1. A failure in a course necessitates credit recovery.
2. Make a level change to an AP course or fulfill prerequisite.
3. A course on your schedule was taken in summer school or was taken in previous year
4. A course is needed immediately to meet state graduation requirements.
5. Tryouts for athletics and/or performance classes (requires proof from coach/teacher).
6. Schedule is incomplete (i.e., less than six classes per semester).

**Schedule changes will not be made for a change in lunch period.**

No student schedule changes will be allowed after ten school days without the approval of the school's administration.

## GRADING PROCEDURES AND POLICIES

### Guiding Principles and Beliefs about Grading and Assessment

Teachers at Poston Butte High School aim to foster a high level of student accountability for mastery learning while also providing multiple opportunities for learning to take place. Teachers will facilitate accountability for mastery learning while also implementing a grading system that is consistent and thoughtful to the needs of the student.

#### Goals and Anticipated Outcomes

- Grades will reflect proficiency and growth within a specific content area of instruction.
- Grades will reflect a student's sustained and consistent effort to be actively engaged in the curriculum and content.
- Teachers will offer students extensive opportunities for practicing content and curriculum before assessing summary of knowledge.
- Grades will reflect frequent and thoughtful feedback through the form of formative assessments in order to teach students to thoughtfully monitor their own progress and learning.

- Teachers will use summative assessments in order to communicate to students the level of mastery achieved in a specific unit of instruction.

### Assignment Types and Category Weights

**Summative Assignments/Assessments (30%)** – Any final measure or assessment of learned skills or standards within a single and specific focus of instruction.

- Teachers will report a **minimum** of **4 summative grades** and **1 final exam** per semester.

**Formative Assignments (25%)** – Any checkpoint assessment of learned skills or standards that provides feedback and allows students to reflect on progress or growth towards an overall summative learning goal. Formative assessments happen frequently, both informally and formally.

- Teachers will report a **minimum** of **1 formative or summative assessment** grade per week.

**Practice Assignments (25%)** – Assessments and assignments that provide students with opportunities for “risk free learning” and/or do not require specific feedback. These assignments are assessments that will not be assigned a numerical score based on mastery of learning.

- Teachers will report a **minimum** of **1 practice assignment grade** per week.

**Final Exam (20%)** – The final exam for a course is an assessment that is given at the conclusion of each semester to comprehensively test a student’s mastery on the skills taught during that semester, according to that course’s PLC standards.

- Every teacher **must administer a final exam each semester** for the individual courses that they teach. This test must be administered on the day mandated for final exams and cannot be given early or late without written permission from administration.

### Grade Reporting

- Teachers must report 2 grades minimum per week, one formative or summative assessment and one practice assignment per week.
- Teachers will report a minimum of 4 summative grades and 1 final exam per semester.
- Grades should be updated weekly, no later than Sunday at 9:00 p.m.
- Teachers will update grades to include late submissions and make-up work submitted via the “Late Work Submission Form” which will include the data and time within 2 weeks of student submission.
- Students cannot earn higher than 100% in any given class.

### Late Work Policies

- Completed late work will be accepted up to **5 school days** past the assigned due date and assessed no more than a **10% penalty**.
- After **5 school days**, the student will receive a **0%** in the grade book for the assignment if it is not submitted.
- Students will have until **the Friday before the end of the quarter** to turn in any completed missing homework/classwork assignments with a **40% penalty** off of the earned grade.
- Late work that is time sensitive, may be given an alternative assignment.
- Tests and quizzes that have not been taken, may be completed by **the Friday before the end of the quarter** for full earned credit.
- **Completing assignments at Poston Butte is mandatory and not optional.**
- Students will have the opportunity to complete late work during remediation, after-school tutoring and during teacher assigned office hours.
- Departments may create/enforce additional policies for late work.

## Honors/AP Classes (Weighted Classes)

- All summer assignments are **due within the first 3 school days of the new school year**. The summer assignment will receive a **10% penalty per day** if it is late and will not be accepted after three school days. Any exceptions will need to be approved by the AP Coordinator.
- Late work for AP/Honors students may be assessed a penalty up to **10% off per day** for the first 5 school days an assignment is late.
- After **5 school days** the student will receive a **0%** in the grade book for the assignment.
- The student will have until **the Friday before the end of the quarter** to turn in any completed missing homework/classwork assignments for a **minimum penalty of 50%**.
- Formative and Summative assessments that have not been taken may be completed by **the Friday before the end of the quarter** for full earned credit.
- **Completing assignments at Poston Butte is mandatory, not optional.**
- Students will have the opportunity to complete late work during remediation, after-school tutoring or during teacher assigned office hours.
- Departments may create/enforce additional policies for late work.

## Reteach, Relearn, Reassess

It is the expectation that students exercise their option to retake assessments. Students are responsible for contacting the teacher to schedule a time to come in for re-teaching/tutoring, in order to assess why that student failed to pass the assessment or assignment, and then retake or correct the assessment. After tutoring, the student will retake the assessment or complete the assigned corrections work on the scheduled day that is approved and agreed upon by the teacher. Any assessment that is retaken must be a variation of original test and not the exact same test.

## Cumulative Grading

Grade reporting will be cumulative each semester. Each time a grade report is given, scores will represent the total grade-to-date for each semester. The grade intervals will be:

Semester Grading Cycle

- 4 - 5 week progress report
- Quarter report card (Accessed on Parent/StudentVue)
- 4 - 5 week progress report
- Semester report card (Accessed on Parent/StudentVue)

## Honors Courses

The following procedures are created in order to maintain the consistency and quality of the class rank, grade point average standards and the honors program at Poston Butte High School. The Advanced Placement (AP) Program is a national curriculum that will be respected as Poston Butte High School honor courses, in addition to courses carrying the honors distinction. Those courses will be titled as Honors in the course name.

The cumulative objective for an Advanced Placement class is to take the AP exam in May. A grade of 3 or better on the exam (out of 5) might ensure credit at the school of choice; however, it is the student's responsibility to research the schools to which they are applying and know what scores are required to award credit. Every school is different.

<https://apstudent.collegeboard.org/creditandplacement/search-credit-policies>

Students who drop an AP course at the semester will lose the weighted grade. **Any student taking the AP Exam in May will be exempted from the spring final exam**, but may elect to take it and may choose whether or not to count it in their

grade for the class. Any student who has a “D” or “F” at the end of the semester may be required to take the course final exam, as determined by the course teacher.

### Weighted Grading

PBHS recognizes that some courses are designed to be more challenging than others. Any course that is designated as Pre-AP or AP will have weighted grades.

Percentage	Letter Grade	Grade Point Value (Unweighted)	Grade Point Value (Weighted)
97-100	A+	4.0	5.0
93-96	A	4.0	5.0
90-92	A-	3.67	4.67
88-89	B+	3.33	4.33
83-87	B	3.0	4.0
80-82	B-	2.67	3.67
78-79	C+	2.33	3.33
73-77	C	2.0	3.0
70-72	C-	1.67	2.67
68-69	D+	1.33	2.33
63-67	D	1.0	2.0
60-62	D-	0.67	1.67
0-59	F	0.0	0.0

**P/F Pass/Fail** (option only available for student aide/credit recovery/middle school credit)

### Process for Selection of the Valedictorian and Salutatorian

Upon completion of the 15<sup>th</sup> quarter, administration and the guidance department will identify who, including all grades on their transcripts and their current quarter grades, has the highest weighted GPA in the class. That graduate shall be named the Valedictorian. The salutatorian shall be the student who has the second highest weighted grade point average.

The Valedictorian and Salutatorian will be given the honor of speaking at graduation. The student’s final speech will need to be approved by administration.

### Grade Reporting

Progress reports: Parents will be notified by email when the 1<sup>st</sup> semester Progress Reports are ready to be viewed on ParentVue after, 9 and 12 weeks – the official Report Card will be available on Parent/StudentVue at the end of the semester.

Report Cards: Official Report Cards are issued two times a year. Report Cards are available online on Parent/StudentVue at the end of each semester.

	<b>End of Term Grade Dates</b>
<b>First Quarter</b>	September 21, 2018
<b>Second Quarter/Semester One</b>	December 14, 2018
<b>Third Quarter</b>	March 8, 2019
<b>Third Quarter/Semester Two</b>	May 23, 2019

### **Grades When Students Withdraw From School/Courses**

If a student withdraws from school to enter another school, the transcript will reflect the grades earned at the date of withdrawal. Students requesting to withdraw from a course while remaining enrolled in FUSD must receive administrative approval. Freshmen, sophomores and juniors are expected to enroll in a minimum of six (6) courses. Seniors must be enrolled in 4 classes for first semester and at least four (4) courses 2nd semester, and cannot be credit deficient to be eligible to graduate.

Seniors who would like to request a half day schedule must apply with their counselor and are required to obtain a credit check and administrative approval.

Approved withdrawals from courses will be posted on the student's transcript according to the following timeline:

- Schedule changes within the first ten (10) days of the semester will not be reflected on the transcript.
- Withdrawals from the 11th day to the end of the quarter in each semester will be posted with a "W".
- Withdrawals between the quarter of the semester to twenty (20) days prior to the end of the semester will be posted as "W/P" or "W/F."
- No withdrawals are permitted within the last twenty (20) days of the semester.

### **Tutoring**

Tutoring is available after school for students to receive extra assistance. Teachers are available to assist any student in his/her subject area in each department's tutoring center. If a student is struggling, or just wants to get ahead, tutoring is available Monday – Thursday. Late bus transportation is available. Please make arrangements with your teacher.

### **Credit Recovery**

The Credit Recovery Program is an opportunity for a student to retake a course in which he/she previously was not academically successful in earning credit towards graduation. Credit Recovery courses are designed to be on a flexible schedule that will allow the student to progress at the student's pace. Credit Recovery courses are complete courses containing all Arizona state standards for which the student will demonstrate mastery before receiving a grade. The program offers core courses and limited electives required for graduation from Poston Butte High School.

Credit Recovery is a way to "recover" credit for a course that a student was previously unsuccessful in earning academic credit towards graduation. It differs greatly from programs that allow students to earn "first time credit" in that students having already satisfied seat time requirements for a course in which they were unsuccessful. Students focus on earning credit based on competency of the content standards for the particular course. Students will earn a pass/fail mark on their transcript and will not be able to replace the F letter grade or the zero points added to their GPA. Most instructional content for Credit Recovery courses will be delivered online, via the internet and it is accessible to all students 7 days a week, 24 hours a day from any internet connected device. However, the student must attend credit recovery class during the normal school day.

Students must be referred to the credit recovery program by the counseling department and approved by administration. Students will be monitored for progress in the courses. If a student falls behind the normal timeline they may be assigned to mandatory after school study sessions, intersession study sessions or summer school.

### **Withdrawal from School**

The following steps must be taken for a student to withdraw from school:

1. Contact the counselor.
2. Obtain parental approval either through parent conference or phone confirmation to the Registrar.
3. Complete forms obtained from the Registrar's office.
4. Get withdrawal slip signed by teachers, nurse, librarian, technology department and the bookstore clerk. Laptops, bags and chargers must be turned in to the technology department. Books must be returned to the library. Student IDs must be turned in to the Registrar.
5. Return the form to the Registrar.
6. Transfer grades are the grades earned at the date of withdrawal.

**The faculty and administration encourage all students to remain in school. Students who are having problems are advised to see a counselor, teacher or an administrator for guidance.**

### **Transferring Into Poston Butte High School**

The grades earned in courses from an accredited secondary school will be averaged with the grades earned at Poston Butte. The grades earned in courses from a non-accredited secondary school will be evaluated by the counseling office and administration to determine grades and transfer credits accepted. Transfer students who plan to graduate from Poston Butte High School will be held responsible for PBHS graduation requirements. All coursework completed outside PBHS will be evaluated to determine whether or not credit will be awarded. It is the responsibility of PBHS to ensure that students have had coursework that meets the state guidelines. The acceptance of credits from other schools is based on a variety of factors such as the grades earned in the sending schools, the number of days or hours the courses met, the alignment of course content between the two schools and the regional accreditation status of the sending school. **PBHS reserves the right to require entering students to take placement tests in order to determine the most appropriate placement.** PBHS also reserves the right to require students to take and pass the final exam of a transfer class prior to awarding credit, especially for core classes. All transferring students must meet the graduation requirements in order to receive a PBHS diploma.

### **Registering after the 20<sup>th</sup> day of a semester**

A student who registers at Poston butte after the 20<sup>th</sup> day of a semester without being enrolled in school during the previous 20 days will receive no credit (NC) for the courses in which he/she is enrolled. The student may have the opportunity to earn credit if missed work is made up to the specifications of the teachers or may enroll in a credit recovery program. Students should check with the counseling office for options.

### **Service Learning/Community Service Requirement for Graduation**

Students are required to participate in service learning activities developed by the District and the schools. The service projects will encourage the students to think analytically, logically, and creatively, and to integrate experience and knowledge to problem solve. Service learning offers students an opportunity to apply their learning in real-world circumstances. Students are required to provide evidence and/or documentation and reflection forms which will be available at the student's school. Students will provide the documentation and reflections of all service hours to their counselor prior to graduation. The requirement for graduation is 40 hours (10 hours per year). Students who enroll during their Sophomore, Junior or Senior year will be required to complete 30 hours, 20 hours and 10 hours respectively.



## Protocol for Receiving Credit by Examination

Students in grades 9–12 who feel that they are capable of passing a course without actually attending the class, may apply for credit by examination through the high school counseling office. Students must complete the appropriate request forms and submit them to the counseling office prior to the examination(s). A non-refundable fee of \$100.00\*<sup>2</sup> will be charged during the school year for each course (per semester) challenged through examination. Prior to the examination, students must display familiarity with the subject matter they are challenging by completing a pre-established series of assignments where applicable and/or teacher's recommendation (must be approved by site administrator) with an 80% or higher accuracy rate.

### Students may seek to challenge a course for the following reasons:

- To accelerate their program of study – student has had no prior instruction in the course
- To seek to recover lost credit – student has had prior instruction in the course
- To challenge a course in which they received a “D”
- To receive credit for a core course taken On Line outside the FUSD district and/or with an Online school not NCA accredited<sup>1</sup> - (Math, English, Science, Social Studies including Sociology, Psychology), Health, and home-schooled core courses (if no official transcript is provided)

### Students may not request:

- To challenge a course a second time in the same academic year
- To challenge a course in which a grade of a “C” or higher was earned
- To challenge a course with a performance based component (i.e., Physical Education, Art, Construction Tech., TV Tech., Dance, etc.)
- To challenge a course that has a lab requirement (except for students who are repeating the course and have successfully passed the lab portion)
- To challenge a course to which weighted credit is given
- To challenge a core course prior to passing state mandated exams
- To challenge a course for which the prerequisite has not been met

### Grading Procedures for courses that are challenged:

#### Exam for Acceleration:

- Students must receive an 80% or higher to receive credit.
- The grade received on the exam will be entered on the student's transcript.
- A student cannot take the course for a higher grade after they have received credit by exam.
- Students who receive below an 80% will need to take the regular course to receive credit.

#### Exam for lost credit or to replace a “D”:

- Students must receive an 80% or higher to receive credit.
- The 80% or higher grade will replace the original grade on the student's transcript.

#### On-line out-of-district, not NCA accredited (NO FEE)<sup>2</sup>

- Students must receive an 80% or higher to receive credit on core courses (Math, English, Science, Social Studies (Sociology, Psychology) and Health.
- The grade received on the test will be placed on the student's transcript.

#### Examination Dates for acceleration:

- During the first two weeks of first semester
- Or at an approved scheduled time by administrator



## Board Policy on Graduation Requirements I-7361 © IKF-RA

As an alternative to completing the course requirements, a student may request, upon a showing of familiarity with the subject matter of the course, an examination on the competencies of the course. The student may take an examination on a particular course one (1) time only in an academic year. The examination shall be prepared by a teacher of the subject matter who is designated by the Superintendent. To receive graduation credit, the student must demonstrate accomplishment of the standards and competencies adopted by the State Board of Education and the Governing Board, respectively. Demonstration of accomplishment of the skills and competencies shall be determined in accord with accepted practices in evaluation of students. A copy of the test results, verified by the appointed teacher, shall be filed with the student's records.

### Rev. 6.23.11

<sup>1</sup>if the On-Line school is NCA accredited, credit will transfer

<sup>2</sup> No fee will be charged for students who have taken On-Line courses outside the district at a non NCA accredited institution and wish to obtain credit at FUSD

## Graduation Requirements/Diplomas

Students have the opportunity to graduate with one of five diplomas: Standard, Regents, Scholar, STEM and STEM Scholars. Requirements are below.

### Standard Diploma

All students will be required to earn a minimum of 22 credits :

English	4 credits
Math	4 credits
Science	3 credits
World History and Geography	1 credit
US/AZ History	1 credit
US/AZ Government	.5 credit
Economics	.5 credit
PE	.5 credit
Health	.5 credit
Fine Arts or Vocational Education	1 credit
Electives	6 credits
Total	22 credits

## Regent's Diploma

All students will be eligible to receive this diploma type if the following requirements for 23 credits are met:

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional math with an Algebra II prerequisite	1 credit
Biology	1 credit
Earth Science/Chemistry/Physics	1 credit
Additional Lab Science	1 credit
World History or World Geography	1 credit
US/AZ History	1 credit
US/AZ Government	.5 credit
Economics	.5 credit
PE	.5 credit
Health	.5 credit
Fine Arts or Vocational Education	1 credit
Foreign Language	2 credits
Electives	5 credits
Total	23 credits

## Scholar Diploma

All students will be eligible to receive this diploma type if the following requirements are met.

- Minimum 7<sup>th</sup> semester weighted GPA of 3.5 or higher
- 24 or more credits, including 2 AP course credits

Coursework must include the following:

English	4 credits
Algebra I	1 credit
Geometry	1 credit
Algebra II	1 credit
Additional math with an Algebra II prerequisite	1 credit
Biology	1 credit
Earth Science, Chemistry or Physics	1 credit
Additional lab science	1 credit
World History or World Geography	1 credit
US/AZ History	1 credit
US/AZ Government	.5 credit
Economics	.5 credit
Health	.5 credit
PE	.5 credit
Fine Arts or Vocational Education	1 credit
Foreign Language	2 credits
Electives	6 credits
<b>Total</b>	<b>24 credits</b>

## Graduating Class Order

The order for the graduating class will be seated as follows:

Valedictorian (Highest GPA)

Salutatorian (Second highest GPA)

Remaining top 20 students by GPA class rank

Remaining graduating class will be seated according to alphabetical order

## Graduating With High Honors

Senior class students who have a grade point average of 3.5 or better (computed at the end of the 7<sup>th</sup> semester) and who have completed or are completing six honor classes (twelve honor semester classes) for eight semesters of work shall graduate with High Honors. At least one honors class must be taken during the senior year. High Honors students are responsible for purchasing the gold graduation stole.

## Celebration and Remediation

Purpose: To celebrate student achievement and classroom success. To encourage, motivate, assist student who are not choosing to be successful and allowing time to reteach, make-up and improve their learning. Celebration is a privilege that may be revoked. Failure to comply with the rules and procedures of this program may result in serious school disciplinary consequences, including up to a 3 day suspension from school for ditching.

### 2<sup>nd</sup> Period Celebration/Remediation

Purpose: To celebrate student achievement and classroom success. To encourage, motivate, assist student who are not choosing to be successful and allowing time to reteach, make-up and improve their learning. Celebration is a privilege that may be revoked. Failure to comply with the rules and procedures of this program may result in serious school disciplinary consequences, including up to a 3 day suspension from school for ditching.

### 2<sup>nd</sup> Period Celebration/Remediation

A student who has a “65%” or better in all classes is considered to have earned **Celebration Status**. Students who have below 65% in any class are identified as being in **Remediation Status** (an opportunity to improve grades). A student’s status can change from week to week. Every morning except Thursday, 2nd hour teachers will inform students as to their status of either “**Celebration**” or “**Remediation**” and which classes they have been requested to travel to today. Students will also get an email identifying which classes they are earning below a 65% and to which classes they are requested to travel to and when. Mondays students will identify which classes they are in Remediation status and develop a plan as to how they will improve their grade. Students are to email the teacher in whose class they are remediating confirming what day they will be traveling to their class and what their plan is to improve their grade.

When a unique bell rings at the end of 2<sup>nd</sup> hour, **Celebration students** are permitted to leave class as a way of rewarding and “celebrating” their academic success. **Celebration students** may use the 25 minutes of Bronco time to participate in structured enrichment activities hosted by Link Crew, Student Council and other school clubs. Celebration students are NOT permitted to leave campus or to enter parking lots during this time. Celebration students must also stay out of academic classroom areas during this time.

**Remediation students** will remain in their 2<sup>nd</sup> hour class for the entire 25 minutes of Bronco time on Monday and complete an action plan that identifies what they will do during this week to improve their grade in classes where they have presently earned below a 65%. Remediation teachers must sign this action plan before the students leave class on Monday. Remediation time is to be used as a time that students can catch up on missing assignments and improve their grades.

## Academic Defiance

Any student with 2 or more F’s may be placed in After School Mandatory Tutoring.

## Change of Address and Telephone number

It is very important that all students notify the attendance office immediately of any change of address, telephone number or email address. All students must have a valid, up-to-date contact information on file.

## Safety and Security

### **Visitors**

All visitors to PBHS are **required** to sign the visitors' registry and obtain a visitor's badge by providing the receptionist with their driver's license upon arrival on campus. Visitors must be accompanied by a staff member while on campus at all times. Parents are not allowed to eat lunch on campus with students. Student visitors from other schools are not permitted. PBHS graduates are not allowed to visit during school hours without administrator approval. Classroom visitors must be preapproved by the administration.

### **Student I.D. Cards**

All students are required to have their photo ID card issued by the high school they are attending in their possession at all times while on campus for the purpose of identifying students and distinguishing them from trespassers. Students must present ID cards at the request of any faculty or staff member. The ID must be legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. A free student ID is available the first two weeks of school or within two weeks of enrollment. If the card is lost or stolen, there is a \$5.00 replacement cost. The ID card must be returned when withdrawing from school. Students who are on campus without an ID card will be assigned to In School Suspension.

### **Fire Drill**

Detailed instructions for fire drills are posted in each room. Teachers will read these instructions to each of their classes during the first week of each semester. Students are to follow instructions and stay with their teacher during a fire drill for their safety and the safety of others.

### **Lock-Down Procedures**

The purpose of a lockdown is to eliminate movement if there is a situation on campus, law enforcement activity or other emergency agency activity in the area. Security personnel will secure the perimeter of the campus and prevent people from coming on campus. If there is a lockdown, administration will maintain communication with the District Office and law enforcement.

### **Approved Entry/Exit Doors**

All entry and exit must be through approved doors. Use of unapproved doors may result in disciplinary action.

### **Safety Glasses**

Safety glasses are necessary in many of our science and art classes. Students signed up for these classes will be required to use safety glasses whenever the class situation necessitates it.

### **Gymnasium/Athletic Fields**

No students are allowed in the gym or on the athletic fields without teacher or coach supervision.

### **Bicycles and Skateboards**

Bicycles and skateboards are not to be ridden on campus at any time. Bicycles ridden to and from school must be secured in designated spaces. Skateboards are not permitted on campus at any time.

## Student Activities

### **Student Activity Pass**

A student activity pass is available at the beginning of each school year and is determined prior to the beginning of each school year. This pass entitles students to free admission to all home athletic contests except A.I.A. tournaments. With

the card, some social activities on campus will have reduced costs. The pass will double as a student I.D. for school activities. Replacement cost is \$5.00.

### **Dances and School-Sponsored Activities**

Students are expected to follow all school rules when in attendance at dances and school-sponsored activities. Any student choosing to break the rules will be subject to disciplinary consequences. Any student involved in a physical altercation or fight at said activities will be restricted from attending any dances or school sponsored event for the remainder of their enrollment at PBHS.

### **Guests for Dances and School-Sponsored Activities**

Students may invite guests to designated school dances. Prior approval must be secured from school administration five school days in advance of the dance/activity. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as District high school students. Guests must be under the age of 21 and must bring a current photo ID with birth date.

## **Athletics**

**All paperwork must be completed on [www.registermyathlete.com](http://www.registermyathlete.com) as well as the Pay to Participate fee, MUST be completed before a student athlete may participate in a sport.**

### **AIA Eligibility**

To participate in extracurricular activities that involve interscholastic competitions (AIA) approved adjudication, students must pass all the classes on their schedules. Grades checks are done every Monday. If a student receives a 59% or lower on grade check day, they will be deemed ineligible (Monday-Monday) until the next grade check the following week. The student will have that week to bring grades up but will remain ineligible and unable to play/travel in any game until the next grade check is done. They may participate in practice. Three consecutive weeks of failing grades may result in removal from that sport.

### **Special Provisions**

Special education students will have their GPAs figured at face value. If the principal feels it necessary, a special staffing may be convened to consider eligibility. Final eligibility decisions rest with the principal.

Any student whose behavior presents a problem or jeopardizes school discipline will be restricted from participation in extracurricular activities until such time that his or her behavior warrants reinstatement

### **Spectator Behavior**

Florence Unified School District has a sports tradition spanning over 100 years. Poston Butte High School participates in the AIA Victory with Honor program. Fan behavior is an integral part of upholding these principles. A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner. Fans behaving in this way will be directed to leave the sports venue. Poston Butte High School students will be subject to the school's discipline policy. Any student that displays extreme behavior or violence may lose their sport activity privileges. These principles apply to audiences at sporting and non-sporting events both at home and away.

### **Random Student Drug Testing**

All students in grades nine through twelve who participate in AIA sports or activities will be part of the random drug testing pool. In order to try out or enroll, students must agree to submit to random drug testing any time during the school year. Students remain active for drug testing throughout the year even if they are no longer participating in a sport or activity. Written parental consent for the student to be tested for drugs or alcohol is also required as part of student eligibility. There will be no academic, disciplinary, or legal action taken as a result of a positive result through

participation in this project. There are consequences for students who do not pass the drug test (all consequences are cumulative with no “clean slate” at the end of the school year):

- 1st Positive Drug/Alcohol Test- Suspension from all AIA sports and activities including scrimmages, games, performances, and competitions for 8 weeks, effective from the date the parent is informed of the positive test result.
- 2nd Positive Drug/Alcohol Test- Suspension from all AIA sports and activities including scrimmages, games, performances, and competitions for 1 full year, effective from the date the parent is informed of the positive test result. Following the suspension in order to try out for any AIA activity or sport the student must submit to and pass a drug test with a NIDA/SAMHSA-Certified Lab at the parent’s expense.
- 3rd Positive Drug/Alcohol Test- Permanently loses eligibility for ALL AIA sports and activities for the duration of their enrollment in the Florence Unified School District.

**Confidentiality Clause:** All results are confidential. Coaches/teachers are only to be told that the student is ineligible for the duration of the time stated above. No reason is to be given.

### **Physicals**

All athletes and members of marching band are required to have an annual physical prior to participation. Please contact the coach or band instructor for further information.

### **Insurance**

All athletes must have proof of insurance before beginning participation. Insurance is available for all students who wish to pay for the policy. Further information may be obtained in the athletic director’s office.

### **Student Services**

#### **Constitution**

A copy of the Student Council Constitution will be posted in the office of the administrator in charge of student activities.

#### **School Colors**

The school colors are NAVY BLUE and ORANGE. Students and staff are encouraged to wear school colors on Fridays.

#### **School Nurse**

Nurse services are provided for emergency care, health consultations, and as a resource for students and their families. **Any medications must be administered in the health office.** A prescription medication form can be obtained from the nurse and must be completed by both a parent and a physician. A parent must sign a non-prescription medication form. Please see the “Administering Medications” section for additional information. **If a student needs to be excused during the school day due to illness, they are required to check out in the health office.**

### **Administering Medicines to Students**

Under certain circumstances, when it is necessary for a student to take medicine during school hours, the District will cooperate with the family physician and the parents if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
- There must be written permission from the parent to allow the school or the student to administer the medicine. Appropriate forms are available from the school office.
- The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.

- No medication will be dispensed during the 1st and last period of the school day.

Exceptions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student shall notify the school office secretary as soon as practical following the use of the medication.
- For breathing disorders, handheld inhaler devices may be carried for self administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
- Students with diabetes may carry their own testing devices and insulin.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the school population.

### **School Publications**

The Yearbook is distributed at a yearbook signing party in May. Student produced video productions are available to view on Youtube. These announcements are created by students in Bronco Studios.

### **Illness**

If a student becomes ill and must go home, a "student leave" permit must be obtained from the nurse who contacts a parent/guardian for permission for the student to go home. The nurse will then report the absence to the attendance office. If the student goes home for lunch and does not return to school that afternoon, a parent must notify the school that same afternoon. It is always necessary to know when a student is off campus for any reason.

### **Media Center (Library)**

The Media Center is open during school hours. Students need a pass from a teacher during class and before school or during lunch. Students are allowed to check books out for two weeks and are expected to renew or return the books on time. After a one-week grace period to allow for illness or other absences, fines are charged at \$.05 per day, up to a maximum of \$5.00 per book. Students who lose books are expected to pay the replacement cost of the book.

### **Foreign Exchange Students**

Each year our high school has one or more exchange students from foreign countries. These students are looking to Poston Butte High School students as an example of the American way of life. They should be treated with respect and as friends.

### **Deliveries**

The school will not make any deliveries (flowers, balloons, etc.) to students during instructional time.

### **Distribution of Materials**

Information (announcements, pamphlets, newsletters, memos, etc.) may not be distributed to other students or school personnel on campus without authorization from the administration. Information can be found on the school's web page and on Peachjar.

### **Food Service**

The cafeteria is open for breakfast and lunch and offers a wide variety of foods. Grilled hamburgers, subs, pizza, burritos and much more are part of the daily menu. A free and reduced price meal program is also available. Parents may put money down on an account for students to purchase food in the cafeteria. If you are interested in either of these two programs, please contact the cafeteria manager.



## **Student Store**

The student store is operated by a school official to support student academic needs and make school spirit items available for students and parents. ***Students are not allowed to go to the store during class time.***

## **Checks**

Poston Butte High School does not accept checks.

## **Lost and Found**

Loss or theft of any item should be reported to the discipline assistant principal's office immediately. If any article of value is found, it should be taken to the office right away. Students should check in the office for lost items. Many items go unclaimed each year.

## **FEDERAL AND STATE LAWS**

The following are some of the Arizona Revised Statutes (laws) related to public schools.

### **Abuse of Staff (A.R.S. 13-1204)**

Under ARS 13-1204, a person commits aggravated assault if the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is on the grounds of the school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds. This offense is considered a class 6 Felony.

### **Revocation of Open Enrollment**

A student who is on an Open Enrollment variance may lose that privilege if the student receives multiple discipline referrals, violates a behavior contract, or accumulates excessive absences.

### **School Property (A.R.S. 13-2911)**

Any student who threatens to cut, deface, or otherwise injure any school property is subject to suspension or expulsion and, upon complaint of the Board; the parents of such students shall be liable for the damages. A referral can be made to law enforcement, which could result in a class 6 felony charge under ARS 13-2911.

### **Teacher's Authority to Remove a Student from Class (A.R.S. 15-841)**

A.R.S. 15-841 gives teachers the right to remove disruptive students from their classrooms. A teacher may remove a student from his/her class by documenting abusive, threatening, disruptive, or unruly behavior. The referring teacher must submit supporting documentation within 24 hours of removal. Upon receipt of the teacher's recommendation to remove the student from class, the principal shall remove the student unless he/she can produce evidence that the basis for the recommendation was arbitrary or discriminatory and/or procedurally incorrect. Upon removal, the following steps will be completed by the principal: (1) Arrange for placement of the student in another class or an alternative setting, (2) Contact the parents to inform them of their child's removal from class and an explanation of procedures, (3) Arrange for appropriate continuation of the student's instructional program by securing individual lesson plans, learning objectives, and activities from the referring teacher, and (4) Arrange for a meeting with the school placement review committee to be conducted within three days of removal.

## Student Conduct, Attendance, Discipline

Education is a discipline. It requires the student to engage in some degree of self-discipline in order to receive and benefit from educational opportunities. The educational institution, to enhance and promote the student's' best interest in acquiring an education, is obligated to provide and ensure an environment free from behavioral problems. Poston Butte High School's disciplinary policy not only encourages and supports the students' acquisition of the best possible education, but it:

- A. Gives students a just program that includes ample opportunities for modification of their behavior.
- B. Provides students, parents, and school personnel, clearly stated, advance knowledge of the course of action to be followed in disciplinary matters.
- C. Provides for a means of consistency in applying disciplinary actions.
- D. Provides a program that is progressive (moderate to most severe action).
- E. Gives guidelines that are reasonable and fair and hopefully will help create a pleasant and safe environment for the students while they are at school.

**Arizona law allows the school to hold you accountable for your behavior on the way to and from school, at lunch, and during any school sponsored activity.**

### **Attitude**

As a student, your attitude is extremely important. Your choices can make your years at Poston Butte High School very memorable and something you will be able to look back upon with pride. It is the hope of the school officials that you take full advantage of the opportunities and activities offered to you during these years. The acceptance of your responsibilities as student and the respect given your teachers and fellow students will help you gain the most from your high school experience.

### **You Are Responsible For Your Actions**

If your main reason for coming to school is to learn, be active in school programs, and make your high school a good place to be, you will probably never have any serious discipline or attendance problems. If you choose not to follow school rules, only you will have to accept the consequences. ***You choose!***

### **Attendance**

Student attendance closely matches student academic achievement. Students receiving failing grades almost always have a high number of absences and tardies. Procedures developed by the school staff are intended to involve parents, teach students, responsibility, and have teachers lead in terms of instruction and accountability.

### **Absences**

Absences can be defined as excused or unexcused. Only a parent or legal guardian through telephone contact to the **Attendance Office (480) 474-6109** may excuse absences.

### **Unexcused Absences**

Any unexcused absence for any length of time will result in mandatory make-up time or detention. Absences are considered unexcused when parents fail to call or students are reported to the administration as truant by referral, parent contact or another reliable source.

## Truancy Law/Statement

Arizona State law (A.R.S. 15-803) states that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. Any excused absence must be accompanied by medical documentation, or associated with bereavement, court, or an absence approved by the school administration or school nurse. The child will be considered truant when there is not a good reason for not attending school. If a parent fails to ensure that the child attends school, the law states that he/she is guilty of a class 3 misdemeanor. When the parent does not provide a valid excuse for the child's absence the school attendance officer may cite the student, parent, or custodian directly into court for violating the state truancy law.

## Leaving Early

For the **safety and protection** of all children, students are not allowed to leave their classrooms before our regular dismissal time without the parent or guardian personally signing the child out. When taking students from school early, please keep disruptions to a minimum since this is instructional time. The adult checking the child out of school must provide a picture ID and be listed as an emergency contact. We are unable to excuse students early on the basis of a note or telephone call from parents.

## Excused Absences

Parents must call the attendance office at (480) 474-6109 within 24 hours of the absence to officially excuse students from school for a day or part of the day. After 24 hours, all calls will be recorded as a late call and the absence will remain unexcused. The state recognizes illness or family bereavement as the only legal excuse. When the high school office is not staffed, a voicemail message may be left. If we fail to reach you for verification of an absence, an automated message will be left asking you to call for person-to-person contact with the attendance office. We recommend that appointments with doctors, etc., be scheduled after school hours if possible.

## All Absences

If a student is absent for a class period, an automated hotline will call home to notify parents. We will also attempt a call home from an attendance clerk. A letter will be sent home notifying parents that their child has missed **five** periods in one or more classes and requesting the parent to contact the attendance office to set up a parent-counselor conference. **Ten** absences for any reason, excused or unexcused, may result in the possible loss of credit for the class.

## Ten Consecutive Absences

Students who have been absent for ten consecutive days, whether excused or unexcused, are automatically withdrawn from school as required by the State. Documentation is required on or before the **fifth** consecutive absence for extenuating circumstances such as a major illness.

## Audit

A student may lose credit on the 10th absence from a class. It will be at the discretion of administration as to the level of educational benefit the student is receiving from his/her enrollment and whether or not the student will be dropped from the class. In some cases, the student can be withdrawn from the class.

Students who reach 10 absences in a class may be placed on audit status (loss of credit). Students on audit status may receive a "NC" as a grade unless the student is failing, then he or she will receive an "F".

Appeals will only be granted for extenuating circumstances such as documented chronic illness or long term illness, court requirements, or bereavement. Vacations and non-school related trips cannot be appealed. Documentation must be verified. There may be an opportunity for students to make-up seat time. Additional requirements may be added during the school year to support a student's learning and ability to obtain class credit.

### Make-up work after Absences

- Makeup work for absences must be completed within the same amount of time after returning as the days absent from class (e.g., allow two days to complete make-up work for two days of absences.) Field trips require arrangements to be made with the teacher in advance for the make-up work and due date.
- Work that is missed due to an unexcused absence must be made up. Reduced credit will be given at the teacher's discretion.
- Off-campus suspensions are excused absences.
- In-school suspensions are excused absences. Work from classes must be done during that time.

### Tardies

- Students are expected to be in their classrooms, ready to begin class work prior to the late bell. (Each teacher will instruct students about specific classroom rules relating to attendance and discipline)
- Students will be assigned consequences for tardiness to class. These consequences may include sweep, in school suspension, after school detention, and/or off campus suspension. Consequences for tardiness are explained in the sweep section below.

### Sweep

The purpose of SWEEP is to keep the educational process going without numerous interruptions from tardy students. Students who arrive late to class may be sent to sweep for the entire class period, regardless of whether or not a parent calls the school. Students who are escorted late to school by a parent will be admitted to class with a pass if the parent signs the student in at the attendance office, they still may be considered tardy and subject to the following consequences unless they have a note from a medical doctor or court official.

The only accepted ways for a student to be excused for arriving late to class are as follows:

1). A note from a medical official

2). A note from a court official

3). A parent or guardian must physically enter the building and sign the late student in. Parents and guardians who choose this option more than five times in a semester will trigger a meeting with school administration and counseling to discuss options to help the student to arrive on time to each class consistently.

\*Students who demonstrate repeated tardy behavior will be subject to progression of interventions and disciplinary action in an effort to encourage and teach proper time management skills.

## Consequences for SWEEP

**1<sup>st</sup> Tardy Offense:** Students will be sent to sweep for the remainder of the class period and it will be documented.

**2<sup>nd</sup> Tardy Offense:** Students will be sent to sweep for the remainder of the class period. Parents will be contacted and the student will be required to sign off on an attendance contract.

**3<sup>rd</sup> Tardy Offense:** Students will be sent to sweep for the remainder of the class period and assigned 1 day of In School Suspension (ISS).

**4<sup>th</sup> Tardy Offense:** Students will be sent to sweep for the remainder of the class period and assigned 2 days of In School Suspension (ISS).

**5<sup>th</sup> Tardy Offense:** Students will be sent to sweep for the remainder of the class period and assigned 2 days Off Campus Suspension (OCS).

Consequences will reset after the fifth tardy.

**Please Note - Students that have been sent to SWEEP three or more times for the same hour could lose seat time in their class and may be subject to be placed on audit for that class. Every three sweeps a student accumulates in one hour is equal to one day of absence. This absence will be added to their attendance absence totals. If it exceeds more than ten absences in any one class the student will be placed on Audit.**

## Assembly Conduct

Students must sit in the section assigned for their class. Students who cannot conduct themselves properly will be removed from assemblies. Seating for pep assemblies will be by class. For other assemblies, seating will be with a designated teacher. Some assemblies may be shorter than others and may occur at different times of the school day. At all times students are to be with their teacher to and from assemblies and not loiter at the completion of any assembly.

## Closed Campus

Poston Butte High School is a modified "Closed Campus" facility. This policy allows junior and senior students, who fulfill all requirements listed below, to go off campus only to go home for lunch or to frequent an eating establishment during the lunch period (Students must be walking and proceeding on sidewalks and designated crosswalks to or from an eating establishment). Students are not allowed to leave campus between classes. Students who leave campus otherwise will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Students who have 3 or more unexcused absences are subject to loss of Off Campus privileges. Students who have off campus privileges must present their proper ID card to school safety monitors, administration, or other school personnel in order to leave campus.

## Requirements for Off Campus Lunch

1. Student must be an 11th or 12th grade student
2. Student must have a cumulative GPA of 2.7 or higher
3. Student must have a signed parent permission form
4. Student must be on track to graduate
5. Student must have all fines and fees paid
6. Student cannot have any major discipline issues
7. 10th grade students, may apply for off campus lunch if they exceeded in one area on their AZMERIT test.

## Parking Regulations

On-campus parking is permitted only in designated locations. Vehicles parked in areas other than those designated or in restricted zones will be subject to removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to removal. Students who drive vehicles to school, park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle. **Any fuel-powered vehicle of any kind (i.e. motorbike, motorcycle, etc.) must have a paid parking permit attached to the vehicle and parked in an appropriate space in the student lot. The student must provide a copy of a valid driver's license, current insurance and pay for a parking permit in order for the vehicle to be allowed on campus.**

Any vehicle illegally parked may be impounded. Keep your car locked. Do not leave books, laptops or other valuables in your car. Report immediately, in writing, any incident involving vehicles to the security personnel or assistant principal. JOYRIDING: The use of cars or motorcycles for cruising around during the lunch period, before school, or during the school day is forbidden. Cars used in this way are a traffic hazard. The speed limit on campus is 5 m.p.h. Parking will be assigned according to the following priority: seniors, juniors, and then sophomores. All cars using the high school parking facilities must have a parking permit displayed as instructed. Violations of parking rules and postings may result in towing or blocking wheels at the owner's expense. Parking on campus is a privilege. There will be a fee charged for parking and this amount will be determined by school administration prior to the start of the school year.

## Dress Code

**Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements.** If a student or parent has any questions about whether specific attire or accessories are in compliance with this dress code, they should contact an Assistant Principal prior to wearing such attire or accessory to ensure compliance. On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are influenced by the general appearance of students. FUSD wants to provide opportunities for students to express themselves within the set of parameters listed below:

**The school is not responsible for the storage, inventory, or safekeeping of any confiscated item; this includes hats and electronic devices.**

**ALL DRESS CODE RULES APPLY TO BOYS AND GIRLS.**

## Appropriate Dress

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered inappropriate. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing are prohibited. Brief and revealing clothing are not appropriate in school. The following is a general guide that may be used in helping the student select appropriate clothing. See FUSD School Board Policies JIC, JICA, JICA-R.

### Appropriate Dress & Grooming Code:

#### Tops:

- Tops that reveal bra straps, cleavage, or bare midriffs will not be allowed.
- Tops may not be see-through.
- No strapless tops.
- Straps must be at least 2 inches wide to be worn. No spaghetti straps.
- When wearing tops that have straps both shoulder straps must be worn.

#### Pants:

- Pants must be pulled up, with no undergarments exposed.
- Leggings/spandex pants must be reasonable and modest and may need to be covered by an over garment.

**Shorts:**

- Must be fitted at the waist and conceal all areas of the body that would be covered by a pair of appropriate fitting boxer style undergarments or running shorts.

**Skirts, Dresses, Jumpers, Shirts, Sports Wear:**

- Must follow the same requirements as shorts.
- No strapless dresses.
- Dresses and jumpers with straps must follow the same requirements as tops.

**Shoes:**

- No bedroom slippers.

**Hats:**

- No hats, caps or hoods can be worn in the **classrooms** by boys or girls.
- No hair nets, bandannas, doo rags or wave caps may be worn or displayed at any time.

**Miscellaneous:**

- No attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall be worn.
- Clothing in disrepair is not permitted.
- No trenchcoats
- The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.
- Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.
- No pajamas, blankets or pillows.
- Styles of hair/dress/appearance which adversely affect the educational process will not be tolerated.
- No wallet chains are allowed.
- No rings/bracelets/collars with spikes are allowed.
- No exceedingly long studded belts.
- No spiked jewelry.
- No attire or adornments disruptive to the educational environment.
- Student IDs must be carried at all times and must be presented upon request of school officials

**The administration retains the final discretion to determine that the garment or accessory meets the dress code.**

### **Dress Code Consequences**

**1st Offense:** *Warning, Student must acquire appropriate clothing before returning to class. If appropriate clothing cannot be acquired from the school or from home, the student will spend the day in ISS*

**2nd Offense:** *Student will be assigned 1 Day ISS. Student must acquire appropriate clothing from the school or from home.*

**3rd Offense:** *Student will be assigned 2 days Off-Campus Suspension*

## Cell Phones and Electronic Devices

**CD players, i-pods, and MP3 players are not permitted on campus.** It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person's consent. In addition, it is unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. Refer to A.R.S. Statue 13-3019. Violation of this statute is a class 5 felony.

Cell phones and other electronic devices may only be used in the classroom or in any school buildings during non-class time or as an instructional tool under the direction of a teacher. Cell phones and electronic devices being used outside of these parameters are subject to confiscation. Students bring these devices to school at their own risk. **If a student has a cell phone or other electronic device on campus or on the bus and it is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will the District take any financial responsibility for the cell phone or cell phone charges or for any other electronic device.** Cell phones and electronic devices confiscated by school personnel can be retrieved by a parent from administration.

**\* The school is not responsible for the storage, inventory, or safekeeping of any confiscated item; this includes hats and electronic devices.**

## Cell Phone & Electronic Device Consequences

**1st Offense:** Phone or device is confiscated, turned into office, student receives behavior contract and phone is returned at the end of the day.

**2nd Offense:** Phone or device is confiscated; parents must pick up phone from the office. Student is assigned to one day of In School Suspension. If parents are unable or unwilling to pick up phone, it will be returned to student at the end of the school day and student will be suspended off campus for 2 days.

**3rd Offense:** Phone or device is confiscated; parents must pick up phone, student suspended off campus for 3 days. If parents are unable or unwilling to pick up phone, it will be returned to student and the suspension will be increased from 3 to 5 days.

**4th Offense:** Phone or device is confiscated, student suspended off campus for 5 days. If parents are unable or unwilling to pick up phone, it will be returned to student and suspension will be increased from 5 to 9 days. After serving a suspension for 4<sup>th</sup> offense the accumulation of offenses will reset.

## Searches

Policy JIH states: "School officials may question students regarding matters incident to school without limitation." Desks/cubbies/storage cabinets/lockers provided for student use are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security and content of their lockers or personal property such as purses and backpacks. School administrators have the right to search and seize property when there is reason to believe that "such material detrimental to health, safety, and welfare of the student(s) exists" policy JIH.



## **Due Process**

Students in Florence Unified Schools have rights. In disciplinary cases, students are entitled to due process. This means students:

1. Must be informed of the accusations against them.
2. Must have an opportunity to accept or deny the accusations.
3. Must have the factual basis for accusations explained to them.
4. Must have a chance to present an alternative factual position if the accusations are denied.

For student concerns, complaints and grievances, a student complaint form may be picked up from any administrative office.

## **Alternative School Assignment**

Under Arizona law (A.R.S. 15-841 E and F) a school district may reassign a student to an alternative education program if the student refuses to comply with school rules, refuses to pursue the required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in A.R.S. 13-2911.

## **Florence Unified School District Student Conduct Policy**

Arizona state law makes the school responsible for the conduct and well-being of students from the time they leave home in the morning until they reach home in the evening.

The teacher is required by law to maintain a suitable environment for learning, and administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause.

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both building and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during non-school hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

Local law enforcement shall be notified by the Superintendent regarding 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. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

### **Students are Subject to Discipline if Infractions Occur:**

1. At any high school activity/athletic event (home or away, day or night)
2. To and from school or school activities, including bus stops
3. In classrooms
4. On campus
5. On any District property
6. The event or aftermath of the event disrupts the normal day to day functioning of the school.

### **Off-Campus Behavior**

A.R.S. § 15-843 requires the Governing Board of this district to prescribe rules for the discipline, suspension and expulsion of pupils, and those rules shall include procedures for dealing with pupils who have committed or who are believed to have committed a crime. This statute does not include any limitation that a student's crime need be committed on-campus for the student to be subject to discipline, suspension, or expulsion. See Op. Atty. Gen. No. 189-096. AG Opinion 189-096 on A.R.S 15-843 "makes no distinction as to the location of a crime a pupil committed or is believed to have committed". Thus, our district holds authority to discipline students whose presence in school is considered to be a threat to the moral well-being of other students or such conduct that interferes with the health, well-being, and safety of other students.

### **Dangerous Instruments and Deadly Weapons**

A student will be recommended for suspension/expulsion if using, displaying or carrying any dangerous instruments or deadly weapons or facsimiles on district property or at district functions. This also applies to students who assist another student in displaying, carrying or possessing dangerous instruments or deadly weapons. Any student aware of a dangerous instrument or weapon on campus should immediately make a report to security staff or administration.

For the purposes of this policy:

- Weapon means any of the following: A firearm, a destructive device, a dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearm means any of the following: Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such firearm; any firearm muffler or silencer; any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.
- Destructive device means: Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow; any collection of parts that could be readily assembled to form a destructive device.
- Dangerous instrument means anything other than a firearm or destructive device that is carried, possessed, used, threatened to be used, or distributed by a student with the intent to intimidate or harm another person or property or with reckless disregard for the safety of others.
- School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

- Deadly weapon means any weapon designed for lethal use, including a firearm.

### **Student Harassment**

Verbal, physical, or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation will not be tolerated. Students who engage in such behavior will be subject to disciplinary consequences. Students, who believe that they have been harassed, should contact their counselor or any administrator as soon as possible. A common school administration tool is the use of a "Non-Violence Agreement" or a behavior contract. This is a document that is signed by the students involved in a conflict after a mediation session has taken place with district administration. It is an agreement by both students that there will be not further contact of any kind with one another.

### **Student Grievance Process**

Students who have a conflict with a teacher or any other PBHS staff member are encouraged to try to solve the issue at the lowest level whenever possible by first meeting with that teacher or staff member. If the issue is not resolved, students are to report the matter to a guidance counselor or assistant principal. If the matter is still not resolved, students are to meet with the school Principal. The school Principal will make a determination and attempt to resolve the dispute or will direct the student to the necessary channels at the district office. If the student's grievance is with the Principal directly, they are to report the issue to the district Assistant Superintendent 520.866.3500. Students are encouraged to involve their parent or guardian in this process.

## FUSD Discipline Procedures

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation and the student's behavioral history. School rules apply when a student is attending school, on school grounds, at school-sponsored events, traveling to or from school (including bus stops), on any district property, or when the student is engaged in misconduct that affects the climate of the school.

<b><u>INFRACTIONS</u></b>	<b><u>CONSEQUENCES RANGE</u></b>
Absences without permission	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Contract</li> <li>● FUSD Truancy Officer</li> <li>● Referral to Florence Justice Court</li> <li>● Alternative Placement</li> <li>● Suspension ISS/OC</li> </ul>
Alcohol (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Arson	<ul style="list-style-type: none"> <li>● Restitution               <ul style="list-style-type: none"> <li>➤ Suspension</li> <li>➤ Expulsion</li> <li>➤ Police Report</li> </ul> </li> </ul>
Assault	<ul style="list-style-type: none"> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Bullying	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Bus Misuse	<ul style="list-style-type: none"> <li>● Refer to FUSD Bus Infractions.</li> </ul>
Cheating/ Plagiarism	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Removal from Class</li> <li>● Refer to School Policy</li> </ul>
Defiance of Authority	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Disrespect	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Suspension ISS/OC</li> </ul>

Disruptive Behavior on Campus Disruptive Behavior on Campus	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Disruptive Behavior – Classroom	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Dress Code Violation	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Change clothes</li> <li>● Suspension ISS/OC</li> </ul>
Drugs (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Suspension OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Electronic Devices	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Explosive Devices (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Suspension OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Extortion	<ul style="list-style-type: none"> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Failure to Meet Expectations	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
False Accusations	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Forgery	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Gambling	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>

Gangs	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Guns (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Suspension OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Harassment	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Hate Crime	<ul style="list-style-type: none"> <li>● Suspension OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Hazing	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Intimidating Act	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Knives (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Suspension OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Misrepresentation of Identity	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> </ul>
Physical Altercation	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Saturday School</li> <li>● Suspension ISS/OC</li> </ul>
Physical Presence in Unauthorized Areas	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Saturday School</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>

Profanity	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Provoking Students	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Public Display of Affection	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Reckless Driving	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Removal of Parking Pass</li> <li>● Suspension ISS/OC</li> <li>● Police Report</li> </ul>
Robbery	<ul style="list-style-type: none"> <li>● Restitution <ul style="list-style-type: none"> <li>➤ Suspension OC</li> <li>➤ Expulsion</li> <li>➤ Police Report</li> </ul> </li> </ul>
Sexual Harassment	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> </ul>
Sexual Misconduct	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Tardiness	<ul style="list-style-type: none"> <li>● Sweep</li> <li>● Conference</li> <li>● Suspension ISS/OC</li> </ul>
Theft, Burglary, Extortion	<ul style="list-style-type: none"> <li>● Restitution <ul style="list-style-type: none"> <li>➤ Suspension OC</li> <li>➤ Expulsion</li> <li>➤ Police Report</li> </ul> </li> </ul>
Theft – Motor Vehicle	<ul style="list-style-type: none"> <li>● Restitution <ul style="list-style-type: none"> <li>➤ Suspension OC</li> <li>➤ Expulsion</li> <li>➤ Police Report</li> </ul> </li> </ul>
Threatening Act	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>

Throwing Objects	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Tobacco (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Vape devices and related paraphernalia	<ul style="list-style-type: none"> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Trespassing	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Unsafe Behavior Endangerment	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OS</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Vandalism of destruction, school or personal property	<ul style="list-style-type: none"> <li>● Restitution <ul style="list-style-type: none"> <li>➤ Suspension</li> <li>➤ Expulsion</li> <li>➤ Police Report</li> </ul> </li> </ul>
Vehicle Misuse	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>
Verbal Altercation	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> </ul>
Weapons Other than Guns and Knives (Possession, Use, Distribution)	<ul style="list-style-type: none"> <li>● Conference</li> <li>● Detention</li> <li>● Suspension ISS/OC</li> <li>● Expulsion</li> <li>● Police Report</li> </ul>

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