

# HAYDEN HIGH SCHOOL



## STUDENT HANDBOOK

2023-2024

## Notification of Nondiscrimination

Hayden-Winkelman Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Hayden-Winkelman Unified School District's Career and Technical Education department does not discriminate in enrollment or access to any of the available programs. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Hayden-Winkelman Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at 824 Thorne Ave. Winkelman, AZ 85192, or at the contact information listed below.

Pamela Gonzalez  
504 Coordinator  
HWUSD #41  
824 Thorne Ave.  
Winkelman, AZ. 85192  
520-356-7876

Lydia Martinez  
Title IX Coordinator  
HWUSD #41  
824 Thorne Ave.  
Winkelman, AZ. 85192  
520-356-7876

Jeff Gregorich  
Title II Coordinator  
HWUSD #41  
824 Thorne Ave.  
Winkelman, AZ. 85192  
520-356-787

## Notificación Pública Annual de No Discriminación

El Distrito Escolar Unificado Hayden-Winkelman no discrimina en base a raza, color, origen nacional, sexo, edad o discapacidad en el ingreso a sus programas, servicios o actividades, en el acceso a ellos, en el trato de personas o en cualquier aspecto de sus operaciones. El departamento de Educación Profesional y Técnica del Distrito Escolar Unificado Hayden-Winkelman no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles. La falta de habilidades en el idioma inglés no será una barrera para la admisión o participación en las actividades y programas del distrito. El Distrito Escolar Unificado Hayden-Winkelman tampoco discrimina en sus prácticas de contratación o empleo.

Este aviso se proporciona como lo exige el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975 y la Ley de Americanos con Discapacidades de 1990.

Preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden ser enviadas al coordinador de cumplimiento designado en 824 Thorne Ave. Winkelman, AZ. 85192 o en la información de contacto que aparece a continuación.

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520-356-787

School documents or information can be translated as needed. For translation services, contact:

Mitzi Ochoa  
824 Thorne Ave.  
Winkelman, AZ. 85192  
(520) 356-7876 Ext 1300

## High School Student Handbook 2023-24

This handbook is provided to help students and parents become better acquainted with Hayden High School programs, goals, policies, and traditions.

### Governing Board

Mr. Thomas Lagunas . . . . .	President
Mr. Rafael Flores . . . . .	Vice-President
Mrs. Ernestine Lorona . . . . .	Member
Mr. Joe Marin . . . . .	Member
Mr. Adrian Bravo . . . . .	Member

### Hayden High School Administration and Staff

Mr. Jeff Gregorich . . . . .	Superintendent/K8 Principal
Mrs. Pamela Gonzalez . . . . .	Associate Superintendent/Principal/Academic Counselor/CTE Director
Dr. Frank Ryan . . . . .	Special Education Director & Psychologist
Mrs. Lydia Martinez . . . . .	H.S. Athletic Director
Mrs. Barbara Martinez . . . . .	Food Service Director
Mrs. Marisa Gallego . . . . .	Health Aide
Mr. Alfonso Gonzales . . . . .	Maintenance Director
Todd Cantrell . . . . .	Grounds/Custodial Director
Regina Arbizo . . . . .	Transportation Director
Ms. Nina Ruiz . . . . .	Business Manager
Mrs. Germain Bohrn . . . . .	Student Activity Accounting
Mrs. Mitzi Ochoa . . . . .	High School Secretary
Mrs. Chris Alvarez . . . . .	District Office Clerk
Mrs. Adriana Lagunas . . . . .	Tech Support Specialist

### Hayden High School Faculty

Mr. William Deere . . . . .	Science
Mrs. Rosemary Garner . . . . .	Special Education, Spanish
Mrs. Lydia Martinez . . . . .	Health, Driver's Education, PE
Mrs. Nannette Moreno . . . . .	CTE Business
Mrs. Jacque Pool . . . . .	Social Studies, Computer Skills, CTE Assistant
Mr. Michael Smith . . . . .	CTE- Graphic Design, Art
Ms. Lisa Ochoa . . . . .	Mathematics
Mrs. Laura Lopez . . . . .	English
Mrs. Angelita Gregorich . . . . .	CTE-Education Professions
Ms. Lizette Aguero & Mrs. Barbara Martinez . . . . .	Culinary Arts
Mr. Ramon Gonzalez . . . . .	CTE- Law and Public Safety, PE
Mrs. Elisa Arbizo . . . . .	Paraprofessional
Mrs. Tivon Weber . . . . .	Paraprofessional

### Contact Information

District Office . . . . .	(520) 356-7876, Extension 1300
High School Office . . . . .	(520) 356-7876, Extension 1300
Special Education . . . . .	(520) 356-7876, Extension 1204
Medical Office . . . . .	(520) 356-7876, Extension 2301
Food Service . . . . .	(520) 356-7876, Extension 2602

## Vision

Adaptability and Partnership leads to Success for all.



## Mission Statement

Hayden-Winkelman School District takes pride in creating success through adaptability and partnership.

## Core Values

- Understanding in the 21<sup>st</sup> Century adaptability is key.
- Our partnership with all stakeholders.
- Education as our foundation to success.



## TABLE OF CONTENTS

### RESPONSIBILITIES ..... 7

STUDENT RESPONSIBILITIES, PARENT/GUARDIAN RESPONSIBILITIES, TEACHER  
RESPONSIBILITIES, PARENTS RIGHT TO KNOW  
*EQUAL OPPORTUNITY*

### ADMISSION, REGISTRATION, AND RECORDS ..... 8

EQUAL OPPORTUNITY, BELL SCHEDULE, ADMISSION REQUIREMENTS FOR STUDENTS,  
ADDRESS AND CONTACT INFORMATION, ATTENDENCE POLICY, EDUCATION  
RECORDS, STUDENT RECORDS

### ACADEMICS ..... 12

ARIZONA PERFORMANCE STANDARDS, ACADEMIC RECOGNITION, ACADEMIC GUIDANCE  
COUNSELOR, ACCREDITATION, NO CLASSROOM INTRUPTIONS POLICY,  
HOMEWORK POLICY, MAKE-UP WORK POLICY, CAREER AND TECHNICAL EDUCATION,  
DUAL CREDIT, CLASS RANKING, ECAP, MENTORING, SUPPLEMENTAL ENGLISH AND MATHEMATICS,  
FAILING IS NOT AN OPTION, TEACHER ASSISTANCE, ASSESSMENTS

### GRADING ..... 14

PROGRESS REPORTS, GRADING PERIODS, HONOR ROLL, REPORT CARDS, REPEATED  
CLASSES, FINAL EXAMS, WITHDRAWAL FROM CLASSES

### GRADUATION REQUIREMENTS ..... 16

GRADUATION REQUIREMENTS, CORRESPONDENCE AND ONLINE COURSES, CREDIT  
RECOVERY PROGRAM, COURSE SEQUENCE BY GRADE, EARLY GRADUATION, EARLY RELEASE

### STUDENT COUNCIL, ORGANIZATIONS, AND FUNDRAISING ..... 18

CLUBS, STUDENT COUNCIL, ACTIVITY REQUEST POLICY, BULLETIN BOARDS,  
FUNDRAISING, ORGANIZATIONS, ELECTIONS, DANCES /ACTIVITIES/FUNDRAISERS, COHORT

### CLASS ACTIVITIES ..... 20

HOMECOMING, JUNIOR-SENIOR PROM, SENIOR CLASS TRIP, CLASS MEMBERSHIP, CONCESSIONS,  
CLASS/CLUB SPONSORS, SIGNS AND POSTERS

### HEALTH ..... 21

CHRONIC HEALTH CONDITIONS, COMMUNICABLE DISEASES,

HEALTH INSURANCE, HEALTH AIDE, MEDICATIONS

PARENT INFORMATION ..... 20

COMPLAINT PROCEDURE, VISITORS, LOST AND FOUND, FIELD TRIPS

LIBRARY/COLLEGE & CAREER CENTER ..... 23

USE, BOOK AND MATERIALS-REPLACEMENT COST POLICY

SAFETY DRILLS/STUDENT SAFETY ..... 23

FIRE AND SAFETY DRILL, SCHOOL SAFETY CODES, CLOSED CAMPUS, DRUG-FREE SCHOOL ZONE,  
BULLY-FREE SCHOOL ZONE, SEXUAL HARRASSMENT-FREE SCHOOL ZONE, WEAPON-FREE SCHOOL  
ZONE

BUS POLICY AND PROCEDURES ..... 25

BUS RULES, CONSEQUENCES FOR BUS VIOLATIONS, BUS SCHEDULES

SCHOOL LUNCH PROGRAM ..... 26

SCHOOL LUNCH PROGRAM

ELECTRONICS AND COMPUTERS ..... 26

IPAD RULES, PERSONAL ELECTRONIC DEVICES, CYBER BULLY-FREE ZONE, COMPUTER ACCESS  
RULES

STUDENT CONDUCT, DISCIPLINE & RULES ..... 27

CONDUCT ON SCHOOL PREMISES, HALL PASSES, CROSSING THE LINE BEHAVIORS, STUDENT  
CONDUCT, SEARCH AND SEIZURES, TYPE OF BEHAVIOR CONSEQUENCES, DRESS CODE, PUBLIC  
DISPLAYS OF AFFECTION, EXCESSIVE ABSENCES, TRUANCY, TARDINESS, BEHAVIOR AT DANCES,  
FOOD, GUM AND DRINKS, HALL PASSES

AUTOMOBILES AT SCHOOL/PARKING ..... 31

ATHLETIC POLICIES AND PRODURES (SEE ATHLETIC HANDBOOK)

APPENDIX A – GUIDE TO STUDENT DISCIPLINARY ACTIONS ..... 32

APPENDIX B – BUS SCHEDULE ..... 39

APPENDIX D – HAYDEN HIGH SCHOOL ALMA MATER ..... 40

# RESPONSIBILITIES

## STUDENT RESPONSIBILITIES

Students will:

- Attend class regularly and be on time.
- Be prepared for class
- Show courtesy and respect to everyone.
- Dress, work and prepare for success.
- Will not cheat or be dishonest and follow school policies and rules

## PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians will:

- See that the student attends class regularly and on time.
- See that the student is prepared for class.
- Stress the importance of learning and attendance to their child.
- Monitor their student's progress, attendance, and behavior by reading school reports, attending conferences, and monitoring the same online.
- See that their child dresses, works and prepares for success.

## TEACHER RESPONSIBILITIES

Teachers will:

1. Provide students with a professional example along with the best educational presentation and the best knowledge of content possible.
2. Be honest, just, and fair to all students.
3. Protect and shield students from abuse and harassment.
4. Assign clear and meaningful homework.
5. Provide prompt, accurate feedback and evaluation of student work.
6. Challenge all students.

## PARENTS RIGHT TO KNOW

Under ESEA, parents have the right to request information on the professional qualifications of HWUSD teachers. You may view the qualifications of teachers and paraprofessionals at each school's office, Monday through Thursday during school hours.

## ADMISSION, REGISTRATION, AND RECORDS

It should never be forgotten that the primary purpose for the schools' existence is to promote academic growth for students. Students, teachers, staff, and parents all share in this responsibility. Academic growth should be a top priority in all decisions regarding students, activities, instruction, and curriculum.

### BELL SCHEDULE

#### MORNING WARNING BELL AT 8:00 AM

Period	Time
1 <sup>st</sup>	8:05 - 9:10
2 <sup>nd</sup>	9:15 - 10:10
3 <sup>rd</sup>	10:15 - 11:10
4 <sup>th</sup>	11:15 - 12:10
Lunch	12:10 - 12:50
5 <sup>th</sup>	12:55 - 1:55
6 <sup>th</sup>	2:00 - 2:45
7 <sup>th</sup>	2:50 - 3:30

### ADMISSION REQUIREMENTS FOR STUDENTS

To enroll in school, the following items must be provided:

1. Immunization records.
2. A legal copy of the pupil's birth certificate.
3. If the parent is not the guardian enrolling the student, the guardian must present a letter from the authorized representative of an agency having custody of the pupil indicating that the guardian has been granted custody by the agency as prescribed by law.
4. A withdrawal form and school transcript from the previous school is required.

### ADDRESS AND CONTACT INFORMATION

It is the parent or guardian's responsibility to be sure that the school has the proper address and contact information on record for his or her child (s). Should your address or telephone number(s) be changed, you must report this information to the school office at once.

### ATTENDANCE POLICY

The education of your children is our number one priority; it is crucial that they attend regularly to fully benefit from the instructional process. Absences will affect pupil achievement. The most competent, prepared teacher using the best programs

and materials cannot instruct students who are absent. Parents can help their children by scheduling appointments at other times than school hours when possible.

At times, students may experience temporary situations that cause them to be absent for extended periods of time, such as surgeries, injuries or chronic illness. Students with chronic illnesses lasting three or more days need to provide a doctor's excuse. It is vital that parents contact the school office to inquire about accommodation for these situations.

After (3) absences, the attendance clerk will notify the principal, and a doctor's excuse will be required. After (7) absences throughout the semester, students/parents will be referred to court. Students who have nine absences per semester will lose credit or fail the course. By law no student may exceed 18 absences during the school year in order to pass. Medical and court related absences are not counted against the student provided that the student/parent brings in the proper documentation.

Definitions of excused absences: illness, medical reasons, and 3 days for a death in the immediate family (parents, siblings, grandparents, uncles, or aunts). A parent/guardian must call prior to or on the day of the absence. Other excuses will be judged on an individual basis by the administration (grades, discipline, attendance, etc. will be taken into consideration).

If a parent/guardian does not contact the office to report a student's absence by 3:30PM on the day of the absence, the student will be considered truant and disciplinary action will be taken. Students who oversleep or miss the bus will be considered truant. Parents may not excuse absences of which they had no personal knowledge. Students will not be allowed to make up class work missed for truancy. After 10 Consecutive days of absences per semester, the state requires schools to automatically withdraw the student.

Students arriving 20 or more minutes late to class shall be marked absent. Parents should note attendance data on progress reports, report cards or online.

Students are not permitted to leave the school grounds at any time during the school day without permission from the office and their parent/guardians.

Phone calls to sign students out will NOT be accepted. If a student becomes ill or has a problem and needs to leave campus, he/she must come to the office. If a student leaves campus without permission from office personnel, he/she will be considered truant. If a student needs to leave during the normal school day for an appointment, regardless of the student's age, a parent/guardian must come into the office and sign that student out.

Students are required to make up all schoolwork missed due to absences or suspensions. It is the student's responsibility to obtain the missed assignments. Upon returning to school, students must submit make up work within the same number of days they were absent plus one day. For instance, if a student has an absence on Monday and returns to school on Tuesday, all work for Monday is due by the end of the day on Wednesday. Teachers may extend this time for making up exams provided the student makes the arrangements for the make-up exam within the days allowed by this policy. Work not made up in time will not be accepted. The same policy applies to work assigned during at-home suspensions.

Students and parents should make every effort to avoid tardiness. If it is necessary for a student to be late for school, parents must accompany him/her to the school office and obtain a pass. She/he will not be allowed in his/her classroom without this pass. Three tardies equal one unexcused absence. Excessive tardies (three or more) will result in disciplinary action.

#### Disciplinary Actions:

- Meeting with parent, teacher, principal, and truancy officer.
- Home visit will be made.
- Parent/family member will be required to come to the school.
- Detention
- Referral
- Referral to legal authorities that may result in monetary fines or community service.
- Loss of Credit



## EDUCATION RECORDS

Hayden-Winkelman School District's Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and student's rights to privacy. These policies and procedures follow the Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h, and the Federal Regulations (34 CFR300.560-300.574) issued pursuant to such act; and Arizona Revised Statutes, Title 15, Section 141.

You have the right to inspect and review all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their child's special education records should contact the Special Education Director for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for them to inspect and review the records at the school.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. You may request a hearing at any time if you feel your issue is not resolved by contacting Mr. Gregorich.

Copies of the district Student Education Record Confidentiality Policies and Procedures may be reviewed in the principal's office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C.

## STUDENT RECORDS

Student records are the property of the school district. Examination of the records shall be allowed only with proper school officials present. School records shall not be removed from the school premises without the permission of the proper school authority. Copies of all records may be made by the school office for those authorized to receive them.

Any dispute in the accuracy of student records must be made in writing by the parent/guardian to the principal specifying in what manner he or she believes the records to be inaccurate. The parent has a right to attach a written response to any disputed form.

Student records shall be considered professional and confidential and shall be available only under the conditions stipulated in the Family Educational Rights and Privacy Act (FERPA).

# ACADEMICS

## ARIZONA PERFORMANCE STANDARD

To graduate from Hayden High School, students must earn a minimum of 22 credit hours. These credits include: (4) Mathematics, (4) English, (3) Science, (3) Social Studies, (2) CTE, Foreign Language, Fine Arts, & Electives.

## ACADEMIC RECOGNITION

Any Hayden High student is a member of the National Honor Society and graduates with a 3.5 GPA or higher will wear an honor cord at graduation and be recognized in the graduation program to acknowledge their accomplishment.

## ACADEMIC GUIDANCE COUNSELOR

The services of the Hayden-Winkelman Guidance Counselor are to enhance the learning process and promote academic achievement for all high school students. The counselor works to help students achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential to become productive, contributing members of the world community.

Students needing to see the counselor should stop by the school office before or after school, between classes or at lunch and sign up to make an appointment with the counselor. The counselor will then send for the student as soon as time and workload allow. This is done to minimize the time that students are out of class and to maximize learning. Teachers and staff may also refer students to see the counselor. It should be noted that the primary functions of the school counselor are academic and that social and emotional counseling is a secondary function. The counselor will seek to refer the later to outside social agencies.

The school counselor aligns and collaborates with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21<sup>st</sup> century. The various duties of the school counselor include academic plans, goal setting, career education, scholarships, and academic problem solving. The Hayden-Winkelman Guidance Counselor also serves as the testing coordinator for the district for state mandated and varied optional standardized tests.

## ACCREDITATION

Hayden High School is fully accredited by AdvancED, formally known as North Central Accreditation. AdvancED is the leader in school accreditation in the United States and throughout the world. Hayden High School has been a fully accredited high school since 1934. Accreditation allows our students the ability to go directly into any major university after meeting our high school graduation requirements.

## NO CLASSROOM INTERRUPTION POLICY

Classroom interruptions will be limited to only emergency calls. The purpose of this policy is to reduce classroom interruptions during instructional time. To avoid unnecessary classroom disruptions, this policy will be closely followed and monitored by administration. During designated times during the school day, teachers will receive and deliver non-emergency messages to students.

## HOMEWORK POLICY

Homework is an important component of a quality educational program. Students will receive homework related to state academic standards on regular bases. It is expected that students will complete homework when assigned. Students that do not complete homework are in academic non-compliance and will receive a lunch detention. The students will complete the missed homework during lunch detention. Incomplete homework assignments will impact students' overall grade as well.

## MAKE-UP WORK POLICY

When a student is absent it is his/her responsibility to arrange for and to make up any work or tests missed during an excused absence. Make up work must be completed and turned in within two school days of returning to school from one (1) absence. For instance, if a student misses' classes on Monday and the absence, the student must turn in the work for that day no later than the end of the day the following Wednesday. An additional two (2) days is provided to make up missed class work for additional concurrent absences. Teacher approval is required for any exception to this rule.

## CAREER AND TECHNICAL EDUCATION (CTE)

Hayden High offers courses for all students, college bound or not, that directly prepare students for high quality employment while at the same time helping students develop competencies for which they may receive college credit once they enroll in college. These courses are offered through our Career and Technical Education (CTE) program in conjunction with the Cobre Valley Institute of Technology (CVIT). Currently we offer programs in education professions, marketing, graphic arts, industrial technology, fire safety, nursing and more. For more information on how CTE courses can help, please contact the school counselor or one of the CTE teachers.

Hayden High School Career and Technical Programs do not discriminate based on race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs, activities, and employment practices.

## DUAL CREDIT

Graduation requirements established by the Governing Board may be met by a pupil who passes courses in the required or elective subjects at a community college or university, if the course is at a higher level than the course taught in the high school. The student desiring to take college or university courses should meet the requirements of the college or university and demonstrate by past academic performance that he/she is an "able and ambitious student." The student must obtain permission from the principal or counselor prior to taking the course for dual credit.

Dual credit college or university coursework that is not offered at the school shall not count toward the required number of classes needed to make a student a "full-time" high school student. These courses will not count toward activity or athletic eligibility.

Normally, high school students will be limited to no more than 6 credit hours of college or university coursework per semester. An exception to this rule may be requested in writing to the principal.

Students retain the option of not having unsatisfactory college or university coursework credited toward high school graduation. Credit will not be granted for failing work and it is recommended that work which is below average (grade of 'D' or equivalent) not be credited toward high school completion unless necessary for graduation purposes.

To record college or university coursework onto a student's high school transcript, the student must submit a grade slip, official letter, or transcript from the college or university to the high school counselor or principal. If the student is a graduating senior the course completion documentation must be received no later than five school days before the graduation exercise or ceremony (commencement).

## CLASS RANKING

Class ranking is determined at the end of each semester. The final class ranking conducted at the end of the seventh semester of high school. The valedictorian and salutatorian will not be determined until the end of the final semester of high school but will not affect the class ranking established previously as scholarship committees and colleges need the ranking prior to graduation. The student with the highest-grade point average (GPA) at the end of the final semester is considered the valedictorian and the student with the second highest GPA, the salutatorian. In the event of a tie, the student with the most credits will be selected as the valedictorian or salutatorian. If the students have the same GPA and the same number of credits, then two valedictorians or salutatorians will be declared.

To be valedictorian or salutatorian, high school students must have been enrolled in Hayden High continually since the beginning of tenth grade. Only grade level or higher classes are used when calculating GPA. Classes graded "pass" or "fail" are not used in calculating GPA but are used in counting credits. All students graduating with a 3.5 or higher GPA graduate with honors.



## ECAP

Every student in Hayden High School will develop an academic, career and post high school plans called ECAP. Each student's ECAP has academic, career, postsecondary and extracurricular activities goals. The purpose of the ECAP is to provide a path student can take that will help them reach their personal and professional goals beyond high school. The goals are monitored and modified throughout high school when necessary.

## MENTORING

Each Hayden High School student is assigned an adult mentor. The Adult mentor goal is to support the student academically and emotionally throughout the school year and beyond. Mentors will stay with the student throughout high school. Adult mentors will help students with his/her education, career, and post high school plans, which are called ECAP. Every student in Hayden High School has an individualized ECAP which the mentor will help develop and monitor. The goal of the mentors is to make sure students stay on track and reach their ECAP goals.

## SUPPLEMENTAL ENGLISH AND MATH SERVICES

All Hayden High School students not meeting the Arizona academic standards based on grades, NWEA assessment and attendance will be assigned to receive supplemental services. Supplemental services are mandatory and designed to provide targeted additional instruction to help each student develop the skills and knowledge necessary to be successful in college and in the workforce. Supplemental service classes are provided in English and Math.

Supplemental services will be scheduled during the 6<sup>th</sup> and 7<sup>th</sup> period. Placement for supplemental services in the Fall will be based on assessment scores, grades, and attendance in the spring of the prior year.

Students can be excited from receiving supplemental services at the end of each semester by meeting the standards on the NWEA assessment, receiving a passing letter grade of a "C" or higher in the subject assigned and have good attendance.

## FAILING IS NOT AN OPTION

All parents will be notified every two weeks if their child is not passing any class. Parents will be notified in writing and are encouraged to contact the teacher immediately. Students should work with the teacher, before and after school to help improve their grade. Failing a class will result in the delay of Graduation and increase the chances of dropping out of high school. The earlier a parent, teacher and student can meet and discuss the academic challenges, the more likely there will be a positive outcome.

## TEACHER ASSISTANCE

Teachers are available to help students before and after the school day. If you need help and cannot find the teacher, report to the administration for assistance.

# ASSESSMENTS

## DISTRICT ASSESSMENTS

MAP Growth Assessments are taken 3 times a year in Math and Reading. These are growth-based assessments and a predictor of how well students will do on State Assessments. Students should try their best on these assessments and show growth each time they take them. There are school awards to win based on growth and scores of these tests throughout the school year. These tests determine their Learning Path on MyPath.

- August 14-24, 2023 – Fall Benchmarks – Grades 9-12
- TBD Spring Benchmarks- Grades 9-12

## FINALS

Finals will be given to all students at the end of each semester. These are part of their overall grade for the course and could be weighted heavier than regular tests and assignments. If students cannot make it for finals, they need to communicate with their teacher.

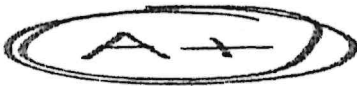
- Fall Semester Finals- December (TBD)
- Spring Semester- May (TBD)

## STATE ASSESSMENTS

The state of Arizona Department of Education requires students take various state assessments each year. Scores factor into overall school grade from the state. It is extremely important that students are present for these assessments. Students may not opt out of testing. Below are the testing windows for School Year 2023-2024.

- AASA – April 1-26, 2024 – 7th & 8th Grade – Reading, Writing, Math
- AZSci – March 18 – April 12, 2024 – 8th & Juniors – Science
- ACT ASPIRE – April 1 – 26, 2024 – Freshmen – Math, Reading, Writing, English, Science
- ACT – March or April 2024 – Juniors – English, Reading, Writing, Math, Science
- ASVAB – Fall & Spring – Juniors – Military Entrance Exam

## GRADING



## PROGRESS REPORTS

Parents may check their student's attendance and academic progress online. Students will receive progress reports midway through each quarter.



## GRADING PERIODS

- 1ST Nine Week Period: Thursday, October 5, 2023
- 2nd Nine Week Period: 1st Semester: Tuesday, December 19, 2023
- 3rd Nine Week Period: Thursday, March 7, 2024
- 4th Nine Week Period: 2<sup>nd</sup> Semester: Thursday, May 23, 2024

## HONOR ROLL

The Honor Roll is published at the end of each grading period. Having all "A's" or "B's," qualifies a student for the honor roll. A student receiving "C," "D," or "F" will not be eligible for the honor roll.

## REPORT CARDS

Report cards will be issued at the end of each nine-week grading period as a means of indicating the student's academic standing. Parents are always welcome and encouraged to check their child's progress and grades or to visit the school and meet with our faculty and guidance counselor.

Grades are reported on a five-point scale (A, B, C, D, and F) as follows:

A = Superior	4.0	100% -90%
B = Above Average	3.0	89% - 80%
C = Average	2.0	79% -70%
D = Below Average	1.0	69% - 60%
F = Failing	0	59% or less (No credit will be received)

## REPEATED CLASSES

Students who repeat academic classes that they have already passed do not receive additional credit as the same class cannot be counted for credits more than once. Grades for a repeated class will be entered on the student's transcript but will not be factored into compiling that student's grade point average for the purpose of determining class ranking.

## FINAL EXAMS

Students must take final exams for every course regardless of his/her semester average.

## WITHDRAWAL FROM CLASSES

All class/schedule changes will not be considered until after the first week of school. Approval from the counselor and administration will be granted based on if the class is a requirement for graduation and if the class being requested is at full enrollment.

# GRADUATION REQUIREMENTS

## GRADUATION REQUIREMENTS

To graduate from Hayden High School and participate in graduation ceremonies a student must pass 22 required credits. One-half credit awarded for passing any class that meets daily for a semester. A total of three and a half credits per semester or seven credits per year may be earned for regular school enrollment. Students can take additional classes online but make sure they are preapproved for credit. There are many online schools offering students credit recovery classes. Beware, not all schools meet the requirements for credits under the Hayden High School accreditation, AdvancED.

The following required courses must be included for graduation:

Requirements for all Students:
English (4 Credits)
Mathematics (4 Credits)
Science (3 Credits)
Social Science (3 Credits)
Fine Arts (1 Credit)
Health/Driver Education (1 Credit)
CTE (2 Credits)
Foreign Language (2)
*Required for University Admission Only

*Total Credits Required for Graduation = 22*

### *CORRESPONDENCE AND ONLINE COURSES*

Correspondence courses and online courses may be taken toward graduation requirements if arranged by your counselor and approved by the principal. The providing school must be approved by a certified accrediting agency such as AdvancED Accreditation.

Students that require correspondence courses or online courses to meet the requirements for graduation are not eligible to be valedictorian or salutatorian but may graduate with honors. If the courses taken are not required courses and are taken in addition to the 22 credits required for graduation, the student is eligible to be valedictorian or salutatorian. In other words, if the student takes courses to add to the educational experience and expand his or her education, then the student will be eligible for all honors at commencement.

Laboratory science and vocational laboratory course (for example: Chemistry) will not be accepted by correspondent or online. No credit will be given for a course unless the prerequisites for the course are satisfied. A maximum of four (4) credits of correspondence or online work may be applied toward graduation unless prior approval is granted by Mrs. Gonzalez.

Correspondence and online courses do not count toward the four courses needed to make a student a "full time" student and will not count toward activity or athletic eligibility. Correspondence and online courses for a prospective graduating senior must be completed and the school notified by the providing school at least five school days before commencement.

**NOTE:** Most correspondence schools have an April 15 deadline for seniors to complete all correspondence work (including the final exam).

## CREDIT RECOVERY PROGRAM

Students may have the opportunity to recover missing credits through the district's Edgenuity Program to recover a credit, students must contact the high school counselor and the teacher of record for permission to attempt to recover the credit. The student must have taken the class and failed the class prior to attempting to recover the credit.

Students are required to take a pretest on the subject prior to beginning to recover the lost credit. Then the student must complete the required lessons assigned to demonstrate proficiency in the curriculum. Once the student has successfully completed all the assigned lessons, the student is given a post assessment. If the student passes the post assessment, the student will receive credit for the course. In addition, students must complete credit recovery within the approved timeline given by the teacher of record.

## COURSE SEQUENCE BY GRADE

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
English 9	English 10	English 11	English 12
Algebra 1-2	Geometry	Algebra 3-4	Senior Math or Pre-calculus Calculus
World History/Geography	Health/Drivers Education	U.S. History	American Gov't/ Economics
Integrated Science	Biology	Chemistry (Year 11 or 12)	Chemistry (Year 11 or 12)
Career Exploration	CTE	CTE	CTE
Elective	Elective	Elective	Elective

Students seeking admission to a four-year university should earn two credits of foreign language. Check with universities for additional requirements.

Additional information concerning graduation requirements may be obtained from your counselor. Please be aware you are responsible for making sure you are fulfilling the requirements for graduation from Hayden High School and meeting requirements for entry into higher education programs.

All fees, fines, or debts to the school must be paid and any school equipment issued returned to participate in graduation ceremonies. Transcripts can be withheld if unacceptable behavior occurs during graduation. They may also be withheld if fines, fees, or equipment have not been cleared.

## EARLY GRADUATION

Each student, who will meet all high school graduation requirements before the semester in which he/she is presumed to graduate, may petition the principal for early matriculation. Early matriculation will require the approval of the Governing Board. No early diplomas will be awarded, or special graduation ceremonies will be held. Students that graduate early will have his/her transcript marked accordingly and will receive his/her diploma and participate in the graduation at the next commencement ceremony. They may not return to graduate with their original cohort group. Students graduating early are not eligible to be valedictorian or salutatorian but are calculated in class ranking and honors.

## EARLY RELEASE

Senior students that are on track to graduate and have or will meet the 24 credits to graduate, may apply for early release from the sixth and seventh period of the day. Seniors must be passing all classes throughout their senior year as well. Failure to maintain passing grade may result in revolt of their early release schedule and be placed into supplemental service/reteach classes. Students must provide transportation home or attend study hall in the library during this period.

# STUDENT COUNCIL, ORGANIZATIONS AND FUNDRAISING

## CLUBS

There are several organizations students are encouraged to join. Some high school clubs require enrollment in a subject area or participation in athletic activities. Participation in some class clubs and organizations is subject to grade eligibility.

Ask your teachers regarding the following clubs and organizations:

- National Honor Society
- Athletic Clubs
- Yearbook
- Student Council
- CTE Clubs

## STUDENT COUNCIL

The Hayden High School Student Council is an organization of students elected by the student body. They serve as the official representatives of the schools. They are elected on a yearly basis.

Four officers comprise the student council and are elected by the students. These are a President, VicePresident, Secretary, and Business Manager. The class president, one elected representative from each class and a representative of each chartered club also serves on the Student Council. The council members select the representative from active school clubs to serve on the council.

## ACTIVITY REQUEST POLICY

1. All organized clubs and classes must provide an activity request for every activity.
2. Activity request forms must be obtained from the Student Council and returned to them for approval during a regularly scheduled meeting after which they will be submitted to the principal. They must be approved by the principal one-week before the activity. The principal will make the final approval.
3. All funds raised must be deposited to the appropriate student activity account in the office.
4. All requests to expend deposited funds will be made in the office.

## BULLETIN BOARDS

Teachers are responsible for the bulletin boards in classrooms. Other bulletin boards may be assigned to clubs, classes, or organizations or these may volunteer for or request to decorate unassigned boards. Students should respect the work and efforts of others and must never deface bulletin boards or hallway decorations. The 2022-2023 in building bulletin board assignments are as follows:

High School Lobby Bulletin Board (Between Ms. Ochoa's class and H.S. Office)									
August	September	October	November	December	January	February	March	April	May
H.S. Secretary	Student Council	Senior Class	Junior Class	Athletic Club	Sophomore Class	Freshmen Class	NHS	H.S. Aides	Paraprofessionals

## FUNDRAISING

The various classes, clubs and organizations on campus are permitted to have fund raising activities to conduct their other activities. Activity requests must go through student council for initial approval and then to the principal. Also, a sponsor or approved adult must be present at the event.

Fund raised money must be deposited in the club's activity account in the office on the day of the fundraiser or on the next day of school if the fundraiser is held after school or on a weekend. If an organization wish to expend deposited funds, a Student Activity Requisition Form must be obtained in the office. This requisition must list all information requested and must be signed by the class officer making the request, by the sponsor and by the principal.

A copy of the organization's minutes authorizing the expenditure should be attached to the Student Activity Requisition Form. Classes and clubs may not solicit funds for any reason off campus without the principal's authorization.

## ORGANIZATIONS

New groups, clubs and organizations can be organized under the authority of the student council if the students wishing to organize the new club or organization can find a school employee to be the sponsor and then submit a constitution for the approval of the student council.

## ELECTIONS

Student council and class officers are elected in the spring for the following school year by secret ballot. Other organizations elect officers according to their own bylaws.

2023-2024 Student Council Members and Class Representatives					
STUDENT COUNCIL		CLASS REPRESENTATIVES			
President	Mark Acevedo	Freshmen President	Aleyna Ochoa	Freshmen Rep.	Ariana Arbizo
Vice President	Matthew Armenta	Sophomore President	Mario Hong	Sophomore Rep.	Tyler Garner
Secretary	Alexis De Los Reyes	Junior President	J.J. Manriquez	Junior Rep.	Elijah Castañeda
Treasurer	Sienna Gonzales	Senior President	Chris Casillas	Senior Rep.	Keiston Pool
Social Media	Karissa Acuña & Mariyah Mariscal				

## DANCES/ACTIVITIES/FUNDRAISERS

- 1) All applications for fundraisers, dances and other activities must be turned in to the Student Council Sponsor or President at least five (5) school days prior to the day on which the dance or activity is to be held. This applies to all classes and student organizations.
- 2) The sponsoring organization shall provide adult chaperones. If chaperones cannot be present, the activity or dance will be cancelled.
- 3) All students are welcomed to the regular dances of his/her school except for suspended or expelled students.
- 4) Any student may be removed from dances or activities for misbehavior and parents will be contacted. For serious misbehavior, the student may be removed from all dances and/or activities.



- 5) All school dances and activities will end by midnight unless they are "lock-in activities" sponsored by outside agencies and approved by the administration.
- 6) No club or class may sponsor a dance or activity and suffer a large financial loss in doing so or go "into the red."
- 7) No monies will be paid from student activity funds for dances not held on campus or not having the administration's approval.
- 8) School dances may not be held on Sundays or Holidays.

## COHORT

The term "cohort" is the designation of the group with whom a student first enrolled in high school, dated by the year that the group should graduate, assuming normal progress (four years in high school). For instance, the 2016 cohort is expected to graduate in May of 2016. AZMERIT tests are administered according to core class enrollment rather than by the grade in which the student is enrolled.

## CLASS ACTIVITIES

### HOMEcoming

Homecoming is held during the football season. Except for the senior class, each class elects its own class royalty. The student body selects the Homecoming King and Queen from the senior class by secret ballot. Each class prepares a float for the parade and float competition. Students that have been suspended for more than one day during the past year are not eligible to be Homecoming King and Queen, or class royalty. All Homecoming royalty must also be in full academic compliance (passing all core classes).

### THE JUNIOR-SENIOR PROM

The junior – senior prom dance is held in the spring. The juniors host the seniors. This is a formal dance for high school students and their guests. Prom is held from 8:00 P.M. to 12:00 A.M. Pictures are taken from 9:00 P.M. to 10:30 P.M. Students that have been suspended for more than one day during the past year are not eligible to be considered for prom King or Queen. All candidate's prom King or Queen must also be in full academic compliance (passing all core classes).

### SENIOR CLASS TRIP

For a student to be eligible to participate in the senior class trip, he or she must be a member in good standing of the class taking the trip.

Good standing is defined as:

- 1) Passing all classes.
- 2) Has met the 90% attendance requirement in all classes.
- 3) Not currently suspended or have more than one suspension during the school year.
- 4) Completed and submitted required paperwork and paid fees for trip.
- 5) Student has met ALL other requirements as set forth by the School Board, Administration, class sponsors, and/or others who have authority to make such requirements. This policy is in addition to, and separate from, all other educational field trips, athletic trips, and/or club or organization trips. All students participating in class and/or club trips will be required to follow all school rules and the direction of the supervisory personnel.

## CLASS MEMBERSHIP

Each student will be assigned to either the Freshman, Sophomore, Junior, or Senior Class according to the number of graduation credits he or she has accumulated and considering that student's realistic prospective graduation date (determined by considering; credits earned and past record of accomplishment; credits needed; and what can realistically be earned between the present time and the proposed graduation date). Class placement will be determined at the end of each school year, with upward adjustments possibly being made at the start of the fall semester because of summer school credits earned.

## CONCESSIONS

Many friendships have been strengthened and memories made as students work together in the concession stands. Juniors will have priority for football concessions to raise money for the prom. Seniors have the next priority to raise money for graduation. The administration will make decisions as to which organizations get concessions opportunities.

## CLASS/CLUB SPONSORS

- Freshmen- Mr. Ramon Gonzalez and Mr. William Deere
- Sophomores – Mrs. Jacque Pool
- Juniors - Ms. Lisa Ochoa and Nannette Moreno
- Seniors – Mrs. Laura Lopez and Mrs. Barbara Martinez
- Athletic Club - Mrs. Lydia Martinez
- National Honor Society – Mrs. Jacque Pool
- High School Student Council - Mrs. Jacque Pool
- Junior Chamber of Commerce - Mrs. Germain Bohrn

## SIGNS AND POSTERS

Before signs and posters can be displayed anywhere on campus, the principal or his/her delegate must approve them.

Present them to a secretary for approval and then follow the guidelines below:

1. Do not place signs on windows or bulletin boards unless approval is obtained from the teacher of the room.
2. Do not tape signs to painted surfaces with tape other than masking tape.
3. Remove all signs and posters as soon as they are no longer needed, including all tape or staples used for fastening.

## HEALTH

### CHRONIC HEALTH CONDITIONS

Students who are identified with chronic health conditions may be eligible for modified instructional service including modified attendance requirements. Such conditions may include illness, disease, pregnancy complications, accidents, or severe health problems of an infant or child of a student. Documentation is required.

### COMMUNICABLE DISEASES

Any student with, or recovering from, a communicable disease/COVID 19 will not be permitted in school until the period of contagion is past or until a physician recommends a return, in accordance with A.R.S. 36-629 and A.R.S. 36-629.01, appropriate regulations of the State Department of Health Services, and policies of the County Health Department. Parents will be requested to provide a history of communicable diseases for each student, and such records will be kept and maintained by the district. A

student suffering from a communicable disease shall be excluded from school to protect his own welfare and to protect other students from illness. Early recognition of a communicable disease is of prime importance. The administrator or county health director shall make the decision from exclusion and readmission.

Students ill with HIV virus or acquired immune deficiency syndrome (AIDS) have a right to receive a public education. The Board has a responsibility to ensure that the school provides a safe environment for all its students and employees. Decision(s) regarding the type of educational setting for the student who is infected with HIV virus shall be based upon behavior, neurological development, and physical and mental condition of the student. Recommendations will be made upon consultation with public health personnel, school officials, the student's physician, and parents, and at the discretion of the district, a physician selected by the district.

## HEALTH INSURANCE

Students are encouraged to purchase accident insurance offered through the school district. Information regarding the insurance coverage will be made available during the first week of school.

Parents should remember the following:

1. The school cannot be financially responsible for injuries incurred on school grounds.
2. Any student who wishes to participate in a school-sponsored trip or activity including athletics must either be covered by the insurance purchased through the school or by family insurance before the student will be permitted to participate.

## HEALTH AID

The district health aide is available during the school day to give students aid when needed. Students who need to see the health aide should notify their teacher. The teacher will then call the office. Once the health aide is available to see the student, the office will call the teacher to send the student to the office with a pass. The office will note the time the student goes to the health aide. The health aide will send the student back to class with a pass indicating the time that the student was returned. In emergency situations or when the illness is obvious, the teacher may send the student to the office immediately with a pass. If the student is seriously ill, the teacher should send a peer with the student or accompany the student to the office. Students that are ill should not be sent to the restroom. Students that are sick must not leave the campus without checking out through the office.

## MEDICATIONS

Students who need access to prescription medication during the school day shall leave the medication, in the original container, with the health aide or in the principal's office. Parents must provide the medications to the school along with written instructions as to their proper use. At the beginning of each school year or whenever the need arises for medication, parents must sign a permission slip indicating their permission for students to receive prescription and non-prescription medications.

## PARENT INFORMATION

### COMPLAINT PROCEDURE

If parents have a complaint or disagreement concerning the school, the following guidelines have been established to facilitate the resolution of the problem.

1. Contact the office and arrange for a meeting directly with the teacher or staff member with whom the problem exists.



2. After the meeting, if the problem is not resolved, you may arrange a meeting with the principal. The principal will resolve or mediate the disagreement. A written complaint may be requested at this point.

## VISITORS

School is a place of business. All efforts will be made to avoid interruptions. Visitors must obtain permission from the office to be on campus. Any unauthorized individual on campus may be arrested. Visitor tags will only be issued to school age visitors if said visitors are considering enrollment.

## LOST AND FOUND

Articles found by teachers, custodians and students should be taken to the high school office. If someone has lost an item, they should also inquire at the school office. Students are strongly discouraged from bringing large amounts of money or valuables to school. The school assumes no responsibility or liability for personal property that is lost, damaged or stolen.

## FIELD TRIPS

The school will notify parents of these activities and permission forms will be sent home with each participating student identifying pertinent details regarding the field trip. No student, regardless of age, will be permitted to go on a field trip unless they have a permission form signed by their parents or guardian and returned to the school by the indicated deadline.

## LIBRARY/COLLEGE & CAREER CENTER

### USE

The library/college & career center is equipped for student and teacher use. The center is available to students when complied by teacher or instructional support staff. All items checked out will be the responsibility of the user. No materials may be checked out until all previous materials or fines are current.

## BOOK AND MATERIALS- REPLACEMENT COST POLICY

All students and their parents/guardians will be held responsible for proper care of books and school property. Books must be cared for, kept clean and unmarked. Parents/guardians will be required to pay for any damage to school property. If a book has been lost or damaged beyond use, the cost of replacement shall be that of the new textbook. Student transcripts may be withheld until debts and fees are paid.

## SAFETY DRILLS/STUDENT SAFETY

### FIRE DRILLS/SAFETY DRILLS

Fire and safety drills at regular intervals and are an important safety precaution. Students must obey instructions promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

## SCHOOL SAFETY CODES

The security of our students and staff is of utmost importance to HWUSD. Periodically safety drills will be conducted to ensure that students and staff know just what to do in case of a bus accident, fire, and an intruder on campus or other emergency situations.

To ensure the safety of our students and staff, a code system is employed for certain circumstances. Students and staff should know the following codes and procedures by memory:

"Code Red"- this is the code for an intruder on campus. When this code is announced, teachers should immediately lock their classroom doors, turn off the lights, barricade the door and move students to the most secure part of the classroom. Students should be kept as quiet as possible, and teachers should have their attendance books or class lists with them in case of evacuation.

"Code Blue"- is the code for emergency evacuations such as gas leaks, bomb threats, electrical failures, etc. When this code is given, the teacher should take his/her attendance lists and lead the students to the football field. Once there, the teacher should take roll and keep the class together and quiet. This is important in case of further directions or a bus evacuation of the campus.

## CLOSED CAMPUS

All HWUSD schools are closed campuses. Students are not allowed to leave without a parent/guardian or designated adult signing checking out at office. It is preferred that adults sign out and sign in student upon leaving campus and upon return to school. Call-ins or notes are discouraged, due to safety and liability concerns. Leaving campus without permission during the school day may result in suspension. *See School Board Policy and Appendix (A) Disciplinary for Consequences*

## DRUG-FREE SCHOOL ZONE

All HWUSD properties are designated as a drug-free school zone. It is a criminal violation to possess and use tobacco, e-cigarettes, alcohol, and illegal drugs on HWUSD property. *See School Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

## BULLY-FREE SCHOOL ZONE

All HWUSD properties are designated as a bully school zone. It is a criminal violation to participate in the bullying of another student on HWUSD property. *See School Board Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

## SEXUAL HARRASSMENT-FREE SCHOOL ZONE

All HWUSD properties are designated as a sexually harassment free zone. It is a criminal violation to sexually harass another individual on HWUSD property. *See School Board Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

## WEAPON - FREE SCHOOL ZONE

All HWUSD properties are designated as weapon free school zone. It is a criminal violation to possess a weapon on HWUSD property. *See School Board Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*



# BUS POLICY AND PROCEDURES

## BUS RULES

Students riding the bus are always to obey the driver and sponsor. Students riding school vehicles to any activity must return to that vehicle unless parents have made prior arrangements in person and have written permission of school officials.

Each student who rides the school bus is entitled to a safe and comfortable ride to and from school. Riding the school bus is a privilege, not a right, granted to students under conditions set forth by the Governing Board and the regulations of the State of Arizona Department of Transportation. Violation of any rule may result in suspension of riding privileges and restitution of damages if any are involved.

Follow the rules:

1. Be on time at the bus stop.
2. Remain seated while bus is in motion.
3. Promptly obey the instructions of the driver.
4. Wait until the bus comes to a complete stop and the door is opened before attempting to get off the bus.
5. No part of one's body is to extend out the window; nor may objects be thrown out of or extended out of window.
6. Emergency doors, exit controls, and safety equipment are to be used in an emergency only.
7. There is to be no fighting, unnecessary noise, or boisterous conduct which may distract the driver.
8. Do not cross the road from behind the bus.
9. Before crossing the road look both ways.
10. Aisles are to be kept clear of legs, feet, and other objects.
11. Students shall not deny other students the right to sit in a seat.
12. No student will be allowed to depart a school bus except at the normal stop unless written permission has been granted by the parent/guardian and the school office.
13. To ride the bus to a different destination other than the regular route, students must have written permission from an administrator.

## CONSEQUENCES FOR BUS VIOLATIONS:

1<sup>st</sup> Offense- Verbal warning

2<sup>nd</sup> Offense- Blue slip must be signed by parent

3<sup>rd</sup> Offense- 3-day suspension of bus riding privileges and meeting with parent

4<sup>th</sup> Offense- 10-day loss of bus privileges

5<sup>th</sup> Offense- Loss of riding privileges for the current semester at the discretion of the school administration or Governing Board

*Serious violations may result in the immediate loss of bus riding privileges.*

## BUS SCHEDULES (See Appendix B)

# SCHOOL LUNCH PROGRAM

## SCHOOL LUNCH PROGRAM

Our school offers students nutritionally balanced lunches. Information regarding school lunches with milk or milk for those who bring lunches will be given to students. Free or reduced-price lunches are available for those who qualify. Students are not allowed in the hallways or media center during lunch unless they have a pass.

## ELECTRONICS, INTERNET, AND COMPUTERS

### IPAD RULES

Each student will be issued a personal IPAD to use during the school day. Student will be responsible for the safety and condition of their IPADS. Abuse, mistreating or misusing IPADS will result in loss of this privilege. Students must ensure the IPADS are secured during lunch and special classes like PE.

IPADS should be locked in the lockers during special classes. IPADS are to be returned at the end of the school year. Students are responsible for replacement or repair of lost or abused IPADS.

### PERSONAL ELECTRONIC DEVICES (PED's)

I-pods, CD players, cell phones, radios, pagers, cameras, speakers, and other personal electronic devices (PEDs) must be turned off and put away from 8:05 a.m. – 12:10 p.m. & 12:55 p.m. – 3:30 p.m. The school assumes no responsibility for the loss or theft of such articles.

In case of an emergency, the parent should call the school office. The student will then be called down to the office to call the parent.

Personal electronic Devices in class will be confiscated by any staff member.

- First offense, the device will be held in the office until the end of the school day.
- Second violation, the device will need to be picked up at the office by a parent or guardian.

Failure to surrender a personal electronic device upon request of any staff member will result in potential severe disciplinary action. See Appendix A for Disciplinary Consequences.

The contents of any personal electronic device may be searched if reasonable suspicion exists that the PED contains prohibited or illegal material. Parents and students should be aware that they may be held legally responsible for the content of such devices. In such cases, the device will be surrendered to an appropriate legal officer as evidence and will not be returned to the owner by the school.

### CYBER BULLY FREE ZONE

All HWUSD properties are designated as a Cyber Bully-free school zone. It is a criminal violation to participate in cyber bullying of another student. *See School Board Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

### COMPUTER ACCESS RULES

Students are not to access anyone else's computer files. All student computer users and their parents will be required to sign an appropriate Computer use Agreement before the student can use computers or the internet. Students are responsible for

keeping their passwords to themselves and may be held accountable if someone else violates computer rules on their password. The privilege of using the computer can be revoked at any time. No unauthorized downloading of programs or games on hard drives or networks are permitted. It is the teacher's responsibility to report any illegal access of files or installation of unauthorized programs or games. In addition, no students are allowed on social media on school computers.

## STUDENT CONDUCT, DISCIPLINE & RULES

### CONDUCT ON SCHOOL PREMISES

State law and board policy establish the rules for conduct on school grounds. One of these laws requires that all persons must comply with the reasonable and lawful directions of any school official while in the performance of his/her duties or other law enforcement officers while on school grounds. All persons must also identify themselves immediately upon request of school officials or law enforcement officers. The use of or possession of tobacco, alcohol, prohibited drugs, firearms, or dangerous weapons on HWUSD properties is strictly prohibited and will be reported to law enforcement for prosecution.

All visitors on campus must check in through the school office during the school day. Non-employees must leave campus immediately when directed to do so by a school officer or employee. Failure to do so may result in criminal prosecution.

### HALL PASSES

Students are not permitted in the halls during class periods unless a faculty member or staff member accompanies the student or unless they have an authorized hall pass from a staff member. The use of hall passes is intended to be limited. Students should get drinks and use the restrooms before school, during lunch or during passing times.

### CROSSING THE LINE BEHAVIORS

Typically, minor behavior problems are handled in the classroom by the teacher. However, some behaviors are so disruptive or distracting to the learning environment that they warrant immediate removal from the classroom. These behaviors include the following:

1. Violence
2. Vandalism
3. Insubordination
4. Classroom Disruption
5. Dress Code Violations
6. Threats/Hazing/Bullying/Intimidation
7. Disrespect Toward District Employees or Guests
8. Drugs, Alcohol and Tobacco
9. Weapon on Campus

*See School Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

### STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is conducive to the educational process. Students are expected to attend school regularly with limited absences. They are to follow the directions of all school employees and obey classroom, school, district and state rules, regulations, and laws.

Students are expected to make a sincere effort to learn and complete all classroom tasks in a timely fashion and as directed. Students are to be good citizens and help others to be the same. Students must identify themselves immediately and without argument or question to any district employee. They are to cooperate with school authorities making investigations, help resolve problems and work with all to improve the school.



It is especially important that students understand that legally the school staff is responsible for the conduct of students during the school hours or while on the school campus or at any school function. As such, the student is expected to follow the directions provided by all staff members during any of these times of responsibility. Any action that is detrimental to the best interests of the student body, the school or the community will warrant disciplinary action.

Students will be responsible for transporting any school correspondence, from school to home and from home to school, i.e., report cards, progress reports, test scores, etc.

Any of the following acts on or within 500 feet of the school will be grounds for serious disciplinary action that may include in-school-suspension, out-of-school suspension, or recommendation for expulsion are:

1. The use, possession or sale of alcohol, narcotics, or dangerous drugs. HWUSD policy requires a student be suspended for the remainder of the semester for these violations and credit is lost for the semester. If the violation takes place in the last two weeks of the semester, the suspension may be carried over to include the following semester.
2. Smoking on campus or fringe areas.
3. Damaging or defacing school buildings, property, or equipment.
4. Profanity or abusive language.
5. Insubordination or failing to comply with a reasonable request of a staff member.
6. Stealing or illegal use of the property of others.
7. Extortion.
8. Bullying, hazing or harassment.
9. Fighting or involvement in acts of violence.
10. Possession or use of weapons or other articles designed to cause bodily harm or disrupt the educational process.
11. Any act which disrupts the normal school process.

## SEARCH AND SEIZURES

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. These individual student rights are balanced by the school district's responsibility to protect the health, safety, and welfare of all students.

Lockers, desks, storage areas and unattended backpacks may be inspected by school personnel without notice if there is reasonable suspicion that some property or material which is prohibited or detrimental to the health, safety or welfare of the students is present. Backpacks and people may be inspected with notice by school personnel. The following rules shall apply to searches and seizures:

### Searches

1. General searches of school property may be conducted at any time for the health, safety, and welfare of the school.
2. Searches may also include backpacks, purses, or any container in the possession of the student. Students may be asked to empty the contents of any article of clothing. Authorized school personnel may request that outer garments, such as coats and shoes, be removed for inspection. In rare and severe instances, searches may be more intrusive.

### Seizures

1. Illegal items (for example: firearms, weapons, fireworks) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities.
2. Items that are used to disrupt or interfere with the educational process will be removed from the student's possession including personal electronic devices.



The school has the authority to patrol the parking lot. Automobiles on school property may be searched without notice, without student consent, and without a search warrant if there are reasonable suspicion that illegal or unauthorized materials may be contained inside. Law enforcement officials may be notified.

## TYPES OF BEHAVIOR CONSEQUENCES

### 1.) BEHAVIOR CONTRACT

A behavior contract is a written agreement between the student and the school to change a behavioral problem. The contract is binding and can be used to impose future consequences if contract is not followed by the student. A hearing with the principal will be held if the contract is broken and additional disciplinary action is warranted.

### 2.) LOSS OF PRIVILEGES

Student privileges such as attending or participating in school activities or events may be taken away at anytime. The decision to take away student privileges will be based on the type of violation and prior behavior and disciplinary actions.

### 3.) DETENTION

Detentions can be assigned by teachers and/or administrators. Held in teacher's room or another assigned area before school, during lunch, after school or on Friday. Failure to show for assigned detention(s) may result in the detention being doubled or suspension.

### 4.) WORK ASSIGNMENTS

May be assigned by the principal and may be of a service or academic nature. Work assignments may be used in conjunction with contracts, detentions, or suspensions. Examples include, but are not limited to restitution, campus cleanup, volunteer work with community agencies and academic assignments.

### 5.) REMOVAL FROM SCHOOL-SPONSORED ACTIVITIES

The principal may remove a student from a school-sponsored activity if the principal determines that the student has violated a school policy, rule, or regulation. There is no appeal for the removal of a student by the principal from school sponsored activities.

### 6.) SHORT TERM SUSPENSION

Short term suspension may be in or out of school. Suspension is defined as the temporary removal of the student from school and school activities. During an In-School or Out of School Suspension, students may not participate in nor attend school activities. Short-term suspension is defined as 1 -10 days of suspension. No appeal is available for short-term suspension (Board Policy). Suspensions are excused absences and count toward the total number of absences for that semester.

Students who are suspended must make up work in the time allotted by the school's make-up policy. It is the student's and parents' responsibility to get the work missed during any absence or suspension and make up the work in the allotted time. The teacher may choose to extend the time allowed for make -up work if extenuating circumstances are present.

### 7.) LONG TERM SUSPENSION

For severe or persistent violations, the principal may request a hearing and appoint a hearing officer to impose an additional suspension for a total of up to one year. The hearing decision can be appealed to the Governing Board. No appeal is available after the Governing Board's decision.

### 8.) EXPULSION

Expulsion is the permanent removal of a student from the school. Student is charged with a serious violation of school rules and policies. The student is provided due process throughout the process and at the Expulsion Hearing. The Governing Board can serve as the hearing officers for the Expulsion hearing or assign a hearing officer to hear and make a recommendation to the Governing Board. The Governing Board can approve or reject the recommendation of the hearing officer. If the Governing Board accepts the recommendation for expulsion, there are no future appeals.

## DRESS CODE

We encourage students to dress for success and in a manner that represents a serious approach to learning and work. Good taste is always in fashion and need not be expensive or trendy. The appearance of any student is the responsibility of that individual and his or her parent/legal guardian. Students should maintain an appearance that is not distracting to teachers or other students. Dress should not be detrimental to the educational process of the school.

The following guidelines should be kept in mind:

- Clothing that advertises alcohol, tobacco products, violence, foul language, or that is sexually suggestive or represents gang affiliation is not permitted on campus.
- Shoes or sandals must be worn on campus. House slippers are not appropriate. P.E., CTE classes and other school activities may require special footwear.
- Clothing that is transparent or exposes a bare high midriff, are not permitted on campus. Girls are not allowed to wear revealing tops on campus.
- Shorts/pants must cover the waist and must not be shorter than an extended arm while standing. Bicycle shorts and other tight or revealing clothing may not be worn to class. Sagging, excessively baggy or hanging pants are not appropriate.
- In order promote security for all and to be able to identify students as well, hoods, snow caps, masks and dark glasses may not be worn in the school buildings.

The principal will determine if clothing is appropriate within the above guidelines. Students that do not adhere to the dress code will be given the opportunity to call home and/or correct the problem. The second offense will result in disciplinary action. *See School Policy and Appendix A for Disciplinary Consequences and Mandatory Police Reporting.*

## PUBLIC DISPLAYS OF AFFECTION

Inappropriate and open public displays of affection are unacceptable on campus and at school activities. Holding hands is the only accepted way to display one's affection at school. Violators will face potential disciplinary action. *Appendix A for Disciplinary Consequences*

## EXCESSIVE ABSENCES APPLICATION AND CONSEQUENCES

- Upon 3-4 absences: Administrator mails home an attendance letter.
- Upon 5-6 absences: Administrator mails another attendance letter home to parents/guardians. Parent will also be contacted by phone and notified. A meeting with the principal may be set up to conference about the issue. The absence level may require alternative intervention and or disciplinary action be given to the student. Truancy may be filed with the local police department.
- 7<sup>th</sup> absence: The student may be in jeopardy of retention, truancy may be filed with the local police department.

### 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's administrator may cite the student, parent, or custodian directly into court for violating the state truancy law. Absences will affect eligibility for participation in extra-curricular activities. If a child is home ill during the day they would not be allowed to participate in an after-school activity that day.

## TRUANCY

Students that arrive to class more than fifteen (15) minutes late without proper written documentation from a school authority shall be considered truant for that class period. A student is considered truant for any unexcused absence of at least one class

period during the day. This includes absence from any class or activity during the school day for which the student is scheduled. Students may not make up work missed due to truancy. Parents cannot excuse an absence after the fact, that is, the parent cannot excuse an absence of which they had no knowledge until after the absence. Unexcused truancy for at least five school days within a school year constitutes habitual truancy and can result in a police referral for truancy. Excessive truancy each semester may result in loss of earned credit if truancy is consistent and a significant amount of class time is missed.

## TARDINESS

Students should be taught by parents and school officials that punctuality is critical to success in life and employment. Students will be considered tardy who are not in their seats when the tardy bell rings. The teacher will decide whether the student is tardy or not. After the third tardy in a semester, the student will receive a lunch detention on the fourth tardy. Every tardy after the third tardy is one detention for each tardy. It is important to realize that after 15 minutes a tardy becomes an absence because of the number of minutes required per class period for a student to be present.

## BEHAVIOR AT DANCES

1. Dress must be appropriate.
2. No inappropriate or suggestive dancing will be allowed.
3. No front to back dancing.
4. No dancing, which could cause harm to oneself or others ("slam dancing" or "moshing").

If a student violates the dance policy, the student will be warned. If a student violates the dance policy a second time, they will be immediately removed from the dance and may be prohibited from future dances or activities. No refunds will be made if a student is removed. School administration or faculty will make the final decision of what is "inappropriate".

## FOOD, GUM AND DRINKS

Students are not allowed to have food, gum and/or drinks (except for water) in the carpeted areas of the school. Employees are to confiscate students' food and drink in prohibited areas or whenever and wherever students misuse the same. For special events, exceptions to this rule may be granted by the administration. Appendix A for Disciplinary Consequences

## HALL PASSES

Students are not permitted in the halls during class periods unless a faculty member or staff member accompanies the student or unless they have an authorized hall pass from a staff member. The use of hall passes is intended to be limited. Students should get drinks and use the restrooms before school, during lunch or during passing times. Students that need to see the health aide should be sent to the office with a hall pass. They must NOT be sent directly to the health aide. Any student found in the hallways, restroom or on campus without a pass during class time may be subject to disciplinary action. Appendix A for Disciplinary Consequences

## AUTOMOBILES AT SCHOOL

Students driving vehicles to school are always expected to abide by state, city, and school traffic laws. Driving or parking privileges may be revoked at any time by the principal for just cause.

Speed limit on the school campus is 15 M.P.H. Strictest attentions should be given to children boarding and getting off buses and in crosswalks. Be extremely careful near the Elementary School. Students must park in the student parking lot.

The student parking lot is off-limits during school hours. Students are not allowed to sit in cars in the parking lot nor return to their cars during the school day without permission from the office. Parking on campus is a privilege.

Consequences for careless or discourteous driving may involve a verbal warning, 2 weeks loss of driving privileges, the loss of driving privileges for the remainder of the current semester or a permanent loss of said privileges.



# APPENDIX A

## Hayden-Winkelman School District

### STUDENT DISCIPLINE

#### A GUIDE TO DISCIPLINARY ACTIONS

#### Behaviors that May Result In Student Discipline

##### Absenteeism

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Parent Contract	Detention
Subsequent	Parent Contract	Loss of Credit

##### Academic non-compliance/lack of effort

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Warning	Detention
Subsequent	Parent Control	1-9 Day Suspension

##### Alcohol, use or under the influence of

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	10 or + Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

##### Arson

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	Expulsion
Subsequent	10 or + Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

##### Bomb Threat\*

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	10 or + Suspension	Expulsion
Subsequent	Expulsion	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

##### Bus Violation

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Parent Contract	1-9 Day Loss of Riding Privilege
Subsequent	1-9 Day Loss of Riding Privilege	10 or + Day Loss of Riding Privilege

##### Cheating

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension



#### Defiance of authority

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension

#### Dishonesty

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	Detention	1-9 Day Suspension

#### Disruptive conduct

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion

#### Disturbing school meeting or activity

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day suspension	10 or + Day Suspension
Subsequent	10 or + Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Dress or appearance violation

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Correct Violation	Detention
Subsequent	Detention	1-9 Day Suspension

#### Drug possession (legal non-prescription drugs)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Parent Contract	10 or + Day Suspension
Subsequent	10 or + Day Suspension	Expulsion

#### Drug possession (illegal or prescription) \*

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	8 or + Day Suspension	10 or + Days Suspension
Subsequent	Long Term Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

#### Drug Sale\* (illegal or prescription)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	8 or + Day Suspension	Expulsion
Subsequent	Long Term Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

#### Drug use\* (illegal or prescription)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	8 or + Day Suspension	10 or + Day Suspension
Subsequent	Expulsion	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

Electronic devices (cell phones, i-pods, games, etc.)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Confiscate Device	Detention
Subsequent	Detention and Confiscate Device	1-9 Day Suspension

Endangerment

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Parent Contract	1-9 Day Suspension
Subsequent	Detention	10 or + Day Suspension
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

Ethnic slurs

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension

Extortion

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	10 or + Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

False Alarm\* (emergency, fire, security, etc.)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	10 or + Day Suspension	Expulsion
Subsequent	Long Term Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

False information or identification, giving of

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	Detention	10 or + Day Suspension

Fighting

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Firearm/explosive device/knife\*

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	Expulsion
Subsequent	Long Term Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

#### Forgery

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension

#### Gambling

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	Detention	10 or + Day Suspension

#### Harassment/threats/verbal abuse/bullying/cyber bullying

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Hazardous or physically offensive condition, causing

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion

#### Hazing

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Illegal organizations

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention and Parent Contract	1-9 Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Improper sexual advances

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>



#### Insubordination

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion

#### Insult/verbal abuse of a faculty or staff member

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion

#### Lewd/lascivious behavior

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Littering

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Parent Contract	Detention
Subsequent	Detention	1-9 Day Suspension

#### Malicious mischief

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	Detention	10 or + Day Suspension

#### Obstructing an investigation

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Obstructing traffic, vehicular or pedestrians

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Warning	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Offensive or pornographic material

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention and Parent Contract	10 or + Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension
<i>Requirement</i>	<i>Potential Police Reporting</i>	<i>Legal Charges Pending</i>

#### Physical assault (if aggravated assault\*)



Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	Expulsion
Subsequent	10 or + Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

#### Plagiarism

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	No Credit for Assignments	1-9 Day Suspension
Subsequent	Detention and Loss of Credit	10 or + Day Suspension

#### Public display of affection

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Warning	Detention
Subsequent	Detention	1-9 Day Suspension

#### Resisting authority

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	Expulsion

#### Slander

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Parent Contract	Detention
Subsequent	Detention	1-9 Day Suspension

#### Synthetic Drugs (bath salts, spice, etc.) possession, use

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	8 or +Day Suspension	Expulsion
Subsequent	Long term suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

#### Tardiness

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Warning	Detention
Subsequent	Detention	In-School Suspension/Loss of credit

#### Theft of property (school related)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention and Restitution	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

#### Tobacco product and E-Cigarettes use

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	10 or + Day Suspension
Subsequent	1-9 Day Suspension	Long Term Suspension

Unauthorized departure from class, campus, or event

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension

Unauthorized entry/trespass/loitering

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	1-9 Day Suspension	10 or + Day Suspension
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

Vandalism or destruction of property (school related)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention and Restitution	10 + or Day Suspension
Subsequent	1-9 Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

Violation of a local, state, or federal law

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Warning and/or Parent Contract	1-9 Day Suspension
Subsequent	Detention	10 or + Day Suspension
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

Vulgar or obscene language, gestures, or symbols

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	Detention	1-9 Day Suspension
Subsequent	Detention	10 or + Day Suspension

Weapon violation\* (not firearm/explosive device/knife)

Occurrence	Range of Minimum Disciplines	Range of Maximum Disciplines
First	1-9 Day Suspension	Expulsion
Subsequent	10 + or Day Suspension	Expulsion
<i>Requirement</i>	<i>Mandatory Police Reporting</i>	<i>Legal Charges Pending</i>

## APPENDIX B

### HAYDEN-WINKELMAN UNIFIED SCHOOL DISTRICT #41

**2023-2024 SCHOOL YEAR BUS SCHEDULE. SCHOOL STARTS AT 8:05 A.M. HAVE STUDENT BE THERE 5-10 MINS. BEFORE BUS TIME. THIS WILL BE PICK UP AND DROP OFF STOPS. WE WILL NOT BE ADDING PICK UP OR DROP OFF STOPS, YOU'LL HAVE TO BE AT ONE OF THE STOPS THAT ARE CLOSE TO YOUR LOCATION.**

**MAMMOTH/ARAVAIPA**

6:45 MAMMOTH APARTMENTS  
 6:50 OLD TIGER RD.  
 6:55 1<sup>ST</sup> (LITTLE LEAGUE)  
 7:00 MAIN ST. & E. GALIURO ST. (CLARK'S)  
 7:05 MARIAS  
 7:15 PALOMITAS  
 7:25 N. ARAVAIPA BRIDGE (ARBIZO'S)  
 S. ARAVAIPA BRIDGE (ARBIZO'S) AFTER SCHOOL ONLY  
 7:28 MESA DR.  
 7:30 ARAVAIPA DR. (MAILBOXES)

**KEARNY**

7:00 SAGUARO TRL PRK  
 7:05 BREEZEWAY TRL PRK  
 7:10 GRIFFITH RD.  
 7:13 CROYDEN RD.  
 7:15 DANBURY  
 7:18 320 FAIRHAVEN  
 7:21 402 FAIRHAVEN  
 7:23 IVANHOE & SHAKE  
 7:26 JAMESTOWN  
 7:30 HARTFORD 300 CROSSWALK  
 7:35 HARTFORD & VICTORIA CIR.

**DUDLEYVILLE /HAYDEN/SAN PEDRO**

6:55 GREEN LANTERN  
 7:00 SHILOH DR.  
 7:03 FACIO RD.  
 7:05 JOLLY ROUNDUP TRL PRK  
 7:12 HONG'S  
 7:14 SAGUARO CIR.  
 7:16 CHAMA AVE.  
 7:18 HORSESHOE DR.  
 7:21 CAMPO'S  
 7:23 ROMERO'S  
 7:26 INDIAN HILLS  
 7:30 PIPER SPRINGS  
 7:35 HAYDEN SR. CENTER  
 7:32 HAYDEN PRK  
 7:35 KENNECOTT RD.  
 7:38 S. PLAZA  
 7:40 TIA MARIA'S  
 7:43 LOWER SAN PEDRO (DAVILA'S)

**DRIPPING SPRINGS/WINKELMAN**

7:20 COOLEYVILLE RD.  
 7:35 BRAVO'S  
 7:38 NUGGET  
 7:40 CHAVEZ'S  
 7:42 VALDEZ  
 7:44 4<sup>TH</sup> & RAY RD.  
 7:46 5<sup>TH</sup> & RANDALL  
 7:48 LOWER LOBO LANE  
 7:50 UPPER LOBO LANE

If you have any questions about the bus stops that have been added or have been removed, feel free to contact me at (520) 356-7876 ex 1007 or send me a text message (520) 312-4755. Some areas are congested areas or not safe to drop off the students. So therefor we have changed some locations of pick up and drop off areas. Thank you for your cooperation.

## APPENDIX D

### HAYDEN HIGH SCHOOL ALMA MATER

Our Alma Mater, Hayden High Is dearest  
and here's why.

For her we've fought, cheered, won.  
For her our victories overcome.

We are loyal Brave  
and true.  
To our colors White  
and blue.

And as we pass  
Beyond her halls,  
Our hearts will stay Within her  
walls.

For here will memories always be, As we  
pass through eternity.