



PINON HIGH SCHOOL



SCHOOL YEAR 2020-2021

VISION

Every Learner, Future Ready

MISSION

PUSD commits to providing an effective, rigorous instructional program that empowers and prepares learners for a complex future

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PUSD DIRECTORY

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Technology Office
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SPED Office
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SECTION A – General Information

Assemblies: All students will attend all school-sponsored assemblies unless notified otherwise by school administration.

Board Meetings (PUSD): The PUSD Governing Board meets on the first Wednesday of each month. The meetings are held at 5:00 P.M. at the District Board Room. If you have questions regarding the board meetings, please call the Superintendent's office at (928) 725-2101.

Child Custody: Parents and Guardians who wish to enroll students at PUSD must have legal custody of that child. In cases that the student is living with someone other than their parent(s), a court ordered guardianship document must be provided prior to the student being accepted for enrollment. Contact the PHS Student Information Clerk at (928)725-2411. PHS does not accept Power of Attorney documents.

Counseling Services: The counseling program at PHS includes academic, social, and intervention counseling. Parents and students are encouraged to set up an appointment to talk with the Counselor whenever the need arises to do so. Referrals may be made through the PHS counseling office to I.H.S. or Behavior Health for special situations.

Drug Testing: PHS reserves the right to drug test students. In another effort to keep PHS a safe and great place to learn for everyone, PHS will conduct drug tests as deemed necessary. PHS will take every measure to protect every student's privacy and rights, and testing will only be done based on reasonable suspicion.

Electronic Devices (Cell Phones, Music Devices, Headphones, and/or Ear Buds): For the 2020-2021 School-Year, in order to provide the best learning environment possible for all and to not interfere with classroom instructional time, Cell Phones will **NOT BE ALLOWED** at PHS. All Cell Phones will be checked in at the Front Office at the start of the day and returned at the end of the day. Due to students using their phones to cheat on tests, interfering with classroom instructional time, etc, compromising the usage of Cell Phones is not possible. If a student is found with a cell phone, disciplinary measures will be taken following the PBIS Flowchart and PHS Discipline Ladder.

Backpacks/Book Bags: For the 2020-2021 School Year here at PHS, we will allow Backpacks/Book Bags to be used ONLY if they are clear or mesh. No Exceptions. This is a compromise to allow for backpack/book bag usage, while maintaining a measure of safety for everyone on campus. Students who do not have clear or mesh backpacks/book bags will be disciplined following the PBIS Flowchart and PHS Discipline Ladder.

Hoodies/Jackets: Are **ALLOWED** and may be worn during the school day if the student does not have the hoodie on (covering their head) while in the building. This is a compromise to allow for Hoodie/Jacket usage, while maintaining a measure of safety for everyone on campus. Students who choose to wear their hoodie covering their head while in the building will be disciplined following the PBIS Flowchart and PHS Discipline Ladder.

Caps, Hoods, Beanies, Do-rags, Bandanas, Sunglasses, or other head coverings: Are **NOT ALLOWED** in the school building at any time. The temperature of the school is kept at a comfortable level whereas students do not need to be wearing caps, hoods, and/or beanies, do-rags, bandanas, sunglasses or other head coverings. Students who choose to wear any type of covering on their head

or sunglasses while in the building will be disciplined following the PBIS Flowchart and PHS Discipline Ladder.

Emergency Drills: Fire drills are held on a monthly basis. Students will follow the fire regulations and go to the exits as quickly and orderly as possible. Exit routes are posted in every classroom. Emergency drills are held continuously throughout the school year to practice safe and efficient ways to respond to various emergency. Lockdown and Lockout drills are scheduled throughout the school year so students are aware of the procedures and will follow procedures if there should be a real lockdown/lockout situation.

Emergency Procedures: There are times that school may be called off or shortened due to weather. The District will announce school cancellations over local radio stations KTNN-AM 660 and KAFF-FM 92.9 and through the phone message system. Please feel free to call PHS if you have questions about cancellations and **keep your phone contact number current with the attendance office.**

Field Trips: Various PHS classes and organizations plan field trips throughout the year. **Students need to be passing all their classes in order to go on non-academic related field trips.** Parents must sign a permission slip prior to the trip in order for their student to be eligible. ** (Required academic trips as part of a grade do not require students to be passing all classes). PHS Administration will make the final determination in matters of eligibility for trips.

Food and Drinks in Classrooms/Hallways: Food and drinks (exception: water) are prohibited in classrooms at any time. The purpose of this is to maintain a safe and clean environment at PHS. During lunch, students are to eat in the cafeteria. Prohibited food includes but not limited to energy drinks, chips, candy, breakfast burritos, etc.

Leadership Team: The PHS Leadership is an active organization that is made up of teachers and administrators. The purpose of this team is to discuss relevant issues pertaining to PHS and to advise the administration on these matters. Parents are welcome and invited to attend the meetings. (Please see Principal's office for dates and times of the meetings).

Lunch/Breakfast: PUSD operates on the free breakfast and lunch program. Please call the PHS cafeteria at (928) 725-2420 if you have questions about the food service program.

Missing Students: The following steps will be taken for students who are not accounted for during the school day:

1. Attempt to locate student in/around the building.
2. Ask friends of the missing student if they know where the student could be located.
3. Inform parent(s)/guardian(s) and Security at (928) 725-2170/2195.
4. Notify bus drivers to be on lookout for the missing student.
5. Give thorough description of the student to Security and Bus Drivers.
6. If student is not found, parents will be contacted and instructed to report the missing student to Chinle Police.
7. The school will report the missing student to Chinle Police at (928) 674-2111/2112.
8. Document the incident in PowerSchool.

Parent Involvement: We encourage all parent(s) and guardian(s) to be involved in their child's education. Feel free to stop by our front office to check on your student's progress and to see how you may volunteer in our school. Please see the Rights and Responsibilities Section.

Prescription Medication: For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

Administration by School Personnel

- A physician must prescribe the medication.
- The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- The School Nurse or other personnel as designated by the Administrator may administer the medication.
- Each administration of prescription drugs must be documented, making a record of the student having received the medication.
- Drugs must be kept in their original containers in a locked medicine cabinet in the nurse's office.
- The medication will be delivered back to the student at the end of the day or parents may pick-up the medication.

Self-Administration

- When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.
- The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.
- The medication must come in the prescription container as put up by the pharmacist.

The only permissible medications approved to self-administer are normally Epipen and/or Albuterol inhaler. No other medications are permitted.

Note: The school system has 504 plans that can be implemented for the short term and long term sickness/disabilities/needs that are medically related.

Personal Property Liability: Pinon Unified School District is not responsible for stolen, lost and/or damages of personal property brought to school. (Ex: tablets, phones, headphones, laptops, etc.)

Property Damage Liability: Student/Parent/Guardian Liability - Under Arizona Law, parents/guardians are liable for damage done to school property by their children. Parents/Guardians will be notified and charged for the cost of such damage.

Search Dogs: In conjunction with law enforcement agencies, PHS will randomly schedule K-9 dogs on campus in an effort to keep the campus a drug free zone. The K-9 Dogs may sniff lockers, backpacks, and around facilities.

Security Officers: PUSD employs security officers to monitor the PUSD campus daily. The security officers work in conjunction with the PHS staff and act as agents of the district in issues of safety and control. Cooperation with security is expected from everyone on the PHS campus.

Schedule Changes: Changes in a student's schedule can only be made by the Counselor or Principal. PHS encourages parents to discuss class selection with their child before the school year begins. No schedules will be changed after the second week of the semester.

Sexual Assault: The following steps will be taken for students who report a sexual assault:

1. Write down verbal report given by student and have student write a statement in the presence of an Administrator
2. Call Security in case the perpetrator is in the building
3. Report the incident to Chinle Police at 929-674-2111/2112
4. Call parent and inform parent to take the student to Pinon Clinic for sexual assault check.
5. Call Pinon Clinic to inform them that the student will be coming for a sexual assault check.
6. Complete a SCANS form and fax to Chinle Social Services at 928-674-5740 (fax number)
7. Notify school counselor or school psychologist of the incident for future counseling services.
8. Document the incident in PowerSchool.

Student Accident/Emergency Transportation: A student requiring emergency medical treatment from the Pinon Clinic Emergency Medical Technicians (EMTS) may be transported by the Pinon EMT Squad to a local medical facility. If such action is necessary, the cost of transportation and/or treatment will be the responsibility of the student's parent/guardian. Pinon School District will not pay for emergency treatment on site or EMT transport.

Textbooks/Check-out and Responsibilities: Students are responsible for all textbooks and school materials provided for their use. Any lost or excessively damaged (beyond further use) materials/books must be paid for by the students/parent/guardian at the current replacement cost. No student will be issued replacements for lost materials/books until he/she presents the teacher a receipt or note from the Principal's office indicating payment. If textbook is issued for a class, **all students are required to bring their textbook to class every day.**

Visitors: VISITORS PASSES ARE NOT ISSUED to students to invite their friends and guests to PHS. As protection to students, state law discourages persons from loitering on or near campus. Parents and guardians of any PHS students are welcomed and invited to visit the school and attend classes with their child after they have obtained a visitor's pass from the front office. **All visitors to PHS, other than parents and guardians, must check in at the front office and get permission through PHS administration before being on the Pinon High School campus.**

Withdrawal from School: Students who are withdrawing from PHS are required to bring a parent or guardian to the PHS Registrar's office to complete the necessary paperwork. Students will not be withdrawn until all textbooks, fees, library books, computer and accessories, etc. owed by the student is collected or returned.

SECTION B - Attendance

P.H.S. expects all students to be in attendance every class period of every school day to take advantage of every opportunity for a quality education.

Absences: Any non-attendance of a class for any reason other than school-sponsored activities will be considered an absence.

1. PHS expects all students to be in attendance every class period of every school day to take advantage of every opportunity for a quality education. The state law requires regular school attendance of all children of school age.

Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by an emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required. The District has designated 180 instructional days for this school year. Absences shall be excused only for the following reasons:

- Student illness
- Prearranged dental/doctor appointments
- Death of an immediate family member
- Observance of traditional Navajo ceremonies
- Major religious holidays of the family's faith
- Adverse weather

Types of Absences

Unexcused Absences

- *Unexcused with permission absences (AU)* An unexcused absence with permission occurs when the student is absent with the permission/knowledge of his/her parent/guardian and the reason is not listed under "Excused absences (AE)." Unexcused absences with permission include but are not limited to; family vacation, babysitting, helping at home, missing the bus, trip to town, no one home. Teachers should make an effort to allow students to make up work missed due to unexcused with permission absences for full credit.
- *Truancy (A)* A student is considered truant when he/she is absent without permission, or knowledge of the parent. If a student does not submit a parental excuse note within three days of their return to school the student will be marked as truant and will be responsible for making up missed assignments. The individual teacher will have discretion to determine how much credit will be given, but regardless of credit given the student should make every effort to make up missed assignments to help ensure mastery of the subject matter.
- *Class Cutting (AC)* A student will be considered to have cut class if the student is present at school, but misses one or more classes during the school day without a valid excuse. The individual teacher will have discretion to determine how much credit will be given, but regardless of credit given the student should make every effort to make up missed assignments to help ensure mastery of the subject matter.

Excused Absences

- *Excused absences (AE)* An excused absence is an absence for which **written documentation** has been provided **within three (3) business days following the student's return to school** documenting that the student was absent for one of the following reasons: illness, medical/dental appointment, death of a close family member (parent, sibling, grandparent, aunts/uncle, or as otherwise determined by the school), religious ceremony, court appointment or compliance with a court order. A medical doctor's statement is required for any absences over three days due to illness. Teachers are required to provide the opportunity for students to make up work missed due to excused absences for full credit.
- *School Activity (SA)* Classes missed because of a school activity (field trip, extracurricular activities, testing, etc.) are coded as SA and do not count toward the total absences. SA's are considered excused, and students are allowed to make-up any work missed. When possible, students should check in with their teachers and get the makeup work prior to the absence.

Other Types of Attendance Markings

- *In-School Suspension (ISS)* Students are expected to report to school at the normal hours, but will not participate in their normal class. Instead they will be given class work to complete independently and will not be allowed to interact with peers during the in-school suspension. The SSF will notify the teachers of a student assigned to ISS to provide work for that student. ISS students are responsible for completing and submitting make-up work for each of their classes. ISS will not be treated as an absence, but instead will be denoted as ISS.
 - *Out-of-School Suspension (TA)* Students serving an out of school suspension will be marked as TA. Students serving an out of school suspension will not be allowed to make up missed work.
 - *Homebound (HB)* Students who are on Homebound Status will be marked as HB. The school may put students who will be out of school for an extended period on homebound status. Homebound status may be appropriate for circumstances such as hospitalization, doctor-verified disability, pregnancy, participation in ceremony, death of a close family member (parent, sibling, grandparent, aunt/uncle, or as otherwise determined by the school), or court ordered confinement, or in situations where the student poses a threat to health, safety, or welfare of the school, staff, or students. If a student is placed on HB status the school has an obligation to provide them with academic services. HB status requires the approval of the Principal or designee. The HB student is responsible for completing, and submitting make-up work for each of his/her classes, but the school will make reasonable efforts to provide the student with information about missed class work. The terms of the HB Agreement should be set forth in writing. The HB Agreement may be revoked for any student who does not abide by or fulfill its requirements. The school must maintain documentation of services provided to students who are on HB status.
2. An attendance contract and a parent conference with the SSF are required for 5 (five) or more unexcused absences, or upon the student's fifth instance of truancy.
 3. If a student fails to attend school consistently, he/she will be referred to the Navajo Nation Prosecutor's Office for habitual truancy and/or recommended for LTS/Expulsion.

4. Students will be automatically dropped when they have missed 10 consecutive days.

Attendance Procedures:

1. All students will report directly to their classes before the starting bell rings to begin that class.
2. When a student is unexcused and late for school, they must sign in and obtain an admit slip from the attendance office and report to class where they will be marked tardy in PowerSchool
3. Students who were absent must present a written excuse to the attendance office. If the absence was EXCUSED, the student will receive all make up work. If the absence was UNEXCUSED, make up work is at the teacher's discretion. Students have 48 hours to bring a written note from their parents/guardian if they want make-up work from their teacher.
4. The determination of an absence is EXCUSED or UNEXCUSED will be the attendance technician's responsibility. Students must still be aware and realize that whether Excused or Unexcused 10 days are the total number of days they are allowed to miss per year—**after the 10th student absence, the student may lose credit for their classes.**

School-Wide Tardy Policy.

Pinon High School is a small school and students have a 4-minute passing period. Students are expected to plan accordingly and to be on time for every class to maximize instructional time We understand that from time to time a locker may jam up causing a student to be late and when that happens, we will work with the student. However, when a student is blatantly late for class on purpose, this will result in restorative measures

Tardiness

Any student who is more than 10 minutes late for the first class of the day, or who exceeds the time allotted for transition between classes, (4) minutes, will be considered tardy, and will be subject to discipline as outlined below.

1. School begins promptly at 8:00 am
2. In between classes, students will have an allotted (4) minute passing-period. After the (4) minute passing-period, the bell rings, and the classroom doors are locked.
3. If a student is tardy, they will be referred to ISS for (3) Days.
4. If a student accumulates three (3) unexcused tardies, this equals a 1 day absent. Please refer to the attendance policies regarding accumulated absence(s).
5. Continued unexcused tardies will result in further in-school suspensions, possible loss of credit or expulsion.

Attendance Contract

After a student accumulates five or more absences, or after a student's fifth time being counted as truant, the Student Support Facilitator (SSF) will schedule a Parent Conference at which the parent and student will meet and agree upon and sign an Attendance Contract to ensure that the student does not fall further behind in his/her classes. As a part of the Attendance Contract, the student may be subject to one or more of the following:

- Assigned Intervention
- Required After School Tutoring
- Suspension from Athletics/School Activities
- Parent Escort of Child to School
- Required Check-Ins with SSF
- Parent/Student/SSF Conferencing as needed

If an Attendance Contract is not followed or the terms of the Contract Violated, the following may be enacted:

- Student will be referred to NN Peacemaking Program (Part of NN Courts)
- LTS/OSS
- Student may be Withdrawn from PHS
- Expulsion process

Checking Students Out of Class. PUSD is a closed campus. Students may be checked out of school by the following person(s) according to these guidelines:

1. Parents/Guardian, or others on file at the school who the parent/guardian has given written permission to do so. Other notes will not be accepted.
2. **Friends may not sign students out of school.** Violations are considered "ditching". No students will be checked out to a person under the age of eighteen years of age.
3. Students who are 18 years old or older can check themselves out of school with **valid written excuses**. Parents will be contacted by the school and verbal confirmation is required.
4. Students may be check out in-between class periods. To avoid the disruption of class, students will **NOT** be called out during instruction time, unless deemed an emergency type situation and/or approved by an Administrator.

SECTION C – Grades and Credits

Grade Placement: A student's grade placement will be determined by the number of years he/she has been in high school (by cohort).

Grading procedures: The following alphabetic marking system will be used:

- A** Outstanding (course objectives achieved in a superior manner: 4.0 grade average.)
- B** Above average (course objectives achieved in a highly satisfactory manner: 3.0 grade average)
- C** Average (course objectives achieved in a satisfactory manner: 2.0 grade average)
- D** Below average (course objective achieved in a minimal manner: 1.0 grade average).
- F** Failure (course objective not achieved: no credit granted: 0.0 grade average)
- P** Passing grade: credit earned (student aide positions only)
- I** Incomplete work (course objectives not completed: no credit given at this time) work must be made up within two weeks after the grading period ends or take an "F" in the course).
- W** This mark indicates the student has withdrawn from the class before the end of the semester; student receives no credit for the course but is not penalized for withdrawal.

Grading Policy: See chart below for letter grades, percentage, and GPA indicators.

Grading Policy		
Grade:	Grade Definition:	GPA:
A+	100.00 (+) – 100.00	4.33
A	100.00 – 95.00	4.00
A-	94.99 - 90.00	3.66
B+	89.99 - 87.50	3.33
B	87.49 – 83.50	3.00
B-	83.49 – 80.00	2.66
C+	79.99 – 77.50	2.33
C	77.49 – 73.50	2.00
C-	73.49 – 70.00	1.66
D+	69.99 – 67.50	1.33
D	67.49 – 63.50	1.00
D-	63.49 – 60.00	0.66
F	59.99 – 0.00	0.00

Grade Reporting: Report cards are given out every nine weeks. They will be distributed to students within ten school days after each grading period via Report Card Party or mail. Mid-quarter grade reports are available at Parent/Teacher Conferences. We ask parents to talk with their children about the

grades they receive on their report cards. If you have questions, please contact the respective classroom teacher. PTCs and Report Card Parties dates are marked on the district's calendar. Announcements will also be made through alert calls.

GRADUATION REQUIREMENTS 2020-2021 SY

English	English I, English II, English III, English IV	4.0 credits
Math	Algebra I, Geometry, Algebra II, Math IV	4.0 credits
Science	Earth Science, Biology, Chemistry	3.0 credits
Social Studies	World History (1.0), US/AZ History (1.0), US Constitution (0.5), Free Enterprise (0.5)	3.0 credits
Fine Arts/CTE		1.0 credit
Electives		7.0 credit
TOTAL CREDITS		22 credits

*Beginning in the 2016-2017 school year, the competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a pupil must correctly answer at least sixty (60) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. The District school shall document on the pupil's transcript that the pupil has passed a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. Beginning the 2019 SY, the State requires CPR and First Aid with AED for Graduating Seniors.

2009 Board of Regents Academic Competency Requirements: Students must meet the following requirements for admission to Arizona's three state universities:

- | | |
|---|----------------|
| English (English I, English II, English III, English IV) | 4 Units |
| Mathematics (Algebra I, Geometry, Algebra II,
Advanced Math with Alg. II as prerequisite) | 4 Units |
| Laboratory Sciences (Earth science, Biology, Chemistry,
Physics) | 3 Units |
| Social Science (World History/Geography,
US/AZ Government) | 2 Units |
| Foreign Language (Must be the same language) | 2 Units |
| Fine Arts (drama, music, visual arts) | 1 Unit* |

*Note: Courses such as Journalism, business communications, speech, and any other NOT devoted exclusively to the study of English may NOT be substituted for an English course.

Concern Procedures (Chain of Command): Parents or students who have a concern should attempt to resolve the matter by:

Classroom Issue:

1. Contact the classroom teacher and have a meeting to discuss/resolve the issue firsthand. (In the event that the matter cannot be resolved, file a formal complaint with the Principal)
2. Meet with the Principal to try to resolve the issue. (In the event that the matter cannot be resolved take the formal complaint to the Superintendent or his designee).
3. Meet with the Superintendent to try to resolve the issue.

A Non-Classroom Issue:

1. Meet with the Principal

2. Meet with Principal or Superintendent

Honor Roll: The honor roll is a listing of all students who have met the academic standards (by grade point average) after each quarter of their classroom work.

Principal's Honor Roll	4.0 G.P.A.
Honor Roll	3.5 G.P.A. to 3.99 G.P.A.
"B" Honor Roll	3.0 G.P.A. to 3.49 G.P.A.

National Honor Society: The PHS National Honor Society is a distinctive organization that recognizes academic achievement, leadership, character, and service. Students in grades 10-12 are eligible for membership, based on their cumulative GPA and character. If you have any questions about selection or membership, see the NHS advisor.

Make-Up Work: Students who have provided documentation for excused absences must take the responsibility upon themselves to make up the missed work. Students who miss an assignment or test due to an excused absence will have one day for each day absent to make up the work. It is the student's responsibility to initiate the make-up process. After the time for make-up has elapsed a grade of zero will be entered in the grade book for assignments not made up.

For example: If a student is absent two days, he/she will have until the beginning of class on the third day after returning to school to turn in all work to the teacher.

Physical Education (PE): Physical education is an integral part of a healthy lifestyle. Students enrolled in PE are expected to bring their own clothes, to dress out, and to participate daily. Students are required to have a doctor's note stating a specific reason in order to be exempt from participation. PHS is not responsible for lost or stolen items in the locker room.

Progress Reports: It is the goal of PHS to ensure that each student is successful in their school work. Progress reports are designed to inform parents of how their child is doing in individual classes during each grading period. Progress reports may include a student's current grade, attendance, and general citizenship in class. Parents are encouraged to check on their child's progress throughout each grading period by contacting the teachers and counselors, or the PowerSchool website (<http://172.16.201.254/public>).

Academic Contract: If a student's grades are determined to be consistently low, they will be put on an Academic Contract with the Student Support Facilitator (SSF). The contract may include, but not limited to the following:

- Assigned to Intervention Specialists
- Assigned to After School Tutoring
- Scheduled Check-Ins with the SSF
- NN Peacemaking Program (Which could include Traditional Intervention methods)
- Parent/Teacher/SSF Conferencing

If an Academic Contract is not followed or the terms of the Contract Violated, the following may be enacted:

- Student will be referred to NN Peacemaking Program (Part of NN Courts for Traditional Intervention)
- LTS/OSS
- Student may be Withdrawn from PHS
- Expulsion process

SECTION D – Rights and Responsibilities

PINON HIGH SCHOOL RESPONSIBILITIES

Parents are responsible to:

1. Encourage their child to attend school daily, be prepared, and to be in class on time.
2. Review the Student Handbook with their child(ren) and encourage them to obey all school rules and regulations.
3. Attend Parent-Teacher Conferences and get to know all of their child's teachers and classes that they are enrolled in.
4. Know the expectations of their child's teachers and help them fulfill these expectations.
5. Encourage and allow their child(ren) to complete their homework and other school assignments so they can be turned in on time.
6. Provide their child(ren) with the means to purchase the proper school supplies to participate in classroom and extracurricular activities.
7. Offer suggestions and/or solutions to help resolve a problem or situation in which their child is involved.
8. Maintain harmony (Hozho) in their relationships with their children and the school, and continue to teach and nurture this very important foundation of the Dine' Philosophy of Learning and Life.
9. Maintain an updated parent/guardian contact information.

FERPA: (Governing Board Policy JR) Required student records (regular and special education) will be prepared in a manner consistent with State and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations.

The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), in the establishment, maintenance, correction, and disposition of student records.

Confidentiality

The right to inspect and review education records and the release of or access to such records, other information, or instructional materials will be consistent with federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, the USA PATRIOT ACT, NCLB, and with federal regulations issued pursuant to such act.

Policy from the U.S. Department of Education: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- **Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.** However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

**Family Educational Rights and Privacy Act (FERPA)
Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Pinon High School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Pinon High School may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pinon High School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Pinon High School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing at least by the beginning of the school year. Pinon High School has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

<ul style="list-style-type: none"> • Student’s name • Address • Telephone listing 	<ul style="list-style-type: none"> • Grade level 	<ul style="list-style-type: none"> • The most recent educational agency or institution attended
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<ul style="list-style-type: none"> • Electronic mail address • Photograph • Data and place of birth • Major field of study • Dates of attendance 	<ul style="list-style-type: none"> • Participation in officially recognized activities and sports • Weight/height of members of athletic teams • Degrees, honors, and awards received 	<ul style="list-style-type: none"> • Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)
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These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Search and Seizure: (Governing Board Policy JIH)

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from School District counsel

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, et cetera, may be inspected at any time with or without reason, or with or without notice, by school personnel

Drug Testing: PHS reserves the right to drug test students. In another effort to keep PHS a safe and great place to learn for everyone, PHS will conduct drug tests as deemed necessary. PHS will take every measure to protect every student's privacy and rights, and testing will only be done based on reasonable suspicion.

STUDENT'S RIGHTS, RESPONSIBILITIES, AND PRIVILEGES

A "*Right*" refers to a just, legal, moral, and undeniable power to claim, do, or receive anything that is to your advantage under the protection of the law.

Students in PHS, like members of any community, have both rights and responsibilities. It is the obligation of the school to protect those rights and insist upon those responsibilities.

"Responsibility" refers to the requirement, duty, obligation, and acceptance to act, or obey or conform without active guidance or superior authority.

A "***Privilege***" refers to special treatment or advantage or outcomes that you are entitled to receive after you have done all that you were required to do. Example: Graduation from high school.

All students who attend PHS have the right to a meaningful education. Along with this right to the education, however, is the responsibility to comply with and obey the rules, regulations, and guidelines, which this school expects from anyone who anticipates graduating from here.

Students have a right to:

1. a comfortable, safe, secure atmosphere in which to get an education.
2. be treated with dignity and expect a reasonable degree of privacy.

3. an education at his/her level of ability and of such kind and quality to meet his/her needs.
4. participate through school approved groups in the establishment of educational, disciplinary, and social policies.
5. be able to see and use records concerning academic and social progress as well as disciplinary actions and expect that they will be kept confidential.
6. expect that school policies and actions will not discriminate on the basis of race, religion, sex, national origin, or handicap.
7. expect that academic grades will be based primarily on academic performance and that teachers will be available to discuss grades.

Student's Responsibilities:

1. to follow the rules of PHS and to protect this right for others
2. to meet the academic requirements and policies set forth in PHS regulations
3. to follow the educational, disciplinary, and social policies of PHS
4. to complete assignments and be successful on tests.

Expression

Students have a right:

1. to ask questions and express their ideas concerning school and community affairs as long as such expressions meet standards prohibiting libel, pornography, and/or reckless disregard of facts.

and have the responsibility:

1. to respect other students' rights
2. to follow school rules to protect this right for others

Citizenship

Pinon High School expects students to behave in a responsible manner by exercising their rights and responsibilities as outlined in this handbook.

Students have the right to:

1. be informed of PHS regulations, policies, procedures, and the consequences of their violation.
2. "Due process" in instances of disciplinary actions, which may lead to suspension or dismissal from PHS.

and have the responsibility to:

1. learn PHS regulations, policies, procedures and the consequences of their violation.
2. understand "due process," to participate willingly in "due process" proceedings, and to accept the consequences of these proceedings.
3. follow PHS rules and regulations and to participate as a citizen of the community.

PHS Responsibilities: No student may be suspended for alleged misconduct without due process.

Due Process:

1. A student must be given notice of charges against him/her and an opportunity to respond before suspension occurs.
2. Long-term suspension or expulsion requires a hearing. The specific procedures applicable to a suspension or expulsion are provided in the District Policy Manual. (Governing Board Policy JKD)

Parent's Right of Appeal:

If the parent or guardian desires a review of a case involving long-term suspension or expulsion, a final review may be requested of the Superintendent and Governing Board. It is the school's responsibility to inform the parents of their right to an appeal.

SECTION E – Discipline

PBIS - Pinon High School will follow the PBIS discipline system for the 2020-2021 school year. PBIS is a **Positive Behavior Intervention and Supports** system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. PBIS is school-wide and is a preventative system that changes the paradigm of focus from negative behaviors to positive expectations and interactions. Please see attached document in the Appendix Section for the PBIS Flowchart. Appendix F.

We want Pinon High School to be a safe environment for all and create the best possible learning environment for our students, staff and teachers. While we will attempt to provide restorative and intervention measures as much as possible, there will be cases where more severe disciplinary measures will be enacted to ensure the safety of all of our students, staff and teachers and maintaining the best possible learning environment here at PHS.

Discipline: Students are subject to disciplinary action if infractions occur:

1. In any PHS classroom
2. To and from PHS
3. On the PHS campus
4. During any PHS activity or athletic event, including trips to and from the activity or event.* (*Home or away, day or night).
5. Any other time the student is under the jurisdiction of or representing the Pinon Unified School District #4.*
6. *Make-up work may be provided at the teacher's discretion for suspension days.*

Classroom Rules: These rules apply to all classrooms at PHS. Some classrooms may have additional "special" safety rules (CTE classes):

1. Be respectful.
2. Be prepared.
3. Be on time.
4. Participation is required.
5. The teacher, not the bell, releases you from class.

*Violations of the classroom Behavior Rules will result in classroom discipline and possible referral to the SSF.

Severe Classroom Disruptions: The following behaviors in a classroom will result in immediate referral to a Principal and/or Student Support Facilitator (SSF) and appropriate disciplinary measures will be taken.

1. Commits or threatens to commit physical harm to another student or adult.
2. Damages or destroys student, teacher, or school property.
3. Defiantly refuses to get to work or uses profanity towards the teacher.
4. Unsafe or reckless use of school materials or equipment.
5. Engages in behavior that keeps the classroom from functioning. (If the teacher cannot teach, the students cannot learn.)

Possible Disciplinary Actions – Disciplinary Actions will follow the PBIS Behavior Intervention Flowchart. Administration will determine appropriate consequences. Restorative & Intervention Measures are preferred consequences to correct behavior issues. Based on the severity of the incident and considering prior incidents, progressive disciplinary consequences will be issued accordingly at the discretion of PHS Administration.

- **Teacher/Student/Parent Intervention:** This is the first form of Intervention. Teacher will meet with the student to resolve any behavioral issues, and will proceed to create a log entry and contact the parent. If the behavior continues and cannot be resolved at this stage, the student will be referred to the Student Support Facilitator (SSF).
- **Parent Conference:** A formal conference between the parent/guardian(s), the student, and SSF will take place. At this stage the student will be placed on a behavior contract. The SSF will determine if the student is ready for reinstatement and impose any other appropriate disciplinary/restorative measures.
- **In-School Suspension (ISS):** A temporary removal from regular classroom activity. Students are expected to report to school at the normal hours, but will not participate in their normal class. Instead they will be given class work to complete independently and will not be allowed to interact with peers during the in-school suspension. The SSF will notify the teachers of a student assigned to ISS to provide work for that student. ISS students are responsible for completing and submitting make-up work for each of their classes. ISS will not be treated as an absence, but instead will be denoted as ISS.
- **NN Peacemaking Services (NN Courts):** NN Peacemaking Program is a Traditional Intervention Service that is available as a restorative measure for students here at PHS.
- **Short-Term Suspension/ Out-of-School Suspension (OSS):** A temporary dismissal from the privilege of school participation. A student under this type of suspension may not be present on PHS campus nor participate in, practice for or attend any school activity. Suspensions may range from one (1) to ten (10) days off campus. All days served in suspension count as unexcused days absent. Please see attendance policies regarding absences. In an effort to keep students in school and have them follow the rules, Parents/Guardians may attend school with their child in lieu of suspension for the number of days the child has been assigned OSS.
- **Other types of Disciplinary Actions include: (School Board Policy JK-R):** Detention, Suspension from transportation, Suspension from athletic participation, Suspension from social or extracurricular activities, Suspension of other privileges, Exclusion from a particular class, In-school suspension, Involuntary schedule change, Community service, Alternative to Suspension Program
- **Long Term Suspension (LTS):** Removal from school for a specific period of time longer than 10 days, and up to one year or more. Requires formal hearing before a hearing officer. The student and his/her parents or legal guardian have the right to call witnesses, question school officials and present information on behalf of the student.
- **Expulsion** – Requires a formal hearing and may result in permanent removal from school.
- **Withdrawal:** A student might be given the option to withdraw from school, instead of going through the expulsion process, which will allow the student to be able to attend another school and the possibility of returning to PHS at a later date.
- **Behavior Contract:** If a student is referred to the SSF, a Parent Conference will be enacted and the student will be put on a Behavior Contract. A Behavior Contract could include one or all of the following (Determined by the SSF):
 - Intervention Services here at PHS
 - Student will meet regularly with SSF to monitor/discuss behavior

- Counseling Services here at PHS and/or HIS
- NN Peacemaking Services (NN Courts)

If a Behavior Contract is not followed or the terms of the Contract Violated, the following may be enacted:

- LTS/OSS
- Student may be Withdrawn from PHS
- Expulsion process

****Progressive Discipline will be utilized based off of prior disciplinary issues and severity of incident will be taken into consideration. All disciplinary measures will be determined by PHS Administration.**

SECTION F - Category of Infractions

Aggression

Verbal Provocation: Use of language or gestures that may incite another person or other people to fight.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, parent conference, Intervention/Counseling Services, notification of police, withdraw from PHS, recommendation for LTS/Expulsion

Minor Aggressive Act: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing (SWISTM). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.

Consequences Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion.

Disorderly Conduct: 13-2904. Disorderly conduct; classification

A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:

- a. Engages in fighting, violent or seriously disruptive behavior; or
- b. Makes unreasonable noise; or
- c. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or
- d. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or
- e. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or
- f. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Recklessness: Unintentional, careless behavior that may pose a safety or health risk for others.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Endangerment:** 13-1201. Endangerment; classification

1. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.
2. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Fighting:** Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines,10/06) Verbal confrontation alone does not constitute fighting.
131201

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Assault:** A person commits assault by: (A.R.S. §13-1203. Assault)

- a. Intentionally, knowingly or recklessly causing any physical injury to another person; or
- b. Intentionally placing another person in reasonable apprehension of imminent physical injury; or
- c. Knowingly touching another person with the intent to injure, insult or provoke such person.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

****Aggravated assault:** A.R.S. §13-1204. Aggravated assault

A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:

- a. If the person causes serious physical injury to another,
- b. If the person uses a deadly weapon or dangerous instrument,
- c. If the person commits the assault after entering the private home of another with the intent to commit the assault,
- d. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,
- e. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties,
- f. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Alcohol, Tobacco, and Other Drugs

PHS is a ZERO-TOLERANCE SCHOOL: Alcohol, Tobacco and Other Drugs will not be tolerated at PHS. We will take any type of Alcohol, Drug or Tobacco offense very seriously. In an effort to make PHS a Drug/Alcohol/Tobacco Free Campus, Zero-Tolerance will allow PHS Administration to

enact one or all of the following disciplinary measures if a student has an **alcohol, drug or tobacco violation**:

- Withdrawal from PHS
- Expulsion from PHS

**If a student is recommended for Withdrawal from PHS, Intervention/Counseling Services will be offered. The student will be eligible to re-enroll at PHS at a later date upon completing the intervention/counseling services along with other factors that will be reviewed if a student would like to be considered for future re-enrollment.

Alcohol Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.

Drug Violation: The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. “Drug” means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415). “Drug paraphernalia” means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (ARS. §13-3415 F. 1.)

Drugs:

- a. Inhalants
- b. Prescription Drugs (Inappropriate Use of)
- c. Over the Counter Drugs (Inappropriate Use of)
- d. Illicit Drugs
 - i. Ecstasy
 - ii. Cocaine or Crack
 - iii. Hallucinogens
 - iv. Heroin
 - v. Marijuana
 - vi. Methamphetamines
 - vii. Other illicit drug
 - viii. Unknown drug
- e. Drug Paraphernalia
- f. Substance represented as illicit drug

Tobacco Violation: The possession, use, distribution or sale of tobacco products (cigarettes, mini cigars, e-cigarettes, etc.) on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).

Arson

***Arson of a structure or property:** A.R.S. §13-1703. Arson of a structure or property A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

Consequences: (first offense) 10 days OSS, notify police, parent conference, recommendation for LTS/Expulsion

****Arson of an occupied structure:** A.R.S. §13-1704 Arson of an occupied structure A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. A.R.S. §13-1701, 2. Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Attendance Policy Violation

Tardy: Arriving at school or class after the scheduled start time.

Consequences: See attendance violations and attendance contract specifications.

Leaving School Grounds without permission: Leaving school grounds or being in an “out-of-bounds” area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.

Consequences: OSS dependent on previous incidents, parent conference, referral to Navajo Nation Peacemaking, recommendation for LTS/Expulsion

Unexcused Absence: Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.

Consequences: See attendance violations and attendance contract specifications.

Truancy: The state of Arizona requirement for school attendance and definitions for truancy are as follows: A.R.S. §15-803. School attendance; exemptions; definitions

1. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
 - a. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).
 - b. The child is accompanied by a parent or a person authorized by a parent.
 - c. The child is provided with instruction in a home school.
2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when

the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.

3. As used in this section:

- a. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
- b. "Truant" means an unexcused absence for at least one class period during the day.
- c. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section

Consequences: OSS dependent on previous incidents, parent conference, referral to Navajo Nation Peacemaking, referral to Social Services for Educational Neglect, recommendation for LTS/Expulsion at 10% absent of 180 days. Also, See attendance violations and attendance contract specifications.

Harassment, Threat, and Intimidation

Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual

***Harassment, Nonsexual:** A.R.S. §13-2921. Harassment; classification; definition

1. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:
 - a. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.
 - b. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
 - c. Repeatedly commits an act or acts that harass another person.
 - d. Surveils or causes another person to surveil a person for no legitimate purpose.
 - e. On more than one occasion makes a false report to a law enforcement, credit or social service agency.
 - f. Interferes with the delivery of any public or regulated utility to a person.

Note: Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Bullying:** (Governing Board Policy JICK) Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Threat or Intimidation:** When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202) A.R.S. §13-1202. Threatening or intimidating

1. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:
 - a. To cause physical injury to another person or serious damage to the property of another;
or
 - b. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or
 - c. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.
2. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Hazing:** A.R.S. §15-2301. Hazing prevention policies; definitions

1. B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:
2. Customary athletic events, contests or competitions that are sponsored by an educational institution.
3. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
4. C. For purposes of this section:
5. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
 - (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.
6. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Homicide

Homicide: Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11)

Consequences: Police will be notified. Expulsion process will be enacted.

Kidnapping

****Kidnapping:** A.R.S. §13-1304. Kidnapping; classification; consecutive sentence

1. A person commits kidnapping by knowingly restraining another person with the intent to:
 - a. Hold the victim for ransom, as a shield or hostage; or
 - b. Hold the victim for involuntary servitude; or
 - c. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or
 - d. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
 - e. Interfere with the performance of a governmental or political function.
 - f. Seize or exercise control over any airplane, train, bus, ship or other vehicle.
2. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any undischarged term of imprisonment of the defendant.

Consequences: Police will be notified. Expulsion process will be enacted.

Lying, Cheating, Forgery or Plagiarism

Cheating:

1. to deprive of something valuable by the use of deceit or fraud
2. to influence or lead by deceit, trick, or artifice (Merriam Webster Dictionary Online)

Consequences: Warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Forgery: falsely and fraudulently making or altering a document

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Lying:

1. to make an untrue statement with intent to deceive
2. to create a false or misleading impression (Merriam Webster Dictionary Online)

Consequences: Warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Plagiarism: to steal and pass off the ideas or words of another as one's own (Merriam Webster Dictionary)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

School Policies, Other Violations

(This category comprises misbehavior defined in district policy but not captured elsewhere.)

Defiance, Disrespect Towards Authority, and Non-Compliance: Student engages in refusal to follow directions, talks back, or delivers socially rude interactions (SWIS™)

Consequences: warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Bus Violation: Noncompliance with published bus rules is prohibited. Discipline will be referred to Head of Transportation and include anything from community service to loss of bus privileges for the year. Bus transportation is a privilege not a right.

Consequences: warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, possible loss of bus riding privileges

Combustible: Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid (SWIS™).

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Contraband: Items that are considered disruptive or harmful to the educational process, facilities or to others. Prohibited items are:

1. Skateboards/Rollerblades on campus during school hours
2. Water devices
3. Permanent markers

Consequences: warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Disruption: Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior (SWIS™)

Consequences: warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Student Dress Code (*Governing Board approved 6/23/11*). Students arriving at school dressed in violation of dress code will need to change, which may require a family member to bring dress code approved clothes.

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Pants, shorts, skirts, sweatpants, wind pants, and skorts:

- Color: Blue jean, tan, black, gray, white, teal.
- Shorts, skirts, dresses, and skorts will NOT be shorter than 3 inches above the knees.

Shirts:

- Plain Color: Teal, black, gray, white, or blue jeans (with or without collar; NO LOGOS)
- Bare midriffs, halter tops, tank tops, low cut shirts, and spaghetti straps are not acceptable (exposure of under garments is not acceptable)

Footwear:

- In the interest of student safety, shoes must be worn at all times
- Bare feet are never acceptable
- Closed shoes are to be worn for any type of physical activity (PE/JROTC Class)

Jackets, Hoodies and Sweaters:

- Color: Teal, black, gray, white, blue jeans
- Zippered or pullover
- Shirt underneath must be dress code colors

Headgear

- **No** hats, Hoods, beanies, do-rags, bandanas, sunglasses, or other head coverings may be worn in the classrooms and school buildings, except for properly approved occupational safety headgear required for special classes (CTE classes)

- **Students who are enrolled in the JROTC course are required to dress in full uniform once a week (all day) and for special occasions. Students who do not dress in full uniform for JROTC will be disciplined for dress code and/or Non-Compliance.**
- **Only Pinon School logos are permitted on clothing.**
- Students who participate in extracurricular activities (athletic teams, band, CTE clubs, etc.) are subject to the standards of dress as defined by the sponsors of such activities.
- Clothing size shall not present a hazard to the health or safety of the student or others in the school
- No bandana of any color, size, or shape may be carried or displayed in any classroom, school building or at any school activity. This includes simulations of anything representing gang colors

(e.g. belts, caps, pullovers, shoes, headgear, shoe laces, bandanas, shirts, etc.). Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. Gang color may include green, red, blue, etc.

- Obscene language, skeleton, or symbols of drugs, sex, or alcohol on clothing is expressly prohibited.
- No black on black (shirt/pants).
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Exceptions for special activities or health considerations may be pre-approved by an administrator.

Consequences: Warning- Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, student will change clothes,

Gambling: To play games of chance for money or to bet a sum of money.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Language, Inappropriate: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way (SWIS™). Includes verbal abuse of peers and staff.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Negative Group Affiliation: Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:

- a) May or may not have a recognized leader.
 - b) Do most things together, especially socially.
 - c) Stick together on issues.
 - d) Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.
 - e) Involve themselves in each other's problems; therefore, perpetuate each other's problems.
 - f) Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.
 - g) Likely to confront authority as a group when one member has been disciplined.
 - h) Usually uncooperative, and possibly hostile.
 - i) As a group, likely to be either very good or very poor students.
 - j) Conduct themselves as though no other individuals exist in the school, including other students.
 - k) Not objective. They turn-off to everything, sometimes without even knowing what they are doing.
- (Paraphrased from Discipline Help: You Can Handle Them All)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Parking Lot Violation: Inappropriate use of an automobile on school property is prohibited. *Vehicle registration and insurance with the student's name listed is required. See the high school front office for a packet to register your vehicle with the school.*

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion , confiscation of keys until parent can pick-up vehicle, loss of privileges

Public Display of Affection: Kissing, holding, sexual touching, or other displays of affection in violation of school policy

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, parent escort, referral to Teen Clinic

School Threat

School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers). A.R.S. §13-2911. Interference with or disruption of an educational institution

1. A person commits interference with or disruption of an educational institution by doing any of the following:
 - a. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
 - i. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
 - ii. Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
 - b. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
 - c. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
2. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are **not required to be directed at a specific individual**, a specific educational institution or any specific property of an educational institution.
 - a. For the purposes of this section:
 - i. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the **educational institution** or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.

****Bomb Threat:** Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

****Chemical or Biological Threat:** Threatening to cause harm using dangerous chemicals or biological agents.

****Fire Alarm Misuse:** Intentionally ringing fire alarm when there is no fire.

*Other School Threat: The incident cannot be coded in one of the above categories but did involve a school threat.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Sexual Offenses

(Note: Consider age and developmentally appropriate behavior before using this category.)

Pornography: Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." *Encyclopedia of Ethics*. New York: Garland Publishing.)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Indecent Exposure or Public Sexual Indecency: 13-1402. Indecent exposure; exception; classification

1. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.
2. Indecent exposure does not include an act of breast-feeding by a mother.

13-1403. Public sexual indecency; public sexual indecency to a minor; classifications

1. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act:
 - a. An act of sexual contact.
 - b. An act of oral sexual contact.
 - c. An act of sexual intercourse.
 - d. An act of bestiality.
2. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Harassment, Sexual:** U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:

Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include

unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee.

Relevant factors in determining whether behavior rises to the level of sexual harassment include:

1. The degree to which the conduct affected one or more students' education
2. The type, frequency and duration of the conduct
3. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment
4. The number of individuals involved
5. The age and sex of the alleged harasser and the subject or subjects of the harassment
6. The size of the school, location of the incidents, and the context in which they occurred
7. Other incidents at the school

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Harassment, Sexual with Contact:** Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.) (This is technically sexual harassment but some people wanted to track it separately.)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

****Sexual Abuse or Sexual Conduct with a Minor or Child Molestation:** A.R.S. §13-1404. Sexual abuse; classifications - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.

A.R.S. §13-1405. Sexual conduct with a minor; classifications - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.

A.R.S. §13-1410. Molestation of child; classification - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

****Sexual Assault (Rape):** A.R.S. §13-1406. Sexual assault; classification; increased punishment A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

Consequences: Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Improper use of Technology

Computer: Accessing the Internet without proper authorization, changing or altering protocols. Other tampering includes disconnecting or changing the configurations that cause the computer not to function.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, loss of computer privileges

Electronic Devices: Using electronic devices in class without proper authorization (tablets, phones, music devices, etc.)

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Theft

Indicate whether School Property or Non-School Property: dollar amount is recorded on the incident description page. A.R.S. §13-105.11 (See definition of Extortion, Burglary-First Degree and Armed Robbery below)

Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

Petty Theft: Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, return of stolen items or restitution,

Theft: Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. ARS §13-1802. Theft: classification

1. A person commits theft if, without lawful authority, the person knowingly:
 - a. Controls property of another with the intent to deprive the other person of such property; or
 - b. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or
 - c. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or
 - d. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or
 - e. Controls property of another knowing or having reason to know that the property was stolen; or

- f. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, return of stolen items or restitution,

***Burglary or Breaking and Entering (Second or Third Degree):** ARS §13-1507. Burglary in the second degree; classification

1. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.
2. Burglary in the second degree is a class 3 felony.

A person commits burglary in the third degree by: (ARS §13-1506. Burglary in the third degree; classification)

- a. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.
- b. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, return of stolen items or restitution,

****Burglary (First Degree):** ARS §13-1508. Burglary in the first degree; classification

1. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a **dangerous instrument** in the course of committing any theft or any felony.
2. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, return of stolen goods or restitution

***Extortion:** ARS §13-1804. Theft by extortion; classification

1. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:
 - a. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.
 - b. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.
 - c. Cause damage to property.
 - d. Engage in other conduct constituting an offense.
 - e. Accuse anyone of a crime or bring criminal charges against anyone.
 - f. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.
 - g. Take or withhold action as a public servant or cause a public servant to take or withhold action.
 - h. Cause anyone to part with any property.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, return of stolen goods or restitution,

***Robbery:** Using force or threatening to use force to commit a theft or while attempting to commit a crime. ARS §13-1902. Robbery: A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion, return of stolen goods or restitution

****Armed Robbery:** ARS §13-1904. Armed robbery: A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:

1. Is armed with a deadly weapon or a simulated deadly weapon; or
2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.

Consequences: notify police, , return of stolen goods or restitution, recommendation for LTS/Expulsion.

Trespassing

Trespassing: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (**SDFS Terms and Definitions**). A.R.S. §13-1503. Criminal trespass in the second degree: A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion.

Vandalism or Criminal Damage

Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). A.R.S. §13-1602. Criminal damage: A person commits criminal damage by recklessly:

Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.

Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles. **Note:** When using this code record the cost of repairing or replacing the damaged property under "Cost."

Graffiti or Tagging: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary).

Consequences: restitution to school for damages, Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Vandalism of personal property:** Willful destruction or defacement of personal property.

Consequences: restitution to owner for damages Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

***Vandalism of school property:** Willful destruction or defacement of school property.

Consequences: restitution to school for damages, Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

****Firearm (Including Destructive Devices):** A.R.S §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification

1. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.
2. **"Firearm"** means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. A.R.S. §13-3101. Definitions

The following is paraphrased from: 18 USC 921

Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.

Other Firearms –Firearms other than handguns, rifles or shotguns including:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;

2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes: Any explosive, incendiary, or poison gas
 - a. Bomb,
 - b. Grenade,
 - c. Rocket having a propellant charge of more than four ounces,
 - d. Missile having an explosive or incendiary charge of more than one-quarter ounce,
 - e. Mine or Similar device
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (Continued on next page)
6. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

(This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)

Destructive Device: A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term “destructive device” shall not include any device, which is designed or redesigned for use as a weapon.

Dangerous instrument: A.R.S. §13-105.11 Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. The following items are not allowed on school grounds at any time:

1. Firearms:
 - a. Handgun or Pistol
 - b. Shotgun or Rifle
 - c. Starter Gun
 - d. Destructive Devices includes:
 - i. Bombs
 - ii. Grenade
 - e. Ammunition
 - f. Other Firearm or Destructive Device
2. Other Weapons (Dangerous Instruments below must be reported to Police)
 - a. Billy Club
 - b. Brass Knuckles
 - c. Knives of any size are prohibited on the school campus (Knife with blade length more than 2.5 inches)
 - d. Nun chucks
3. Dangerous Items (A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. definition for dangerous instruments listed above and **must be reported to law enforcement**):
 - a. Air Soft Gun
 - b. B.B. Gun
 - c. Knives of any size are prohibited on the school campus (Knife with blade length less than 2.5 inches)

- d. Laser Pointer
 - e. Letter Opener
 - f. Mace
 - g. Paintball Gun
 - h. Pellet Gun
 - i. Razor Blade or Box Cutter
 - j. Simulated Knife
 - k. Taser or Stun Gun
 - l. Tear Gas
 - m. Other Dangerous Item
4. Simulated Firearm: Any simulated firearm made of plastic, wood, metal or any other material, which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

Consequences: Dependent on previous incidents and severity of incident: ISS, Behavior Contract with SSF, NN Peacemaking Program, OSS, Intervention/Counseling Services, Parent Conference, Notification of Police, withdraw from PHS, recommendation for LTS/Expulsion

Appendix A

JK-RA © REGULATION

STUDENT DISCIPLINE

A student may be subject to disciplinary action when the student:

- ❖ Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
 - Fighting or engaging in violent behavior.
 - Making unreasonable noise.
 - Using abusive or obscene language or gestures.
 - Obstructing vehicular or pedestrian traffic.
 - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- ❖ Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- ❖ Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
 - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
 - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
 - Selling, using, or possessing obscene materials.
 - Using profane, vulgar, or abusive language (including ethnic slurs).
 - Gambling.
 - Hazing.
 - Engaging in lewd behavior.
- ❖ Engages in any of the following forms of academic misconduct:
 - Lateness for, missing, or leaving school or class without permission or excuse.
 - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
 - Plagiarism.
- ❖ Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- ❖ Uses personal portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during the school day or during directed student study time unless such use has been specifically authorized by the school administrator.
- ❖ Has a record of excessive absenteeism.
- ❖ Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Permissible Penalties

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- Confinement with implementation of mandatory provisions.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
 - Withdrawal
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

Student Disciplinary Proceeding

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

Refusal to readmit per A.R.S. 15-841:

- ❖ Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.
- ❖ Either of the following conditions must exist for a temporary removal per A.R.S. 15-841:
- ❖ The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
- ❖ The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- ❖ The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.
- ❖ If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the individualized education program (IEP) team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

Involving Staff Members

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

Appendix B

JICK © STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Board further believes a school environment inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community that promotes positive participation as members of society.

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment or intimidation as defined by this policy will not be tolerated.

Definitions

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Prohibitions and Discipline

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such bullying results in a substantial physical, mental, or emotional negative effect on the victim while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Reporting Incidents of Bullying

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,

- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to
 - Governing Board policy,
 - preventive measures,
 - incident reporting procedures,
 - available support services for students (both proactive and reactive), and
 - student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

Adopted: September 26, 2011

Appendix C

JICFA © HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others are strongly encouraged to report hazing to any professional staff member.

Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students and staff in the school offices.

Disposition of all reports/complaints shall be reported to the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

Adopted: Date of Manual adoption

Appendix D

E-2281 © 2002 Arizona School Boards Association EEAE-EA EXHIBIT

BUS SAFETY PROGRAM

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

Procedures followed upon student misbehavior on school bus:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

Appendix E

Weapons and Dangerous Items

A.R.S §13-3101. Definitions

1. In this chapter, unless the context otherwise requires:
 - a. "**Deadly weapon**" means anything that is designed for lethal use. The term includes a firearm.
 - b. "**Explosive**" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.
 - c. "**Prohibited weapon**" means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including any of the following:
 - i. Explosive, incendiary or poison gas:
 1. Bomb.
 2. Grenade.
 3. Rocket having a propellant charge of more than four ounces.
 4. Mine.
 - ii. Device that is designed, made or adapted to muffle the report of a firearm.
 - iii. Firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
 - iv. Rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
 - v. Instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
 - vi. Breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
 - vii. Chemical or combination of chemicals, compounds or materials, including dry ice, that is placed in a sealed or unsealed container for the purpose of generating a gas to cause a mechanical failure, rupture or bursting of the container.
 - viii. Combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in subdivision (a) or (f) of this paragraph.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Pinon Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pinon Unified School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pinon Unified School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Pinon Unified School District to disclose directory information from your child's education records without your prior written consent Pinon Unified School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- | | |
|---------------------------|--|
| - Student's name | - Participation in officially |
| - Address | recognized activities and sports |
| - Telephone listing | - Weight and height of members of athletic |
| - Electronic mail address | teams |
| - Photograph | - Degrees, honors, and awards received |
| - Date and place of birth | - The most recent educational agency or institution Attended |
| - Major field of study | - Student ID number, user ID or other unique personal |
| - Dates of attendance | identifier used to communicate in electronic systems that |
| - Grade level | cannot be used to access education records without a PIN, |
| | password, etc. (A student's SSN, in whole or in part, |
| | cannot be used for this purpose.) |



***Perforate and return to PHS Front Office for enrollment purposes.**

PINON HIGH SCHOOL
"Every Learner, Future-Ready!"
P.O. Box 839
Pinon, Arizona 86510
928-725-2401 Office



Piñon High School Student Handbook
2020-2021 SY

Student and Parent Agreement

Print your child's name: _____ Grade Level: _____

I received a copy of the Pinon High School Student Handbook. I agree to adhere to all the rules, regulations, and policies as outlined in the Pinon High School Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

*Please return the last two pages of this booklet signed and dated to PHS Front Office for enrollment purposes. Thank you!