

**CHINO VALLEY HIGH SCHOOL
HANDBOOK ACKNOWLEDGEMENT**

- I have received a copy of the 2015-2016 Student Handbook. I will read through the Handbook so that I may become familiar with the rules, regulations, and information that it contains. **I have paid particular attention to the discipline matrix and the consequences for the various infractions.**
- I understand electronic devices (such as IPOD, MP3 players and/or cell phones) may be used on campus during passing periods and lunches, but are not allowed in classes or academic settings unless permission is given by the teacher.
- **Students should carefully consider before deciding to bring valuable electronic devices onto campus. The school and/or district are not responsible nor does it have insurance to cover students' lost or stolen property. Students may report theft, damage or vandalism to the front office.**
- I agree to share this Handbook with my parents/guardians. If I have any questions regarding these guidelines I realize that I may ask anyone on the school staff for assistance in understanding these requirements.

Student Name: _____

(Please Print)

Student Signature: _____

Parent Signature: _____

Date: _____ English Teacher: _____

PLEASE PAY PARTICULAR ATTENTION TO THE FOLLOWING PAGES:

- ATTENDANCE POLICY (PAGE 19-20)
- DRESS AND APPEARANCE (PAGE 31)
- GRADUATION REQUIREMENTS (PAGE 7)
- TARDY POLICY (PAGE 24)
- PERSONAL PROPERTY (PAGE 35)
- SEARCHES (PAGE 36)
- STUDENT CONDUCT (PAGES 37-41)
- STUDENT DRIVING REGULATIONS (PAGE 32)
- LEGAL NOTICES (PAGE 49-56)

CHINO VALLEY HIGH SCHOOL STUDENT/PARENT HANDBOOK

Chino Valley Unified School District Governing Board

Peter Atonna, President
Penny Hubble, Vice President
Sherry Brown, Member
Cyndi Thomas, Member
Daniel Chacon, Member

District Administration

Duane Howard, Superintendent
Cindy Daniels, Assistant Superintendent
John Scholl, Director of Support Services
Steve Novak, Director of Special Services

Chino Valley High School

Wes Brownfield, Principal
Heidi Wolf, Assistant Principal
Pete Jelovic, Athletic Director/CTE Director
Martin Campitelli, Academic Counselor
Ivette D'Angelo, Academic Counselor
Patti Gray, Administrative Assistant

www.cvhscougars.com

This Handbook Belongs to:

Name _____

Address _____

City Zip _____

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TELEPHONE AND ADDRESS DIRECTORY

Chino Valley High School Office 928-636-2298
760 East Center Street
Chino Valley, AZ 86323
www.cvhsougars.com
(Administration, teachers, and staff)

	<u>Extension</u>
Wes Brownfield, Principal	5598
Heidi Wolf, Assistant Principal	5599
Pete Jelovic, Athletic Director/CTE Director	5590
Patti Gray, Administrative Assistant	5597
Jacque Shaw, Attendance	5592
Sharon Bais, Registrar	5584
Ivette D'Angelo, Counselor	5588
Marty Campitelli, Counselor	5589

Chino Valley Unified School District Office 928-636-2458
650 East Center Street
Chino Valley, AZ 86323
(Superintendent, Special Services,
Business Office, Human Resources)

CVUSD Transportation Department 928-636-2305
(For bus schedules and other bussing issues)

Chino Valley Police Department 928-636-4223 or 911

Dispatch 928-771-3260 ext. 3266

Chino Valley Fire District 928-636-2442 or 911

To report potential threats to the school or anticipated harmful or violent activities, please call the school office at 928-636-2298. In the event of an emergency, call the Chino Valley Police Department at 636-4223 or dial 911.

SCHEDULE OF MEETINGS OF GOVERNING BOARD

The Chino Valley School District Governing Board meets regularly on the second Monday of each month at the 5:00 p.m. at the District Board Room located at the CVUSD Offices. Agendas of regular meetings and notices of special meetings can be found at the school sites, the CVUSD offices, or the District website, www.cvsd.k12.az.us. The public is welcome to school board meetings.

VISION STATEMENT:

Success Begins With a CVHS Diploma!



Mission Statement:

'A College and Career Readiness High School'

If you can imagine it, you can achieve it.

If you can dream it, you can become it.

-William Arthur Ward

SCHOOL YEAR CALENDAR

First Semester

8/05/15	Classes Begin
9/07/15	Labor Day
10/01/15	End of 1 st Quarter
11/11/15	Veterans Day
11/25/15	Thanksgiving Holiday
11/26/15	Thanksgiving Holiday
12/14/15	Final Exams
12/15/15	Final Exams
12/16/15	Final Exams
12/17/15	End of 1 st Semester
12/21/15	Winter Break Start

Second Semester

1/04/16	Classes Resume
1/18/16	MLK Day
2/15/16	Presidents Day
3/03/16	End of 3 rd Quarter
3/07/16	Spring Break Begins
3/14/16	Classes Resume
5/16/16	Final Exams
5/17/16	Final Exams
5/18/16	Final Exams
5/24/16	Last Day of School
5/25/16	Graduation

SNOW DAY POLICY: In the event of extreme weather conditions, the Superintendent may choose to close or delay the opening of school. Classes will not be held, buses will not run or both may be delayed for up to two (2) hours depending upon road conditions and predicted weather. Dismissal time would be at the normal time scheduled. Parents will be notified by the parent notification system in the event of such. Notification will also be made to local radio stations for announcements and information will be posted to the district websites, www.chinovalleyschools.com.

VISITORS: Parents are always welcome to visit the school. Parents and visitors should follow these guidelines: 1.) The Governing board requests that the classroom teacher and principal be informed as to the day and time of visits so as to avoid any conflicts with the school schedule. 2.) When visiting classrooms, parents must realize that the teacher's first responsibility is to the students so the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours. 3.) All visitors must report to the school office upon arrival. The Governing board will not permit any person on school premises for visits or audits of a classroom or other school activity without the approval of the principal. Neither will any person be allowed to conduct, or attempt to conduct any activity on school premises that has not received prior approval of the principal. 4.) This guest restriction applies to babies, children, and any siblings of students, as well.

PARENT PARTICIPATION/SCHOOL SITE COUNCIL: Our school encourages parent participation in the decisions that affect the school. The main vehicle for parent participation is the School Site Council. The Site Council

Is a group made up of parents, other community members, teachers, classified staff, administrators, and students. The mission of the Site Council is to provide input to the administration on matters related to the operation of the school and instruction. If you are

interested in attending a site council meeting, please contact the school office for meeting times and place or you can visit the Site Council webpage at www.chinovalleyschools.com.

In addition to the site council, if you have concerns about the school, please feel free to make an appointment with the principal by calling the school office. To contact teachers regarding individual student concerns, please feel free to call the school office to leave a message for a teacher. To schedule a conference with a teacher, please contact the school office to schedule a date and time for the conference.

ACADEMICS:

GRADUATION REQUIREMENTS

One credit is awarded for satisfactory achievement and attendance in a course for one full year. One-half credit equals one-half year (semester) successfully completed. A standard 3-credit college course is equivalent to one-half high school credit. Students are required to be currently enrolled in CVHS and have completed all requirements prior to participating in the commencement exercises for their graduating class.

A minimum of twenty-two (22) units of credit are required for graduation. Listed below are the units that must be completed before a student may receive a high school diploma. Each student shall demonstrate accomplishment of the standards in reading, writing, science, social studies, and mathematics adopted by the State Board of Education and passes each of the sections of the required competency test.

Graduation requirements may be met as follows:

- By successful completion of subject area course requirements.
- By mastery of the standards adopted by the State Board of Education and other competency requirements for the subject as determined by the Governing Board in accord with A.A.C. [R7-2-302.04](#) and rules established by the Superintendent.
- By earning credits through correspondence courses that meet graduation requirements in accordance with A.A.C. [R7-2-302.04](#) and/or by passing appropriate courses at the college or university level if the courses are determined to meet standards and criteria established by the Board and in accord with A.R.S. [15-701.01](#).
- An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the State Board Adopted Academic Standards.

Chino Valley High School's Graduation Requirements:

English	4.0
Mathematics	4.0
Science	3.0
American/Arizona Government	0.5
Free Enterprise	0.5
U.S. History	1.0
World History/Geog.	1.0
Fine Arts/CTE	1.0
<i>Phys. Ed./Health</i>	1.0
<i>Elective Courses</i>	<u>6.0</u>
Total	22.0

SPECIAL EDUCATION

Listed above, under “Regular Education,” are the requirements that must be completed before a student may receive a high school diploma. Completion of graduation requirements for special education students who do not meet required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student. Graduation requirements established by the Governing Board may be met by a student as defined in A.R.S. 15-701.1 and A.A.C. R7-302.

Competency Requirements – Any student who is placed in special education classes, grades nine (9) through twelve (12), is eligible to receive a high school diploma without meeting state competency requirements, but reference to special education placement may be placed on the student’s transcript or permanent file.

WITHDRAWAL FROM SCHOOL: If a student leaves Chino Valley Unified

School District please notify the school at least three (3) days in advance. A withdrawal form needs to be signed and it is expected that outstanding fees will be paid and all school property returned prior to the student’s departure.

FOUR YEAR PROGRAM PLANNING

Under the direction of the Counseling Department, students will develop and update a four year plan of course selection designed to permit them to meet requirements and prepare for the years immediately following graduation. Courses should be selected to provide for: 1) meeting graduation requirements; 2) preparing adequately for post high school education or a rewarding occupation; and, 3) meeting the student’s interests and abilities.

VALEDICTORIAN AND SALUTATORIAN

(UNDER REVIEW BY ADMINISTRATION)

The Valedictorian(s) will represent the student(s) who has the highest rank as determined by true academic value (TAV). The Salutatorian(s) will represent the student(s) who has the second highest rank as determined by TAV. In addition, the Valedictorian and Salutatorian must complete the following curriculum requirements:

- 4-years of English
- 4-years of Math beginning with Algebra I (Any math class lower than Algebra I will not be considered as core for Valedictorian and Salutatorian)
- 3-lab science classes
- 3-years Social Sciences
- 2-years of the same Foreign Language
- 1-year Fine Arts or CTE

The preliminary selection will be made during the last semester of the senior year. If a student does not maintain the requisite grade point average at the end of the last semester he/she will not be considered for Valedictorian or Salutatorian.

Graduation Honor Students and Ranking Criteria

At high school graduation it has been customary to recognize the valedictorian and salutatorian.

I. Definitions

Valedictorian – the student who has the highest Rank.

Salutatorian – the student who has the second to the highest Rank.

Rank – the place value assigned to students where 1 represents the highest value. Rank will be determined based on the True Academic Value.

True Academic Value (TAV) – the number that represents the degree of academic challenge and performance that a student has gained. Used to Rank students.

Cumulative Grade Point Average (C-GPA) – is determined by adding up the grade points earned and dividing by the number of classes. This calculation will include every class up through and including the 4th quarter of the graduation year.

Quality Grade Points (QGP) – points accumulated based on upper level classes taken and results on state tests. This value is determined by adding the total points for the CRI and TPI together.

Curriculum Rigor Index (CRI) – the value given to the program of studies taken by students.

Test Power Index (TPI) – the sum of actual scores earned on state testing. This is based on the results of the Fall scores received in the year of graduation.

Formula for TAV: $TAV = C-GPA \times QGP$

II. Clarification

- In order to be eligible to receive the title valedictorian or salutatorian you must have been enrolled for one complete school year plus ten (10) days of which 51% of these days are in the year of graduation.
- It is possible to have multiple students earning the honor of valedictorian or salutatorian.

- It is possible that a student completes all of the graduation requirements early (in less than four years) and thereby knocks out another student from receiving the honor of valedictorian or salutatorian.
- Upon graduation the C-GPA earned will still be reported to the college based on grade points earned for the classes taken. Only the rank order place value can change.
- The C-GPA is based on a 4.000 scale in which actual letter grades are issued. This includes all classes: regular, honors, duel-credit/AP. Classes that are classified as pass/fail or credit/no-credit will not be figured into the C-GPA.
- The C-GPA is based on the accumulation of credits earned.
- The C-GPA will be rounded to the third significant digit. (i.e. 3.98~~2~~6 = 3.98~~3~~)
- If a class is taken over to raise the grade earned both classes will be recorded on the transcript. The class with the highest grade will be recorded as earning credit with the letter grade calculated in the C-GPA. The class with the lower grade will be recorded as audit. Please note: if a fail “F” was earned the failure will stay on the transcript as such and the “F” grade will be calculated into the C-GPA.
- Transfer students who do not have AIMS scores will be designed as non-ranked and will not be eligible for honors that are based on the TAV.

III. Procedure

All graduating students will be assigned a rank order number (1, 2, 3...) with 1 representing the highest rank. This rank order number is calculated by multiplying the C-GPA times the total number of QGP’s earned where the place value of 1 is assigned to the highest quotient called the TAV.

In those rare cases where students have an identical TAV the same rank order number will be assigned. However, it should be noted that the next student in order will receive an appropriate place value which is determined by summing together the total number of students who have a higher TAV than they and adding one to this value.

In order to encourage students to enroll into the more rigorous classes and do their best on the AIMS test, quality grade points (QGP) will be calculated to determine the TAV.

QGP is calculated by adding the CRI to the TPI.

Curriculum Rigor Index (CRI)

Students are given quality grade points for each duel-credit/AP class and Honors class where credit was received. Using the chart below, add the total the number of grade points earned for each class.

Duel-Credit/AP Classes

Grade Earned	Grade Points
A, A-	10
B+, B, B-	8

C+, C, C-6

Honors Classes

Grade Earned Grade Points

A, A-5

B+, B, B-4

C+, C, C-3

Testing Power Index (TPI)

Students are given two (2) power points for each exceeds earned on the AIMS test.

IV. Curriculum

Dual-Credit – Students must pass Yavapai College’s Compass test and be registered with Yavapai College in order to take the dual credit courses. College level courses designated YC on the transcript

Honors – Demands a higher level of analytical reading ability; challenged at a very high level of cognitive thinking. Honors courses are the highest level of academic course leading to Dual-Credit courses. These courses will be designated Honors on the transcript.

HONOR ROLL

The criteria for the CVHS honor roll is having a 3.5 GPA for that reporting period and must be attending five classes. A student that is on the honor roll during the first three grading periods of any year is eligible for the Principal’s List and students with a GPA of 4.0 for the first three grading periods is eligible for the Superintendent’ List.

EARLY GRADUATION

Some students may be eligible to graduate earlier than their scheduled date of graduation. These students are required to register in the counseling office at the beginning of their last school year. They will also be required to complete an early graduation form, complete all graduation checks with counselor and senior sign out requirements prior to their graduation date. Early graduates may walk with their class in commencement, but must contact the school at least one month prior to the graduation date. Early graduates are responsible for ordering their cap and gown. Arrangements and information for ordering these items may be made through the CVHS Office.

SCHOLARSHIPS

Interested students may research scholarships/information through the Counselor’s Office. Check in the Cougar Center to find out what scholarships are available and the deadlines for the applications.

COLLEGE ADMISSIONS

Completion of the required four-year program will allow students admittance to a community college. However, entrance requirements for colleges and other post-secondary institutions vary. Anyone planning to attend a post-secondary institution should become familiar with entrance requirements and plan high school courses accordingly. For more information contact one of the CVHS counselors.

ADMISSION TO STATE UNIVERSITIES

The following courses are required by the Board of Regents for admission to Arizona State University, Northern Arizona University and the University of Arizona:

COURSES	CREDITS	COURSES	CREDITS
English	4	Fine Arts	1
Mathematics	4	Foreign Language	2
Laboratory Science	3	(same language)	
Social Studies	2		

NOTE: The A.C.T. /S.A.T. are required for admission to all the state schools. It is highly recommended that this examination be taken during the spring of the junior year.

CVHS GRADING CRITERIA

Credit shall be granted for meeting course objectives in all courses at the 60% level or above. The grading scale for all courses is:

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Satisfactory
60-69%	D	Below Average
Below 60%	F	No Credit

Class assignments, homework assignments, quizzes, tests, and class participation may be a part of the grade as indicated by the individual instructor. Final exams can make up no more than 20% of the semester grade.

CORRESPONDENCE COURSES

(Board Policy IKF)

Correspondence courses may be taken to supplement a student's program to meet graduation requirements. All course work of this nature must be approved by a school administrator. A maximum of four (4) credits of correspondence may be applied towards CVHS graduation. Only one credit from each of the following areas will be accepted: English, Math, Social Studies and Science. Other courses may be accepted as elective credit

TRANSFER AND HOME SCHOOL STUDENTS

(Board Policy JFABC)

Transfer and home school students need to make an appointment with administration and counselors to determine their transfer credits and academic program.

CREDIT FOR MIDDLE SCHOOL ALGEBRA I

Students who successfully complete Algebra I at Heritage Middle School during their 8th grade year may apply for credit at Chino Valley High School. In order to receive credit, the student must meet a 70% competency level and enroll at Chino Valley High School for at least one (1) semester. The student will be awarded 1.0 credit with a grade of passing (P).

CREDIT RECOVERY

For students who fall behind in their credits for graduation, CVHS is offering a computer based credit recovery program to assist in making up credits lost due to failing grades or no credit due

to attendance. This program will be a self-paced computer assisted instruction. The cost for credit recovery courses is \$20.00. **The fee must be paid before registering for the online course.**

FINALS

All students must take their finals at the scheduled days and times. Parents are expected to plan summer schedules around the school calendar. Exceptions will be made only for emergencies or unusual circumstances by written request to the school administration.

TEST OUT PROCEDURE

(Board Policy IKF)

The Arizona State Board regulation R7-2-302.04 provides for the opportunity for students to receive credit for courses required for graduation. The student must pass an examination which evaluates mastery of the essential skill requirements taught in the course. The following conditions must be met to receive credit in any course required for graduation.

- a) A student must notify the counselor of his/her intent to test out of a class.
The counselor will make arrangements with the teacher.
- b) The individual teacher will have the responsibility of administering the test in his/her own subject area.
- c) A student must receive a minimum score of 80% in order to receive credit for a class.
The student will receive a grade of P indicating passing.
- d) A student may only challenge a class once per school semester.
- e) A student must wait one school quarter after being enrolled in a course if attempting to test out of that course.
- f) A student can test out of 2 classes per semester.

GENERAL RULES GOVERNING TEST-OUT EXAMINATIONS

- A student presently enrolled in a course may **not** challenge the course until after the following semester begins.
- For yearlong courses, a student must pass the first semester of a course either by challenge or by enrollment before challenging the second semester.
- A student who has passed a higher-level course may challenge a lower-level course in that department.
- A student must score an 80% or higher in order to receive credit for the challenged course.
- If the student fails the challenge exam, the student may recover the credit by retaking the course.
- A course may only be challenged once.

CONCURRENT COLLEGE CLASSES

Students, who desire to pay for and receive high school credit for courses taken at a college or university, must obtain prior permission from the counseling office. Students should contact the CVHS counselor prior to college registration. High school and college credit **may be earned** in some instances. To take advantage of this program, the student must meet the following criteria, enrollment, attendance, and disciplinary criteria:

- 1) Be enrolled as a full-time student at Chino Valley High School

(a minimum of five (5) periods including the Yavapai Community College class).

2) Be a senior in good standing with a GPA of 2.0 or better (*must have at least 17 credits towards graduation*).

3) Have a good attendance record (less than ten absences in the prior year).

4) Meet Yavapai College Compass Exams. The student is responsible for making arrangements to take the Compass Exam.

5) The school **will not pay** for students to take college courses off the CVHS campus if the college course is offered on the CVHS campus.

- A 3 credit college course = $\frac{1}{2}$ (.50) high school credit
- A 6 credit college course = 1 (1.0) high school credit

Students taking classes at YC may earn credit towards fulfilling university entrance requirements. Students should check university websites.

YAVAPAI COLLEGE DUAL ENROLLMENT

The Chino Valley School District believes that all students should take advantage of all opportunities to participate in post-secondary classes available through Yavapai College. We also recognize that research shows that virtually all good paying jobs available require some post-secondary training. The Yavapai College classes that CVHS offers are dual enrollment therefore, the student must be enrolled both at Yavapai College and at CVHS. These courses are free to students and require no up front costs. In addition, textbooks may be provided by the school. A student can earn 3 college credits and 0.5 high school credits for each course completed.

To withdraw from a dual enrollment class, students must adhere to both CVHS guidelines and Yavapai College guidelines. For YC guidelines, students must refer to their current schedule for specific dates. For CVHS guidelines, students should refer to “Schedule Changes” on page 17.

STUDENT AIDES

CVHS offers junior and senior students the opportunity to serve as student aides. This is a position of trust! A student who desires to be a student aide must have no less than a 2.5 GPA, no disciplinary referrals, satisfactory attendance, and be on track to graduate. The student must pass all classes during the semester he/she is an aide. If he/she fails a class during the semester, he/she will not be permitted to be an aide the following semester. The student may only serve as a student aide for one period per day.

Teachers may only have one aide per period with a maximum of one aide per teacher. No more than two credits as a student aide may be applied towards graduation requirements. Prior to each semester, a student is required to sign a verification form with the counselor prior to being accepted as an aide. Unsatisfactory performance on the part of a student aide may be cause for release from or no credit for the class.

STUDENT COURSE LOAD

(Board Policy IIE)

Freshmen and sophomores are required to carry a full load of courses (6 per day) unless special circumstances exist. Juniors and seniors may take shortened schedules based on the number of credits they have earned. Students enrolled in a CTE course are not eligible for a shortened schedule. Please refer to the following table.

Requirements for Shortened Schedules

Number of Credits Earned		Minimum Number of Classes Required
Beginning of Year	Mid-Year	

Seniors	18.0 or more	20.5 or more	5
	17.5 or less	20.0 or less	6
Juniors	13.0 or more	15.5 or more	5
	12.5 or less	15.0 or less	6

Students may not register for two lunch periods. They should not have a free period in the middle of their schedule as well as, *there will be no late starts for schedules. Students that have an early release from school **MUST have transportation available and leave campus at the end of their shortened day. Once students leave campus, they cannot return at the end of the school day to ride the bus home.***

SCHEDULE CHANGES

Students who require a schedule change must do so during the first three weeks of any semester with their assigned counselor. Changes will require the approval of teachers and parents. Changes after that time will require the approval of school administration, teachers and parents. Late schedule changes will only be approved to benefit the educational program of the individual student.

REPORT CARDS AND PROGRESS REPORTS

Progress Reports will be sent out for the purpose of informing parents of the progress of their children. Quarter report cards will be sent out at the end of the first and third quarters to inform parents of the first and third quarter grades. Semester report cards will be sent out at the end of each semester. Only semester grades are recorded on student transcripts.

PHYSICAL EDUCATION EXCUSES

Physical education is required for all students. A student may be excused from physical education for three days upon written request from a parent/guardian. For any longer period of time, a request from the child's physician is required. P.E. excuses written by parents are received by the student's P.E. teacher. Excuses written by a physician should be received through the office.

GENERAL POLICIES AND PROCEDURES

J-3232 © JICK-EB

STUDENT VIOLENCE / HARASSMENT /INTIMIDATION / BULLYING

The Governing Board of the Chino Valley Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful

learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and

helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated,

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 cyber bullying,
- 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.

Cyber Bullying: Cyber bullying 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 list, 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, and 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.

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 acts result in a substantial physical, mental, or emotional negative effect on the victim physically, 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.

Students who believe they are experiencing being bullied or expect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case 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.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

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.

ATTENDANCE

(Board Policies JH, JHB, and JHCA)

Each student is expected to be in attendance every day that school is in session. The school assumes that both the student and his/her parent(s)/guardian(s) are aware that the school has claim on their student's time and he/she is obligated to be in class every day of the school year unless excused for illness or other unusual circumstances.

The education of each student is the joint responsibility of the home and the school. Only through cooperation can the student be assured of receiving all educational advantages

available. Student participation in class activities, listening to presentations, clarifications and explanations, and attendance at school assembly programs are considered an integral part of the educational program. It is impossible to gain the full significance of any class experience through makeup work.

EXCUSED ABSENCE: An absence caused by illness of the student, by illness or death in the family, by medical or dental appointment, or by other unusual circumstances is considered to be an excused absence. All excused absences must be authenticated by a telephone call from the student's parent or guardian within 24 hours of the absence. Contact the school attendance office. **Any absence not excused within 24 hours will result in an unexcused absence.**

Prior to, or on the first day of the student's return to school, a phone call of explanation from the parent/guardian should occur. Notification must be received within 24 hours of the absence or it will be considered an unexcused absence.

UNEXCUSED ABSENCES: An absence that is regarded by the school as unnecessary, avoidable or where truth has been averted is considered to be an unexcused absence. This type of absence includes absences not verified by a parent or guardian, as well as truancy. **The student will not be allowed to make up work as a result of an unexcused absence.**

The parent/guardian shall contact the school on the day of an absence, stating the reasons of the absence. If the school does not receive prior notice of a student's absence, efforts will be made to contact the parent/guardian of the absent student

on the initial day of the absence. Notes excusing the absence will be accepted for those without phone service upon the first day of the student's return to school.

CVHS attendance 24 hour phone number is 636-2298 ext. 201.

On the eleventh (11th) absence of any kind or on the sixth (6th) unexcused absence during a semester, the student will lose credit for the class. The student/parent/guardian may appeal to the high school attendance waiver committee. If a student loses credit for a class because of attendance, his/her grade will be an "NC" (no credit) and they will be ineligible in accordance to the athletic code.

CVHS participates with Yavapai County in the STOP Program. Students who are under 16 years of age and are habitually truant will be referred to the Juvenile Court system and will be cited. A referral will result in a fine as well as other consequences.

ATTENDANCE APPEALS PROCEDURE

Any decision to withhold credit is subject to appeal. A written request for an appeal, including written rationale justifying the absences and supporting documentation, must be filed with the attendance secretary no later than two weeks before the end of the semester. The appeals procedure is as follows:

STEP 1: An appeals hearing will be scheduled when a written request and supporting documentation is submitted to the attendance secretary. The student and/or parent(s) will be heard by a committee composed of three teachers.

STEP 2: The School Attendance Committee will review all documents submitted. The committee will make a decision on whether to grant credit for a class based on the documents provided, grades, and student's discipline. The student will be notified directly after the hearing.

STEP 3: If the student and/or parent(s) are not satisfied with the decision of the School Attendance Committee, they may appeal to the administration. The administration must receive this appeal within five (5) school days after the appeals hearing. An appointment will be scheduled with the administration no later than five (5) school days after the administration receives the appeal. The decision of the administration is final.

PARENT AND STUDENT RESPONSIBILITIES

Parents and students should remain aware of the attendance policy and the appeals procedures throughout the quarter. Here are some suggestions:

- Students should attend all classes.
- Parents and students need to verify promptly excused absences in writing. Keep a file at home to hold originals of doctor's excuses, court summons, funeral notices, etc. These documents will be necessary of an appeal.
- If students come into a class late for any reason, they should verify that the teacher has counted them present. Teachers generally will not stop teaching to make the correction when the student enters. By the end of the class, the teacher may forget to remove the absence. **It is the students' responsibility to be sure the teacher removes the absence.**
- When the time for attendance appeals comes, the student should verify his/her attendance with **each** teacher.
- If the student should have more than five (5) unexcused absences or ten (10) total absences, he/she should follow the appeals procedure precisely for each class.
- If a student has 3 unexcused absences, he/she will be assigned 1 day of ISS and receive 3 demerits. Any subsequent unexcused absence will result in additional ISS and demerits. **REMEMBER PARENTS/GUARDIANS HAVE 24 HOURS AFTER THE ABSENCE TO EXCUSE IT.**

CLOSED CAMPUS

(District Policies JHCA and JLIB)

Chino Valley High School is a closed campus. **No student may leave campus without first notifying and receiving permission from the office regardless of age or status.** Any student who leaves school without permission is subject to discipline. If it is necessary to leave school during the day for a permissible reason, the student must bring a written request to the Office or have the parent or guardian call to give permission. A permissible reason includes a medical appointment. Signing out for lunch is not permissible. **The student must sign out of school through the front Office whenever leaving campus or he/she will be considered as truant and that student will receive an unexcused absence.**

NOTIFICATION OF CUSTODY ISSUES

You must notify the school of any custody issues surrounding your child. This will help to insure your child's safety as well as eliminate any problems that might arise because of such issues. The school must have in their possession a copy of any legal paperwork concerning custody issues and your child.

STUDENT HEALTH

(District Policy JLCC)

Any student with or recovering from a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with A.R.S. 36-621 *et seq.*, appropriate regulations of the State Department of Health Services, and policies of the County Health Department.

Parents will be requested to provide a history of the communicable diseases for each student and such records will be kept and maintained by the District.

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

Students with pediculosis (lice infestation) shall be excluded from school until treatment specific for pediculosis has been initiated and the student is symptom free.

IMMUNIZATIONS OF STUDENTS

(Board Policy JLCB)

Subject to the exemptions as provided by law, immunization against diphtheria, tetanus, pertussis, poliomyelitis, rubeola (measles), mumps, rubella (German measles), hepatitis B, and haemophilus influenzae b (Hib) is required for attendance of any student in any District school. A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student shall not be allowed to attend school without submitting documentary proof of compliance to the school administrator unless the student is exempted from immunization. A student who fails to comply with the immunization schedule shall be suspended from school attendance until documentary proof of compliance is provided to the school administrator, except that a homeless student shall not be suspended from attendance until the fifth (5th) calendar day after enrollment.

Any student with serologic confirmation of the presence of specific antibodies against a vaccine-preventable disease shall not be subject to immunization against that disease as a condition for attending school.

ADMINISTERING MEDICINES TO STUDENTS

(Board Policy JLCD)

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

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

Exceptions:

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

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

STUDENT HEALTH INSURANCE

(Board Policy JLA)

The school board has selected an independent company to provide optional student health benefits insurance to be paid for by the student's parent or guardian. Information on the insurance program can be obtained in the school office.

GUIDANCE AND COUNSELING

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

FEES, FINES, AND CHARGES

(District Policy JQ)

The school board has authorized Chino Valley High School to charge fees for certain activities and courses offered at the school. Currently, fees are collected for advanced fine arts courses, CTE courses, online courses, and participation in extracurricular activities.

In addition, students are responsible for loss of or damage to school property, including textbooks and library books. Diplomas will be withheld from students until all fees and fines have been paid.

ATTENDANCE - COLLEGE VISITATION

(Board Policy JH-R)

Any student, during his/her graduation year, will be granted two days of absence to enable him/her to conduct college, trade school, or technical school visitation. The student must obtain the proper form from the counselor and get the signature of an authorized official at the visitation site.

MAKE UP WORK AFTER ABSENCE

Students who plan to miss a class(es), due to participation in an extracurricular activity, will either complete assignments **PRIOR** to the activity or make other arrangements with the teacher(s) **PRIOR** to the activity.

For an excused absence, students are responsible for contacting the teacher(s) and getting assignments. Students will be permitted one day for making up missed work for each day of an excused absence. **An unexcused absence means there is no chance to receive make up work!**

TARDY POLICY

1 st Tardy-	Teacher warning, parent phone call
2 nd Tardy-	Detention, parent phone call
3 rd Tardy-	Detention, parent phone call
4 th Tardy-	ISS 1 day, parent phone call, 3 demerits

All detentions must be served within one week of date assigned. If the student does not meet the detention deadline or does not serve the detention, he/she will be referred to the office for disciplinary consequences. After the 3rd tardy, the student will be referred to the office and be assigned 1 day ISS and receive 3 demerits. Any subsequent tardy will result in ISS and demerits.

EXTRACURRICULAR ACTIVITIES

(Board Policy JJJ; A.R.S. 15-705)

A. Definition of Extra Curricular Activities

1. Extra curricular activities covered by this policy are all procedures established by the Arizona Interscholastic Association and other school-sponsored activities in which students represent the school in competition or participation.

B. Guidelines for Participation

1. The requirements in this policy apply to grades 9-12.
2. Student academic performance shall be checked and students declared eligible at the conclusion of each periodic interval. The interval for periodic review for the Chino Valley Unified School District for determining eligibility shall be approximately every 4½ weeks.

In order to participate in athletics, the student athlete must have the following:

- a) A completed physical form on file with the athletic director. Physical forms are available in the school office and includes the following:
 - A physical examination: Must be for the purpose of school athletic participation and must be signed by an examining physician, either and M.D., D.O., or NP/PA-C.
 - Parent Permission: Parent signed giving permission to go out for sports.
 - Statement of or waiver of insurance: If parents have adequate insurance coverage, fill out the company name and policy information.
- b) Birth Certificate
- c) Athlete must have a passing score on the Mild Traumatic Brain Injury/ Concussion Course provided by AIA.
- d) Clearance to Practice: Bring all forms to the Athletic Director to get clearance to practice. It is recommended that athletes get cleared before the school year begins. Do not wait until the first day of practice!
- e) Eligibility: According to district policy, all students must meet eligibility requirements before participation in athletic activities. To be eligible to participate, students must have all **Ds** or better.

For further information on extracurricular activities, please refer to the CVHS Athletic Handbook.

CALLING SCHOOL

If parent/guardians would like to speak with their child's teacher, they should call before classes begin or after the students are dismissed. Parents may call during class hours and leave a voicemail message. If you are requiring a conference, you may schedule one through the counseling office.

All phone messages will be delivered between classes or at lunchtime. Please do not use cell phones to call or text students during class time. Teachers will confiscate cell phones when they appear in the classroom.

UNINTERRUPTED INSTRUCTIONAL TIME

Each school and/or grade level has time designated for uninterrupted instruction. The school protects instructional time by ensuring classes are not interrupted with announcements or messages from home. When you have messages, materials, lunch money, etc., please take them to the school office. Messages to students will be delivered during the last 5 minutes of class or between periods.

COMMENCEMENT PARTICIPATION

A student may not participate in the commencement ceremony until it has been verified on the transcript that all graduation requirements have been met and all debts to the school have been satisfied. A student must participate in the commencement practice if he/she is to participate in the commencement ceremony.

SCHOOL COLORS

The school colors are blue and grey. Students and staff are encouraged to wear school colors on Thursdays.

IDENTIFICATION CARDS

All students will be issued a free picture identification card. If a student loses the I.D. card, a new one may be purchased in the front office. A school I.D. must be presented to enter school dances.

STUDENT CONDUCT

DISCIPLINE

General Rules

The jurisdiction of the school is primarily limited to the school premises or a school-sponsored function. However, severe violations of the law which occur off the school premises may result in disciplinary action if continued attendance in school or at a school sponsored function is likely to be detrimental to the welfare of the majority of students. Factors to be considered in these cases include the kind of violation which has occurred, the actual guilt of the student, the previous record of the student and the cooperativeness of the student and parents.

In addition, school rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school, off campus time during the normal school day, lunch hour and released periods and while attending or participating in any school sponsored activity. A student is considered at all times and places a member of the Student Body as long as he/she is enrolled in school and all rules and regulations shall be binding on his or her conduct.

Step One: The classroom teacher will notify the parents by telephone or letter regarding the problem their child is causing in the classroom. The date and conclusions arrived at with the parent will be noted on an official referral form by the teacher.

Step Two: If the problem is not resolved or recurs following Step One, the classroom teacher will refer the student to the counselor. The counselor will attempt to mediate the problem by consulting with the student, the parent and the teacher. The counselor will record the conclusions reached on an official referral form.

Step Three: The student will be sent to the office with an official discipline referral form. The office will take whatever action the situation warrants and will record the outcome on the referral.

We expect every staff member to be treated with respect and dignity just as the student should receive the respect of the staff. It is imperative that the teacher be in charge of the class. Anything less would lead to a poor educational opportunity for all. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

Prior Misconduct

Occasions of prior misconduct where a student has previously received disciplinary consequences where it is established:

- a) The student has not benefited from prior and usually less severe disciplinary intervention, or;
- b) The student is engaging in continued disruptive or disorderly behavior.

KNOWLEDGE OF SCHOOL RULES

(Board Policy JIC)

Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulation shall be sufficient grounds that the violation was done knowingly.

BEHAVIOR EXPECTATIONS FOR ASSEMBLIES & PROGRAMS

Throughout the year, the student body is brought together at assemblies for various programs. Appropriate behavior during assemblies is required. Booing, whistling, or distracting the people on stage, in any way, may merit the loss of assembly privileges or result in other disciplinary action.

BICYCLES AND SKATEBOARDS

Riding bicycles, scooters, roller blades, skateboards, or any motorized item on campus is not permitted at any time.

BULLYING: Bullying is not tolerated at school. Bullying is defined as the repeated abuse of power intended to harm or humiliate another person. The key elements of bullying are: 1) **intentional** (on purpose to cause harm), 2) **imbalance of power** (one person or group utilizing power over another), and 3) **repeated over time**.

In order to provide a safe learning environment, our school is proactive in prevention, awareness, and has interventions regarding bullying. Reporting by students and parent/guardians can be confidential, and there is a process of documentation, investigation, and disciplinary procedures for verified incidences of harassment, intimidation and bullying.

BUSES/TRANSPORTATION: The school's transportation policies and procedures are designed to support safe transportation. Rules of conduct necessitate consequences for failure to comply. It is also understood that transportation to and from school is the parent's responsibility and not the school district's (A.R.S. 15-342). Our school district offers transportation from established bus stops for students of our district and it is a privilege that can be denied, if an individual chooses to put the safety of others at risk.

Rules per Federal/State Laws and School District Policy

- 1 Follow driver's direction first time given.
1. Stay in your seat, keep aisle clear at all times.
2. No throwing of anything.
3. Keep hands, feet, books and other objects to yourselves.
4. No swearing, foul language or rude gestures.
5. Use appropriate behavior at the bus stop.
6. Animals, insects or reptiles shall not be transported in a school bus.
7. Glass items shall not be transported in a school bus.
8. No possession or use of a controlled substance, i.e., alcohol, cigarettes, chew, etc., is allowed on the school bus.

9. Weapons of any sort, explosives, fireworks, smoke or stink bombs or other dangerous objects shall not be transported in a school bus.
10. It is unlawful for passengers to place any part of their body outside of the school bus.
11. Educational items brought onto the bus are the responsibility of the passenger and shall not block the aisle or take up needed seating space, i.e., musical instruments, athletic equipment, class projects, etc. Additionally, any item that would cause a safety hazard will not be transported, i.e., balls, skateboards, boom boxes, radios, balloons, fishing poles, etc.
12. Items causing a safety distraction, i.e., cell phones, trading cards, music playing devices, etc., may be taken from the student and can be picked up by a parent at the transportation facility.

Parents are reminded that students need to be at their bus stop five (5) minutes before the scheduled time the bus is to arrive.

The transportation department strongly discourages students from riding different buses or making changes in designated stops. To request a change in bus or stop, a written request must be turned into the school, signed by a parent/guardian with a phone number and date of request, at least one day prior to the requested change. Telephone request for bus changes are highly discouraged as we have no way to identify the caller.

Kindergarten/preschool students will not be let off the bus at their stop unless there is an adult to meet them or a note has been provided to the school/transportation department, which permits the student to walk unattended or with siblings from the bus stop. Parents should advise younger students to follow the procedure of “if in doubt, stay on the bus”.

The Transportation Department is under the directorship of Jeff Lambert. Issues, complaints, and suggestions involving transportation should be directed to his attention. He is available at the Transportation Facility by phone at (928)636-2305 during business hours Monday through Thursday from 6:30am – 5:30 pm. There is an answering machine for all other times.

CAFETERIA

The school cafeteria serves breakfast and lunch daily. School meal prices are subject to change and specific prices can be obtained by calling the school office. Cash payments for lunch or milk are to be paid in the cafeteria at lunchtime on the line. Prepaid lunches may be purchased in the cafeteria each morning. **Changing lunch periods is not permissible.**

**Students will eat their lunches only in the
cafeteria or the patio area.**

COMMUNICATION

(District Policy JIC)

Conduct or speech which violates commonly accepted standards of the school district and which, under the circumstances, has no redeeming social value will not be allowed. Students

are required to communicate to staff and other students in a respectful manner. Vulgarity, obscene gestures, rude and defiant comments are considered inappropriate forms of communication. The standard to be used is that of the school community, in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population.

CONFISCATION OF ITEMS

Items which may disrupt or interfere with the educational process may be removed from a student and taken to the front office. When teachers confiscate items, they may be returned to the student's parent/guardian. Items which are illegal will be turned over to the police.

Students should carefully consider before deciding to bring valuable electronic devices onto campus. The school and/or district are not responsible nor does it have insurance to cover students' lost or stolen property. Students may report theft, damage or vandalism to the Security Officer.

CVHS is NOT liable for stolen property.

**POCKET KNIVES OF ANY SIZE ARE NOT ALLOWED ON CAMPUS
AT ANYTIME, NO EXCEPTIONS.**

DANCES

All dances must be approved by the administration and placed on the calendar of events. Dances must be adequately chaperoned with a list of chaperones provided to administration one week prior to the event. Music selections must be cleared with the sponsor and approved by the administration for language and content. Lighting should be such as to produce a wholesome atmosphere. **Regular school attire is required for all dances except for semi-formal and formal dances such as Homecoming or Prom. Dress attire for semi-formal and formal dances should consist of the following: boys should be in dress pants, collared shirt and tie; girls should wear semi-formal or formal attire.** Students, who are not dressed appropriately for a school dance or formal event such as Prom, will not be admitted. Students leaving the dance will not be allowed to return. No student with alcohol on his/her breath will be admitted. There will be no use of tobacco at the dances. Additional regulations for certain dances may be imposed by the administration. Dance styles must be appropriate for the school setting. **Freak dancing, moshing, and grinding are not permitted.** Students will be given one warning. A second warning will mean the student will be asked to leave the dance. Students asked to leave the dance will not be readmitted. Dances will be for CVHS students only with student identification required at the door. **Students currently suspended from school will not be allowed to attend the dance.** Guests outside the school must be of high school age and be enrolled in a high school program (exceptions may be made for senior students with parent approval). Guest passes must be obtained and approved by the administration. **CVHS dances are not open to the public.**

DETENTION

The purpose of detention is to provide an alternative to out of school suspension for students that disrupt the learning environment or violate other school rules. **Detentions must be served within one week of issuance. Failure to do so will result in a one day In School Suspension**

or one day Out of School Suspension. Bus transportation is available for those attending after school detention.

IN SCHOOL SUSPENSION (ISS)

ISS is one of the options outlined in the Discipline Matrix. The student is assigned to this room from one or more days. While in ISS the student will be expected to follow specific rules for that room. If a student cannot follow these rules or disrupts ISS, that student will be sent home on Out Of School Suspension (OSS). Before the student returns to regular classes, the original remaining ISS time plus an additional day may be required. If the student is absent on the assigned ISS day(s), the assigned day(s) of ISS will need to be served before returning to regular classes. When a student is serving ISS, he/she may not participate in extracurricular activities on the assigned days of ISS.

OUT OF SCHOOL SUSPENSION(OSS)

Students who are suspended from school may not be on any CVUSD campus during this time and may not take part in extra-curricular activities as either participant or spectator. A parent conference may be required before the student returns to school.

DIRECTIONS FROM SCHOOL OFFICIALS

(District Policy JIC)

Students who fail to comply with the lawful directions of a school district official or of school district security officers or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers, when lawfully requested to do so, will be disciplined.

DRESS AND APPEARANCE

(Board Policy JICA)

**...cover it up
...clean it up,
...and keep it decent!**

At any time you could be sent home to change into more appropriate attire.

The school reserves the right to insist that the dress and grooming of students is within the limits of generally acceptable community standards and that students be required to show proper attention to personal cleanliness. Fashions and fads that become a health or safety hazard to one self or others will not be allowed. Students' dress, personal appearance and conduct are required to be of such character as not to disrupt the educational environment of the school. The specific standards for dress and appearance at CVHS are as follows:

1. All students must wear shoes.
2. Teachers in specialized areas (shop, athletics) may impose additional rules relating to dress, safety goggles and hair management for reasons of health and safety.
3. Undergarments will be worn by all students and be covered. Boxers or pajama pants cannot be worn as shorts/pants. Excessive sagging will result in consequences. Clothes with offensive or inappropriate sayings and have double meanings (such as sexual comments, and advertisements for tobacco, alcohol or drugs or portrays violence) are unacceptable.
4. Hats and sunglasses are allowed on campus. All hats and sunglasses must be removed in the classroom by all students.

5. Appropriate tank tops are allowed however spaghetti straps or thin strapped shirts are not. There should be NO visible undergarments. Strapless tops, and strapless dresses are allowed with a small sweater over them. Clothing that shows skin in the front OR back of the student in any position (either sitting or standing etc.) is not allowed. “Muscle shirts” or “under tanks” with abnormally large arm holes are not allowed to be worn without appropriate undershirts.

6. Shirts that allow any visible cleavage are not allowed.

7. Hats and jewelry with offensive, inappropriate sayings and have double meanings (such as sexual comments, advertisements for tobacco, alcohol or drugs or portrays violence) or gang related are prohibited on campus.

8. Skirts, shorts and dresses must be modest in length to provide adequate coverage; a minimum of mid-thigh in length is required. Any dress or skirt that is above the knee must have spandex or shorts worn underneath them.

9. Holes in jeans should not be higher than mid-thigh.

10. Leggings must be covered up with a long shirt, skirt, or shorts.

11. Long or ankle length overcoats and/or capes are not allowed.

12. Profane and defamatory writing on clothes or person is not acceptable.

13. Jewelry shall not be worn if it presents a safety hazard. Facial piercing shall be limited to studs or plastic retainers. Hoops, spikes and rings can present a safety hazard and are not allowed.

If students violate these rules, there will be consequences. The student may be sent to the office to receive the appropriate clothing. **The student may receive a T-shirt or shorts to wear over his/her inappropriate clothing or be sent home to change.** Suspenders will be given to students whose pants are sagging and inappropriate amount. Parents will be notified if the student repeats the same offense (in some cases). Repeat offenses may result in further disciplinary action or out of school suspension.

DRESS CODE WILL BE ENFORCED AT SCHOOL EVENTS.

STUDENT DRIVING REGULATIONS

(Board Policies JLIE; ARS 15-342)

Students driving vehicles to school are expected to abide by state, county, city and school district traffic laws and regulations. Student vehicles, on school grounds, are subject to being searched. All students who wish to park cars and/or motorcycles on campus must register each vehicle and purchase an annual parking permit (\$30.00) from the high school office. There will be a \$10.00 replacement fee if the parking permit is lost or stolen. Requirements for this permit include a valid Arizona driver’s license and proof of insurance.

Parking Permit Must be Displayed on the Front Windshield of Driver’s Side.

A ticket could be issued if any of the following regulations are violated. (1st parking ticket= warning, 2nd parking ticket= 1 day of ISS, 3rd parking ticket= \$10.00 fee).

1. A student may not, for any reason, park in the teachers’ parking area or a space designated for visitors or reserved for school staff.
2. **STUDENTS ARE NOT ALLOWED TO PARK IN THE DISTRICT OFFICE PARKING LOT**
3. The parking lots are off limits to students during school hours.

4. Loitering in these areas or sitting or congregating in cars is not permitted at any time.
5. Vehicle speed is restricted to 5 mph and should be driven in a safe manner
6. All students must be licensed and covered by insurance.
7. **Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in that vehicle.**
8. Parking regulations will be strictly enforced. It is considered a **privilege** to park on school grounds. Suspension of driving privileges, and or suspension from school may occur when violations of these regulations occur. **Vehicles will be towed at driver's expense.**
9. Any student operating a vehicle in a reckless manner on school property may lose his or her parking privileges for the remainder of the school year.
10. Any student who parks on school property and fails to obtain a parking permit is in violation and will receive a parking ticket and is subject to being towed.

THE SCHOOL IS NOT RESPONSIBLE FOR THE STUDENT'S VEHICLE OR CONTENTS.

RESOLVING PARKING TICKETS

The student should first visit with the security officer to resolve ticket. If the student wishes to contest the ticket, an appointment will be made with the Assistant Principal and security officer to discuss reason for ticket and determine consequences.

DRUG ABUSE PREVENTION PROGRAM

(Board Policy IHAMA)

Drug abuse prevention shall be taught as part of a comprehensive health education program in the District's curriculum. A primary goal of the program is to equip the learner for decisions he/she must make about drugs, alcohol and tobacco in his/her life. In addition to the established curriculum, each principal shall direct the use of the other educational information including, but not necessarily limited to, assemblies, speakers, printed materials and inclusions in other curriculum areas whenever possible.

DUE PROCESS

(Board Policies JKD and JKE)

In disciplinary cases, students are entitled to due process. Student will:

- Be informed of accusations against them.
- Have the opportunity to accept or deny the accusations.
- Have explained to them the factual basis for the accusations.
- Have a chance to present an alternative factual position if the accusations are denied.

FIELD TRIPS

(District Policy IJOA)

Field trips are a privilege. Students who are failing one or more classes, or who have a disciplinary referral may not be able to participate in field trips. In order for a student to participate in a field trip, a field trip permission slip must be signed by a parent or guardian and it must be turned into the teacher in charge of the field trip prior to leaving school. The permission slip includes a medical treatment authorization waiver which allows the school to authorized medical treatment in case of an emergency.

FOOD IN THE CLASSROOM/LIBRARY/GYMNASIUM

Candy, soda and other food items, such as sunflower seeds, are not to be eaten or brought into classrooms and other school buildings.

INDECENCY

(A.R.S. 13-1402)

Students are not allowed to moon, streak or otherwise expose themselves while on campus, attending a school function, or being transported in a school vehicle.

INTERROGATION/ARRESTS

(Board Policy JIH)

The personnel of the District shall cooperate fully with the police. Police interrogations can be made upon request of the school's administration. When an arrest is formally made, the District and its employees no longer exercise jurisdiction over the student. School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody.

LOST AND FOUND

All misplaced articles that are found are turned into the school Office. If a student finds something that does not belong to him or her, it must be turned into the Office. If a student has lost an item at school, he/she may check with the Office to see if it has been turned in by someone. Any unclaimed articles are periodically donated to charity.

PARENTS RIGHT TO KNOW

This section is to inform you of your right AS A PARENT to request information regarding the professional qualifications of your child's teacher.

The information must state if:

- The teacher meets State Qualifications/licensure requirements,
- The teacher is teaching under an Emergency Teaching Certificate,
- The teacher has a baccalaureate degree,
- The child receives services from a paraprofessional and
- The qualifications of the paraprofessional.

The professional qualifications listed above are available for review in the school office where your child attends and are also available for review in the Chino Valley Unified School District #51 Human Resources office located at 115 N. Center Street, Chino Valley.

If you have any questions regarding the qualifications of your child's teacher(s) or any questions concerning this process, you may contact the principal of your child's school or April Jelovic , Director of Human Resources.

PERSONAL PROPERTY

All students' property such as clothing, purses, ELECTRONIC DEVICES and lockers are the students' responsibility. Do not bring large sums of money or valuables to school. Each student must take care of his or her own property. Students shall not take another student's property. That will be considered theft. **CVHS is not responsible for personal property.**

PREPARATION FOR CLASS

Students are expected to report to class with the materials needed to be prepared and ready to learn. Minimum requirements would include paper, pen, and pencil.

PROPERTY

Students will not threaten to or damage property of the school district, regardless of the location or property of a member of the community or a visitor to the school when such property is located on school district controlled premises.

REMOVAL OF STUDENTS FROM SCHOOL SPONSORED ACTIVITIES

School administration may remove a student from a school-sponsored activity if the administration determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the administration determines that such removal is in the best interest of the activity or in the best interest of the school as a whole. School administration may also remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

RESTRICTION OF PRIVILEGES

The school administration may notify the parents/guardians of privileges restrictions. Such privileges include cafeteria, library, classroom or laboratory participation, bus use, vehicle use, school passes, trips, dances, and bicycle use. A report of the restriction will be recorded in the student's conduct file.

All students that have been suspended or expelled from school are restricted from entering any District property or attending any school-related activity without prior approval of the school administration. This restriction is in effect until the suspension or expulsion has been lifted. Failure to follow this restriction will result in a report to the police for trespassing.

STAKEHOLDERS' ROLES AND RESPONSIBILITIES

The responsibility of maintaining positive, constructive behavior within the school is cooperative effort, shared by students, parents/guardians, teachers, administrators, and support staff.

The active involvement of and support by teachers, parents/guardians, administrators and other school staff is critical in helping the student understand the value of good conduct and its relationship to individual learning and success.

Teaching and assisting students to develop positive/productive attitudes and behaviors will enable them to be active learners and valued contributors to the school community.

SEARCHES

(Board Policy JIH)

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the fourth amendment of the Constitution. However, 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 is detrimental to the health, safety, and welfare of the student(s) exists. **School Administration may conduct or authorize searches or seizures when they have reason to suspect students may have violated school or district policies or procedures. These searches or seizures could include a student's person, vehicle, backpacks, purses, cell phones, or other personal effects.**

General searches may be conducted at any time there is reasonable cause for school employees to suspect dangerous or illegal items may be on school property. The search may be conducted without the student being present. Illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety of others shall be seized by school employees and a report made to the proper authorities.

The school maintains ownership of student P.E. lockers and may search them on a periodic basis as deemed necessary.

PHYSICAL RESTRAINING

(District Policy GBEB)

CVHS administration including the security officer may use reasonable and appropriate force upon a minor to the extent reasonably and appropriately necessary for the following purposes:

- To restrain a student from an act of wrongdoing.
- To quell a disturbance threatening physical injury to others.
- To obtain possession of weapons or other dangerous objects on a student's person or within the control of a student.
- For the protection of persons or property.
- For the preservation of order.
- Any administrator, teacher, or other school employee may use reasonable and necessary physical restraint for the purpose of self-defense.

STUDENT CONDUCT

The following is a list of some common offenses that are subject to disciplinary action. The specific board policy is in parentheses.

Disruptive Conduct

(Board Policy JIC; A.R.S. 13-2904)

- Obstructing Operations
- Unlawful Assembly
- Riot
- Interference with the Peaceful conduct of Educational Institutions (Use of cellular phones and pagers or any electronic device that rings or buzzes or otherwise causes a disruption or distraction in class).

Interfering With Disciplinary And Administrative Proceeding

(Board Policy JIC)

- Influencing a Witness
- Tampering with a Witness
- Tampering with Physical Evidence
- Obstructing an Investigation

Conduct Which Violates Federal, State, And Local Law Or District Policy

(Board Policy JIC)

Defiance Of Authority

(Board Policy JIC)

- Falsification of Written and Oral Statements
- Forgery
- Failure to Answer Truthfully Inquiries of Authorized School Personnel

The Obligation Of The Student To Be Truthful And Honest In Interactions With Members Of The School Community

(Board Policy JIC)

- Falsification of Written and Oral Statements
- Forgery
- Failure to Answer Truthfully Inquiries of Authorized School Personnel

Cheating/Forgery

(Board Policy JK-R; A.R.S. 13-2002)

- Forgery
- Obtaining a Signature by Deception
- Tampering with a District Record
- Plagiarism
- Unauthorized Possession or knowledge of testing Materials
- Submission of Work or Answer of Another as One's Own Work

Theft, Extortion

(A.R.S. 13-1802 and 13-1804)

- Theft
- Theft by Extortion
- Robbery

Misrepresentation That Activity Is School Sponsored

Misconduct Involving Computer Or Internet

(District Policy IJNDB)

Alcohol, Drugs, Drug Paraphernalia, And Materials That Are Designed To Look Like These And Vapor Releasing Substances

(Board Policy JICH, A.R.S. 13-3411 and 4-244))

- Possession, distribution, and sale of a vapor-releasing substance containing a toxic substance; regulation of sale.

- Possession, distribution, use or sale of marijuana, dangerous drugs, narcotic drugs, narcotic drugs, or alcohol on school grounds or near schools or at school activities.

Possession And Use Of Tobacco

(Board Policy JICG and A.R.S 13-3622)

- Student accepting or receiving tobacco
- Possession or use of tobacco on school premises or at school events

Vandalism And Destruction Of District Property

(Board Policy JICB and A.R.S. 13-1601 and 13-1604)

- Damage
- Defacing or damaging any building, structure, or place used as a school or as an educational facility
- Damage to school property

Littering

(A.R.S.13-1603)

- Littering or polluting

Possession Of Weapons Or Dangerous Items

(Board Policies JICI and JK-R, A.R.S. 13-3102, 13-3107, and 13-3111)

- Weapons include firearms, knives, destructive devices, or dangerous instruments.
- Misconduct involving weapons including display of, possession, and use of weapons.
- Misconduct involving simulated weapons and explosive devices including display of, possession, and use of simulated weapons and explosive devices.
- Minors prohibited from carrying or possessing firearms or simulations. (A nonlethal dangerous item is a laser pointer. **Possession Of Dangerous Or Harmful Substances (i.e. mercury or acid)**)

Threats, Assaults, Fighting

(Board Policies JIC, JII, and JK-R; A.R.S. 13-1203, 13-1204, and 15-341)

- Endangerment
- Threatening or intimidating
- Assault
- Verbal abuse
- Stalking
- Racial slurs
- Hazing (Board Policy JICFA)
- Bullying

Procedures for reporting these incidences are included at the end of this handbook under **Student Concerns, Complaints, and Grievances**.

Initiation And Hazing

(Board Policies JICFA and JK-R; A.R.S. 15-2301)

The full hazing policy is included at the end of the handbook.

Defamation

(Board Policy JIC)

- Libel and invasion of privacy

Obscenity, Vulgarity

(Board Policy JK-R; A.R.S. 13-2917)

Consumption Of Food And Drink

Gambling

(Board Policy JK-R; A.R.S. 13-3301)

Inappropriate Activation Of Emergency Alarms And Fire Control Devices Or False Reporting

(A.R.S. 13-2907)

- False Reporting

Bomb Threat

(A.R.S. 13-2907)

Arson

(A.R.S. 13-1703 and 13-1704)

- Reckless burning
- Arson of a structure or property
- Arson of an occupied structure

Unauthorized Entry Or Access

(A.R.S. 13-1502, 13-1503, and 13-1504)

- Unauthorized manufacture, duplication, use, or possession of key to a public building
- Criminal trespass
- Burglary
- Unauthorized access or entry by electronic means into District property or programs

Truancy/Tardiness

(Board Policies JE, JEA, JHB, and JK-R; A.R.S. 15-803)

- Compulsory school attendance
- Unauthorized departure

Detention (Board Policy JK-R)

Endangering Health And Safety Of Others

(Board Policy JK-R)

- Increasing likelihood or causing hazardous condition
- Increasing likelihood or causing condition which presents a health risk including throwing objects without strict supervision, such as water balloons, rock, pencils, etc.

Prohibition Of Being On Campus While Suspended Or Expelled

Loitering

(A.R.S. 13-2905)

- Loitering within one city block of school grounds

Traffic And Bus Rules And Automobile Usage

(Board Policy JLIE)

Attempt To Engage In Misconduct

(Board Policy JIC)

Assisting Or Encouraging Another To Engage In Misconduct

(Board Policy JIC)

Responsibility To Report Misconduct

- Stand by watcher

Inappropriate Display Of Affection

(Board Policy JIC)

Physical Sexual Contact

(Board Policy JK-R)

Sexual Harassment Policy

(Board Policy ACA; A.R.S. 41-1461)

- Improper sexual advance
- Return for sexual favors
- Verbal or physical conduct of a sexual nature

Procedures for reporting these incidences are included at the end of this handbook under **Student Concerns, Complaints, and Grievances**.

STUDENT EXPECTATIONS

Each student is responsible for helping to create and maintain a school environment which is safe and conducive to learning. He/she shall:

- Model acceptable behavior at school.
- Be responsible for his/her own actions and the consequences of those actions.
- Show consideration and respect for fellow students, for the school staff members and for school property.
- Display physical and verbal self-control and seek other methods of dealing with problems.
- Participate in the development of the school's student behavior expectations.
- Work toward understanding and displaying self-discipline.
- Recognize that students are in school to learn and that order and structure help to create an environment where safe, productive and uninterrupted learning can occur.

STUDENT FUNDS/SALES EVENTS

Student fundraising projects must be scheduled and approved by the administration and Student Council in advance. All funds involved in student activity operations are classified as public

monies, by law. A carefully designed student activity accounting system is therefore mandatory to ensure that there is proper accounting for these funds. This accounting is kept in the secretaries' office. Fundraisers on school grounds for organizations or individuals not approved by the Board of Governors or sanctioned by the Student Council of CVHS are strictly prohibited. Any outside advertising of events must have prior approval of the Principal

STUDENT PASSES

After the beginning of all classes, students are expected to be in their assigned classroom. Students are not allowed to leave class without a pass and the teacher's permission. A student must have their student agenda in order to get a pass to leave class. Leaving class without permission of the teacher will be considered truancy. Students reporting to the Health Center or Office must have a pass from the teacher or other school staff member, unless it is an emergency situation. Students out of class without a pass will be considered ditching.

STUDENT RIGHTS

The constitutional rights of individual assure the protection of due process law.

TECHNOLOGY

The District and CVHS has established a policy pertaining to the use of school computers and the Internet. A portion of this policy is attached at the end of this handbook.

PHONE MESSAGES FOR STUDENTS

It is difficult to deliver messages to students during the school day. Messages will be delivered only in cases of extreme hardship or emergency. The school phone may be used by students for emergencies only. Students will not be excused from class to use the school phone or their personal cell phones.

Students are not allowed to answer or text on their cell phone during class.

TEXTBOOKS

All books are furnished by the school. Pupils and their parents shall be held responsible for proper care of books and may be required to pay for any damage to them. Books must be kept clean and unmarked.

THREATENING AN EDUCATIONAL INSTITUTION

(Board Policies JIC and JK, A.R.S. 15-841 and 13-2911)

Threatening an educational institution means to interfere with or disrupt an educational institution. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution, or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

USE OF SCHOOL/DISTRICT PROPERTY BY STUDENTS

(District Policy JICB)

Students are expected to use reasonable care while using any District or School property. Students must have prior approval from the Principal in order to use any school/district property off school campus.

DISCIPLINE MATRIX AND DEMERITS

When dealing with discipline issues, the school administration refers to a governing board approved discipline matrix which takes into account the severity of the offense along with the number of occurrences when recommending consequences. In addition, the discipline matrix has a numerical value assigned to each offense called demerits. Demerits are a way to track how often and what type of offense a student has committed. When a student has reached 15 demerits,

this is an indication that the student is unwilling to follow the school's code of conduct. At this point, the student is suspended from school for eight (8) days and the administration has the option of allowing the student to come back to school on a behavior contract, assigning the student to the alternative program, or referring the student to the superintendent for further consequences.

CHINO VALLEY HIGH SCHOOL DISCIPLINE MATRIX

The following are discipline consequences for various infractions. All incidents will be dealt with on an individual basis. These are recommendations only and the administrator has the authority to reduce or increase the consequence based on the severity and/or nature of the incident.

TIER 1

Parking Violations

1st Offense- Warning, 1 demerit

2nd Offense- 1 day of detention, 3 demerits

3rd Offense- Parking ticket, 5 demerits

4th Offense-Vehicle towed, loss of parking privileges, 7 demerits

Moving Violations

Excessive Speed

1st Offense-Warning, 1 demerit

2nd Offense-1 day of ISS, 3 demerits

3rd Offense- Ticket, loss of parking privileges, 5 demerits

Reckless Driving

1st Offense-1 day of ISS, 5 demerits

2nd Offense- Ticket, loss of driving privileges, 7 demerits

Bus Referral

1st Offense – consequence determined by director of transportation, 1 demerit

2nd Offense – consequence determined by director of transportation, 2 demerits

3rd Offense – consequence determined by director of transportation, 3 demerits

Cheating/Plagiarism

1st Offense – Student receives an “F” on the assignment, parent conference,

ISS 1 day, 3 demerits

2nd Offense – Student receives an “F” on the assignment, parent conference,

ISS 2 days and 5 demerits

3rd Offense – Student receives an “F” on the assignment, 7 DEMERITS AND/OR Parent conference, OSS 4 DAYS

Inappropriate Display of Affection

1st Offense – Warning, 3 demerit AND PARENT PHONE CALL

2nd Offense – ISS 1 day, parent conference, 5 demerits

Profanity/Obscenity/Possessing and/or Viewing Pornographic Material on School Grounds

1st Offense –ISS 1 day, parent PHONE CALL, 3 demerits

2nd Offense –ISS 2 days, parent PHONE CALL, 5 demerits

3rd Offense – ISS 3 days, parent conference, 7 demerits

4th Offense – OSS 4 days, parent conference, superintendent referral, 9 demerits

Tier 2

Academic

Classroom Disruption Following Two Step Process-Continual Disruption of the Educational Process on page 26 of the handbook

1st Offense –ISS 1 day, 3 demerits, parent conference

2nd Offense – ISS 2 days, 5 demerits, parent conference

3rd Offense – OSS 4 days, parent conference, 7 demerits, POSSIBLE superintendent referral

Computer Misuse/Tampering

1st Offense – ISS 1 day, Loss of computer privileges for 2 weeks, parent conference, 3 demerits

2nd Offense- ISS 2 days, Loss of computer privileges for semester, parent conference, 5 demerits

3rd Offense – OSS 3 days, Loss of computer privileges, parent conference, 7 demerits, superintendent referral. Depending on the severity of the incident, the police may be notified.

Forgery/Lying

1st Offense – ISS 1 day, parent PHONE CALL, 3 demerits

2nd Offense – ISS 3 days, parent conference, 5 demerits

3rd Offense – OSS 4 days, parent conference, 7 demerits, POSSIBLE superintendent referral

Attendance

Closed Campus Violation/Truancy

1st Offense – ISS 1 day, parent conference, 3 demerits

2nd Offense —ISS 2 days, parent conference, 5 demerits

3rd Offense – ISS 3days, parent conference, 7 demerits, superintendent referral

- More than 5 unexcused absences in any single class will result in loss of credit for that class. Habitually truant means a student who is truant for at least 5 school days within a school year. Habitual truancy may result in a juvenile referral to the police

Tardies (each tardy accumulates per period)

1st Tardy-Teacher warning, parent phone call

2nd Tardy-Detention, parent phone call

3rd Tardy-Detention, parent phone call

4th Tardy and every tardy thereafter- ISS, parent phone call, 3 demerits

Unexcused Absences (each UA accumulates per period)

3 days of UA- ISS 1 day, parent phone call, 3 demerits

1 day ISS and 3 demerits for every UA per period thereafter

Left Class Early (Without Permission)

1st Offense – ISS 1 day, parent conference, 3 demerits

2nd Offense – ISS 2 day, parent conference, 5 demerits

3rd Offense – ISS 4 days, parent conference, 7 demerits

Misconduct

Confrontation, Minor

1st Offense – Conference with parties involved, parent conference, 3 demerit

2nd Offense – ISS 1 day, parent conference, 5 demerits

3rd Offense – ISS 3 day, parent conference, 7 demerits

4th Offense – OSS 4 days, parent conference, 9 demerits, superintendent referral

Confrontation with Staff (Including but not limited to being rude and disrespectful towards staff and/or using profanity while talking to a staff member)

1st Offense – ISS 1 day, parent conference, 3 demerits

2nd Offense –ISS 3 days, parent conference, 5 demerits

3rd Offense – OSS 4 days, parent conference, superintendent referral,
7 demerits

Failure to Serve Detention/Insubordination

1st Offense – ISS 1 day, parent conference, 3 demerits

2nd Offense- ISS 2 days, parent conference, 5 demerits

3rd Offense - ISS 3 days, parent conference, 7 demerits

Insubordination

1st Offense – ISS 1 day, parent conference, 3 demerits

2nd Offense- ISS 2 days, parent conference, 5 demerits

3rd Offense - OSS 3 days, parent conference, 7 demerits, superintendent referral

Prohibited Items on Campus or Classroom

(NOT limited to pocket knives, cell phones, iPods, electronic games)

- 1st Offense – Conference with student, confiscation until after the school day, 1 demerit
- 2nd Offense – ISS 1 day, confiscation until parent pickup, 3 demerit
- 3rd Offense – ISS 3 day, confiscation until parent pickup, 5 demerits
- 4th Offense – OSS 4 day, confiscation until end of year, 7 demerits

Property

Littering/Failure to Clean Up After Breakfast/Lunch

- 1st Offense- Warning, parent conference, 1 demerit
- 2nd Offense- ISS 1 day, parent conference, 3 demerits
- 3rd Offense- ISS 3 days, parent conference, 5 demerits

Vandalism

- 1st Offense – OSS 3 days, parent conference, 3 demerits
- 2nd Offense – OSS 4 days, parent conference, 5 demerits
- 3rd Offense – OSS 8 days, parent conference, 7 demerits, superintendent referral

Theft

- 1st Offense – ISS 3 days, parent conference, police referral, 3 demerits
- 2nd Offense – OSS 4 days, parent conference, police referral, 5 demerits
- 3rd Offense – OSS 8 days, parent conference, 7 demerits, police referral, superintendent referral

Offensive Behavior

Dress Code Violation

- 1st Offense – Warning, change attire, parent conference, 3 demerits
- 2nd Offense – ISS 1 day, change attire, parent conference, 5 demerits
- 3rd Offense – ISS 3 days, change attire, parent conference, 7 demerits

Indecent Exposure (Including mooning and streaking)

- 1st Offense – OSS 3 days, parent conference, POSSIBLE juvenile referral, 5 demerits
- 2nd Offense – OSS 4 days, parent conference, POSSIBLE juvenile referral, 7 demerits
- 3rd Offense – OSS 8 days, parent conference, 7 demerits, superintendent referral

Grounds Disruption: Assisting or Encouraging Another to Engage in Misconduct (Including but not limited to videotaping and/or encouraging altercations)

- 1st Offense – ISS 1 day, parent conference, 3 demerits
- 2nd Offense – ISS 2 days, parent conference, 5 demerits
- 3rd Offense – OSS 3 days, parent conference, 7 demerits
- 4th Offense – OSS 4 days, parent conference, 9 demerits

TIER 3

Safety

Confrontation, Major (Fighting)

1st Offense – OSS 4 days, conference with parent, 5 demerits

2nd Offense – OSS 8 days, conference with parent, 8 demerits, police referral, superintendent referral

Endangering Health and Safety of Others: (including throwing objects without strict supervision, such as water balloons, rock, pencils, but not limited to throwing objects)

1st Offense – OSS 3 days, parent conference, 3 demerits

2nd Offense – OSS 4 days, parent conference, 5 demerits

4th Offense – OSS 8 days, parent conference, 7 demerits, superintendent referral

Threats and Intimidation/Bullying – Level depends on severity

1st Offense – OSS 4 days, parent conference, juvenile referral, 7 demerits

2nd Offense – OSS 8 days, parent conference, juvenile referral, 8 demerits, superintendent referral

Tobacco (Use, Possession, and Distribution: including electronic smoking devices, vape, and herbal chewing tobacco)

1st Offense – OSS 3 days, parent conference, juvenile referral, 3 demerits

2nd Offense – OSS 4 days, parent conference, juvenile referral, 5 demerits

3rd Offense – OSS 8 days, parent conference, juvenile referral, 7 demerits, superintendent referral

Alcohol (Use, Under the Influence, or Possession; including but not limited to OTC medicine with Alcohol content)

1st Offense – 8 days OSS, parent conference, police referral, 15 demerits, superintendent referral

Drugs: Sale/Purchase, Use, Under the Influence or Possession (Including unauthorized use of prescription, OTC drugs, or synthetic drugs (spice, bath salts, or any chemical used with the intent to have mind altering effects, etc.) or Drug Paraphernalia: Use or Possession (Including lighters, rolling papers, razor blades, and cigarette rollers)

1st Offense – 8 days OSS, parent conference, police referral, 15 demerits, superintendent referral

Distribution of Drugs/Alcohol: Including unauthorized use of prescription, OTC drugs, or synthetic drugs (spice, bath salts, or any chemical used with the intent to have mind altering effects, etc.)

1st Offense – 8 days OSS, parent conference, police referral, 15 demerits, superintendent referral

Arson

1st Offense – OSS 8 days, parent conference, police referral, 15 demerits, superintendent referral

Assault (A threat of bodily harm coupled with an apparent, present ability to cause harm)

1st Offense – OSS 4 days, parent conference, police referral, 10 demerits

2nd Offense – OSS 8 days, parent conference, police referral, 15 demerits, superintendent referral

Bomb Threat, False Fire Report, False 911 Calls

1st Offense – OSS 8 days, police referral, 15 demerits, superintendent referral

Possession of a Firearm [ARS 15-841 (G)]

1st Offense – OSS 8 days, police referral, 15 demerits, school board referral

Possession of a Weapon (other than a firearm)

1st Offense – OSS 3 days, conference with parent, police referral, 7 demerits

2nd Offense – OSS 4 days, conference with parent, police referral, 7 demerits

3rd Offense – OSS 8 days, police referral, 7 demerits, superintendent referral

Disorderly Conduct/Threatening Staff (verbally, physical, or posturing with the intent to threaten staff or an Educational Institution)

1st Offense – OSS 8 days, parent conference, 15 demerits, police referral, school board referral

LEGAL NOTICES

REHABILITATION ACT-SECTION 504

Section 504 is an act which prohibits discrimination against a person with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who: 1) has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); 2) has a record of such impairment; or, 3) is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Chino Valley Unified School District #51 recognizes a responsibility to avoid discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. If there are questions, please feel free to contact the Section 504 Coordinator for the school district, at 636-2458.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

(District Policy JR)

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.

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.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Ave., SW
 Washington, D.C. 20202-5920

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION / BULLYING
 (Board Policy JICK-R)

The District does not tolerate bullying in any form. Further, the District shall investigate each complaint of bullying and will take appropriate, timely, and responsive action. 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.

Any student who feels he or she has been the victim of bullying or suspects other students of being bullied should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report. Any staff member, who becomes aware of or suspects that a student is experiencing bullying shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee, but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report. Reprisal directed toward a student or employee for the reporting of a case of bullying or a suspected case of bullying will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

- be posted in each classroom and in common areas of the school,
- be summarized in the student handbook and on the District website, and
- be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, including, at the time the incident is reported, a written copy of student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s). The principal or the principal's designee is responsible for the maintenance of documentation related to bullying.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements. For additional information or to file a complaint, you may contact the federal government or Arizona Department of Education at the following addresses and phone numbers:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-5901
 (202) 260-3887

Arizona Department of Education
 Exceptional Student Services
 1535 W. Jefferson, BIN 24
 Phoenix, AZ 85007
 (602) 542-4013

NON-DISCRIMINATION STATEMENT

Chino Valley Unified School District Policy assures that all vocational and academic opportunities will be offered without regard to race, color, national origin, sex, or handicap. If questions should arise, contact the District Title IX and Section 504 Compliance Officer, PO Box 225, 650 East Center Street, Chino Valley, AZ, 86323. Phone: 928-636-2458.

NO CHILD LEFT BEHIND LEGISLATION (NCLB)-HIGHLY QUALIFIED TEACHERS

It is the policy and practice of Chino Valley High School to recommend only highly qualified teachers for employment. This means that they have met all of the certification criteria for the State of Arizona and the North Central Association. There may be instances where a teacher does not immediately meet the certification criteria for the State of Arizona and by NCLB definition is not a highly qualified teacher. It most likely means that the teacher was brought into the classroom under a substitute teaching certificate as a result of the time necessary to meet the additional state requirements.

Information regarding the status of all certificated personnel at Chino Valley High School is available in the high school office. Please contact Mr. Grant Turley with any inquiries regarding the status of any teacher in regards to the NCLB requirements.

RIGHTS OF HOMELESS STUDENTS

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives

- At a bus station, park, car or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to :

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

School Selection: McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)
- In Maricopa County, Thomas J. Pappas School

Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.

Transportation Service: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, providing notice of any appeal process, and filling out dispute forms.

More information can be found at <http://www.ade.az.gov/asd/homeless/> or contact the Homeless Education Coordinator at the Arizona Department of Education at (602) 542-4963.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES POLICY

Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights,
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies,
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability,
- Harassment of the student by another person, including sexual harassment,
- Intimidation by another student,
- Bullying by another student, or
- Concern for the student's personal safety

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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.

HAZING POLICY

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.

Definitions

"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 educational 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 in that educational institution.

Directions

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.

Reporting/Complaint Procedure

Students and others may 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.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to

permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy report shall be provided to the Superintendent.

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.

APPROPRIATE USAGE POLICY FOR PUBLISHING DOCUMENTS ON THE INTERNET/WORLD WIDE WEB

Chino Valley Unified School District #51 encourages each school to post and maintain its own Web pages. Not only does it promote the publication of Web pages by employees, but it also encourages involvement from the students. The following policy should be followed by individuals and schools who publish on the World Wide Web where the information being published originates from a district maintained Web server.

On-Line Images of Students in Grades PK-8

Schools need the permission of parent(s) in order to publish student pictures on the World Wide Web. Schools should never publish an image, in addition, without the direct permission of the student(s) in that image.

On-line Images of Students in Grades 9-12

To publish pictures of students in grades 9-12 on the World Wide Web, the school will need the permission of the parent(s) and the student(s) in the picture. Students may be identified by their first name, last name, or both.

Intellectual Property Rights

Schools must protect individual rights concerning the publishing of student produced work, such as poems, short stories, and art. Not only should a school have the permission of the student for such publications, but parents must also agree. Before posting student-generated work, schools must take reasonable care that the content of that work is owned solely by the student. Plagiarism in any form is not permitted.

Responsibilities of the School

The CVUSD Technology Committee will assist in any way possible to resolve conflicts in the publishing of World Wide Web pages. However, each school must assume the ultimate responsibility for determining the content to be posted online. For this purpose, each school shall establish a School Technology Committee. This committee shall review any complaints from students, teachers, administrators, other school staff, or members of the community concerning published work on school Web pages. This group will also address other issues as they arise concerning Internet use on its campus. The School Technology Committee will review and approve all pages written by school employees and students and will make decisions about the appropriateness of content and links before the pages are posted to a Web server. The committee should review school pages periodically.

Discipline in all schools is the responsibility of individual teachers and Principals. It is not intended that the School Technology Committee in any school, nor the CVUSD Technology Committee, should have disciplinary powers unless those powers are given it through the Principal.

Web Page Content

The School Technology Committee should review carefully the content included on its own Web pages. These pages should be attractive in appearance, in good taste, and maintained with up-to-date and accurate information. The committee should consider the following when judging the appropriateness of content:

Commercial Web pages should not be linked to school pages unless that link provides access to educationally relevant information. Web pages maintained on a district–owned server, should not contain any language offensive to others. In addition, they must not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hate. These pages must not include links to any other sites containing any of the language or materials listed above. No web pages written by employees or students, and maintained on a district-owned server, may promote or encourage illegal or immoral activities. No link from these pages may lead users to any other page which promotes or encourages illegal or immoral activities.

Rights Regarding Electronic Mail

Electronic mail accounts may be generated by the District and maintained on a district-owned mail server. There can be no expectations of privacy when using e-mail. On occasion, accounts may be monitored. District assigned e-mail accounts should be used responsibly. The District encourages employees to use their e-mail accounts as a communication tool to correspond with students, parents, staff, and the community.

Miscellaneous Policy Statements

The use of electronic mail or Web research by students and employees is encouraged. The guidelines for e-mail from school facilities are outlined clearly in the District's Acceptable Use Policy for Internet Access and Technology Resources Usage Agreement. Each school's Technology Committee should ask colleagues to monitor carefully other uses of the World Wide Web. Chino Valley Unified School District #51 provides access to the Internet and Technology Resources for educational purposes only. Neither students nor employees should use the school network during school hours for non-educational activities.