

SHS Student Handbook

SAHUARITA HIGH SCHOOL ADMINISTRATION

Stephanie Magnuson

Yvette Favela

TBD

Chip Stratton

Principal, 625-3502 x 1511

Asst. Principal, 625-3502 x 1510

Asst. Principal, 625-3502 x 1558

Athletic Director, 625-3502 x 1518

SCHOOL OFFICES

Information

625-3502 x 1500

Athletics

625-3502 x 1518

Attendance

625-3502 x 1512

Counseling

625-3502 x 1523

Health Aide

625-3502 x 1513

Library

625-3502 x 1521

Registrar

625-3502 x 1591

School Resource Officer

625-3502 x 1500



SAHUARITA UNIFIED SCHOOL DISTRICT MISSION STATEMENT

Working as a team to help every student succeed.

SCHOOL COLORS: Royal Blue and Gold

MASCOT: Mustang

SHS STAFF

Administrators

Stephanie Magnuson
Yvette Favela

Athletic Director

Chip Stratton

Counseling

Megan Anderson
(CCR/JTED/CTE/PCC)
Karla Baldenegro
(A-L)
Meegan Burr
(M-Z)
Melissa Maldonado
(Secretary)
Susan Davis
(Registrar)

Librarian

Teresa Bettis

ACE (ISS)

Roland Faucher

Career & Technical Education (CTE)

Joshua Fields-Dir.
Luis Arevalo
Miriam Bracety
Malia Brudvik
Esther Flannigan
Richard Garrigan
MSgt. Jeff King
Derek Marshall
Adrian Morales
CDR Bradley
Roberson

English

Michelle Betteridge
Alex Fry
Laura Jackson
Kimberly Martinson
Tanja Morgan
Gustavo Pujol
Katherine Solis
Deb Soukup

Special Education

Barbara Ayers
Jan Bryson
Samantha Bryson
Debra Drake
Heather Manzonelli

Special Education Related Services

Sarah Dachtyl
Ashley Thomas

Fine Arts

Saul Garland
Karena Gonzalez
Jenna Robey
Danielle Rutherford

Mathematics

Peter Clark
David Class
Chris Fanning
Melissa McRae
Andrew Rasmussen
Elaine Saunders
Stephanie Taylor
Erin Thomas

Modern Languages

Susana Plasencia
Nubia Redondo

P.E./Health

Jake Allen
Scott Boyter
Destinee Mudada
Jake Teyechea

Science

Anna Brauner
Samantha Gilbert
LeRoy LaCoss
Gavin Lehr
Dylan Radovich
Luke Smith
Alya Verdugo
Jeremy Watson

Social Studies

Michael Carson
Ani Ebrahimian
Joseph Garcia
Derek Kieninger
Chris McCrummen
John Roberts
Linwood Thompson

Front Office

Corina Fackler
Perla Gutierrez
Rosa Leon
Ana Macias
Carla Mariscal
Tanya Othon

Security

Steve Fanning
Martha Salas
Princecella Torres

SAHUARITA FIGHT SONG

FIGHT SAHUARITA MUSTANGS
FOR YOUR HONOR TRUE,
PROUDLY WAVE YOUR COLORS
BRILLIANT GOLD AND BLUE.
MUSTANGS ALWAYS END
WHAT THEY BEGIN,
SO TONIGHT WE'LL FIGHT UNTIL WE WIN.
WE'LL SHOW THEM WE'RE SAHUARITA MUSTANGS
BEST IN ALL THE WEST
PUT THEM TO THE TEST
FIGHT! SAHUARITA MUSTANGS
WE'LL GO OUT AND WIN TONIGHT



2024 - 2025
SAHUARITA HIGH SCHOOL CLASS BELL SCHEDULE

<u>Monday, Tuesday, Thursday, Friday</u>		<u>Wednesday</u>	<u>Half Days</u>
0	7:30-8:24	7:30-8:24	7:30-8:24
1	8:50-9:44	8:50-9:35	8:50-9:29
2	9:49-10:47	9:40-10:25	9:34-10:13
Advisory Base: 10:30-10:55			
3	10:52-11:46	11:00-11:45	10:18-10:57
MPH	11:50-12:10	NO MPH	NO MPH
Lunch	12:10-12:38	11:45-12:20	10:57-11:37
4	12:43-1:37	12:25-1:10	11:42-12:21
5	1:42-2:36	1:15-2:00	12:26-1:05
6	2:41-3:35	2:05-2:50	1:10-1:50

MUSTANG POWER HOUR

Mustang Power Hour (MPH) is the extended lunch time that provides students an opportunity to receive support needed to be successful at Sahuarita High School. All teachers will be available during this time to provide the extra assistance students may need.

- During MPH students are able to meet with teachers and work on assignments, ask questions, form study groups, make up tests and assignments, etc.
- Each teacher will have office hours during lunch on Monday, Tuesday, Thursday, and Friday.
- Office hours will be for 20 minutes at the beginning of lunch, from 11:50-12:10pm.
- It is mandatory for students who are receiving lower than a 65% in a class to attend a teacher's office hours for the week OR until the grade is above a 65%. If a student has more than one teacher who they need to see during office hours, they may follow the schedule below:
 - Monday - MPH for struggling students in 1st or 2nd periods.
 - Tuesday - MPH for struggling students in 3rd or 4th periods.
 - Thursday - MPH for struggling students in 5th or 6th periods.
 - Friday - Students should select a class they need more help in

Students who do not attend mandatory MPH may be subject to administrative consequences.

- Lunch on Wednesdays will be structured a bit differently. Sports, clubs, and cohorts will be able to meet without interruption to office hours.
- There is **No MPH** on Wednesday.

Advisory Base

Students will meet with their advisory base every Wednesday. During this time they will participate in lessons, collaborate with their classmates for competitions, meet with cohorts for information specific to their class, complete grade checks and set goals, etc.

GRADUATION REQUIREMENTS

All students must meet the minimum Sahuarita High School graduation requirements in order to graduate.

Students who wish to attend one of the Arizona in-state universities will need to complete additional credits in order to meet the unconditional admission requirement.

Course	Sahuarita High School	Four Year University Requirements*
English Composition and Literature ¹	4 credits (English 1 through 4)	4 credits (English 1 through 4)
Mathematics ¹	4 credits	4 credits (Algebra 1, Geometry, Algebra 2, Advanced Math)
Laboratory Science ^{1 2}	3 credits lab science (Biology, Chemistry, Physics, Physical Science or course equivalent)	3 credits lab science
Social Science ¹	3 credits (World History, U.S. History, 0.5 U.S./AZ Government, 0.5 Economics)	2 credits
Second Language	None	2 credits same language
Additional Requirements	1 credit Fine Arts or Career and Technical Education 6 credits Electives 1 credit Physical Education	1 credit of Fine Arts
Total required credits	22	22

* Arizona's universities also allow English, math, science, social studies, and LOTE (Language Other Than English) requirements to be filled by making specified scores on various assessment instruments.

¹ As per Arizona Academic Standards

² As defined by the Arizona State Board of Regents

In order to participate in the graduation ceremony, students must:

1. Participate in graduation practice.
2. Pay all pending student fees and have an account balance of \$0.
3. Serve all pending discipline as assigned by administration.

SUSD30 ACADEMIC SCHOLARS

Academic Scholars is an initiative started by the Arizona Business and Education Coalition and is an incentive program for high school students to complete an academically enriched high school course of study.

- **4** credits of **English** (English I through IV or AP or dual enrollment equivalent)
- **4** credits of **Math** including Algebra I, Geometry, Algebra II, and a higher level math with Algebra II or equivalent as a prerequisite (Equivalent as approved by ADE)
- **3** credits of **Science** (AZ university system-approved Lab Science or Earth Science accepted)
- **3** credits of **Social Studies** including World History, U.S. History, U.S. Government/Civics, and Economics
- **2** credits of the same **language other than English**
- **2** credits from **Fine Arts** and/or **CTE**
- A grade of **C or better** in every Scholar's class and meet all other graduation requirements of the school district.

ELITE MUSTANG SCHOLAR

The Elite Mustang Scholar has rigorous academic demands such as extensive reading, analytical writing, long-term writing, and/or challenging lab experiences as well as high expectations. The courses are designed for the self-motivated student who is an independent learner and requires little teacher direction or repetition to master difficult material. Scholar classes are defined as any core academic class with the word "advanced" in the course name, any class with a weighted grade, and dual enrollment classes taken on the school campus.

The Elite Mustang Scholar is designed to prepare students to successfully compete for selective college entrance and college honors programs, as well as potentially earning college credit. It is not the intent of the Elite Mustang Scholar teachers to award students with A's or B's. Students are expected to meet the rigorous demands of the courses and earn their grades. **Student schedules will not be changed simply because their grades are lower than desired.** Additionally, students should understand that following the drop/add enrollment period, enrollment in the Elite Mustang Scholar course is a **year-long commitment**.

Requirements:

- Successful completion of 12 or more Elite Mustang Scholar classes during a high school career.
- Overall **weighted** GPA of 3.0 or higher.
- The Elite Mustang Scholar includes all classes designated as receiving a weighted grade, as well as a dual enrollment class.

Definitions

Weighted - Weighted courses cover a wider scope of material, in greater depth, at a faster pace than the standard courses. Weighted courses are designed for students who have a compelling interest in the subject area, are self-motivated and independent learners, demonstrate maturity and self-regulated behavior, have well-developed study habits and time management skills, and generally excel academically.

Weights courses - All courses labeled "AP" or "Honors".

ADVANCED PLACEMENT (AP) COURSES

Advanced Placement (AP) courses follow a nationally recognized curriculum. This curriculum is designed to be college level, and will, therefore, require more independent reading and work from students, as well as more rigorous assignments and assessments. Each AP course currently has a \$96 exam fee associated with it. Students are required to take the exam as part of the AP program.

HONORS AND AP COURSE REGISTRATION COMMITMENT

Maintaining class and program integrity is essential to the success of both AP and Honors courses and students, **every AP and Honors class is, by default, A YEAR-LONG COMMITMENT.** Students and parents/guardians will sign a paper saying they understand Honors/AP classes are a year-long commitment and cannot be dropped. This contract will also include the requirement of signing up for and taking the corresponding AP test. **Failure to complete this requirement will result in the loss of the weighted credit.**

DUAL ENROLLMENT

Dual Enrollment courses are offered at Sahuarita High School through a partnership with Pima Community College and provide students with both college and high school credit. Every Dual Enrollment class is a **YEAR-LONG COMMITMENT** and cannot be dropped after registering for the course. Juniors and Seniors will need to place into the dual enrollment courses by achieving a qualifying score on the Accuplacer. Seniors may also be placed into dual enrollment courses via Multiple Measures criteria. Please see your counselor for more information.

CONCURRENT ENROLLMENT

Arizona Revised Statutes 15.701.01 allows for schools to accept some college courses taken through concurrent enrollment as equivalent to **1.0 high school credits**. The Sahuarita Unified School District has pre-approved the following Pima Community College Courses as being eligible for **1.0 high school credits**, based on their inclusion in the Arizona Board of Regents (ABOR) Admissions Requirements. Please see your counselor for approval of non-Pima CC courses.

- All coursework taken through Concurrent Enrollment outside of SUSD and classes taken in summer school at a site other than Sahuarita Unified School District **MUST** be Pre-Approved by your School Counselor in order to be credited toward a SUSD Diploma.
- If SUSD offers a course between high schools, students must take the course offered at any SUSD high school.
- Students understand that in order to get credit for any core class (Math, English, Social Studies, and Science) taken at an offsite entity, they must take the school site final exam and must pass the exam with a 70% or better to get core class credit.
- If a student scores a 69% or lower on the test, they will receive elective credit, not core class credit.
- Once the course is completed, students must contact their school counselor or an administrator to schedule their final exam, which will be taken in person at their school site.
- Failure to complete the Concurrent Enrollment Approval Form may result in course(s) transferring in as elective credit only.
- Credit will not be issued until the student provides an official transcript from the Concurrent Enrollment institution.

NCAA/NAIA ATHLETIC ELIGIBILITY

For both NCAA and NAIA, students must create an account for NCAA (www.eligibilitycenter.org/) or NAIA (www.playnaia.org/) as soon as freshman year but before the end of junior year in order to determine eligibility.

If you believe that you will potentially play sports in college, let your counselor know as soon as possible so they can make sure you are taking acceptable classes. Courses accepted for NCAA eligibility are marked NCAA in the coursebook. To find the exact requirements for NCAA and NAIA, please talk to your counselor and check the websites listed above.

GRADE POINT AVERAGE AND RANK-IN-CLASS

Grade point average and rank-in-class is based on the work you carry for credit during all eight semesters of high school. High school credits earned in middle school are used in computing the grade point average. If you fail a course and subsequently complete the course successfully, the passing grade will be used in computing the grade point average and rank-in-class.

VALEDICTORIAN STATUS

In order for a student to qualify to be the graduating class's Valedictorian, the student must maintain full-time academic status their senior year as defined by the Board Policy. Twelve or more credits must be completed at SHS.

REPORT CARD GRADING INFORMATION

Colleges and scholarship organizations require a Grade Point Average (GPA) and ranking based on the point system. Only Advanced Placement (A.P.) and Honors classes will earn weighted credit (+1.0). A student must complete both semesters of the A.P. course and take, at their own expense, the A.P. Exam for the A.P. designation to appear on the academic transcript.

Grade %	GPA points	What Grade Means	Credit
A = (90-100)	4	Excellent	Earns Credit
B = (80-89)	3	Good, above average	
C = (70-79)	2	Average	
D = (60-69)	1	Poor	
F = (below 60)	0	Failing	No credit
GradLab	0	This is a placeholder grade for Grad Lab	No Credit
NG	0	No Grade	No Credit
NC	0	No Credit	No Credit

NATIONAL HONOR SOCIETY

Selection to the NHS is a privilege. Students interested in joining the NHS will complete an application requesting to be considered for membership. The information provided in the application is used by the local selection committee to support the student's candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The Faculty Council selects students who demonstrate outstanding performance in all four criteria: scholarship, leadership, service and character. Students may apply in January of their sophomore or junior year of high school as long as they have proof of completion of the initial criteria as follows:

- Students must have a cumulative grade point average (GPA) of 3.5 or higher.
- Students must have performed 15 hours of community service prior to completing the application for consideration and be able to provide this documentation at the time of application.

STUDENT RECOGNITION PROGRAMS

There are several student recognition programs in place at Sahuarita High School to recognize and honor students who uphold the expected standards of behavior, academics, citizenship, or leadership. These programs include:

- **I AM SHS:** Awarded to students and staff for outstanding academics, leadership, work ethic and/or kindness.
- **Honor Roll:** Gold Honor Roll recognizes students with a 4.0 grade point average and all A's for the period honored. Blue Honor Roll recognizes students with a 3.0 grade point average with all A's and B's.
- **Academic Letter:** Awarded to Juniors and Seniors who maintain a 3.5 cumulative grade point average while simultaneously earning a 3.5 GPA and taking two advanced classes in the semester for which the letter is awarded.
- **Kiwanis Student of the Month:** Chosen monthly by school administration from the list of I AM SHS award nominees.
- **Leaders in Character:** Each month each school administration selects one student to be recognized by the SUSD Governing Board as a Leader in Character at the Governing Board meeting. These students receive a plaque, a bookstore gift certificate, and have their pictures printed in the local newspaper.

COUNSELING & GUIDANCE

Each student is assigned a counselor to assist in educational and career planning, and in the solution of personal and/or school-related problems. There are two counselors at SHS, assigned by alphabet. Whenever possible, students should come to the Counseling Office before/after school, or during lunch. All students reporting to the Counseling Office during class time must have a pass or an appointment. The Counseling Office is open daily from 8:00 a.m. to 4:00 p.m. ***No students without a pass or an appointment will be seen during class time.***

COUNSELORS:	A-L (last names) Karla Baldenegro x 1507
	M-Z (last names) Meegan Burr x 1595
	College and Career Megan Anderson x1505
SECRETARY	Melissa Maldonado x 1523
REGISTRAR	Susan Davis x 1591

SCHEDULE CHANGES

Changes in your class schedule will only be made to satisfy graduation requirements or to correct an error made by Sahuarita High School. Requests for changes may be made through the second week of each semester and will only be reviewed after the first week of each semester has ended. Requests for schedule changes for any other reason, whether initiated by the student, parent/guardian, or teacher, will require a conference with all parties, the appropriate counselor, and administrative approval. ***Any classes changed/dropped after 10 days will result in a F on transcripts.***

MODIFIED SCHEDULE OPTION

All students must be enrolled in six classes their freshman through their junior year at SHS. If a senior is on track to graduate, and not credit deficient, they may be eligible to elect a **NO 1st** or **NO 6th** period.

REQUESTING ASSISTANCE FOR YOUR CHILD

For concerns regarding your child's grades, please contact your child's teacher first. If you need additional assistance, contact your child's counselor or your child's assigned administrator.

REQUESTING A TRANSCRIPT

The student can order a transcript by completing the proper form in the registrar's office or completing the form on the counseling website.

A transcript can be ordered by the student or parent. The student and/or parent may request a transcript. If the student is 18 years of age or older, only the student can request a transcript, not the parent. Be sure to note whether this is an official or unofficial transcript. Indicate by whom the transcript will be picked up. In order to request a transcript, please go to the SUSD homepage. Once there, go to "Schools". Once there, click on "Resources" under Sahuarita High School. Once in Resources, click on "Counseling". This is where you will find the Transcript Request Form.

If a transcript is to be mailed, send a self-addressed stamped envelope to:

Susan Davis, Registrar

Sahuarita High School

350 W. Sahuarita Rd.

Sahuarita, AZ 85629

(Transcripts cannot be emailed)

Please allow 24-48 hours for transcripts to be prepared.

Please be sure to pick up transcripts that have been ordered within 5 days.

HEALTH SERVICES

You must have a hall pass in order to be in the health office unless it is an emergency. The health assistant offers:

- Health assessment of illness or injury, and First Aid as needed
- Medications (both prescription and over-the-counter)
- Wellness and health counseling
- Monitoring immunization status of students
- Communicable disease control and reporting

Immunization Policy for School Attendance

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations or the student fails to receive immunizations as scheduled.

Medication at School

SHS is a **DRUG FREE ZONE**. All medication **must** be taken in the Health Office. This includes non-prescription medications. A signed medication permit must be on record and the medication must be left in the Health Office.

CLASS FEE SCHEDULES FOR SY 2024-2025

Academic Decathlon	\$15.00
Advanced Placement (AP) Fee	\$98.00 per exam*
AP Art Design	\$40.00
AP College Board Test Cancellation Fee	\$40.00/test
Art I, II, III/Ceramics	\$50.00/class
Athletics General Gate Fee (Student/Adult)	\$3.00/\$5.00
Athletics Pay to Play	\$65.00
Band	\$60.00
Band Camp	\$40.00
Biotechnology I/II	\$500.00
Career and Technical Education (CTE/JTED)	\$20.00/class
College and Career Choices Elective	\$20.00/class
Creative Movement/Color Guard	\$60.00/class
Dance Beginning	\$25.00
Drama Beginning	\$20.00
Drama Intermediate	\$25.00
Engineering 102	\$500**
Extracurricular Fee	\$5.00 per year
Get Ahead	\$170.00
Grad Lab/Evening Academy (Credit Recovery)	\$90.00/session
Honor Society	\$1.00 - \$40.00
ID Replacement Fee	\$5.00
Jazz Band	\$60.00/class
Marching/Concert Band	\$60.00/class
Marketing	**\$176.50
Mixed Chorus/Chamber Chorus	\$60.00/class
National Technical Honors Society	\$40.00
NJROTC	\$26.00/class
Parking Permit	\$10.00
P.E./Weights/Sports Cond. Lock Fee	\$5.00/class
Percussion	\$60.00/class
String Orchestra	\$60.00/class
Student Council	\$25.00
Wind Ensemble	\$60.00/class
Winter Guard/Indoor Percussion	\$60.00/class

Any student or family not able to pay these fees because of economic hardship should contact the administrative assistant in charge of fees in the Sahuarita High School front office, 625-3502 x 1500. A fee payment plan will be arranged.

*HS Adv. Placement Fee is subject to change once determined by the College Board/Title IV Waivers

**Fee is determined and paid directly to the University of Arizona

***Performing arts uniform fee may be assessed

STUDENT COUNCIL

The Sahuarita High School Student Council leads many different events and projects that take place during the school year including community service and school spirit activities. SHS Student Council members demonstrate strong leadership skills by serving as the voice of the SHS student body and have the ability to effect positive school change. Student Council members are selected through an application process. Each of the classes (Senior, Junior, Sophomore, and Freshman) include the following officers: President, Vice President, Secretary, and Treasurer.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in co-curricular and extracurricular activities as a way to foster a sense of belonging at school, develop teamwork and leadership skills, and provide a healthy balance to academics. Student involvement on campus is linked to positive attendance, grades, and behavior. A wide variety of co-curricular and extracurricular activities are available, but they shall not supersede the importance of succeeding in regular class work. Co-curricular activities are related to the regular school program and may be required as part of class participation or the class grade. Extracurricular activities are school-related activities that are outside of the regular school program in which students do not receive grades or credit and are voluntary in nature, including athletics and activities sponsored by the Arizona Interscholastic Association (AIA). Non-school sponsored activities, which may meet on campus as provided by a limited forum, do not fall within the definition of an extracurricular activity and are not endorsed by the school.

Student Eligibility for Co-Curricular and Extracurricular Activities

Sahuarita High School is a member of the Arizona Interscholastic Association (AIA). Students participating in AIA-sponsored extracurricular athletics or activities, as well as students participating in co-curricular activities, must be academically eligible by maintaining passing grades in **ALL** classes. Cumulative grades are used in determining participation.

Academic Eligibility To Participate in Co-/Extracurricular Activities

1. To be eligible, students must be passing all of their classes at the end of each one-week grading interval. An ineligible student has one week to make up any deficiency from the time of notification and will remain ineligible for the duration of that week.
2. The first 2 weeks of each semester will be considered a "grace period." All students must be passing all of their classes by Thursday of the 2nd week of each semester to be eligible to participate in extracurricular activities the 3rd week of each semester.
3. Beginning the 3rd week of each semester, student eligibility will be determined on a week to week basis. The period of eligibility begins on Monday and runs for seven consecutive days.
4. A **60%** is the lowest passing grade.

5. Academically deficient students will be notified in a manner that will ensure confidentiality for the period of ineligibility.
6. Coaches and sponsors will be advised under the same procedure.
7. If a student is dropped from a class due to excessive tardies (10), the student will receive an F for the remainder of the semester. The student shall be declared ineligible for the remainder of the semester.

Although students will be notified of pending ineligibility through PowerSchool postings or notification from SUSD staff, **it is the student's responsibility to be aware of grades in each of his/her classes and to seek help when needed.** Any student having difficulty in a class may seek assistance from their teacher during Mustang Power Hour or through the 21st Century Grant tutoring after school.

SHS CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES*

*This list may change throughout the year. Please see the StuCo Advisor for more details.

CO-CURRICULAR ACTIVITIES **Indicates an AIA-sponsored activity	EXTRACURRICULAR ACTIVITIES * Indicates an AIA-sponsored athletic team
Audiovisual Technologies Skills USA	Athletic Training Club
Automotive Skills USA	Baseball*
Band (Marching and Concert)	Basketball*
Careers through Culinary Arts Program (C-CAP)	Cheerleading**
Choir	Cross Country*
Construction Skills USA	Football*
Cooperative Business Experience (CBE)	Golf*
Creative Movement (Flag Line/Winter Guard)	Key Club
Drama Club	Math, Engineering, and Science Achievement (MESA)
Family, Career, and Community Leaders of America (FCCLA)	National Honor Society (NHS) National Technical Honor Society (NTHS)
Jazz Band	Makerspace
Naval Junior ROTC**	Soccer*
Orchestra	Softball*
Photography Skills USA	Swim*
Student Council	Tennis*
Student Newspaper	Track*
Yearbook	Volleyball*
	Wrestling*
	Soccer*
	Winter DrumLine/Winter Guard

Attendance and Tardy Policy for Extracurricular Activities

If a student misses a class or is tardy during a day of practice or competition, **participation is at the discretion of the athletic director**. Appeals must be made prior to practice or game time. Students cannot miss class to appeal to the athletic director.

ATTENDANCE POLICY

By state law, parents have the responsibility to send their students to school. Failure to do so may result in a report being filed with appropriate legal authorities. Also, by state law, if a student misses ten consecutive school days and the school has not been notified of the reason for the absence, the school is required to withdraw the student from school. Attendance is important and vital to a student's education. Any questions regarding attendance should be directed to the attendance clerk at 625-3502 x 1512.

Absences

1. When **calling** a student out for the day, the absence will be coded as **PNU** (parent notified unexcused).
2. **Documentation (note or email)** verifying a student absence will change the absence coding to **PNE** (parent notified excused) if a student is out due to illness, bereavement, other family emergencies, court, or major religious holidays.
3. Both professional documentation and notes/emails verifying student absences must be submitted to the attendance office within **5 days** of a student's return to Sahuarita High School in order to be used as **PNE**.
4. Once a student accumulates 10 unexcused absences, the student will be put under No Grade (NG) status regardless of whether the absences are verified or not. A written appeal will need to be submitted at the end of the semester to be eligible to receive credit from the NG Appeals Committee. At that time, the committee will look at all attendance coding and determine whether all verified absences qualify the student to receive credit. **Only passing grades will be eligible for appeal.**
5. The attendance codes listed below will count towards your student's 10 days of unexcused absences. All other attendance codes are not used.

A = Absent (an unverified, undocumented absence)

SI = Student In (a student signs themselves in to school with the Attendance Clerk 10 minutes after the tardy bell has rung)

TRU = Truant (a student that misses class without prior permission or authorization)

PI = Parent In (a parent that signs their student in 10 minutes after the tardy bell has rung without providing documentation)

PO = Parent Out (a parent signs their student out of school before the end of the school day without providing documentation)

PNU = Parent Note Unexcused (when a parent calls the Attendance Clerk excusing their student from school without providing a written note or an email). If a parent does provide a written note/email and the reason does not qualify as an excused absence, they will also receive a PNU.

***Please note that the SHS attendance policy does differ from the elementary and middle school policies. You can stay current with your student's attendance by logging on to the PowerSchool Parent Portal or downloading the app. The district code for the app is HHSJ.**

Make-Up Work

All students, including those with special accommodations, shall be permitted the same amount of time as he/she was absent to complete make-up work. A request for class

assignments must be made for any extended non-school activities or non-emergency situations. **This request must be made at least two weeks prior to the absences to allow time for assignments to be prepared.**

- It is the student's responsibility to contact the teacher to make-up for missed work.
- Work missed due to documented absences: Full credit will be given for work made up on time as a result of documented absences.
- Work missed due to undocumented absences: Work must be made up, but full credit may or may not be given at the teacher's discretion.
- Work missed due to suspension: Work must be made up and full credit will be given.
- Make-up work policies will differ from teacher to teacher. Please refer to each teacher's syllabus.

Loss of Credit

A student with ten (10) unverified/unexcused absences from a class during a semester may not receive credit for that class. An appeal for the NG grades must be made by following the guidelines established in the appeal process. Once the appeal is reviewed, credit may or may not be awarded dependent upon the appeal committee's findings. A grade of "F" will remain an "F" regardless of days absent.

Appeal Process for Credit

Loss of credit may be appealed by the student and a parent/guardian. If there are extenuating circumstances that dictate that a student miss more than 9 days of school in one semester, an appeal committee will hear the appeal for credit. If the committee has verified that extenuating circumstances are involved, credit may be awarded for the class or classes involved. The committee will use the historical documentation provided within the student's attendance file to draw reasonable verdicts for each appeal. The NO GRADE (NG) – loss of credit appeal must be filed one week before the end of each semester. Due to graduation, senior grade appeals for second semester must be filed prior to graduation.

If the parents are dissatisfied with the SHS NG Committee's decision, they may appeal to the Superintendent with a written appeal **within three (3) school days** of the receipt of the decision. The Superintendent's office will schedule a hearing with the parent and the student.

If the parents are dissatisfied with the Superintendent's decision, they may appeal to the school board within three (3) days of receipt of the decision. Their appeal shall be written in a letter and the letter shall describe in detail all objections to the Superintendent and NG Committee's decision. The Governing Board shall consider this appeal within twenty-five (25) days of receipt of the appeal.

TARDY POLICY

When the second bell rings for a class, the doors will be closed and locked. Students who are not in class on time will need to report to the **ACE** room. There the students will write their names down in the TARDY LOG, and then return to class with a pass written by the ACE teacher. Attendance will be marked as tardy, and students will be able to make up any work missed due to their tardy. Students will have to be responsible for getting the work either during MPH or when they go to class the next day. ***IT IS THE STUDENT'S RESPONSIBILITY TO***

GET MISSED WORK. Students may lose “work ethic” points due to their tardiness. This will be at the discretion of the teacher/class syllabus.

Once a student reaches **3 Tardies**, regardless of which class periods, the student will receive a disciplinary referral. Disciplinary consequences will continue beyond the third tardy. Consequences are listed in the “Students Rights and Responsibilities” section of the student handbook and they are listed below. Tardies accumulate **per semester, per class**; however, tardies will be cumulative, regardless of whether or not they are in the same class period or not, for disciplinary purposes.

- 3 Tardies = Lunch Detention
- 4 Tardies = After School Detention
- 5 Tardies = Saturday School
- 6 Tardies = 1 day of ACE
- **7 or more tardies = In-school suspension consequence will continue**

STUDENT DRESS CODE

At Sahuarita High School we work to prepare students for life after high school. Part of that preparation is establishing a dress code for students that is appropriate for a high school environment, and encourages the practice of professional and responsible dress. We rely upon the good judgment of parents and students. **The administration of Sahuarita High School will make the final decision about the appropriateness of any attire, and decide if it violates the school dress code.**

Students deemed to be violating dress code will be required to change into clothing that meets the dress code standard. Violations of the dress code may lead to disciplinary action. Please remember, school is your workplace, so dress appropriately.

Clothing/Accessories

- Must not depict inappropriate or negative pictures, messages, symbols, lettering, or anything deemed inappropriate or unsafe (ie. sex, alcohol, drugs, or weapons).
- There can be no gang-related clothing, symbols, or lettering on students’ personal belongings. This includes bandanas.
- Tattoos with inappropriate or gang-related symbols must be covered.
- Hats (including wool caps and beanies) and hoods may be worn outside of the buildings only.
- Shoes must be worn at all times. Slippers do not count as shoes.
- See-through and peek-a-boo styles of clothing are unacceptable.
- Student Council sponsored spirit days will be approved in advance.

Bottoms

- Excessively short shorts or skirts are not appropriate.
- Pants/shorts/skirts must not expose undergarments or the buttocks. Pockets should not be longer than the shorts, skirt, or holes in pants.
- Leggings should be athletic leggings. Material should not be see-through.
- Administrative discretion will determine appropriateness.

Tops

- Shirts must have a strap on each shoulder or sleeves that sit on the shoulder. (**No tube tops or halter tops**)
- Shirts should not overly expose areas of the stomach, sides, lower back, or chest
- Administrative discretion will determine appropriateness

Masks/Face Coverings

- Masks and face coverings are optional. You may wear a filtering type mask or face cover (and not a costume mask) if you would like to do so. Masks/face coverings that are offensive or inappropriate are not permitted.

ADDITIONAL DRESS CODE INFORMATION

If a student has an inappropriate shirt the front office will give them the option to change into a loaner shirt, provided by the front office, or contact a parent/guardian to bring them an appropriate shirt to change into. If the student refuses to change into the loaner shirt they will be sent to ACE until the parent/guardian arrives. If a parent/guardian is unable to bring them a change of clothes they will spend the rest of the day in ACE and students will receive a discipline referral for insubordination. The student(s) shirt will be returned to them once the front office receives the loaner one (the shirt must be washed).

WORK ETHIC POINT SYSTEM

This year, at Sahuarita High School, work ethic points will become a part of every class's grading system. The work ethic point system will be used to incentivize students to follow class rules/procedures, follow school policies and procedures, and to support classroom participation.

- SHS teachers will implement a work ethic point system that will be outlined in their class syllabus.
- Teachers have the autonomy to use these work ethic points to reward students for good behavior, following code of conduct, good attendance, punctuality, class participation, good work ethic, etc.
- Work ethic points may be lost for things like tardies, phone usage, poor choices, poor behavior, lack of class participation, etc.
- MPH attendance will also be tied to work ethic points. If students are assigned **Mandatory MPH** and they do not attend, students may lose their work ethic points for the week.
- Work ethic points will be awarded at the teacher's discretion.
- Please refer to each teacher's syllabus which is provided at the beginning of the school year.

PARENT/STUDENT TELEPHONE MESSAGES AND DELIVERIES

We realize that from time to time you will need to deliver items to your student. If you need to drop off a backpack, lunch, textbook, etc, take these items to the front office. We will ensure that your student gets the delivery. For campus security purposes, we will route these items to your student. **FOOD DELIVERIES FROM DOORDASH, GRUBHUB, PIZZA DELIVERY AND SIMILAR SERVICES WILL NOT BE ACCEPTED.**

MESSAGES/CELL PHONES

Messages should be limited to emergency reasons only. Please be prepared to state the emergency and a decision will be made if the class may be interrupted to deliver the message. Please do not call or text-message your student during class time. Cell phones are allowed on campus before school, during lunch, passing periods, and during class for educational purposes. **Cell phone use during class for non-educational purposes may result in disciplinary consequences for the student.**

NOTE: In order to relay a message to your student on a timely basis, please contact the school at least 30 minutes before school is out otherwise we can't guarantee that the student will receive the message.

FOOD AND DRINK IN CLASSROOMS

Food and drink, other than bottled water in a clear plastic bottle, are permitted **based on teacher discretion**. We have multiple water bottle filling stations on campus.

PROHIBITED ITEMS

Cell phones and headphones/earbuds may be used responsibly before school, at passing periods, and during lunch. Cell phone and headphone/earbud use is prohibited during class time unless permission is granted by the teacher. Headphones should be removed from the ears and put away when entering a classroom. **Irresponsible cell phone use that disrupts the educational process may result in loss of cell phone privileges and possible disciplinary action.**

***Use of laptops/iPads/Kindles and related devices are to be used at the discretion of the teacher while in the classroom. SHS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

SKATEBOARDS/BICYCLES

Bicycles and skateboards are permitted, but a student may not ride their bicycle or skateboard on campus. When a student who rides a bicycle to school arrives on campus, he/she must walk their bicycle to the bike lock area on the south side of the gym. Skateboards need to be left at the front office. SUSD#30 is not responsible for any damage, vandalism, accident, or theft occurring to bicycles parked on our campus. Skateboards will be monitored, but office staff are NOT responsible for them.

OFF CAMPUS POLICY AND AFTER SCHOOL ACTIVITIES

Sahuarita High School is a closed campus. Students are to remain on campus throughout their scheduled school day and may only leave campus if they are taking a class at an alternate location. The parent or guardian of a student needing to leave campus must check out the student through the Health Office or Attendance Office and must sign out the student at the front desk, **even if the student is 18 years of age or older unless the student is emancipated**. If the student is driving to an appointment, parents/guardians must provide written documentation to the Attendance Office. Students on a shortened schedule must leave campus immediately after their last class ends. Students who remain on campus without administration's permission are subject to disciplinary consequences. Exceptions would be for tutoring or making up work with a teacher. In this case, students will need to receive permission from administration to remain at SHS until the end of the school day.

Students are to leave campus immediately after school unless they are participating in a supervised, scheduled school-related activity. All students are to be off campus unless under the direct supervision of a faculty member or sponsor at the end of the school day. The activity bus boards at 5:45 p.m. and leaves the student parking lot at approximately 6:00 p.m. If a student is planning on participating in an after school activity, it is expected that the student remains on campus the entire time. The activity bus is only for students who remained on campus and participated in a supervised school activity.

STUDENT IDENTIFICATION CARDS (ID's)

When you enroll at Sahuarita High School, you will receive an ID card. Lost, stolen, defaced, or damaged IDs must be reordered at the student's expense of \$5.00 and a temporary ID pass obtained in the front office. Your ID is not to be loaned to any other person. You will need your ID for the following purposes:

- To check books out of the library
- To use in the cafeteria for breakfast and lunch
- To attend school dances
- To receive reduced (student) rates for athletic events
- To be admitted on the school bus

LIBRARY

- Library hours will be from 8:20 a.m. to 3:45 p.m., Monday through Friday.
- Students are **required** to have a pass from a teacher to come to the library if they are not accompanying a class. Students do not need a pass if they are at lunch.
- Students **must** present their student ID to check out materials.
- The computers are reserved for academic use. During lunch, students who need to use the computer for schoolwork take precedence over other students.
- Students with overdue or lost materials **must** bring them back or pay for them. Failure to do so may result in loss or reduction of checkout privileges.
- Having food and drink in the library is a privilege. If students are not responsible, they may lose the privilege. No food or drink when working with computers.
- All items must be returned or paid for, so as to not interfere with students receiving their diplomas at graduation.

HALL PASSES

Students are not permitted in the halls during the class periods unless they are accompanied by a teacher or have a hall pass in their possession. **No passes will be given during the first and last 10 minutes of class or during direct instruction except in emergency situations.** **Students are not to be issued passes to go to the vending machines.**

Students should remain in the common areas before school. During lunch, students are permitted to be in the A and F buildings only during Mustang Power Hour passing periods.

Restrooms available for student use before school and during lunch are next to the cafeteria snack bar and near the Auto classroom only.

SCHOOL DANCES

School dances will end at 11:00 p.m. Students are to be picked up from all dances within 30 minutes of the end of the dance. Students not picked up promptly may lose the privilege to attend subsequent dances. Students must show their Student ID to be admitted to school dances. School rules will apply at all dances. School dress code will apply at on-campus dances. Students violating school policies will be denied entry to the dance or will be asked to leave and will face disciplinary consequences.

VISITOR PASSES

Sahuarita High School is a **CLOSED CAMPUS**. All visitors **must** check in at the Administration Office to obtain a Visitor's Pass that must be displayed at all times while on our campus. Visitors are required to present a photo ID which will be traded for a visitor's pass to be worn around your neck for the duration of your visit. When you leave campus you will check out with the front office where you will return your visitor's badge and retrieve your photo ID. Visitor's passes are issued on a limited basis and must be approved by the high school administration. Anyone found to be on campus without a Visitor's Pass may be cited for trespassing.

STUDENT PARKING AND PARKING LOT

Parking on campus is a privilege, not a student right. Students driving vehicles to school must register their vehicle prior to driving it on campus and must display a valid, current year parking permit when parking on campus.

- Students are required to update vehicle and driver information, such as proof of insurance, license plate number, vehicle make and model, etc. as it changes throughout the year.
- Students are not allowed to park in any of the District Administrative or staff parking lots; they **must park in the student parking lot only.**
- Once on campus, students must stay on campus until school is dismissed for the day or proper checkout has been completed through the attendance office.
- Students should not loiter in the parking lot before or after school. **Students on early release schedules will leave promptly after their last class of the day.**
- Students should be driving in driving lanes only. Drivers should not cut across parking spaces.
- Drivers will turn right off campus onto Sahuarita Rd upon leaving the school.
- The speed limit on campus is 15 mph at all times, and **any reckless driving may result in loss of campus driving and parking privileges.**

SUSD#30 is NOT responsible for any damage, vandalism, accident, or theft occurring to vehicles parked on our campus. A student and parent/guardian signature is required on the

“Student Automobile Use.”

PARKING AND DRIVING VIOLATIONS

Please see the “Student Automobile Use” form and permit forms available in the front office.

There is a \$5.00 replacement fee for lost or stolen permits. Monetary fines or disciplinary actions may be imposed for parking and driving violations. Violations include, but are not limited to:

- *No Permit* = no physical permit displayed; expired permit or permit with expired insurance displayed.
- *Improperly Parked* = vehicle taking up 2 or more spaces; parked against a fence, in drive lanes, in a lot other than student parking lot, in a no parking zone, or in a handicap space without decal.
- *Racing/Exhibition of speed*=speeding over 15 mph, racing another vehicle, spinning tires, peeling out, or revving engine as if to race.
- *Safety Endangerment* = endangering the safety of passengers or others (in truck bed, roof, hood, pulling of anything or anyone behind the vehicle) or reckless driving.

Failure to resolve parking violations may result in your vehicle being booted and losing parking privileges for the remainder of the school year. Extreme offenses may result in immediate revocation of the parking permit and driving privileges for the remainder of the school year. Violations of the policy may result in disciplinary action above and beyond loss of driving privileges such as detention, ACE, etc. ***Parking on campus is a privilege and not a student right.***

GOVERNING BOARD POLICY
JLIE - STUDENT AUTOMOBILE USE AND PARKING

The Superintendent shall establish procedures for registration, parking, and use of motorized vehicles and for searches for and seizures of illegal material contained therein. In the establishment of such procedures the Superintendent will be guided by the following:

- A. Students will not bring any motorized vehicles on any campus in the District other than the high school campus.
- B. All students will register their vehicles.
- C. Registration stickers must be displayed on all student vehicles.
- D. Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.

SUSD STUDENT TRANSPORTATION SERVICES
COMPACT FOR SUCCESS

Our goal in Transportation Services is to provide a safe and comfortable ride to and from school for all students. This requires teamwork and shared understanding of basic operating norms. In order to accomplish these goals, Sahuarita School District has established the following procedures and routines on all District buses and at District designated bus stops as applicable.

- 1. Obey the driver at all times. Always identify yourself when asked by the driver, showing ID upon request. Be courteous to the driver and other bus passengers.
- 2. Be at the bus stop 5 minutes prior to scheduled pick-up time in the morning.
- 3. Stand a safe distance from the curb or highway. (10 feet back or 5 giant steps)
- 4. Always use the steps and handrail when boarding and leaving the bus.
- 5. When crossing the street by school bus, always cross in front of the bus.
- 6. Sit quickly and quietly in the assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
- 7. No eating, drinking (except water in plastic bottles), smoking, chewing gum or spitting inside the bus.
- 8. Keep hands, head, arms and all objects inside the bus at all times. Keep hands and feet to yourself at all times.
- 9. Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
- 10. Keep the bus clean and free of damage. Do not write on, mark on, or cut seats.
- 11. State Law prohibits the following items on school bus:

Alcoholic beverages	Weapons	Explosive Fireworks
Dangerous or narcotic drugs	Glass items	Tobacco
Legally prohibited substances	Smoke or stink bombs	Balloons
Animals, insects or reptiles	Other dangerous objects	

- 12. All items carried by students (i.e. band instruments, athletic equipment, backpacks, etc.) must be under their control at all times, and must be carried in the lap, between seats or properly secured by the student. Instruments, sports equipment,

projects, etc. cannot occupy needed seating space or be placed in the driver's compartment or in stepwell.

13. Students are permitted to use only their designated bus stops. Any changes require a parent/legal guardian's written request, counter-signed by a school official. Students need a note/slip from the school office allowing them to ride a bus other than their designated bus.
14. Remain seated while the bus is in motion and until it comes to a complete stop.
15. No cell phone use on the bus without earbuds. No loud disruptive playing of electronics.

Acknowledgement of student cooperation may include:

1. Positive reinforcement
2. Timely departures/arrivals — Teamwork Works!
3. Positive notes
4. Parent calls

Infraction of bus rules are serious concerns, as student safety is our top priority. In order to establish a positive and safe environment, the following general sequence of progressive and logical consequences will be in place when a student chooses to violate the above mentioned procedures and routines.

1st offense — will be a conference and bus warning letter.

2nd offense — three (3) days suspension from the bus.

3rd offense — two (2) weeks suspension from the bus.

4th offense — suspension for the remainder of the school year.

PLEASE NOTE: The District reserves the right, based on the seriousness and unique consideration of an infraction, to bypass one or more of the progressive steps and administer a more severe disciplinary consequence, or otherwise modify the disciplinary outcome.

ALTERNATIVE CLASSROOM EXPERIENCE (ACE)

Students assigned to ACE are responsible for adhering to these instructions. Non-compliance may result in additional time in ACE or possible off-campus suspension.

- Bring all required books, worksheets, study guides, paper, pens and pencils.
 - You are to report to ACE no later than 8:49 a.m.
 - If you are seen on campus or enter the classroom later than the 8:49 a.m. bell, you will be considered late to ACE, resulting in a possible additional day in ACE.
- In the event you are absent for any of the days scheduled in ACE, you will make up the time missed upon returning to school.
- Students assigned to ACE **may not participate in any after school activities** and must leave campus immediately when school ends.
- Seniors on an early release schedule may be assigned two periods of ACE in lieu of After School Detention on a one-time basis. Should this occur, the student will not be allowed to participate in after school activities for that day.

STUDENT RIGHTS & RESPONSIBILITIES

Students are expected to know and observe their rights and responsibilities. Students may appeal a discipline consequence through the principal. Chronic or habitual discipline will result in progressive consequences (**Progressive Discipline**) up to and including a recommendation for expulsion.

Below are guidelines for the consequences involved in the disciplinary process. Administrators will use their discretion in assigning an appropriate consequence for discipline infractions. The parent/guardian may be notified by phone, mail, or email depending on the nature of the situation and the relevant circumstances.

Students are expected to conduct themselves in a safe, respectful, and responsible manner. The discipline infractions included in the handbook do not include each and every behavior that is subject to disciplinary consequences. Behavior that is considered unacceptable by school administration may still be subject to disciplinary action.

These guidelines apply to students:

- During regular school hours
- Whenever the student is being transported on a school bus or by other transportation arranged by the school district
- When the student is traveling to and from school by any other means, including walking or personal travel
- During school events, including off-campus events and activities such as field trips and athletic competitions
- At other times where a school employee has jurisdiction or authority over students, including summer activities
- During other activities associated with or supported by the school in any way
- On school or District grounds at any time, regardless of whether school is in session.

Additionally, school administration may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students at school or on the orderly educational process of the District. Also, the principal may take disciplinary action if the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.

Discipline Levels and Guidelines:

Level 1	Office Counseling and/or lunch detention (the entire lunch period)
Level 2	After-School Detention (2 hours) or the equivalent
Level 3	1-2 days ACE or the equivalent
Level 4	3 days ACE or 1 day off-campus suspension
Level 5	5 days ACE or 3 days off-campus suspension
Level 6	7 days ACE or 5 days off-campus suspension
Level 7	10 days ACE or 7 days off-campus suspension
Level 8	10 days off-campus suspension and hearing with the possibility for a long-term suspension recommendation
Level 9	10 days off-campus suspension and a hearing for long term suspension or expulsion

Progressive Discipline: Consequences for chronic or habitual discipline. Once a student has accumulated 7 discipline referrals in one school year, the student may be placed on a behavior contract. Once a student has accumulated 10 discipline referrals, the student, at the discretion of the high school administration, may be placed on progressive discipline, which is where each subsequent referral will result in the following consequences:

First Progressive Discipline Referral: 1-2 days out of school suspension

Second Progressive Discipline Referral: 3 days out of school suspension

Third Progressive Discipline Referral: 5 days out of school suspension

Fourth Progressive Discipline Referral: 7 days out of school suspension

Fifth Progressive Discipline Referral: 10 days out of school suspension with a hearing

that may result in a recommendation for long term suspension or expulsion

*Administration will follow the Discipline Matrix and assign the higher consequence based on the level of infraction.

*Civil or criminal charges may be filed in accordance with Arizona Revised Statute at any time.

Discipline Infractions:

Academic Misconduct

Cheating, plagiarizing, etc. Consequences will continue through the Discipline Levels beyond the 3rd offense.

1 st offense	Student receives an "F" or a "0" on assignment/test/quiz. Parent notification made by the teacher. Student is referred to the administration for counseling and values clarification.
2 nd offense	Student receives an "F" or "0" on assignment/test/quiz. Parent notification made by teacher. Level 2-3.
3 rd offense	Student receives an "F" or "0" on assignment/test/quiz. Parent notification made by teacher. Level 4-6.

Alcohol Violation

The manufacture, sale, purchase, transportation, possession, distribution, or use of intoxicating beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation.

*Charges will be filed.

1st offense Level 8-9

2nd offense Level 9

Arson/Pulling a Fire Alarm

Knowingly causing a fire or an explosion, or pulling a fire alarm.

*Charges may be filed.

1st offense Level 7-9

2nd offense Level 9

Bullying

Bullying falls under the category of harassment. Bullying is repeated over time, and involves a real or perceived imbalance of power. Bullying can be in the physical, verbal, or psychological form.

1 st Offense	Level 4-9
2 nd Offense	Level 6-9

Defiance

Student continuously refuses to comply with reasonable requests. Consequences will continue through the Discipline Levels beyond the 2nd offense.

1 st offense	Level 2-4
2 nd offense	Level 3-5

Disrespectful Behavior (towards staff member/student)

Student refuses to follow directions, talks back, or is socially rude or inappropriate. Consequences will continue through the Discipline Levels beyond the 2nd offense.

1 st offense	Level 1-5
2 nd offense	Level 2-5

Disruption to the Educational Environment

Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; horseplay or roughhousing; sustained out-of-seat behavior, or anything else that disrupts the educational environment. Consequences will continue through the Discipline Levels beyond the 2nd offense.

1 st offense	Level 1-5
2 nd offense	Level 2-5

Drug Violation

The use, cultivation, manufacture, distribution, sale, purchase, possession, or transportation of any controlled drug or narcotic substance or paraphernalia. This category can include over-the-counter medications if they are being abused by a student. This includes being under the influence of drugs at school, school-sponsored events, and on school-sponsored transportation.

*Charges will be filed.

1 st offense	Level 8-9
2 nd offense	Level 9

Fighting/Altercation

Mutual participation in an incident involving physical and/or verbal violence.

*Charges may be filed

1 st offense	Level 6-9
2 nd offense	Level 7-9
3 rd offense	Level 9

Fighting/Assault

A.R.S. 13-1203. A person commits assault by: 1. Intentionally, knowingly, or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult, or provoke such person

*Charges will be filed

1 st offense	Level 8-9
2 nd offense	Level 9

Harassment

Harassment includes, but is not limited to: continually following a person in or about a public place after being asked to stop; communicating with someone in a disturbing and pestering manner; repeatedly interacting with someone in a pestering manner after being asked to stop; making racial, sexist, discriminatory or offensive comments towards another student or a group of students. Sexual and cyber misconduct are included.

*Charges may be filed.

1st Offense Level 3-9

2nd Offense Level 6-9

Inappropriate Public Displays of Affection (PDA)

Students are to refrain from displays of affection deemed inappropriate by public standards on campus and at school-sponsored activities and events. Inappropriate behavior is that which may be interpreted by others as undue familiarity and improper decorum in a school setting, such as caressing, prolonged embracing or kissing, or displaying other publicly inappropriate behavior. Sexual Misconduct is included.

1st offense Level 1-9

Inappropriate Use of an Electronic Device

Including, but not limited to, posting inappropriate comments on social media outlets, taking or sharing inappropriate pictures or images, etc. Consequences will continue beyond the second offense.

1st offense Level 3-9

2nd offense Level 5-9

Minor Aggression

Unwarranted physical contact between one student to another.

1st offense Level 3-7

2nd offense Level 5-9

Possession and/or Concealment of Dangerous Items

Students who are in possession of items including, but not limited to: airsoft gun, BB gun, pocket knife or knife, razor blade or box cutter, laser pointer, taser. Consequences will continue through the Discipline Levels beyond the 1st offense.

*Charges may be filed

1st offense Level 5-9

Possession and/or Concealment of Weapon or Dangerous Device

Any item that is used to cause bodily injury to, threaten, or intimidate another person may be classified as a weapon or dangerous device.

*Charges will be filed.

1st offense Level 8-9

2nd offense Level 9

Possession and/or Use of Electronic Devices During Class

Consequences will continue through the Discipline Levels beyond the 3rd offense.

1st offense Level 2-3

2nd offense Level 2-4

3rd offense Level 3-5

***Cell phones and headphones/earbuds may be used responsibly before school, during passing periods, and during lunch. Use of cell phones in the classroom is at the discretion of the teacher, and for instructional purposes. If any devices are lost or stolen, SHS will not be responsible.**

Property Destruction

Applies to property belonging to a staff member, another student, or school property, including vandalism and graffiti. Restitution and community service may be assigned in addition to the following consequences.

*Charges may be filed.

1 st offense	Level 1-9
2 nd offense	Level 5-9
3 rd offense	Level 7-9

Public Nuisance-Malicious Mischief

Water balloons, squirt guns, whistles, artificial noisemakers, stink bombs, etc. Consequences will continue through the Discipline Levels beyond the 1st offense.

*Charges may be filed

1 st offense	Level 1-9
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Tardies

A student will receive a discipline referral the third time the student is in ACE for a tardy sweep, regardless of the class period. Consequences will continue through the Discipline Levels beyond the 6th overall tardy.

3 rd tardy	Level 1
4 th tardy	Level 2
5 th tardy	Saturday School
6 th tardy	Level 3

Theft

This includes theft of school property or the property of a student or staff member. Restitution and/or community service may be required in addition to consequences below.

*Charges may be filed.

1 st offense	Level 1-9
2 nd offense	Level 5-9

Threats or Intimidation

When a person indicates by word or behavior the intent to cause physical injury or serious damage to a person or their property.

*Charges may be filed

1 st Offense	Level 4-9
2 nd Offense	Level 5-9

Tobacco Violation (including electronic cigarettes or other nicotine products)

The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events, and on school-sponsored transportation. Consequences will continue through the Discipline Levels beyond the 3rd offense.

1 st offense	Level 5
2 nd offense	Level 6
3 rd offense	Level 7-8

Transportation Violation

*Consequences may vary based on the offense and consequences from both SHS and the Transportation Department may occur.

Trespassing

Remaining on a public school campus without authorization or invitation and with no lawful purpose. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus after being directed to leave by an administrator or designee of a facility, campus, or function. Consequences will continue through the discipline levels beyond the 2nd offense.

1st offense Level 1-9

Tuancy

Tuancy includes leaving campus without checking out, cutting class, or being 10 or more minutes late. Tuancy offenses accumulate per semester in all classes. Consequences will continue through the Discipline Levels beyond the 1st offense.

1st - 3rd offense Level 1-3 (on-campus truancy)

1st - 3rd offense Level 3-5 (off-campus truancy)

Verbal Provocation

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

*Charges may be filed

1st offense Level 3-9

2nd offense Level 5-9

Violations of Dress Standards, including ID card violations

Students are informed of the Dress Standards in the Student Handbook and via announcements during the first week of school. Consequences will continue through the Discipline Levels beyond the 3rd offense.

1st offense Level 1

2nd offense Level 2

3rd offense Level 3

ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION

Sahuarita Unified School District does not discriminate on the basis of race, color, national origin, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Sahuarita Unified School District's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Audio Visual, Automotive Technology, Business, Construction, Culinary, Photography, Robotics, Sports Medicine. Inquiries concerning Title VI, Title II, Title IX, Section 504, and Americans With Disabilities Act may be referred to Mr. Scott Downs, Assistant Superintendent (sdowns@sahuarita.net), or Mrs. Jessica Banhie, Director of Student Services (jessica.banhie@sahuarita.net), at 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520)-625-3502.

Notificación Pública Anual De No Discriminación

El Distrito Unificado de Sahuarita no discrimina por razones de raza, color, origen de nacionalidad, orientación sexual, edad, o discapacidad en la admisión o acceso a, o tratamiento o empleo en, sus programas o actividades educativas. El Distrito Unificado de Sahuarita Departamento de Educación Profesional y Técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Audiovisuales, Tecnología Automotriz, Negocios, Construcción, Culinaria, Fotografía, Robótica, Medicina Deportiva. Las preguntas relacionadas con el Título VI, Título II, Título IX, Sección 504, y el Acta Para Americanos Con Discapacidades, pueden ser dirigidas al Sr. Scott Downs, Asistente del Superintendente (sdowns@sahuarita.net), o Sra. Jessica Banhie, Directora de Servicios Estudiantiles (jessica.banhie@sahuarita.net) al 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520) 625-3502

J-3632 JII-EB

SAHUARITA UNIFIED SCHOOL DISTRICT STUDENT CONCERNS, COMPLAINTS & GRIEVANCES

Students may present a complaint or grievance regarding one (1) 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 not related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability.
- Concern for the student's personal safety. Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

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 a school member.
- The person receiving the complaint will gather information for the complaint form.
- Allegations shall be reported on forms with the necessary particulars as determined by the superintendent.

Forms can be found on the district website.

- 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 or grievance falls within this policy shall be determined by the Superintendent.
- A student or student's parent or guardian may initiate the complaint process by completing the **Complaint Form, which can be downloaded from the district website.**

A complaint or 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 the District 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.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

J-3631 JII-EA

Sahuarita Unified School District STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

COMPLAINT FORM

(This form can be obtained at the SUSD30 District Office)