

ST. JOHNS HIGH SCHOOL

**Home of the
“REDSKINS”**



STUDENT HANDBOOK 2016-2017

**PO Box 429
St. Johns, AZ 85936
337-2221**

St. Johns Unified School District #1

District Officials

School Board Members

David Eisley	Brent Overson
Eve Patterson	Leslie Wenhardt
	Clint Wiltbank

Administration

Ed Burgoyne, Superintendent

St. Johns High School

Roger Heap, Principal
David Bradshaw, Assistant Principal/Athletic Director
Rebecca Caballero, Guidance Counselor

Office Personnel

Candy Garcia	Anne Salazar
Laurie Pulsipher	Shelly Finch

Custodians

Earl Holden	Karl Holden
James Crook	Lee Jaramillo

Annual Public Notification of Nondiscrimination

St. Johns Unified School District No. 1 does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. St. Johns Unified School District No. 1 Career and Technical Education Department does not discriminate in enrollment or access to any of the programs available (Transportation Technologies, Business Management and Administrative Services, Culinary Arts, Graphic Communications, Welding Technologies, Cosmetology, Education Professions, Fire Services, Nursing Services, Medical Assistant, and Electrical and Power Transmission Technologies). The St. Johns Unified School District No. 1 also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinators:

Section 504 Coordinator

Sharon Raban, Special Services Director
555 West 7th South
St. Johns, AZ 85936
928-337-2279

Title IX Coordinator

David Bradshaw, Asst. Principal/AD
360 Redskin Drive
St. Johns, AZ 85936
928-337-2221 ext. 1004

Notificación de Non Discriminación

St. Johns, Unified School District No. 1 no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras, de St. Johns Unified School District No. 1 Career and Technical Education Department no discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles (Transportation Technologies, Business Management and Administrative Services, Culinary Arts, Graphic Communications, Welding Technologies, Cosmetology, Education Professions, Fire Services, Nursing Services, Medical Assistant, Electrical and Power Transmission Technologies). El St. Johns Unified School District No. 1 tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI de Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Descriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden remitir por al coordinador de compliance:

Section 504 Coordinator

Sharon Raban, Special Services Director
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THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Statute: 20 U.S.C. § 1232g. Regulations: 34 CFR Part 99.

FERPA provides that an LEA that receives department funds (in this case, St. Johns High School) may not have a policy or practice of denying parents the right to:

- Inspect and review education records (34 CFR § 99.10).
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

SPECIAL EDUCATION SERVICES

The District will apply for a Collaborative Program Review grant to assess district procedures used in identification, evaluation, placement, and delivery of special education and related services to students with disabilities. The application and all related documents are available for review by contacting the Special Services Director, P.O. Box 3030, St. Johns, AZ 85936 or by calling (928) 337-2279.

DIRECTORY INFORMATION

The Title IX No Child Left Behind Act of 2001, Section 9582, and S.J.U.S.D. Board Policy 5.10 states that high school principals are required to give out information to universities, colleges and U.S. Armed Service recruiters when such release is clearly in the student’s best interests. This information includes names, addresses, and telephone listings. Parents may request in writing that such information not be released for their child without prior written parental consent.

CONCERNS AND COMPLAINTS PROCEDURES

Community members, parents & staff members: We appreciate your suggestions and input. We strive to provide a quality, safe, learning environment for all students. We hope to work together as a team to meet the needs of our students. We realize that from time to time problems do arise.

If you have a concern or complaint with one of our staff members, procedures, or facilities, please follow this board approved plan for conflict resolution:

1. First, talk to the person that you have the concern with. Over 90% of all problems are taken care of at this level.
2. If you still feel that your concern has not been addressed properly, then contact that person’s supervisor or one of the principals.
3. Contact the school superintendent.
4. Finally, contact the School Board. (Please remember that a school board member has to be very careful not to receive too much information or become involved early on. If they do, and your concern comes before the board, that member may need to declare a conflict of interest, and they would not be of any assistance to you.)

AHERA ANNUAL NOTIFICATION LETTER

Dear parents, teachers, and staff of St. Johns Unified School District:

As per the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed, for St. Johns Unified School District.

The inspection report and asbestos management plan file are available for review in the district office during normal office hours: 7:00 a.m. – 4:00 p.m. These documents include information regarding inspections, re-inspections, response actions, post-response actions, including periodic re-inspection and surveillance activities that are planned or in progress. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA additional inspections of the school are conducted every six months by properly accredited staff of St. Johns Unified School District. Should you require additional information in this matter, please do not hesitate to contact the district office at 928-337-2255.

Below are the names and phone numbers of the supervisors, assistant principals, principals, and superintendent for your use:

Roger Heap, High School Principal	337-2221 Ext. 1005
Dave Bradshaw, High School Asst. Principal	337-2221 Ext. 1004
Tim Raban, Middle School Principal	337-2132 Ext. 1201
Bryan Hollembeak, Coronado Principal	337-4435 Ext. 1303
Sharon Raban, Special Services Director	337-2174 Ext. 1207
Nelson Davis, Maintenance/Trans. Director	337-2255 Ext. 1017
Kay Hauser, Food Service Director	337-2255 Ext. 2236
Catherine Patterson, Finance Director	337-2255 Ext. 1106
Ed Burgoyne, Superintendent	337-2255 Ext. 1105
Kim Fejes, SJ Learning Center	337-2255 Ext. 1208

Faculty Members

Math

Linnea Morales
Joy Whiting
Lorena Reynolds

Music

Jennifer Olney

Language Arts

Ginee Scarbrough
Lisa Trickey
Ina Overson

Science

Lynette Burdick
Regina Hitchcock

Counseling Services

Becky Caballero

Career & Tech Ed Director

Roger Heap

Social Studies

Ina Overson
Loren Smith

Spanish

Carol Wilhelm

Physical Education

Mike Morgan

Library

Ramona Romero

Vocational Education

Bill Bell
Desarae Rogers
Deborah Crawford

Special Education

Bonnie Stradling
Elizabeth Moore

Aides

Judy Steadman
Kathy Myers
Krystal Moline

A resume for each teacher is available for inspection by parents or guardians of pupils enrolled, upon request at the high school administrative office.

Mission Statement

St. Johns High School is dedicated to helping every student fulfill his/her maximum potential, while acquiring a quality education. We believe that education is a responsibility shared by students, parents, school and community. The mission of SJHS is to provide every student with a nurturing and safe environment, while providing the knowledge, skills, and experiences essential to make a successful transition to productive and responsible individuals, family members, and citizens in a global and technological society.

WELCOME TO ST. JOHNS HIGH SCHOOL

St. Johns High School welcomes you to its ranks. We hope you will become familiar with its traditions and policies and take full advantage of the opportunities it will provide you.

The policies and procedures contained in this student handbook are of great importance to you. This information has been carefully prepared to help you adjust to St. Johns High School, be successful during your time here, and become an integral part of the school.

As you do this, you will prepare yourself to become a responsible citizen, which is the ultimate purpose of education. Accepting and carrying out the obligations of good citizenship while you attend St. Johns High School will prepare you better than anything else to finally take your place in our complex society. Pursuing your class work, as well as participating in extra-curricular activities at St. Johns High School, will help you not only academically, but also socially to develop traits of dependability, commitment, and perseverance, all of which will help you as citizens of our nation and in your future careers.

It is required that the students share this handbook with their parents in order to avoid any misunderstandings regarding our policies and procedures. Please take the time to go over the handbook with your parents. If you have questions concerning policies, feel free to contact the school to discuss them.

STUDENT BODY OFFICERS

President.....Dakota Hitchcock
Vice-President.....Mason Turney
Treasurer Victoria Baxter
Social Manager.....Juan Ortiz
Secretary.....Brealyn Lindsey

School Colors.....Red & White

ALMA MATER

Our strong band shall ne'er be broken,
Formed in St. Johns High.
Far surpassing wealth unspoken,
Sealed by friendship's tie.
Alma Mater, Alma Mater,
Deep 'graven on each heart,
Shall be found unwavering, true,
When we from life shall part.

2016-17 BELL SCHEDULE

Monday-Thursday

0 hour:	6:50 – 7:45
1 st hour:	7:50 – 8:50
2 nd hour:	8:55 – 9:50
Nutrition Break	
3 rd hour:	9:55 – 10:50
4 th hour:	10:55 – 11:50
Lunch:	11:50 – 12:30
5 th hour:	12:30 – 1:30
6 th hour:	1:35 – 2:30
7 th hour:	2:35 – 3:30
8 th hour:	3:35 – 4:30

Friday

1 st Block:	8:00 – 8:30
2 nd Block:	8:30 – 9:00
3 rd Block:	9:00- 9:30
4 th Block:	9:30-10:00
5 th Block:	10:00-10:30
6 th Block:	10:30-11:00
7 th Block:	11:00-11:30
Open Office:	11:30-12:00
Lunch:	12:00-12:45
Prof. Dev.:	12:45-3:30

2016-17 SCHOOL CALENDAR

Aug.	2	NAVIT Begins
Aug.	9	All Staff Preparation
Aug.	15	First Student Day
Sept.	5	Labor Day (No School)
Sept.	9	Apache County Fair (Teacher Day/No Students)
Oct.	10	Columbus Day
Oct.	14	End Quarter 1
Nov.	11	Veterans Day (No School)
Nov.	23-25	Thanksgiving Break (No School)
Dec.	23	End Quarter 2/Semester I
Dec.	26-Jan6	Christmas Break (No School)
Jan.	4	Classes Resume
Jan.	16	Martin Luther King Day (No School)
Feb.	20	President's Day (No School)
Mar.	10	End Quarter 3
Mar.	13-17	Spring Break
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April	14	Good Friday/Snow Day
May	25	Early Release/Middle School Graduation
May	26	School Ends (End Quarter 4/Semester II)
		High School Honors Assembly
		High School Graduation

I. TEXTBOOKS AND STUDENT FEES

MANDATORY fees are charged for the following electives:

Acadec	20.00
Art & Design	15.00
Autos I, II, III & Welding	10.00
Band/Orchestra/ Choir	17.00
CCR	10.00
Chemistry	5.00
Culinary Arts I, II & III	20.00
Drama	25.00
FBLA	16.00
FCCLA	16.00
Graphic Design I, II, III	10.00
Human Anatomy	7.00
PE/Aerobics	10.00
Redskin Graphics/Business	10.00
Spanish I, II	3.00
Sports (per sport; including cheer/dance)	20.00
(\$20.00 per sport/\$100 max per family per year)	
Sports Locker	5.00
Weight Training	14.00
Student Handbook	3.00
*Activity Card	40.00
**ID Card	5.00

OPTIONAL fees are charged for the following:

Locker	5.00
Yearbook	60.00
Chromebook Insurance Fee	50.00

***The activity card** fee is mandatory for those students who participate in extracurricular activities.

Free admittance to home athletic events.

****The ID card** is for security purposes and proof of registered student. No free admittance to home athletic events.

Please Note: Any student or family not able to pay these student/course fees because of economic hardship should contact the school administrator to develop a plan to pay these fees.

II. GRADUATION, GRADING, SCHEDULING, ETC.

A. Graduation Requirements

English: 4 credits

Social Studies: 3 credits

Mathematics: 4 credits (to include Algebra II)

Science: 3 credits (to include Biology)

PE/Health: 1 credit

CTE/Career Course: 2 credits

Other Electives: 6 credits

Completion of student Education and Career Action Plan (ECAP)

Early Graduation: See School Board Policy IKFA

Seniors, please note:

Incoming senior students desiring to graduate from SJHS must attend SJHS (not SJ Learning Center), for at least the entire semester immediately prior to graduation exercises, unless they are transferring from another accredited school with appropriate grades and credits qualifying them to graduate.

It is required that to be able to participate in the graduation exercises, a student must:

1. Have met all requirements to graduate.
2. Attend all required rehearsals, unless officially excused in advance by the administration.
3. Wear appropriate attire that meets the graduation dress code at baccalaureate, honor day assembly and the graduation ceremony: Boys - dress slacks, collared shirts and dress shoes with socks. Girls - dresses to knee length or below and dress shoes. (No shorts allowed for boys or girls) Any item of clothing or devices or objects deemed inappropriate by the administration will NOT be allowed at graduation.

B. Grading System

Students at St. Johns High School are graded on a letter grade scale.

1. Grade Requirements

A	90%-100% is given for work of such character as to merit special recognition. 4.33 = A+ = 100-98 4.00 = A = 97-93 3.66 = A- = 92-90
B	80% - 89% is given for work that is above average in class. 3.33 = B+ = 89-87 3.00 = B = 86-83 2.66 = B- = 82-80
C	70% - 79% is given for work that is at an average level. A 70% is the lowest grade recommended for employment or college entrance. 2.33 = C+ = 79-77 2.00 = C = 76-73 1.66 = C- = 72-70
D	60% - 69% is given for work which is below average, fulfilling only the minimum, essential requirements. 1.33 = D+ = 69-67 1.00 = D = 66-63 .66 = D- = 62-60
F	Below 60% is given for work which is failing to meet minimum requirements, and indicates that the student must repeat the class to receive credit. 59 or below = F

2. Makeup Work

A student will not be given opportunity for makeup work and tests if he/she fails to present to the teacher an excused absence admit within the two-day limitation following his/her return to class. The responsibility to do this in a timely manner is that of the student.

Grading Periods and Report Cards

<u>Grading Period</u>	<u>Last Day</u>
1st 9 weeks	Oct. 14
2nd 9 weeks	Dec.23
3rd 9 weeks	Mar.10
4th 9 weeks	May26

C. Weighted Grades

Weighted grading is in effect for various classes at St. Johns High School. The classes having weighted grades are: physics, , college algebra, college chemistry, honors English, college pre-calc trig, and Acadec as long as the student competes on the team.

A student taking a weighted class will receive a GPA for that class one full grade above that actually calculated by the teacher (for grades of “A, B, or C” only, a grade of “D” will not be weighted). An example is a student receiving a “B” in a class with weighted grades would receive 4.00 when the computer figures his/her GPA, rather than 3.00 as the normal scale indicates. A “D” grade, on the other hand, would receive a 1.00 value. The highest GPA total for weighted class is 5.00, as no “A+” will be scored higher than 5.00. An “F” in a weighted class will not be weighted up to a “D” or a GPA of 1.00.

The grade that the student has earned in a class with weighted grades will be reported and shown on the report card. The weighted grades will be reflected in the computation of the GPA. A notation will be made on permanent records that explains which classes are weighted and how GPA modifications are made.

The selection of a valedictorian and a salutatorian will be based on the weighted G.P.A. For co-valedictorians or co-salutatorians to be selected, two or more students must be within 1/100 of a point of each other in the calculation of their respective GPA’s (within means less than 1/100th apart).

D. Challenging a Class

If a student wants to challenge or test out of a class for credit, he/she needs to follow this procedure (Keep in mind that not all classes are available i.e., lab classes):

1. Notify the counselor of his/her desire to test out of a class prior to the beginning of, or within the first two weeks of a semester.
2. Get administrative and department chair approval.
3. The administration will notify the department chairperson of the student’s desire. An appropriate final test will be provided by the department chair,

and a time and date will be set for the administration of the test in a timely manner.

4. The student must pass the test with 70% or better.
5. The opportunity to test out of a class will not be given to a student who has failed the class within the previous two semesters.
6. The opportunity to test out of a class will only be offered once per semester.

E. Senior Release Time & Internships (DCE)

Seniors must meet the following requirements to have senior release time:

1. Must be enrolled in at least 5 classes that earn credit toward graduation. NAVIT, , and religious release time are not counted as 1 of the 5 classes.
2. Exceptions for seniors only can be considered on a case-by-case basis with regard to NAVIT and/or DCE students.
3. Must have at least a 2.0 cumulative G.P.A.
4. Must be on track to graduate.
5. Must have proof of employment on file by the end of the 2nd week of the semester. If employment is terminated for any reason, the student will be given a reasonable amount of time in which to find another job or they must schedule a class equivalent to their release time hours.

A committee comprised of faculty members will be formed to review extenuating job related circumstances (example: babysitting siblings).

NAVIT: Students attending NAVIT classes away from St. Johns High School campus will be required to use their return trip home as their lunch time and maintain enrollment in a minimum of 4 periods as assigned by St. Johns High School. Students enrolled in NAVIT programs that meet locally must be enrolled in a minimum of 5 classes.

F. Schedule Changes

Students are advised at the time of registration that their program for the coming year should be carefully planned. This should eliminate the need for schedule changes. Schedule change forms may be picked up in the office. However, the cases where a “bonafide” reason for a schedule change exists, the change will be made in the following manner:

A written request stating fully the reason for the change and signed by one or both parents must be presented to the student’s counselor. If the counselor deems such a change advisable, she will recommend the change. Until the student has been notified that such a change has been made, he/she is to continue with his/her original schedule. NO schedule changes will be made after eight (8) school days, except at the discretion of the administration. The authorized schedule changes after this time will result in an “F” in the course being dropped. If the class being dropped is compatible with the class being added, the grade will be transferred to the class being added at the time of the change.

No schedule changes from a higher-level class to a lower level class in a given discipline, such as math or English, will be allowed until a conference has occurred with the students, parents, teacher, and administrators.

Math classes: students MUST receive at least a “C” grade (70% or above average for the 2 semesters) in order to advance to the next math level.

G. Report Cards and Honor Roll

At the conclusion of each grading period, the academic honor rolls are announced and posted after report cards are issued to students.

1. **Report Cards:** Report cards will be distributed the first Wednesday following the end of the nine (9) week grading period, unless otherwise noted.
2. **Principal’s Honor Roll:** A student qualifies for the Principal’s Honor Roll when he/she earns a G.P.A. of 3.83 or better for the grading period.
3. **“A” Honor Roll:** A student qualifies for the “A” Honor Roll when he/she earns a grade point average between 3.66 and 3.82 for the grading period.
4. **“B” Honor Roll:** A student qualifies for the “B” Honor Roll when he/she earns a G.P.A. between 3.00 and 3.65 for the grading period.

H. Final Examinations

All teachers will give final examinations to all students, which may be comprehensive in their classes at the end of each semester. If a student has perfect attendance in a class, the teacher may either omit the final exam or omit the grade on the final exam. The teacher MUST announce his/her exam policy at the beginning of the semester. These examinations serve a twofold purpose: the student is able to see how much has been gained from the class, and the teacher can see how effective he/she was and can make modifications for improvement. If a student wishes to take exams early due to serious conflicts, administrative approval must be given prior thereto.

1. **Repeated Failure of a Class:** If a student fails a given class twice, summer school, credit recovery, or an on-line course will be the next option for a student to earn credit for the class.

Credit Recovery/Making-up Failed Classes

1. **Summer School:** Is for almost any student that is behind in credits. Students are required to pay \$100 per half credit prior to enrolling in the class. Regular attendance is required. Summer school should be seriously considered because not every student is eligible to take credit recovery during the regular school year, and without summer school, some students will be required to repeat the classes they failed. Students with excessive absences or any chronic attendance problems may be denied summer school.
2. **Repeat the Class:** Students that failed with a very low percentage (below 50%) or had an extreme number of absences and tardies, or both, will in most cases be required to repeat the class. Decisions are made on an individual basis through consultation between teachers and administration.
3. **Credit Recovery:** Admission into credit recovery requires administrative approval. This is a program conducted mainly on Friday mornings, during academic support classes or 8th period, during the regular school year (not summer school); for the

purpose of helping students recover lost credit in order to stay on track to graduate on time. Overall grade must be 80% in order to earn credit in A+ classes (credit recovery).

Credit Recovery:

- Is NOT a substitute for regular course offerings.
- Is NOT available to all students, especially those who fail a class on purpose.
- Is NOT a means to get credits ahead and graduate early (credit recovery classes cannot be used toward early graduation without administrative approval).
- Is NOT a way to avoid taking a class from a regular teacher.
- Is NOT a quick fix. Students that fail a class (for any reason) will not be enrolled in credit recovery to make up that class during the same school year they failed. Exceptions will be considered on an individual student basis.
- Is NOT a dumping ground for students that are discipline problems in the regular classroom. Students removed from a class for poor behavior will not be placed in credit recovery. They will have to take summer school, repeat, or transfer to the SJ Learning Center.
- Students with excessive absences or any chronic attendance problems may be denied credit recovery.
- *Should be done on Friday in most cases.

St. Johns Unified School District has an alternative school called “St. Johns Learning Center” (SJLC). This is a separate high school where-in a student can earn a diploma or get themselves back on track to return to SJ High School. Students that find themselves lacking numerous credits and are in jeopardy of not graduating on time may be placed in the alternative school, St. Johns Learning Center. Movement from SJ High School to SJ Learning Center is done only after careful evaluation of a student’s academic records, meeting with the student and parents, and collaboration between the SJLC director and the high school administrative staff.

III. ATTENDANCE AND TARDY POLICIES

A. Philosophy

Regular attendance relates directly to academic success, therefore, regular attendance is required of all students at St. Johns High School.

Absence from a scheduled class for any reason degrades academic performance and makes meaningful academic achievement difficult.

All students need to learn the behavior of regular attendance. Getting to school as a student equates with getting to work as an adult. As long as the world of work regards reliability and punctuality as desirable traits, these behaviors shall be taught and reinforced by the faculty and administration of St. Johns High School.

B. Definitions

1. **Tardy:** Arriving to class any time after the late bell rings. A student will be deemed at the very least tardy, and may be considered absent according to the discretion of the teacher and/or the administrator, depending on how much class time is missed.
2. **Absence:** An absence takes place when a student fails to report to a scheduled class during the assigned time.

3. **Excused Absences:** An excused absence is defined as an absence which takes place with the knowledge and approval of the administration and/or the knowledge and approval of the parent or guardian prior to the absence.
4. **Truancy (ditch-unexcused):** A “ditch” is an absence which takes place without the knowledge and approval of either the administration or the parent/guardian. Also, when a student leaves school without checking out through the office.

All absences, excused or unexcused, **will** be counted toward the seven day absence limit.
5. **Absence Limit Per Class:** The number of absences is 7 days per semester, after which a student stands to lose credit. Excused and unexcused absences count toward this number. An absence due to suspension will not count against the 7 day limit, however, it will count against the perfect attendance record of the student for final exam purposes.
6. **Attendance Committee:** This is the body which shall hear appeals from the decision to withdraw credit for exceeding the attendance limit. It shall be composed of an administrator, the guidance counselor, and one or more teachers.

C. Friday Attendance

1. Friday school attendance is for re-teach and enrichment. It is not our intent to ever use Friday attendance as a disciplinary remedy.
2. Any student that wants to attend on Friday may do so even if they are not asked.
3. Students that miss school for any reason Monday-Thursday will be expected to attend on Friday, not as a punishment, but to receive the instruction they missed and make-up any missed work. We hope this will be a powerful incentive for students to attend all of their classes during the week.
4. Failing a test or falling behind on assignments.
5. Students with a failing grade in a class.
6. Students that are proficient that can benefit from enrichment activities.
7. Credit recovery students.
8. Students needing test prep.
9. Other reasons deemed appropriate by a teacher or administrator.
10. When a student comes in on Friday, they must attend class while they are here. Students not attending class will be sent home or disciplined, or both.

D. Regulation

1. **Absences:** When a student is absent, parents are obligated to contact the school and send a note with their student no later than two school days following the student's return to school. It is preferable that the parent contact the

school prior to, or on the day of the absence.

- a. Students returning to school after an absence shall report to the office. At this time, a determination will be made by the administration/office staff as to the nature of the absence. If there has been no previous documentation presented by the student or parents, the absence will be classified as unexcused/ditched and will remain so classified unless confirmation from parent(s) can be obtained within the two day limit. If the absence remains unexcused, no missed academic work may be made-up for credit, and disciplinary action will take place according to the “ditch” policy.
- b. Students presenting bona fide notes, or whose absences have been previously substantiated by the parent, and whose reasons for absence are approved by the administration will be allowed to make up work missed for credit within a reasonable time, as determined by the teacher. It is noted that, in most cases, only written work such as tests, homework, etc., can be made up following an absence. Oral quizzes and other oral type class work cannot normally be made up due to the extensive time required on the part of the teacher.
- c. A student is required to check out through the front office when leaving school during class time or passing period by presenting a parental note or a documented parental phone call granting permission for that student to leave. If parental contact has not been made prior to this time, the administration shall contact the parent/guardian if possible. The administration will not accept excuses after the fact when students leave school during the day without administrative approval or a parental phone call. Such an absence will be considered a ditch. (If a student is 18 years old and has a letter on file from his parents stating he is now his own guardian, he/she may check out.)
- d. Upon a student’s 8th absence in a semester (excused and unexcused absences combined) in a class as documented by computerized attendance sheets, credit will be taken away in that class. The only exception would be absences resulting from serious illness or serious family emergencies directly affecting the student’s ability to attend class, which illness or emergency is reported to the administration prior to or at the time of absence. Medical and/or other documentation will be required to substantiate such absences.

The school will endeavor to advise parents at the student’s 5th absence of the semester, as a reminder. The student will be placed on attendance probation at this time, with the warning of the loss of credit upon his/her 8th absence in a particular class.

- e. In the case of loss of academic credit for exceeding the absence limit in a semester, the student shall have the right of appeal to the attendance committee, which shall hold an appeal hearing and make a determination. When credit is withdrawn, it is the equivalent of getting an “F” in the class. An appeal if desired, must be scheduled within 10 days of the notification of the loss of credit. Students with more than 1 ditch for the semester will not be allowed to appeal.
- f. Should the parents and/or student not agree with the determination of the committee, the matter may be appealed to the superintendent and to the

board of education.

- g. Once a student loses credit, due to exceeding the 7 day limit of absences, he/she will continue to attend the class in question on an audit basis or will be placed in study hall/reading lab, per administrative discretion.
- h. Students losing academic credit to the extent that they are not taking a minimum of five classes leading to graduation will be asked to withdraw or transfer to SJ Learning Center for the balance of that semester. (Exception for NAVIT students who go out-of-town; minimum 4 classes).

2. Tardies

It is extremely important for students to be ready for class when it is time to start. To ensure this, SJHS has a tardy/sweep policy that will be enforced. The only “excused tardies” that will be allowed are during 1st and 5th periods which are excused by a parent in person, by written note, or phone call prior to or upon the student’s arrival at school. We expect that these “excused tardies” are only used in an emergency and do not occur regularly. More than 3 excused tardies in one semester will be considered abuse of the process and will be dealt with by the administration.

It is noted that the passing period between classes is 5 minutes long. This is time for the student to prepare for the next class by obtaining all items needed and to proceed to that class in a timely manner. **It is not a time to loiter in the halls.** A warning bell will ring when there are 2 minutes remaining. At this time, all students **must be moving** towards their next class.

The tardy procedures will begin immediately after the tardy bell rings. All students arriving to class late will be dealt with by the teacher according to the following procedures:

1st - 4th Tardies: Consequences administered by the teacher according to class policies.

5th Tardy: Teacher contacts parents and administers classroom consequences.

6th – 8th Tardies: Teacher refers student to assistant principal. Detention and/or written assignment will be assigned.

9th Tardy: Teacher contacts administrator. Administrator contacts parent and arranges a meeting with teacher, student, administrator and parent. Detention also assigned.

10th Tardy: Loss of credit in the class. Time can be bought back through Saturday School attendance.

3. Ditching (Truancy)

The consequences for truancy (ditching) will be as follows:

- a. All “ditched” or “unexcused” periods will result in a detention period assigned. For example, if a student ditches an entire day of school, he/she will be assigned (7) detention periods.
- b. A student will not be allowed to make-up any work missed as the result

- of a “ditch” or unexcused period.
- c. Failure to check-out through the office when leaving school during the day will count as a ditch for at least the first period that the student is gone.
- d. Saturday School can be served to take the place of (6) detention periods assigned.
- e. Failure to serve detention periods assigned in a timely manner will result in the student being suspended from school. Be advised that upon returning from such a suspension, the student will still be expected to complete the detention time that has been assigned.
- f. Excessive ditching will result in the need for a parent conference. Continued ditching after the parental conference will result in suspension from school and/or referral to the Apache County Juvenile Probation Office for truancy, or transfer to St. Johns Learning Center.
- g. A student who ditches one or more class periods will not be allowed to participate in any extra-curricular activities that same day.

E. Eligibility for Extracurricular Activities

The St. Johns Unified School District believes that student activities are an important element of the total school curriculum. Student activities provide students with avenues for relevant expression and experience.

Extracurricular activities are defined as all activities for which no credit is earned (including interscholastic competition.)

Eligibility criteria to determine student participation is as follows:

1. All students that are participants in extracurricular activities shall maintain a passing grade in all their classes and be progressing toward graduation. Student progress will be reported by teachers every Monday by 8:00 AM. Eligibility checks will happen every week throughout the school year. A student who has an “F” grade in any class will be ineligible for the next week (Monday-Saturday). They will be allowed to practice with his/her extracurricular organization, club and team, but not participate in games/activities. Ineligible students may not travel with their group. Students can be declared eligible again at the next week’s grade check.
2. The principal or designee will notify a student of his/her ineligibility status as soon as possible following the grade check on Monday morning. Attempts will also be made to notify parents by e-mail or phone.
3. Credits earned in a summer school program will be applied to the previous spring nine weeks grading period of the completed school year. The student’s summer school courses must meet graduation requirements, and the grade must be recorded on the student’s permanent record in order for the school to certify the student’s eligibility to participate.

Administration will determine if the credits earned in summer school will constitute regaining athletic eligibility to begin the next school year

4. If a student is absent from school, the student will not be allowed to participate in any extracurricular function the evening or the day the excused or unexcused absence occurred. A student must be in attendance for at least one-half of the school day (4 periods) of an activity/game or on the day prior

if a game is on a Saturday, holiday, or vacation. This includes seniors who may not have 7 periods. Participation in weeknight games is not an excuse for absence the day following the game. Also, any student who ditches one or more periods will not be allowed to participate in any extra-curricular activities that same day.

The responsibility for the enforcement of this rule rests with the coach/teacher in charge of the activity. If it is felt that justifiable reason exists to make an exception to the rule, the final decision will be made by the principal in accordance with A.I.A. regulations.

5. Any student whose general behavior presents a problem or jeopardizes general school discipline will be denied participation in extracurricular activities until such time his/her behavior warrants reinstatement, as determined by the administration.

IV. STUDENT COUNCIL

A. Student Council

The student council is the representative body for all classes and clubs. This organization represents all students in governmental procedures serving as the student voice to the administration.

1. Class & Club Activities

- a. Classes and clubs are not primarily moneymaking organizations. Fund raising activities shall be limited.
- b. The primary purpose of each club is enrichment of the student's educational experience. An overview of the club's expectations for the year is to be submitted to the student council at the beginning of the year.
- c. Fund-raising and other activities must have the advance approval of the student council and the principal. Such activities will be approved on the basis of need and considering the availability of time, as determined by the master calendar in the administrative offices.

The various classes, clubs and organizations on campus are permitted to have limited fund raising activities in order to have finances to conduct their business. As stated above, plans for activities are to be submitted to the student council and the principal for approval.

All funds raised must be deposited in that group's account by the high school financial secretary. The law requires that all accounts be handled in this manner. If an organization wishes to spend monies that have been deposited, the officers must submit minutes from the club meeting authorizing their sponsor to spend funds on an agreed-upon purchase or activity, and they must fill out the required paperwork completely. This form must be signed by the class or group officer, by the sponsor and the principal. Spending must be approved by the principal before a purchase order will be made. This procedure must be followed.

Any fundraisers must be for a club, class or organization, not for individual students or alumni.

Student clubs sponsored by agencies outside the school, but wishing to use school facilities, must meet all school regulations concerning school clubs and sponsors. They must also have the approval of the student council and the administration.

B. Assemblies

There will be assemblies held in the auditorium, gym or other areas around campus. Students are expected to participate as the nature of the assembly indicates. Regardless of the assembly location, students will be expected to show courtesy and consideration of the person in charge as well as any performers. Students are expected to learn to be good listeners and appreciate the program and its presenters.

Assemblies held in the auditorium will be of a more serious nature. Only the best of manners will be tolerated. Students will be removed from the assemblies for failure to behave with decorum. Appropriate behavior in the auditorium includes the following: **No food or drink; no hats; no catcalling, jeering or other inappropriate sounds; no talking or visiting during presentations; no feet on chairs. Seating will be assigned.** Students who violate these conditions will be removed from the assembly and may be subject to disciplinary action, and losing their privilege to attend future assemblies.

C. School Dances

Student dances must be approved by the principal and student council at least five (5) days prior to the activity. A completed dance permit must be presented to and approved by the student council and by the principal or assistant principal. A minimum of four (4) sponsors are required to be present at all school dances. If chaperones are not available in sufficient numbers, the dance will be canceled.

Formal Wear for Girls: Formal dress and dress shoes. Dresses should come to the top of the kneecap or below and have straps (according to Student Handbook dress code). Prom dresses will not be allowed that have bare midriffs or cutouts. Tube tops, tank tops, or blouses that cannot be tucked in, and see through garments, etc., are not allowed. No deeply plunging backs or fronts, or deep slits in the dress in the front, side, or back. A slit should not come higher than the top of the knee. No strapless dresses or halter tops will be allowed. The top of the dress should not be more than 3" below the collar bone. The back of the dress should come to the top of a normal bra line, but no lower than the shoulder blades. Spaghetti straps on formal evening gowns are permissible. No backless apparel that exposes the posterior or cleavage as seen from behind the dress. No displaying of undergarments of any kind. No flip-flops or tennis shoes.

Semi-formal (homecoming): Nice dress and shoes. Rules for formal wear apply.

Formal Wear for Boys: Boys will wear a tuxedo or suit and ties. Black western pants may be worn with a tuxedo or suit jacket. No blue jeans or trench coats. No sports shoes or sandals of any kind. Socks and dress shoes are required or polished western boots. No sagging pants and no displaying of undergarments of any kind. No casual hats or caps.

Semi-formal (homecoming): Suit and dress shoes or slacks/dress pants, button-up, collared shirt and ties, and dress shoes. Rules for formal wear apply.

This semi-formal/formal dress code will be enforced for the duration of the dance. Any student or guest violating the dress code by altering their attire in a way that renders them in violation of it will receive one warning, and if not immediately complied with will be asked to leave. No refund will be given.

All regular school rules apply to school dances including dress code rules. Dances are for St. Johns High School students and their invited guests. It is preferred that invited guests should be of high school age & currently attending & in good standing at their school. However, exceptions will be considered on a case-by-case basis by the sponsors and/or administration. Recent graduates (recommended 1-2 years out) from SJHS may be invited as guests. No one under the 9th grade will be allowed to attend high school dances. Normal school dances will end promptly at 11:30 PM. Exceptions to this are special dances such as the Prom, Sweetheart Dance, etc. The Junior Prom will be held at a school district facility.. Students once entering a dance will not be allowed back in upon leaving unless it is with prior approval of the administrator, teacher or policeman on duty.

D. School Sponsored Trips

All school rules and regulations are in effect during school-sponsored trips. Students in violation of school rules will be disciplined by the school and may forfeit their right to travel on school transportation for the remainder of the school year. (Examples include, but are not limited to, possession or use of tobacco, alcohol, drugs, or other intoxicants, unruly behavior, or violation of dress code, etc.).

Senior Trip or Ditch Day

To be eligible to go on an extended senior trip or ditch day activity the following criteria must be met:

1. On line to graduate and currently passing all classes necessary for graduation.
2. "C" average (2.0) or above through the end of the first semester of their senior year.
3. No extensive absences or tardies during current semester, and must not be on an attendance contract. (Absence limit of 7 per class, tardy limit of 9 per class).
4. No off-campus suspensions during the current school year.
5. No other "infraction" which the administration might deem serious enough to keep a senior from going.
6. Trespassing on school grounds or in buildings to take part in senior pranks or any act of vandalism organized by students will, at a minimum, result in suspension and denial of senior trip.

E. Guidelines for School Elections

1. Student Body Elections

- a. A candidate for student body president or vice-president must be a junior or senior during the upcoming school year.
- b. All candidates must have at least a "C" (2.0) average (through the previous semester), cannot have failing grades during the previous nine week grading period and must be on line to graduate.

- c. All candidates must have no serious behavior infraction on their record during current or previous semester. Any student who has been assigned off-campus suspension during the current year is not eligible to run.
 - d. To be eligible to run all candidates must submit a petition bearing at least 25 signatures of high school students.
 - e. Seniors will not participate in voting for student body officers.
 - f. The administration reserves the right to impose other limitations as might be required because of unforeseen circumstances.
 - g. No write-in candidates will be allowed to take office.
 - h. A simple majority is required to win an election.
 - i. **Ties:** In order for a tie to exist, candidates must have the exact same number of votes as verified by the principal or designee. A run-off or re-vote will be conducted immediately to break the tie.
- 2. Class Elections**
- a. All candidates must have a “C” (2.0) average through the last semester, no failing grade during the last nine week grading period, and must be on line to graduate.
 - b. All candidates must have a clean record with no serious behavioral infractions on their record during the current and previous semester. Any student who was suspended off-campus during the current or previous semester is not eligible to run.
 - c. All candidates must submit a petition bearing at least 15 signatures of students in the class for which they are running for office.
 - d. Remember, the administration reserves the right to impose other limitations as might be required due to unforeseen circumstances. No write-in candidates will be allowed to take office.
 - e. A simple majority is required to win an election.
 - f. **Ties:** In order for a tie to exist, candidates must have the exact same number of votes as verified by the principal or designee. A run-off or re-vote will be conducted immediately to break the tie.

V. OTHER SCHOOL GUIDELINES, REQUIREMENTS, AND REGULATIONS

A. Dress Code

Students are expected to keep themselves well groomed, neat and modestly dressed at all times. Any form of dress which is distractive or disruptive in appearance and detrimental to the purpose of the school will not be allowed.

No policy can address all situations, but the following guidelines are expected to be followed:

1. All students must wear some kind of soled footwear, but no slippers.
2. Clothing with, or reference of, any kind of alcohol, drug, tobacco, vulgar or sexual graphics is not permitted.
3. Bare midriffs, bare backs, bare shoulder, see-through blouses, halter-tops, tank tops, and plunging necklines are not allowed. Shirts, blouses, pants and dresses must be sufficient to completely cover all under garments during

normal body movement. Pants must not sag below the normal belt line and/or expose underwear. Shirts and blouses must have a full shoulder and must be long enough to be tucked in or to cover at least the bottom of the belt line of pants, shorts and skirts.

Trench coats are not allowed.

Clothing with holes and slits, tight bike shorts, and ragged cutoffs are not allowed. Longer-style tops are to be worn with leggings and skin-tight pants. Longer-style tops are defined as being lower than the fold of the leg.

Jeans with holes may be worn with leggings underneath as long as the holes are not extreme.

Hats or headwear of any kind are not allowed in any school building during the normal school day. This means all headwear are NOT to be worn or hand carried in the school buildings. Hoods are not allowed to be worn in the buildings and bandannas are not allowed to be worn or shown at any time.

Sunglasses, unless prescribed by a physician, are not to be worn in any building.

Students may wear pants, sweats, shorts, dresses or skirts provided the length is to the top of the kneecap or below. Pajamas are not considered appropriate attire except on special days.

Special clothing or safety items may be required in some classes to prevent a hazard to the health or safety of the student.

Any clothing which might be identified as relating to gangs will not be allowed. This includes items or inscriptions attached to clothing.

P.E. clothing must follow the dress code with one exception: shorts can go to mid-thigh or below.

Determination of appropriate dress rests with the administration. When the mode of dress does not meet what is expected the following will occur:

1. First offense: Student will be asked to change clothes and be given a verbal warning.
2. Second offense: Student will be asked to change clothes and will be assigned one detention period. Parents to be contacted.
3. Subsequent offenses: Students will be assigned off-campus suspension or Saturday school, per administrative discretion.

Note: The time that a student is out of class due to changing clothes may be considered to be unexcused, per administrative discretion.

B. Hall Passes

Any student in the hallway during class time without a proper hall pass is subject to disciplinary action. It is a student's responsibility to obtain a hall pass from his/her teacher when leaving the classroom. The student's copy of the St. Johns High School handbook serves as the hall pass when it is appropriately signed by the teacher.

C. Health Records

Students must have health and immunization records on file in the office. Students **WILL NOT** be admitted into school until these records have been presented and are on file.

D. Release of Student to Legal Custodian

At the time of school admission, the parent or guardian must complete the student's permanent record form, which will identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the building principal or his designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, or does not provide appropriate authorization the principal or designee may refuse to grant the release.

If in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction of the principal or designee, such change shall immediately be entered on the student's permanent record.

E. Illness During School Hours

If a student becomes ill during the school day, he/she should report to the office area to meet with an administrator or office staff member. If necessary, the district school nurse will be called. Students will not be permitted to go home until a parent/guardian or responsible adult has been contacted by a staff member, and that person accepts the responsibility for the student.

Under no circumstances should a student stay in a restroom for an extended time, or leave for home without proper authorization from the office. Such action will be considered a ditch from class and warrants disciplinary action.

F. Food and Drink Limitations

The only times that food and drink are allowed in the hallway or classroom is during the nutritional break (between 2nd and 3rd periods), and the start of 3rd period (when students are finishing food items from nutritional break). Otherwise, no food or drinks other than water are allowed in the classrooms or hallways unless permitted by the administration for previously arranged meetings or activities. Food and drinks are not to be taken from the cafeteria unless prior administrative approval has been given.

G. Automobile and Traffic Regulations

Students who drive to school are expected at all times to abide by state, county and city traffic laws. Those who break the law will be referred to the proper authorities.

The privileges to drive or park on campus will be revoked for careless or discourteous driving. Cars are not to be used as lockers for books or other material. Students are to use their cars only when arriving at or leaving campus. Students are not to park in the designated faculty parking lot nor in areas where the curb is painted yellow or red. Violations of these rules may result in disciplinary action, including the loss of driving privilege and the towing away of the vehicle (at the owner's) expense.

H. Technology Resources/Internet

Inappropriate use of technology resources/internet may result in cancellation of use of information services and/or appropriate disciplinary action. (Misuse may come in many forms but can be viewed as any message sent or received that indicates or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language.)

I. Student Lockers

Each student will be assigned a book locker when school begins each fall. Charges for the use of the locker are made during registration.

Although school authorities will respect the right of privacy of the student in his locker and property, it should be made clear to all students that lockers are the property of the school and are assigned to the students for the purpose of storing supplies, clothes and other items necessary for the student's education and physical well being.

The school has the right to search all lockers in the school facilities and will do so in emergency situations. Searches of student lockers will be limited to instances where:

1. It is suspected that a student is using his locker for an illegal purpose or where evidence of breaking the law is present.
2. It is believed that a student is using his locker in such a way that it would interfere with the learning atmosphere or the duty of the school authorities.
3. It is believed that a student is using his locker to endanger the health and safety of other persons.

Students, DO NOT share your locker or combination with anyone. Students who are assigned to a locker assume full responsibility for personal or school property in the locker.

Students are not to leave money or other valuables in their lockers. The School is not responsible for anything left in lockers. Also, the high school is not responsible for items that may be stolen from individual lockers, including PE lockers.

Articles left in student lockers at the end of the school year will be disposed of. Slamming or kicking a locker will not make it operate any better. Any damage done to the individual lockers will be charged to the person assigned to the locker.

No student-owned locks are allowed on lockers without permission granted by the administration.

J. Emergency Evacuation of Building

Timely evacuation of the building would be crucial in the event of a fire or other emergency. Practice is required to ensure everyone in the building would be safely evacuated in the event of an emergency. Fire and other emergency drills are required by state law and students are expected to fully cooperate.

Students should be familiar with the exit route for emergency evacuation in each of his/her classrooms. These are posted in each classroom. In the event of an emergency or drill it is the student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area. Students are not to go to their lockers, get a drink, or go to the restroom during an evacuation.

Any student not cooperating with the procedure will be subject to disciplinary action.

K. Student Aides

The use of student aides can be very valuable to both the teachers and the student involved. The following qualifications and stipulations govern student aide opportunities:

1. Juniors and seniors are eligible to be student aides. Aide candidates must be of good character with no serious disciplinary record in the previous or present semester.
2. Each teacher will determine his/her own requirements in the selection of an aide for that particular subject area.
3. Student aides must maintain a minimum grade point average equivalent to a "C" through the previous semester.
4. Grading will be on a basis of pass or fail.
5. Aides cannot be responsible for taking attendance, or enter grades.
6. Aides are not allowed to leave campus in their own vehicle or in a faculty member's vehicle to run personal errands.
7. A student can serve as an aide for only one class period of the day, unless otherwise permitted by the administration. Likewise, a teacher may have only one student aide, unless otherwise permitted by the administration.

Students must be careful not to take advantage of being a student aide. All normal school rules apply to the aides such as the need for a hall pass, reporting on time, etc. Violations of said rules will result in disciplinary action and/or reassignment.

L. Check Cashing Policy

The office personnel WILL NOT cash personal checks except for the purchase of school-related items. Lunch checks must be presented to the cafeteria, not to the office personnel for cashing. Further, the office personnel WILL NOT make change for students for any reason except in the purchase of school items.

M. Skateboards

St. Johns High School does not allow roller blades and/or skateboards to be used on or carried by anyone at any time on the school campus. This policy has the best interest and health of our students in mind.

N. Electronic Devices

Electronic devices such as MP3 players, or IPODS are not to be used during class time (lunch hour and passing periods are exceptions) without permission of the teacher. This includes head phones. The presence and use of these items could serve as a distraction to the educational process.

The school is NOT responsible for the loss/theft of any electronic device. If a student brings such an item to school, they do so at their own risk.

Disciplinary action will be taken against those students who violate this policy. Consequences will be the same as for cell phones (Section O).

It is noted, however, that teachers can make limited exceptions to this rule with respect to their own classrooms as needed and according to their desires, and if use supports the lesson.

O. Cell Phones

Cell phones and other portable electronic devices are valuable educational tools that, if used appropriately, can enhance the learning environment in the classroom. If used for texting, Facebook, or other inappropriate uses, it can distract from the learning process and such use is not allowed.

Cell phone usage is strictly prohibited in locker rooms, restrooms, and shower facilities. Cell phones may be collected by the teacher during testing or any other time deemed appropriate by the teacher.

Cell phones may be used before school, after school, in the hallways during class changes, and during lunch. However, during the class period, the teacher will set the guidelines for the use of cell phones in his/her classroom. If a student violates the teacher's policy, the teacher will confiscate the phone and turn it in to the Assistant Principal's office. The following consequences will be administered to the offending student:

1st Offense: Confiscation of phone for a minimum of 24 hours.

2nd Offense: Confiscation of phone for a minimum of 7 days.

3rd Offense: Confiscation of phone for a minimum of 14 days. Student will lose the privilege of using a cell phone for the remainder of the year. Parent/guardian of the student must retrieve the phone after the 14 days.

Refusal to surrender your phone upon violation of this policy will result in removal from class and possible suspension from school.

Any subsequent offenses: Off-campus suspension.

Please note that the school is NOT responsible for the loss/theft of any cell phone. If a student brings such an item to school, it will be at their own risk.

A parent may come to the office and request the return of the device if there are mitigating circumstances involved in its' return to the family. Administration will consider such requests on a case-by-case basis.

P. Care of School Property

No students shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students shall be subject to disciplinary action as deemed appropriate by the administration for willful destruction of school property.

In instances in which a student engages in conduct that results in damage to district property, the district may institute formal charges for the purpose of having the court order the student, or his parents, to make full or partial restitution to the district in accordance with law.

Q. Visitors

A student planning on bringing a visitor must come into the office at least one day in advance of the appearance of the visitor and get approval of the principal or assistant principal as set forth on the visitor approval form.

Former students are always encouraged and invited to visit St. Johns High School with the approval of the principal or assistant principal. All visitors and guest speakers must check in at the office upon arrival.

R. Released Time

While the school provides for released time, students are still under the same strict attendance and behavior rules as set forth in this handbook. Any deviation from stated regulations may result in the student losing his/her release time privilege and/or being subject to school disciplinary procedures. This applies to students released to attend seminary classes. Any student on release time should not be on campus.

S. Withdrawal from School

No student will be permitted to withdraw from school unless he presents a note signed by his parents or guardian giving him/her permission to do so. The withdrawal slip issued by the office is to be presented to the teacher in each of his classes and to the various school offices before the withdrawal is complete.

The student should have a conference with the counselor and/or the assistant principal to discuss the reasons for withdrawal and the possible solutions to the problems.

T. Student Health and Safety

Students are expected to practice safety and good hygiene at all times. Including, but not limited to the following:

- No piercing of any kind on one's self or another student while at school.
- No tattooing of one's self or another student.
- Do not intentionally inflict any wounds, scratching, bites, etc., upon one's self or another student.
- Wash hands after using the restroom.
- Take precautions before coming in contact with blood or other body fluids.
- Always report injuries of any kind to an adult, teacher, administrator, etc.
- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff. Students not in compliance will be sent home or asked to use school facilities to shower and otherwise remedy their situation.

Intentional violation of good health and safety practices will result in disciplinary action, per administrative discretion, and reporting to proper legal authorities will occur.

VI. STUDENT SERVICES

A. Guidance and Counseling

Personal and professional counseling is available to all students. The school counselor maintains an up-to-date file on career data, college entrance information and scholarship material.

Conferences are encouraged between any student and his/her teachers or the school counselor whenever either party sees a need.

The counselor will assist students in test interpretation, career information and orientation, scheduling, assisting students with personal problems, college advisement and placement, follow-up studies and curriculum development.

B. Library

The library is open from 7:55 a.m. to 3:30 p.m. daily. Library books may be checked out for a period of three weeks. There are some encyclopedia and reference books available for a three day check out period. Videos may be checked out overnight.

Students are greatly encouraged to return library materials on time so others may use them. A list of overdue materials is posted outside the south library door each week. Students having over dues will not be allowed to check out additional materials until their record is cleared.

A copy machine is available in the library for student use.

The library has several computers, which have access to the internet available for student use. Students must obtain permission from the librarian and their parents to use the internet.

C. Cafeteria

A school lunch is provided at the high school cafeteria. Students may also bring a lunch to the school and eat it in the school cafeteria. Use of the lunchroom is a privilege, and good manners are to be used at all times. Students should dispose of all trash & left over food prior to leaving the area. Abuse of the rules of common courtesy and manners will forfeit the privilege of the use of the lunchroom and/or may result in disciplinary action. NO FOOD OR DRINK is to be purchased at the cafeteria or snack bar except during the designated lunch period.

It is not permitted for students to take cafeteria food out of the cafeteria unless permission is granted by administration.

The school campus is an open campus, meaning students are free to leave the school campus without checking out during the lunch hour. Students must take the necessary precautions to not be tardy to class after lunch.

D. Telephone Messages

Students will not be called from class for messages unless it is an emergency. Otherwise, phone messages will be recorded and sent to the student at the earliest convenient time.

E. Lost and Found

The lost and found department is located in the school office. Any lost articles that are found may be brought to the office. If a student has lost something he/she is welcome to check the lost and found in the office.

F. Tutoring Services

Tutoring services for up to ten hours are provided by the National Honor Society at no cost, and by Saturday school and detention coordinators by arrangement.

G. Administering Medicine to Students

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

1. There must be a written order from the physician stating the name of the medicine, the dosage, the time it is to be given, or as needed by doctor's orders.
2. There must be written permission from the parent to administer the medicine to the child. Appropriate forms are available from the school office.
3. The medicine must be turned over to the office staff upon arrival at school and placed in the vault. The office staff will disperse the medicine to the student, as needed.

*Use or possession of prescription drugs without following the above rules is strictly prohibited. See page 35 for consequences.

VII. STUDENT’S RIGHTS, RESPONSIBILITIES. CODE OF CONDUCT, AND SCHOOL DISCIPLINARY POLICIES AND PROCEDURES

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and state for persons their age and maturity. Each student is obligated to respect the rights of classmates, teachers and all other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

Students who violate the rights of others, or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures. These measures are designed to correct misconduct and to promote adherence to the responsibilities of citizens in the school community.

High school students, thought of by themselves and others as young adults, must be mature enough to act as adults. If they choose not to follow adopted policy, they must be ready to accept the consequences.

A. Code of Conduct

The Student Code of Conduct applies to students in the following situations:

1. On the school ground immediately before, during, and after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at a school activity, function, or event.
4. On the way to and from school on district provided modes of transportation or on a school activity and at bus stops and loading zones.

It is essential to remember that the purpose of St. Johns High School is to provide an optimum environment where learning can take place. No behavior will be permitted which will prevent other students from obtaining the most from their educational opportunities as students at St. Johns High School.

The consequences can range from a verbal warning to expulsion from school, depending upon the nature of the violation. It is the School Board’s desire that student discipline be progressive. It is also the Board’s desire that a teacher/administrator take into account all other relevant factors in determining an appropriate penalty.

The range of penalties that may be imposed for violations of the code of conduct include, but are not limited to:

Verbal warning	Written warning
Written notice to parents	Counseling
Probation	Detention
Suspension from transportation	Expulsion
Suspension from athletic participation	Off-campus suspension
Suspension from extra-curricular activities	Involuntary transfer
Suspension from social activities	Saturday school
Notification of civil authorities	Writing assignment

These penalties may be imposed either alone or in combination.

B. Detention

Detention means that a student must report to the high school facility on assigned days for a period of time as a disciplinary measure for disobeying school rules and/or policies. The detention period will be during lunch and/or after school on Monday - Friday in an assigned area. The rules and procedures of detention are as follows:

1. The student may bring own lunch to the detention room if he/she wishes to eat lunch.
2. The student will report to lunchtime detention by 12:00 noon, or to after school detention by 3:35 p.m., which will last until 4:00 p.m.
3. A student will bring books, pencil, paper, etc., and will do meaningful school work. If not, an assignment will be given the student by the detention monitor, which will be due at the end of the detention time. It is noted that some detention periods may be spent cleaning up the school campus.
4. Missing detention without prior administrative approval will result in doubling the detention, Saturday School or suspension, per administrative discretion.

C. Saturday School Detention Rules

Saturday School will be held at the high school in the assigned room, on the date assigned. Students are to enter the high school by using the main east entrance door located next to the office.

Student riders are to be dropped off at the faculty parking lot located on the south side of the building. Student drivers are to park their cars in the faculty parking lot. All drivers will adhere to our parking lot rules and all drivers must be careful not to emit excessive noise(s) such as from tires, racing engines, horns, etc.

There will be no loitering before or after Saturday School by students or those giving our students a ride to and/or from Saturday School. Students will not be allowed to associate with friends, relatives, family, or visitors during Saturday School.

Transportation to Saturday School is not and will not be provided by the school. Students are responsible for their own transportation to and from Saturday School.

Saturday School will begin at 8:30 a.m. The door will be locked at that time and no one will be admitted after that time. Dismissal will be at 11:30 a.m. and students must leave the school campus at that time.

There will be a five minute break at 10:00 a.m. Students may go to the restrooms, throw away paper, and sharpen pencils at that time.

Students will not be allowed to go to their lockers or use the telephone at any time.

Students are responsible to bring enough HOMEWORK to keep busy the entire time. Homework, extra credit work, and library books are acceptable items to work on. At no time

will recreational articles be allowed, such as: radios, cards magazines, etc. Students must report with the necessary supplies to study.

At no time are students permitted to sleep during Saturday School. Students are not to even give the appearance of sleeping while serving Saturday School.

There will be no talking without permission. Students are to remain in their assigned seats. Only good behavior is acceptable.

It is noted that some Saturday Schools may be used to clean up the school campus when deemed appropriate.

NO student will be permitted to leave the assigned area, designated break area, or building during Saturday School.

There is no smoking at any time. This applies to anywhere on the school property.

The St. Johns High School Student Discipline Code, the parking lot rules, and all rules and regulations in the student handbook are in effect during Saturday School.

Failure to abide by the above stated rules will result in at least one day of off-campus suspension per administrative discretion.

Students who are employed and have jobs on Saturday are not excused from the program. Only the administrators can excuse a student from his/her assigned Saturday School prior to the assigned date, and then only under emergency conditions. If a student is excused from his/her Saturday School date, he/she will serve on the next Saturday School date assigned, if possible. If not, a day of off-campus suspension will be assigned.

Failure to attend Saturday School as assigned will result in the following:

- 1st violation: 1 or 2 days of off-campus suspension.
Parent conference required before student allowed back in school.
- 2nd violation: 2 days of off-campus suspension.
- 3rd violation: 5 days off-campus suspension.
- 4th violation: Appearance before the Governing Board for possible expulsion.

D. Off-Campus Suspension

Off-campus suspension can be assigned for one to nine days at the discretion of the high school administration. A suspended student is not to be on school campus during the time period of his/her suspension. All schoolwork missed during the time of suspension cannot be made up for credit. A student is encouraged to do the schoolwork, however, to keep up with the course content and to minimize the negative effect on his/her grades.

A suspended student is not to participate in any extracurricular activity during the time of suspension.

Long-term suspension means that a student is suspended for 11 or more days, up to the end of the current semester, or for an entire school year. Generally, long-term suspension is

imposed after a hearing by a hearing officer and will result in the withdrawal of the student from school, as credit will not be attainable.

E. Expulsion

Expulsion is for a minimum of one calendar year.

A student who knowingly disrupts the orderly process of the school will be subject to disciplinary action. Students in the St. Johns School District may be recommended for expulsion from school for any one or more of the following offenses among others:

1. Willful destruction of school property.
2. Public usage of vulgar or profane language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.
3. Using or threatening to use a dangerous weapon on another student or staff member.
4. Assault on a student or staff member.
5. Theft or forgery.
6. Possession, usage, or pushing illicit drugs or drug paraphernalia, or alcohol.
7. Extreme behavior problems at school.
8. Failure to comply with reasonable directives from a school official.

NOTE: Please be advised that violation of the civil law, especially the possession or consumption of alcohol and/or drugs will result in the student being turned over to the appropriate law enforcement agency and may result in suspension or expulsion with attendant loss of credit.

F. Specific Disciplinary Actions for Certain Violations

(It is noted that the administration reserves the right to call the SJPd in reference to the below listed violations. It is also noted that violations of rules contained in this section are cumulative for the entire school career of a student at St. Johns High School.)

1. Student Alcohol/Drug Abuse

For purposes of this policy, “drugs” shall include, but not be limited to:

- a. All dangerous controlled substances prohibited by law.
- b. All alcoholic beverages.
- c. Any prescription or patient drug, except those for which permission to use in school has been granted pursuant to Board policy.
- d. Hallucinogenic substances.
- e. Inhalants.

Possession and/or use or being under the influence of alcohol, controlled substance or drug paraphernalia shall result in the following consequences (see page 31).

1st Offense: 9 days off-campus suspension, or if the student and parent agree, the following penalty will be assessed: 5 days off-campus suspension and 2 days Saturday School detentions and substance abuse counseling by a certified counselor. Parents must show the administration proof of continued counseling throughout the time period determined by the certified counselor as being necessary. The fee for the counseling is to be paid for by the student.

2nd Offense: A 2nd offense of this policy, which occurs anytime a student

is enrolled at SJHS, not just during the school year of the 1st offense, will result in long-term suspension and possible recommendation for expulsion, per administrative discretion

The above discipline will be imposed independently of court action. In all instances involving controlled substances, the principal will report the matter to the proper legal authority.

2. Smoking/Possession of Tobacco Products/E-Cigarettes or Any Device of that Nature

1st Offense: 1 day off-campus suspension or tobacco cessation counseling.

2nd Offense: 3 days off-campus suspension with parent conference and referral to Juvenile Probation Office.

3rd Offense: Long-term suspension or expulsion, per administrative discretion.

3. Possession of Dangerous Weapons

(Firearms, Clubs, chains, Firecrackers, Large Knives, etc.) No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R. S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be subject to disciplinary actions, including, but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

Weapon means any of the following:

- A firearm.
- A knife of any kind
- A destructive device.
- A dangerous instrument.

Simulated weapon means an instrument displayed or represented as a weapon.

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.

- Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

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

For violations of the weapon policy (excluding firearms) for possession only:

- 1st Offense: Confiscation and written warning. Weapon will be returned to parent/guardian only.
- 2nd Offense: Confiscation and 1-3 days off-campus suspension.
- 3rd Offense: Confiscation and a minimum of 3 days off-campus suspension or up to a long-term suspension/expulsion per administrative discretion.

For violations involving possession of firearms or using or threatening to use any weapon:

Each offense: Long-term suspension or expulsion. It is noted that St. Johns Police Department may be called for any violation of the weapons policy per administrative discretion.

4. Fighting

- 1st Offense: 5 days maximum of off-campus suspension.
- 2nd Offense: Up to 9 days of off-campus suspension.
- 3rd Offense: Recommendation for expulsion or long-term off-campus suspension, per administrative discretion.

5. Assault Against Another Person

- 1st Offense: Up to 9 days of off-campus suspension.
- 2nd Offense: Same as third offense for fighting.

It is noted that a Police Officer may be called in to consult with when a fight or an assault occurs. Criminal charges may be filed against one or both parties, depending on the circumstances, at the discretion of the office.

It is also noted that any student who encourages, promotes, instigates, or films a fight or assault will be subject to discipline per administrative discretion.

It is also noted that verbal confrontations that could lead to a fight will not be tolerated. Students who take part in such confrontations will be subject to discipline per administrative discretion.

6. Improper Language (classroom, halls, etc.)

1st Offense: 1 detention period
Subsequent offenses: Administrative discretion.

7. Improper Language (directed towards school employee)

Each Offense: Saturday School, suspension, or recommendation for
Expulsion, per administrative discretion.

8. Public Display of Affection (other than hand-holding)

Each Violation: May be addressed with verbal warning up to suspension,
per administrative discretion.

9. Sexual Harassment

All individuals associated with the high school, including, but not necessarily limited to, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, per board policy ACA.

10. Disruption of the Educational Process

Each offense: Administrative discretion ranging from parental conference to expulsion.

11. Plagiarism/Cheating

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work idea, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation the following:

1. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations, or other bibliographical reference.
2. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
3. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.

Saint Louis University School of Law Plagiarism Policy Statement.

Faculty of the Saint Louis University School of Law. 28 April, 2004, rev. August 2008. Saint Louis University School of Law Handbook, Chapter 7. Saint Louis University. 22 May 2009.

<<http://law.slu.edu/HANDBOOK/chapters/ch07/index.html>>.

The penalty for cheating or plagiarism in each and every class will be as follows:

1st offense in any class: The teacher reports the plagiarism or cheating to the assistant principal who documents it in the student's discipline file.

Resulting penalty: The student will earn a ZERO for the work in question. A conference will be held with the teacher, student and administrator. Parents will be notified of the plagiarism/cheating and will be given an opportunity to attend the above named conference.

2nd offense in any class: The teacher reports the plagiarism or cheating to the assistant principal who documents it in the student's discipline file.

Resulting penalty: The student will earn a ZERO for the work in question. The assistant principal will process the student's one-day suspension from school. Parents will be notified of the plagiarism/cheating and of the suspension. A required parent conference will be held before the student may return to school.

3rd offense in any class: The teacher reports the plagiarism or cheating to the assistant principal who documents it in the student's discipline file.

Resulting penalty: The student will earn a ZERO for the work in question. The assistant principal will process the student's three-day suspension from school. The student will receive a FAILING GRADE in the class for the semester (for the class of the 3rd offense). Parents will be notified of the plagiarism/cheating, of the suspension, and that the student will receive an "F" for the semester. A required parent conference will be held before the student may return to school.

12. Hazing

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

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 at 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.

13. Student Violence/Harassment/Intimidation/Bullying

The governing Board of the St. Johns 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 not limited to, stalking, hazing, social exclusion,

name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

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

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, 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 suspect 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.

14. Threats

Threats of any kind will not be tolerated whether they are made towards students or staff members. A police officer will be called in to investigate all threat situations. Criminal charges could be filed and school discipline will be assigned, per administrative discretion.

15. Trespassing/Vandalism/Pranks

Any act that causes damage, disrupts the educational process or the regular duties of any employee, will be considered a violation of school policy and will result in disciplinary action for those involved, to include but not be limited to:

- Denial of privileges such as senior trip, athletics, or any other extra-curricular activities
- Denial of participation in graduation exercises
- Full restitution
- Suspension or expulsion from school
- Referral to law enforcement
- Any other consequence deemed appropriate by school administration

G. Excessive Disciplinary Infractions for Improper Behavior
(Infraction is defined as any need for disciplinary action that results in at least a detention).

The following disciplinary procedures will occur for any infractions or combination of infractions. Infraction incidents will accumulate on a yearly basis, not by semester:

- 5th Incident: Parents notified.
- 8th Incident: Parents notified.
- 10th Incident: Parent conference will be required.
- 12th Incident: Parents notified and Saturday School will be assigned.
- 14th Incident: Student suspended out of school at least one day and parent conference will be required.
- 15th Incident: Long-term suspension and/or loss of credit or recommendation for expulsion.

H. Student's Right to Due Process Procedure
For Due Process/Student Rights

- | | |
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| Off-Campus Suspension | <ol style="list-style-type: none"> 1. Informal meeting with principal or designee prior to suspension. This meeting to include parent(s) if desired. 2. Student presented with charges, evidence and witnesses, if any, against him/her. 3. Student given opportunity to deny charges, rebut evidence. 4. Unfavorable decisions may be appealed to superintendent. |
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| For
Expulsion
(No longer a student of respective school) | <p>Recommendation from the principal and superintendent to Board of Education:</p> <ol style="list-style-type: none"> 1. Right to be present at Board of Education hearing. 2. Right to counsel. 3. Right to observe evidence. 4. Right to question witness. 5. Right to present evidence. 6. A record of the hearing will be kept. 7. The findings of the Board shall be reduced to writing and sent to student and parent. |
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I. The School's Rights & Responsibilities in Conducting Searches & Interrogations

1. Searches

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists, or that it has been used in an illegal manner.

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

2. Interrogations

The School District has legal custody of students during the school day and during approved curricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials.

When possible, the parents of a student to be interrogated will be contacted before the interrogation. During the time a student is being interrogated in school by a police officer or other outside officials, the jurisdiction of the student resides with the District and its employees. A parent or school administrator may be present during these interrogations. When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a child has been taken into custody and/or has been interrogated by legal authorities. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

J. Student Concerns, Complaints, and Grievances

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 not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying another student. 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 parent or guardian who wishes to complain should do so by completing the forms following policy KE on Public Concerns and Complaints.

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.

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.