

Student Handbook Contents

Equal Opportunity Policy	page 2
Bell Schedule and Administrative Personnel	page 3
Key School-Wide Frameworks	page 4
Key Academic Information	page 6
Parent/School Title I Compact	page 12
Parents Right to know	page 13
Student Concerns, Complaints, and Grievances	page 14
Section 504 Information	page 15
Non-Discrimination Statement in English and Spanish	page 16
FERPA and Directory Statements	page 16
Rights of Homeless Students	page 17
Sexual Harassment Policy	page 18
Hazing Policy	page 19
Holbrook Family-School Partnership	page 20
Key School Policies, Procedures, Protocols, and Services	page 23
Attendance	page 24
Food	page 25
Health	page 26
EBAA Reporting of Hazards/Warning Systems	page 27
GPAC, Library, and After School Tutorial	page 28
Counseling	page 28
Student Activities	page 29
General Information	page 33
Rules/Discipline/ Student Conduct/Consequences	
Tardy and Truancy Policies	page 36
Dress Code	page 37
Cell Phone/Electronic Devices	page 38
Suicide Prevention	page 40
Student Conduct	page 41
Replacement of Discipline Points	page 47
Discipline Codes/Infractions/Discipline Tables	page 48
Search and Seizure/Drug and Alcohol Policies	page 53
Conduct of All Persons Using School District Property	page 54
HHS Orientation Signature Form	page 55

EQUAL OPPORTUNITY POLICY OF **DIGNITY AND RESPECT**

Holbrook High School believes that it is our responsibility to provide a harmonious, orderly, and positive environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. We believe that all employees, parents/guardians, and students are entitled to be treated and are obligated to treat others with courtesy, fairness, and decency. Only through the commitment and ongoing attention of each of us to a safe, caring, and supportive atmosphere can we expect to achieve our objective of empowering all of our students to become capable and responsible lifelong learners.

Holbrook High School has a diverse, multicultural school community, a fact that we consider an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the legal and moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this high school, statements or behavior by any member of the school community which degrades, discriminates, harasses, or stereotypes any other person on the basis of race, color, and national origin, gender, disability, age, religion, and socioeconomic background is unacceptable and prohibited. Holbrook High School also stands in conjunction with the Equal Access Act, which states that no public elementary or secondary school or State or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet.

A copy of the Holbrook Governing Board #3 policy JII, Student Concerns, Complaints, and Grievances follows and additional information may be obtained in the school office.

Be good to one another!

Bell Schedule

7:50	Warning Bell
7:55-8:55	1st period Pledge/Principal's Announcements
9:00-9:55	2nd period
10:00-10:55	3rd period
11:00-11:55	4th period
11:25-12:30	NAVIT 4th period
11:55-12:35	Lunch
12:35-1:30	5th period
1:35-2:30	6th period
2:35-3:30	7th period

Holbrook High School Administrative Personnel

Principal and Freshman Academic Advisor	Clete Hargrave
Principal/NAVIT-CTE Director	Dr. Charles Haussman
Dean of Students	TBA
Principal's Secretary	Cayla Serna
Attendance Secretary/Registrar	Amanda Tsosie
NAVIT Career Technician	Makenzi Thompson
Student Accounts Coordinator	Jacqueline Saxton
Behavioral Specialist/Soph. Academic Advisor	TBA
Athletic Director	Greg Perkins
Senior Counselor	TBA
Front Office Receptionist (am)	Alshina Nez

Holbrook High School

Motto-Mission Statement

“Helping students Help themselves Succeed”

Belief Statements

We know all students can learn and become functional adults to the best of their abilities.

We know it is the school’s responsibility to motivate all students to learn and provide them meaningful opportunities to learn.

We know it is the school’s purpose to further student real-world awakening.

We know self-directedness and the ability to be self-managing, Self-monitoring, and self-modifying are vital life skills.

School Culture Components:

- *Construct a **safe and orderly school environment** that is conducive to learning and appropriate to a public educational setting.*
- *Promote a **caring, friendly, and welcoming** school atmosphere.*
- *Ensure all students feel **connected** to the HHS community.*

Whole-Child Educational Approach: We are concerned with students’ **intellectual growth** as well as their **emotional, social, and physical Well-being.**

The Four B’s:

- *Be Here and Be on Time!*
- *Be Accountable for Your Behavior!*
- *Be an Active Learner!*
- *Be Good to One Another!*
-

Core Instructional/Learning Goals:

- Strengthen student **communication skills** (reading, writing, listening, and speaking).
- Increase student **vocabulary development.**
- Enhance student **cognitive abilities** (higher-order thinking, problem solving, innovation, creativity, and horizontal thinking/fusion).

Postsecondary Education and Career Readiness:

Reaching the Determination level of the Aspiration's Model...

<u>Imagination</u> Sets goals for the future but does not put forth the effort to reach those goals.	<u>Determination</u> Sets goals for the future and puts forth effort in the present to reach those goals.
<u>Hibernation</u> Has no goals for the future and puts in no effort in the present.	<u>Perspiration</u> Works hard in the present, but has no goals for the future.

Three Key Student Questions:

- (1) What are your **future career plans**?
- (2) What are your **postsecondary education plans** that will allow you to reach your future career goals?
- (3) What are you doing **now** to **prepare** yourself to successfully complete your postsecondary educational needs and reach your future career ambitions?

HS ECAP (Education and Career Action Plan) Model...

#1 Analyze and discover your ELEMENT (Sir Ken Robinson).	
Natural Aptitudes (What are you good at?)	Personal Passions (What do you love to do?)

#2 Research CAREERS that align with your Element and describe the POSTSECONDARY EDUCATION (credentials/skills/training) that will be required to enter those careers.

#3 Identify PRESENT EFFORTS you can fulfill in order to reach your postsecondary education and career goals.	
HHS Course-curriculum Mapping	Co-curricular and Outside of School Mapping

*Students will interact with ECAPs via the following courses: Industrial Technology (9th); World History/Geography (10th); U.S. /Az. History (11th); and English (12th). Students are strongly encouraged to the **ASVAB** (especially if interested in the military) during their junior year; begin taking the **ACT** college entrance exam during the second semester of their junior year; and complete the **FAFSA** during January of their senior year.

Students are also strongly encouraged to explore the **College Readiness** course offered at HHS; utilize the **Career Center** as a valuable personal resource (see Mrs. White); and contact Ms. Percy regarding **financial aid, scholarship, and NPC Dual Enrollment information**.

HHS Graduation Requirements

Twenty-two (22) credits based on the following formula:

English	4 credits
English 9 (1 cr.); English 10 (1 cr.); English 11 (1 cr.); English 12 (1 cr.)	
Math	4 credits
Algebra II is required.	
Science	3 credits
Social Studies	3 credits
World Hist. /Geog. (1 cr.), U.S/AZ Hist. (1 cr.), Econ. (.5 cr.) U.S/AZ Gov. (.5 cr.)	
Physical Education	.5 credit
Health	.5 credit
Fine Arts/CTE	1 credit
Electives	6 credits

Required high school credits for enrollment into an Arizona 4-year

college/university: 4 credits of English; 4 credits of math with Algebra being the lowest (Algebra, Geometry, Algebra II, and **Trigonometry**);

3 credits of a **lab science**; 3 credits of social studies; 2 credits of a **second language**; 1 credit of a **fine arts**.

NAVIT: Holbrook High School is pleased to invite you to apply to the Northern Arizona Vocational Institute of Technology. **NAVIT is a career and technical education program that is partnered with Northland Pioneer College.** These programs provide **career training at a college level** and the students that participate **earn college credit and** in some cases **state and national certifications/credentials.**

You can apply for the NAVIT programs toward the end of your sophomore year as long as you meet the following criteria:

- Have a minimum 2.0 GPA
- Have a good attendance and tardy record
- Have a good discipline record (no less than 70 points)
- On track to graduate (not failing any core requirement classes)

*Some of the programs do have other qualifying requirements per N.P.C.

For more information on Grading, Homework, Assessment Systems, and Graduation Exercises, please refer to our HHS handbook on the district webpage.

Because of our unique geographical location, Holbrook High School has more programs to offer our students than any of the other ten school districts that participate in NAVIT.

- Certified Nursing Assistant (1 semester program offered senior year)
- Cosmetology (4 semester program)
- Construction Technology (4 semester program)
- Fire Science (2 semester program offered senior year)
- Energy & Industrial Technology (4 semester program)
- Medical Assistant (4 semester program)
- Welding (4 semester program)

Some of these programs are located in Winslow or Snowflake; therefore, if you live on the reservation, you will need to secure a space in the dormitory or with family members here in Holbrook. Transportation to these programs departs before our normal bus runs to the reservation arrive at HHS.

For further information or to apply to NAVIT, see Dr. Haussman in the office or Mrs. White in the Career Center.

Registration

Pre-registration packets are online for returning students. Prior to the beginning of school each fall, registration is held. Dates and times are published in the local newspaper and aired on radio stations. Returning students who have not completed pre-registration will need to come with a parent to fill out necessary paperwork to finalize their admittance to school. Students may receive class schedules for the coming year at this time and upon review can meet with a counselor to make any necessary changes to their schedule. Students owing money need to pay the debt. The school nurse (per state law) verifies that all necessary shots have been taken.

New students and their parents need to bring necessary paperwork for enrollment. They will meet with an administrator as part of the enrollment process.

JFAA © ADMISSION OF RESIDENT STUDENTS

A student who is a resident of the District and who meets the applicable age requirements established by state law shall be admitted without payment of tuition to the school in the attendance area in which the student resides and may be admitted as a resident transfer student to another school in the District in accordance with the District's open enrollment policy. **For more information on Entrance Age Requirements and Open Enrollment, please refer to our HHS handbook on the district webpage.**

JFABC
ADMISSION OF TRANSFER STUDENTS
(Academic Credit Transfer)

Academic credit for students who transfer from private or public schools shall be determined on a uniform and consistent basis. **For more information on this subject, please refer to our HHS handbook on the district webpage. Page 7**

Class Schedule Changes

Students at Holbrook High School are advised at the time of registration that their program for the coming year is to be a carefully planned one. This should eliminate, in most cases, the need for schedule changes. However, in cases where there is sufficient reason for a schedule change, those changes will be made in the following manner:

1. The student must obtain a change of schedule form from the guidance office.
2. The student must secure the following signatures in this order:
 - A. Teacher whose class the student expects to enter
 - B. Teacher whose class is being dropped
 - C. The student's parents/guardians
 - D. The student's assigned counselor
3. **No schedule changes will be allowed after the second week of the semester without administrative approval.**
4. A schedule change after the deadline has passed may be completed only by administrative action when such a change is deemed in the best interest of the student. **For more information on Student Schedules, Course-loads, and Admission of Exchange and Foreign Students, please refer to our HHS handbook on the district webpage.**

Class Auditing

If a student enrolls after the tenth day of a semester and has not been previously enrolled in another school, that student may be required to audit classes and not receive credit for those classes

Withdrawal from School

State law requires a withdrawal form, which must be signed by the parent or guardian and an attendance officer of the school. The student must have a signature and withdrawal grade from each teacher. Withdrawal is complete when the student has obtained signatures from the library faculty, each teacher, and an exit interview is held with an administrator or counselor. All accounts must be cleared with the office. A hold will be placed on all grades and transcripts until all accounts are paid.

Uniform Grading Scale

The following grade scale is used for all classes at Holbrook High School:

A+ = 98-100

A = 93-97

A- = 90-92

B+ = 87-89

B = 83-86

B- = 80-82

C+ = 77-79

C = 73-76

C- = 70-72

D+ = 67-69

D = 63-66

D- = 60-62

F = 59 and below

Grade Point Average (GPA)

A student's grade point average will be based on all course work. No grades will be dropped in calculating the GPA that appears on a student's permanent record.

Grades will be given the following point values: A = 4.00; B = 3.00; C = 2.00; D = 1.00; F = 0.00.

Weighted Classes

Holbrook High School recognizes the following classes for weighted credit due to the advanced material covered and work required: All Pre-AP English classes, AP English classes, Advanced Chemistry, AP Studio Art, Honors World History, Honors Am/AZ History, Physics II, Trigonometry/Pre-Calculus, Calculus, and Talon classes. The following grade points are given for these classes: A=5.00; B=4.00; C=3.00; D=2.00; F=0.00.

HHS Honor Roll

The Honor Roll at HHS is comprised of the Principal's and Superintendent's List. At the end of the 1st and 2nd semesters, we acknowledge academic success by recognizing students for making the Honor Roll via the following designations based on the following criteria: **Principal's List**- a student must have a minimum 3.0 GPA with a minimum of one (1) C grade offset by an A or a weighted class; **Superintendent's List**- a student must have a minimum 4.0 GPA with a minimum of one (1) B grade offset by a weighted class.

HHS Report Card System

The report card system at HHS is based on a cumulative semester grade. This means the only grade that gets permanently placed on a student's transcript and counts toward his/her G.P.A. is the semester grade. Mid-term and quarter grades are indicators of where the student currently falls during the semester and therefore act as progress reports. A student's semester grade is based on scores accumulated during the entire semester (both 1st AND 2nd quarters for 1st semester and 3rd AND 4th quarters for 2nd semester).

2023-2024 Report Card Schedule

Midterm 1	*August 31, 2023
End of First Quarter	*OCTOBER 6, 2023
Midterm 2	*NOVEMBER 3, 2023
End of Second Quarter and First Semester	*DECEMBER 22, 2023
Midterm 3	*FEBRUARY 2, 2024
End of Third Quarter	*MARCH 8, 2024
Midterm 4	*APRIL 19, 2024
End of Fourth Quarter and Second Semester	*MAY 21, 2024

Finals: are scheduled during the last four days at the end of each semester. Students must take the finals for each class on the days for which they are scheduled. Missed finals cannot be made up without administrative approval. Finals will not be given early unless extenuating circumstances exist and administrative approval has been granted.

Senior Class Rank/Honors: Class rank will be calculated at the end of the seventh semester and will include all letter graded course work. Calculation will be based on the highest 16 units of required courses and the highest 6 units of elective course grades. A valedictorian and salutatorian will be determined, which can result in "co" distinctions for each accolade.

National Honor Society (NHS): recognizes well-rounded juniors and seniors at HHS who display excellence in scholarship, leadership, service, and character. Students must have a minimum 3.25 GPA to qualify and must display "well-roundedness" by being involved in various and diverse school organizations and programs and respective leadership roles (e.g., athletics, clubs [esp. academic- and community service-oriented], fine arts, and student council). The student must also display sound character as determined by HHS school officials.

Governing Board Graduation with Distinction: Students who have a minimum GPA of 4.0 at the end of their eighth semester at HHS will graduate with Gov. Board with Distinction honors.

Concurrent Enrollment with NPC: Students have the opportunity to **take courses from Northland Pioneer College during the school day at HHS**. This program is designed to expand the opportunities for students and give **college credit for college level classes while enrolled in high school**. Students interested in participating in NPC concurrent enrollment classes should meet with the junior and senior counselors for specific information pertaining to available classes and the amount of credit HHS/NPC will award for successful completion of each class.

Regent's Honors Tuition Waiver: A 25% Fixed In-State University Tuition Scholarship for one year following high school graduation for students who meet ALL of the following Criteria:

1. Complete all 16 Core Competency Courses by graduation with a "B" or better.
2. GPA of 3.5 or better OR a class rank in the top 5% of their graduating class.
3. Score at least a 28 on the ACT or a combined 1300 on the SAT.

Financial Aid and Scholarship: applications and information are available on the HHS website and with the senior advisor.

Transcripts: At any time during the school year, parents and students may come into the Guidance Office and receive copies of transcripts from the registrar. Please keep in mind; once the student has graduated he/she will be the only person capable of requesting their official transcripts via a written fax or personally coming to the high school, whether it be for their own use or to be sent to a university or community college. **We will not be able to release any transcript to a parent or guardian without written permission from the graduate.** Please provide timely notification of transcript requests during summer hours.

Four Year Graduation Expectation: Holbrook High School has an academic focus and it is expected that all students graduate in four years. When students require an extra year to graduate, they forfeit the opportunity to participate in dances. These students are placed by administrators in programs that will enable them to complete their education as soon as possible and transition into their post high school lives.

PHX School: Students completing their high school education at the Phenix Schools may participate in all school activities including graduation, unless they were placed in the program for disciplinary reasons, in which case they may only participate in graduation. Students in this program must have 70 points to participate in school activities. **Seniors must have 70 points to participate in the graduation ceremony in any way.**

JRR-STUDENT SURVEYS

Student surveys will be prepared, administered, retained and communicated to parents and students in a manner consistent with the state and federal laws. The requirements of the Arizona Revised Statutes shall be as specified in the relevant statutes and subsequent regulations. **For more information on this subject, please refer to our HHS handbook on the district webpage.**

Helping students Help themselves Succeed 2022-2023 PARENT/SCHOOL TITLE I COMPACT

Holbrook High School has been designated a Title I school. All students at Holbrook High School are considered Title I students and are eligible for supplemental educational services. At Holbrook High School, we believe it is the entire school's responsibility to provide **high quality curriculum and instruction** that supports our students' ability to: **critically read, write, and think; meet all graduation requirements; and effectively reach postsecondary education and career pursuits.** We also believe that **communication** between school and parents is essential to the educational process. At our annual **Back to School Night** we communicate core beliefs, frameworks, and values, and share the results of our ADE School Report Card with those in attendance. Mid-way through each quarterly grading period we mail **midterm student progress reports** to parents. At each quarterly grading and semester period we mail **report cards** to parents. We have a **Parental Access Support System (PASS)**, which is accessible through the Internet by using a student identification number and PASS personalized identification number (PIN). At any time, PASS can be accessed so parents have up to date information on their child's attendance and academic progress. We utilize a **School Reach** phone system to communicate important information to parents and guardians. We provide a **website** that displays key school happenings, information, and frameworks. In order to facilitate dialogue between parents and teachers, one **parent/teacher conference** occurs each semester during a school year. Parents are also welcome to set up a conference with their child's teacher(s) at any time. We invite all parents to observe, participate, and volunteer in classroom and school activities. Please see the Guarantee for Success Compact that outlines the major roles that key stakeholders must play if student achievement is going to occur. Please review them with special attention to the theme of communication, which is spread throughout the compact. We believe that if all key stakeholders will be accountable for this "shared responsibility," student success will be guaranteed!

Guarantee for Success Compact...A Shared Responsibility!

As a TEACHER,	As a STUDENT,	As a PARENT,	As an ADMINISTRATOR,
I agree to:	I agree to:	I agree to:	I agree to:
<ul style="list-style-type: none"> • Be organized and prepared to teach every class; • Maintain an orderly classroom environment; • Facilitate student engagement from bell-to-bell; • Check for student understanding and provide feedback in a timely manner; • Be available and approachable for extra help; and • Answer all student questions. 	<ul style="list-style-type: none"> • Be at school and in class on a regular basis; • Take notes; • Ask and answer questions; • Complete assignments in a timely manner; • Study for tests and quizzes; • Ask for extra help if needed; and • Try to learn! 	<ul style="list-style-type: none"> • Send child to school and ensure they are in all classes on a regular basis; • Reinforce education as a top priority at home; • Monitor child's homework and academic progress; • Attend Back to School Night and parent-teacher conferences; and • Contact the school if I have any questions or concerns. 	<ul style="list-style-type: none"> • Protect the integrity of classroom instructional time; • Maintain a safe, orderly, and positive school environment; • Construct and enforce policies and procedures that foster organizational efficiency and student learning; • Be visible and available to all stakeholders; and • Facilitate dialogue between students, teachers, and parents.

Bold emphasizes the important theme of **COMMUNICATION!**

I have read and agree to the expectations of the above compact and will discuss them with my child.

Student's Name

Parent's Signature/Date

As principal of Holbrook High School I will do all I can to insure that the above expectations are fulfilled:

Principal's Signature/Date

Parents Right to Know

As the parent of a student in the Holbrook Unified School District, you have a right to know the professional qualification of the teachers who instruct your child and ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major and whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

You also have the right to know:

- "(i) information on the level of achievement and academic growth of your student, on State academic assessments required; and
- "(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned."

If you would like any of the information above, please contact Mr. Clete Hargrave at 928-524-2815.

KB © PARENTAL INVOLVEMENT IN EDUCATION

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s).

For more information on this subject, please refer to our HHS handbook on the district webpage. Page 13

Impact Aid reporting and Indian community participation

The Holbrook School District provides an opportunity for the Navajo Tribe and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities. [34CFR222 .94(a) (2)]. Holbrook Governing Board polices IHB, KJG and KJGA outline policies related to Indian Participation in the educational programs at HUSD #3. In addition, the Holbrook School District Implements Indian Policies and Procedures that are located on the Holbrook District website.

Parents and tribal officials may receive information about participation of Native American students, academic information for Native students and programs and

funding for Native American students on a monthly basis as part of the Indian Education Committee meetings that occur every third Wednesday of the month. Meeting schedules and locations are posted at www.holbrook.k12.az.us under Departments and Native American Education. In addition, duly called Governing Board meetings in October, March and June include opportunities for Indian community participation. An annual Achievement and Participation report will be available at these meetings, at monthly Indian Education Committee meetings and on the district website at www.holbrook.k12.az.us.

Additional information on Impact Aid may be requested at the Holbrook District Office at 1000 N. 8th Ave, Holbrook, Arizona or by contacting the Business Manager at (928) 524-6144.

Student Concerns, Complaints, and Grievances

Pursuant to Board Policy J-3600, JII, students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by 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 under this policy. 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.

Student Protest Guidelines

In the event that a student protest/demonstration should occur on school campuses the following guidelines must be adhered to:

Student demonstrations must be peaceful.

- 1) Student demonstrations must be coordinated with the school principal/superintendent.
- 2) Student demonstrations must be non-disruptive to the educational environment.
- 3) Student demonstrations must be student-led.

Section 504 Policy

Section 504 is a Civil Rights Statute that guarantees non-discrimination of a handicapped individual in the United States under any program or activity receiving Federal financial assistance [104.4]. Section 504 defines handicapped [104.3(j) (1)] as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having one or more of the following impairments,

Major life activities [104.3 (j) (2) (ii)] means functions such as:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Working
- Learning

In school terms, the handicap must impede the student's ability to access or demonstrate learning. If you believe a non-Special Education student is challenged by a handicap that impedes his/her ability to access or demonstrate learning, please contact the building principal for information regarding a 504 plan.

Non-Discrimination Statement

Holbrook High School, Holbrook Unified School District Number 3, and the Holbrook Unified School District Number 3 Governing Board are committed to a policy (Board Policy A-0250, AC) of non-discrimination in relation to race, color, religion, sex, age, national origin, and/or disability. This policy will prevail in all matters concerning students, staff members, the public, educational programs and services, extracurricular activities, and individuals with whom the school, district, or board does business. The lack of English language skills will not be a barrier to admission and participation in the educational and extra-curricular programs at HHS. The Principal, Mr. Clete Hargrave, is the Title IX and Section 504 Coordinator for Holbrook High School. For information, call Mr. Hargrave at 928-524-2815. Address: 455 N. 8th Ave., Holbrook, AZ 86025.

Declaración de Ausencia de Discriminación

La Escuela Holbrook High, Escuelas Unificadas de el Distrito número 3 de Holbrook, y la Mesa Gobernadora de las Escuelas Unificadas de Holbrook estan cometidos a una poliza de ausencia (Board Policy A-0250, AC) de discriminación en relación a raza, color, religion, sexo, edad, y origen nacional, y o incapacidad. Esta poliza prevalecera en todos asuntos referente a estudiantes, miembros de personal, el publico, programas educadores, y servicios, actividades extracurricular, y individuales con quien la escuela, el distrito, o la mesa gobernadora tiene negocios. La falta de el lenguaje en Ingles no va a ser una barrera para admitir y participar en la educación y programas extracurriculares en la escuela Holbrook High. El Principal, Sr. Lance Phatueros, es el coordinador de la escuela Holbrook High de el Titulo IX y Seccion 504. Para mas información, hable al Sr. Lance Phatueros al número 928-524-2815. Dirección: 455 N. 8th Avenue, Holbrook AZ 86025.

FERPA and Directory Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents and eligible students (18 and over) the right to inspect and review the student's education records maintained by the school, to ask that they be corrected if believed to be misleading or inaccurate, and requires the school to obtain permission before releasing information from a student's education record to anyone other than school officials with a legitimate interest, a school to which a student is transferring, audit officials, financial aid officials for specified students, organizations conducting certain studies on behalf of the school, accrediting organizations, the court system, health and safety officials, and the juvenile justice system.

FERPA also dictates that Directory Information may be given out without consent. Directory Information consists of the student's name, address, telephone listing, date and place of birth, e-mail address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if student is a member of an athletic team, honors and awards received, and the student's most recently attended education agency or institution. Parents and eligible students may request that Directory Information not be disclosed. Any request must be in writing and submitted to the Superintendent's office within two weeks of receiving this notice.

Rights of Homeless Students

The Holbrook School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available (Board Policy J-1000, JFABD).

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

- In a shelter, temporary shared housing, or transitional living program.
- In a hotel/motel, campground, or similar situation due to lack of alternatives.
- At a bus station, park, car, or abandoned building.
- In a temporary or transitional foster care program.

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

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

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

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

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

Participate in Programs for which they are eligible, including Title 1, National School Lunch Program, Head Start, Even Start, etc.

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

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

For more information, please contact:

Alfred Clark
Home Liaison
Holbrook Unified School District #3
PO Box 640
Holbrook, AZ 86025
(928) 524-6144 ext. 1011

Admission of Students in Foster Care

This policy is intended to direct compliance with Arizona State Laws, Arizona Administrative Code, and that every Student Succeeds Act (ESSA) Foster Care provisions.

The implementation of this policy shall assure that:

- A. Children in foster care are not stigmatized or segregated on the basis of their status as foster children;
- B. Children in foster care are immediately enrolled in their school of origin, unless a determination is made that it is not in such child's best interest to attend the school of origin, which decision shall be based on all factors relating to the child's best interest, including consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- C. When a determination is made that it is not in such child's best interest to remain in the school of origin, the child is immediately enrolled in a new school, even if the child is unable to produce records normally required for enrollment;
- D. The enrolling school shall immediately contact the school last attended by any such child to obtain relevant academic and other records;
- E. Transportation is provided to and from the school of origin or school of placement for the foster child as applicable and found in the law and Policy JFAA; and
- F. The school/District (LEA) will work with the Department of Child Safety (or tribal agency) to ensure that the provisions of ESSA relating to foster children are implemented.

For more information on this subject, please refer to our HHS handbook on the district webpage. Page 17

Sexual Harassment Policy

All individuals associated with Holbrook Unified School District #3, including; but not limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times, so as to provide an atmosphere free from sexual harassment (Board Policy A-0300, ACA and A-0311, ACA-R).

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:
 - a. Such conduct has the purpose or effect of substantially interfering with an individual's education or work performance, or creating an intimidating, hostile, or offensive environment.

2. Sexual harassment may include, but is not limited to:
 - a. Suggestive or obscene letters, notes, jokes, invitations, derogatory comments, slurs, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome.
 - c. Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
3. Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in Board Policy ACA-R.
4. A substantiated charge against a student in the district shall subject the student to disciplinary action, which may include suspension or expulsion.
5. All matters involving sexual harassment complaints will remain confidential. Ref: ARS§ 41-1461 et seq. Title VII, Sect. 703; Title IX; Fed Reg. 74676.

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 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 school. (Board Policy J-2950, JICFA)

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.

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

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff

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

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint. The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

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

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

Hazing: There shall be no hazing of any student in attendance at any of the District's schools. Hazing is defined as any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace – any student. (ARS§ 15-2301.C.2)

Holbrook Unified School District #3 **Family-School Partnership**

The Holbrook Family-School Partnership's mission is to provide opportunities for the school, family and students to actively participate in the educational process through a variety of activities and events; as well as, through multiple forms of communication that will enable each child to be successful in school.

What is a Family-School Partnership?

The Holbrook Family-School Partnership is a school to family and family to school initiative that involves sharing of ideas, establishing open, two-way communication between the school,

family, and community, and instigating shared decision making in efforts to involve everyone in our students' education. The Holbrook Family-School Partnership--schools, families, and the community--recognizes that a child's education is a responsibility shared by all. To ensure that all students are successful in their academic endeavors, schools and families must work as knowledgeable partners.

The Holbrook Family-School Partnership believes:

- Every Child deserves a quality education.
- All participants should seek the best interests of the child.
- There should be a positive environment for the parents, school, and students to enhance the educational process.
- There should be honest and open communication between the parents, teachers, and students.
- It is a responsibility of the parents, teachers, and students to become involved in the educational process.

Our community's diversity is a strength we can build on to establish programs and practices that enhance family involvement and reflect the specific needs of students and their families. Programs and practices will be comprehensive and coordinated in nature with the intent to create the most effective educational environment for all students.

The Holbrook Family-School Partnership meets five times per year including twice a year as a district to discuss school and district related issues and is designed as a team approach to develop the best methods in making direct connections between the family and school environments. Three meetings annually will be held at each school site and two meetings per year will be held at the district level. All meetings will be announced and posted on the school and district websites.

What are the Family-School Partnership's goals?

- 1) Holbrook's Family-School Partnership will provide support for effective family involvement programs and practices through specific activities that enhance the understanding and implementation of effective family to school and school to family partnerships.
- 2) Once adopted, pertinent components of the Family-School Partnership policy and goals will be included in each school's student handbook. In addition, family involvement activities and services will be promoted through the local media, brochures, and the HUSD #3 website.
- 3) Holbrook's Family Involvement Partnership will assist schools with the implementation of the six standards for meaningful family involvement:
 - a) Communicating
 - b) Parenting
 - c) Student Learning
 - d) Volunteering
 - e) School Decision-making and Advocacy
 - a) Collaborating with the Community
- 4) Holbrook's Family-School Partnership will address barriers that hinder family-school partnerships and identify strategies to overcome those barriers.

- 5) Holbrook's Family-School Partnership will develop yearly action plans to ensure that family-school partnerships are progressive throughout the district.
- 6) Holbrook's Family-School Partnerships will work with school personnel, site council members, and community members to effectively communicate family-school initiatives.

What is meant by Family-School Partnerships?

Family partnerships can be defined in many different ways from attending parent conferences and school performances to more foundational needs such as:

- ensuring that children are at school every day and on time
- making education a priority
- setting a routine and providing a space for completion of homework assignments
- maintaining communication with school and teachers
- reading to or with children every day
- frequently reviewing the academic progress of the child
- meeting the staff when there are concerns
- volunteer in classrooms and events
- monitor attendance

Schools can promote effective family partnerships by:

- providing avenues for regular, two-way and meaningful communication
- promoting parental involvement and providing various resources for parents
- encourage families to play an integral role in assisting in each student's learning
- welcoming families in the school
- providing opportunities for families to participate in educational decisions
- providing high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows
- holding parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement
- providing parents with frequent reports on their children's progress
- providing parents reasonable access to staff
- providing parents opportunities to volunteer and participate in their child's class, and to observe classroom activities

Working together, schools, homes, and the community can best support children's educational needs by:

- ensuring basic physical, social, and health needs are met
- setting goals and expectations
- seeking children's best interest in all decision making
- expressing positive attitudes

What are some barriers preventing effective Family-School Partnerships?

Holbrook's Family-School Partnership recognizes the barriers to meaningful family involvement and has a commitment to address those barriers in order to best meet the needs of families and students. Among the primary barriers identified are the following:

- distance and transportation
- technology and communications access
- time and competing priorities

- socio-economic status and job commitments
- intimidation factors (i.e. lack of education, poor literacy skills, personal insecurities, or adverse educational experiences)
- health issues or lack of child care

We also acknowledge that schools must work to break down barriers such as:

- inadequate communication
- lack of a welcoming atmosphere (including an open and welcome environment within the school, a warm reception by all staff, and accessibility to buildings)
- lack of planning or resources to provide transportation and child care, as well as holding meetings and activities at times conducive to the greatest participation
- addressing language needs through interpreters and written translations

For more information or to attend Family-School Partnership meetings, call Dr. Koerperich at 928-524-6144.

Key School Policies, Procedures, and Protocols and Services

Attendance - Be Here! A student cannot learn, grow, and succeed if they are not in school; thus, consistent with state law, Holbrook School District #3 (Board Policy J-1650, JHB) holds to the philosophy that parents or guardians are primarily responsible for the attendance of their children at school. (ARS§ 15-802), “Every person who has custody of a child between the ages of eight and sixteen years shall send the child to a school for the full time school is in session with the school district in which the child resides...”

State law requires that a parent or guardian authorize a student’s absence from school and notify the school in advance or at the time of the absence. This notification saves the school time and helps to protect the child. If a student is absent and the school has not been notified, the school will do its best to contact the parent by phone. It is vital that the school have one or more phone numbers to contact a parent or guardian during the school day. If a phone number changes, inform the school right away.

When it is impossible for the parent or guardian to notify the school in advance or at the time of the absence, please notify the school that the absence was authorized on the morning the student returns to school.

If no notice of authorization is received within one day of the student’s return, the absence shall be considered unexcused (**UA**). State auditing procedures require that when a student is absent due to a doctor or dentist appointment the office must have a certificate from the physician or dentist on file. If a doctor or dentist note is not submitted to the office, a “parent authorized” (**PA**) code will be marked on the student’s attendance record instead of a “doctor appointment”.

Steps to Follow When Absent

1. Have the parent or guardian phone the school (928-524-2815) and notify the office.
2. Have the parent or guardian write an excuse giving their name, the name of the student, the date, the days of absence, the reason for the absence, and his/her signature.

3. Present this note to the attendance clerk on the day of their return, prior to going to 1st period.
4. All work missed must be made up. It is the responsibility of the student to ask for the work that was missed and turn it in as directed by the teacher. The student will be allowed no less than one day for each day missed to make-up assignments.
5. **Absences not verified within 24 hours of the students return to school will be considered ditching/truancy and referred to the administration for disciplinary action.**

Students are expected to be in school except in cases of emergency, or for the reasons listed below. These are the only legal excuses for absence from school:

1. Personal Illness- The school may require a certificate from the attending physician.
2. Illness in the family- It is expected that the student's work will be kept current.
3. Quarantine- The absence arising from this condition is limited to the length of the quarantine as determined by the proper health official.
4. Death of a relative- The absence arising from this condition is limited to three days, unless reasonable cause is shown by a relative or parent for a longer absence.
5. Observance of a religious holiday- Any student may be excused if the reason for the absence is for the purpose of observing a religious holiday consistent with that person's beliefs or creed.

Examples of unexcused absences are: ditching, missing the bus, hunting, shopping, vacationing, babysitting, oversleeping, or not attending school because of no clean clothes. If a student, or their parent or guardian, feel that there are extenuating circumstances that should be considered for an unexcused absence, they should consult with the building principal who has the authority to excuse the absence.

Parents must let the school know if a student will be out of school for an extended period due to prolonged illness. However, if a student is absent for ten consecutive days, his/her name will automatically be taken off the school roll. The student, however, may re-enroll.

The school must excuse all other prolonged absences prior to the absence. Calling the school and making prior arrangements, so as to give the teachers' sufficient time to prepare the homework for the student, can best facilitate family needs.

Reporting Absences to Parents

School absences will be monitored closely by school personnel. Parents/Guardians will be notified by letter after the 5th and 10th absence of each semester. A student-parent-administrator conference will be required after the 10th absence in any semester.

Loss of Credit Due to Absences

The Holbrook High School Governing Board approved policy on excessive absences reads that after the 10th absence from any class in a given semester, credit for that class or those classes may be pulled. An attendance hearing will be scheduled with the student, parent, teacher, and the Dean of Students to determine if the student will lose credit due to excessive absences. This will apply even if the student who exceeds the allowable number of absences is passing the class. Parents/Guardians will be encouraged to bring supporting material such as doctors notes.

Students who lose credit due to excessive absences will be placed on contract for the subsequent semester and be allowed to improve their attendance and have their credit restored. Unexcused absences during the subsequent semester will make restoration of credit much less likely.

Extenuating circumstances which cause students to be absent more than the specified number of ten days, such as lengthy illness, hospitalization, serious personal or family problems, acceptable educational experiences, or other such causes which the administration and parents may agree upon shall be considered “unexpected events.” If these cause the student to be absent for more than the specified period of ten days, the parents will bring this “unexpected event” to the attention of the administration for consideration of extenuating circumstances. Students who have been disciplined for “ditching” may not make this application. Students with a chronic health condition which may keep them away from school must procure a Medical Certification of Chronic Health Conditions form from the attendance office for their doctor to complete and return to the school. Students not completing this form will not be given consideration for chronic health problems when deciding loss of credit issues.

Ditching/Truancy

Class attendance is essential for success and academic achievement. Students and parents are responsible to make sure that all absences are cleared through the attendance office. Absences that are not cleared are considered ditching.

Tardiness

The staff at HHS believes that being on time for class is very important and adds to the success of all students. Any student that is tardy twice in one day will receive 2 Lunchtime Detentions (LTDs) and a loss of 5 points.

Beginning with the student’s **1st tardy** of each semester (starting the second week) an entire Lunch Time Detention (LTD) will be served in yet to be determined classrooms located in B-Building and C-Building. Students will receive written notification of this assignment. On the day of the assignment; students will go report to the assigned classroom once lunch has started for the first ten minutes of lunch; where they will study. Students may get their lunch after serving LTD. Students who are chronically tardy will be disciplined according to the schedule in the discipline section, **Page 33**.

Navit students that have chronic tardies or absences to their zero hour class will result in removal from program.

Restricted Campus

Students will be expected to be on campus at all times from 7:50 am to 3:30 pm, unless they are signed out in the office by parents or guardians. Bus students are considered to be on school property upon boarding the school buses in the morning.

Lunch Time Policy

1. All students will remain on school grounds from the time they arrive in the morning until they are dismissed from school in the afternoon.
2. **A student may go off-campus for lunch unless there is a parent restriction form signed and on file with the office. Students on behavioral/fighting, drug/alcohol, or attendance contracts do not have this privilege and the privilege for any student may be revoked by the administration if needed to keep or restore order.**
3. Students leaving campus without authorization will receive disciplinary action.

4. All students leaving campus for lunch, even if under parental supervision, are expected to be back to the start of afternoon classes on time. Lunch Tardies will not be excused without consent of administration.

Food Services

In concert with the Arizona Nutritional Standards Holbrook High School offers breakfast and a hot lunch on a daily basis. Breakfast is served from 7:30 am to 8:00 am and lunch is served from 11:55 am to 12:35 pm. Students are assigned a number for their free meal.

Current meal prices for adults: Breakfast - \$2.75 and Lunch - \$5.00.

Health Office

A school nurse or health aide is available on a limited basis in the health office. These individuals do not take the place of a doctor.

A student must secure a pass from his/her teacher to visit the health office. If it becomes necessary for a student to leave school for any reason, arrangements must be made through the nurse and the office before being checked out. **Students who become ill at school must not leave the school without the knowledge and permission of the office staff.**

A limited selection of over the counter medications is available through the nurse's office. Students must have a current Medication and Health Information Consent on file to use these services. These medications do not take the place of appropriate medical treatment. Students who have a fever over 100 °, are vomiting, coughing, or are visibly sick should stay home to avoid spreading the illness to others.

Medication at School

A school nurse, health aide, or office staff member may administer treatments or a single dose of medication if:

- a. A physician has prescribed the medication.
- b. The medication is in the original, labeled container with directions regarding its administration.
- c. The medication is accompanied by a signed Consent to Give Medication at School form.
- d. The medication is maintained at all times in the custody of the school nurse or office personnel.

Under certain circumstances including asthma, students may be allowed to carry medications with them. A signed consent form must be on file to carry inhalers or any medication. Please see the nurse for more information.

Immunizations

ARS§ 36-672 states immunizations must be up to date for school attendance. Students who register without adequate immunizations will be suspended until proof of the required immunization is received. Under certain circumstances students will be allowed additional time to obtain immunization records. Students who are notified of inadequate immunizations during the school year will have two (2) weeks to complete the required immunizations before suspension will occur.

Epidemic/Infestation Prevention

The Holbrook School District is a social organization in which students and staff closely interact and associate. As a result, it is important that any communicable illnesses are reported to the schools immediately. Parents have the obligation to report instances of MRSA, pink eye, lice, bed bugs, and any other such illnesses or infestations that may be spread from home to school. Students will not be allowed to attend school, under certain conditions, while the student has conditions that involve conditions that could spread to other students or staff.

The Holbrook School District will be diligent to communicate any epidemics or infestations that may occur within each school or throughout the District.

All student and employee health related policies may be found in Students Policy J-5250.

EBAA © REPORTING OF HAZARDS / WARNING SYSTEMS

(Pesticide Application Notice)

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice prior to pesticide application.

In accord with A.R.S. [15-152](#), the District shall:

- A. Provide notice of pesticide application during a regular school session to students, employees, and parents/guardians, given in a form reasonably calculated to provide a warning at least forty-eight (48) hours prior to such application.
- B. Provide for oral notification to pupils and employees during the regular school session.
- C. Provide written, electronic or telephonic notification to parents or guardians at least forty-eight (48) hours prior to the application of pesticides. **For more information on this subject, please refer to our HHS handbook on the district webpage. Page 22**

George Gardner Performing Arts Center

The performing arts center is located in the center of the high school campus. In addition to its use for evening plays and concerts, it is also used for school assemblies, awards assemblies, and other daytime events and performances. Events from all schools in the Holbrook District may be held in the performing arts center. High School students are not allowed in the center during the school day except under the supervision of a teacher or during a high school event.

Students who attend events must abide by the following rules. Backpacks are to be left in classrooms during events. Food, gum, and drinks are prohibited in the performing arts center. These items must be discarded in a trash can before entering the center. Students must refrain from putting their feet on the seats or seat backs. The school rules for cell phones and other electronic devices apply to the center and these items will be confiscated if seen in the center. Hats, hoods, and sunglasses may not be worn in the center. Students should walk at all times while in the center. Failure to comply with these rules will result in disciplinary action.

Library

The library is provided for the use of all high school students. Students may use the library at any time outside of class hours and during regular class hours with a pass from the teacher. The library will enforce “quiet hours” at all times including before school, noontime, and after school. The HHS library subscribes to periodicals, and daily and biweekly newspapers. The facility houses approximately 15,000 volumes and 9,000 pieces of audio-visual software for both student and teacher use. Lost or damaged books must be paid for to clear library records. Backpacks, electronic devices, and dark glasses are not allowed in the library. Students with outstanding fees or late books may not attend school dances until those issues are resolved with the librarian.

After School Tutorial

After school tutorial is provided for students who want or need additional assistance in classroom work. It is held **Monday through Thursday from 3:45 pm to 6:00 pm**. Certified teachers supervise and provide tutoring along with student tutors during this time. Students must sign in upon arrival and may leave at any time unless they ride the activity bus. However, once a student leaves tutorial, he/she may not return. An activity bus pass will be provided for those students who live on or near an activity bus route. All students who ride the activity bus will be required to attend the full tutorial session. Any student who arrives late will not receive a bus pass. Any student who falsifies the activity bus pass will be subject to disciplinary action

Student Risk Analysis

The Holbrook Unified School District is dedicated to ensuring our schools have a culture of student safety and student success. During the 2023-2024 school year, any student that demonstrates identifiable deficiencies in the areas of substance abuse, violence, academics, and antisocial behaviors will be analyzed through a student risk analysis assessment. Each school will develop procedures for a risk analysis; as well as, implement interventions, with assistance from the parents, prior to recommending expulsion from the school. The intent of a student risk analysis is to help the student and parents seek interventions for personal academic and social deficiencies that may exist in students attending our schools. It is critical that students demonstrate positive behaviors on our campuses. Any behaviors that demonstrate potential risks to students, staff or the overall education institution will be addressed immediately.

Counseling

The counselors and academic advisors are here to help students whenever possible with available resources. They are responsible for scheduling, supporting academic achievement, advising students in post high school options, solving personal problems, and supervising group counseling. Students and parents can make appointments to speak with the counselor or arrange teacher conferences by calling the school at 928-524-2815.

***The counselors and academic advisors at HHS are not therapists or psychologists. They do not provide long-term therapy or psychological services to students.**

STUDENT ACTIVITIES

Rules for Dances

1. With administrative approval, persons who are not students at Holbrook High School may come as a guest of a Holbrook High School student to the Homecoming, Winter Formal, Morp, and the Junior-Senior Prom, providing they have a Guest Application on file in the assistant principal's office prior to the event. Guest Applications can be obtained in the assistant principal's office beginning three weeks before each dance. **Guests to Holbrook High School (HHS) dances must be under 19 years of age and should be enrolled in a high school or be high school graduates. Guests not enrolled in high school will be admitted to dances if they were approved for a dance the previous year as a high school student. Guests who are not in high school or have never been approved to attend an HHS dance must schedule an administrative interview prior to the dance. All guests must have administrative approval to attend. Guests will be required to present picture identification and proof of graduation to be admitted to HHS dances.**
2. Six school personnel are required to be present. No dances will be allowed without the necessary chaperones.
3. If unfamiliar with a student, faculty chaperones may require a student to show a school I.D. card in order to be admitted.
4. Students who leave the building during a dance will not be permitted to return.
5. A faculty sponsor will deny admission to any student who has been drinking alcoholic beverages.
6. If refreshments are served, someone must be in charge and responsible for serving refreshments and for cleaning the area after its use.
7. School dropouts, expelled students, students with overdue library books, or students with fewer than 70 discipline points will not be admitted.
8. Holbrook Junior High School students are excluded from HHS dances.
9. No student will be allowed to bump-and- grind or dance in any manner that simulates a sexual connotation.
10. Doors will be closed one and one-half hours after a dance begins. Students will not be admitted unless pre-arranged with an administrator.
11. Tickets will be pre-sold for all dances; however, with administrative approval, the sponsoring organization may sell tickets at the door. Students must present their ticket for admission to the dance.
12. **The prom is a yearly event reserved for JUNIORS and SENIORS; however, underclassmen are allowed to attend if invited by a Junior or Senior, provided a guest application has been submitted by the application deadline. Because it is a privilege for underclassmen to attend the prom, Administration requires that underclassmen be in good academic and behavioral standing.**

There are four dances held each school year:

1st semester: Homecoming and Winter Formal.

2nd semester: MORP and Junior-Senior Prom.

Student Council

The purpose of the student council is to initiate and plan the students' extracurricular activities. It coordinates student organizations and their activities for the benefit of everyone. Students are invited to attend council meetings; you may not participate in the meetings unless you request to be included on the agenda at least two school days in advance.

Scheduling of Student Activities through Student Council

To schedule an activity on the activity calendar or to sponsor a fundraising event, the sponsoring group must obtain a Student Activity Request form from the high school office. The activity request must be submitted one week in advance of the activity to the student council and the administration for approval. All events must have class or club sponsor signatures appearing on the activity request to be considered by the student council and administration.

Athletics

Students are eligible to participate in these programs which feature competition against neighboring high schools if they meet the following standards:

1. May not be nineteen (19) years old prior to September 1 of the current school year.
2. Student must have a birth certificate on file in the athletic office.
3. ***Students must have a physical each year prior to beginning the first sport in which they participate.**
4. Student must have a signed emergency release form on file in the athletic office.
5. Student must have insurance either purchased from the school or their own family insurance. If the student has family insurance the parent must sign a form with this information.
6. A Parent's/Guardian's signature must be on the form provided allowing the student to participate in the Interscholastic Athletic program.
7. Student must maintain proper behavior in class and around the school campus.
8. Student must maintain proper grades according to the Academic Eligibility Code.
9. Students participating in any sport must provide proof of passing the classes "BRAINBOOK" and "OPIOID EDUCATION" per AIA requirements.

The following is a list of the sports offered at HHS:

<u>Fall:</u>	<u>Winter:</u>	<u>Spring:</u>
Football	Basketball (boys & girls)	Baseball (boys)
Volleyball (girls)	Wrestling (boys and girls)	Softball (girls)
Soccer (boys and girls)	Spirit Line	Track
Cross Country (boys and girls)	E-Sports	Golf
Chess		

Academic Eligibility

All students participating in athletics, clubs, or organizations of any kind are subject to academic eligibility rules. Basically, students must maintain passing grades and follow school rules to be eligible to participate in activities. Students with failing grades or insufficient points (less than 70) are not eligible to participate. The specific rules that apply are outlined in the Activities Handbook. Each student receives an Activities Handbook when they join a club or athletic team.

Online Charter School Interscholastic Participation Procedure

A student who is enrolled in an online charter school and who is domiciled within the Holbrook Unified School District (HUSD), will be allowed to try out for interscholastic athletics and activities. HUSD will charge online charter school students a fee to participate in interscholastic athletics and activities. (see fee schedule below) All other eligibility requirements shall apply to online charter school students consistent with requirements established for students enrolled in HUSD. The online charter school shall submit to HUSD written verification that, in a manner and timeline that is consistent with HUSD policies, the student is both:

- 1.) Receiving a passing grade in each course or subject being taught.
- 2.) Maintaining satisfactory progress towards advancement or promotion.

A student who is enrolled in an online charter school and who was previously enrolled in a school that is part of a school district is not eligible to participate in interscholastic athletics or activities for the remainder of the school year during which the student was enrolled.

Fee Schedule

Football	\$100
Baseball	\$75
Softball	\$75
Basketball	\$50
Soccer	\$50
Wrestling	\$50
Track	\$50
Cross Country	\$50
Volleyball	\$50
Golf	\$50
Chess	\$50
Spiritline	\$50
E-sports	\$50

Holbrook USD #3 works cooperatively with tribal communities to ensure all students receive a high quality education. HUSD #3 Governing Board policies IHBJ, KJG, and KJGA provide opportunities for Indian participation. In addition, Indian Policies and Procedures which includes tribal consultation may be located on the HUSD #3 district website.

Sports Passes

Sports passes are sold to students and the public at the beginning of the school year and will continue to be sold throughout the school year. Those who purchase activity tickets will be admitted to all school athletic events when presenting them at the gate. For the 2018-2019 school year; two different types of passes are offered: a season long pass and a school year long pass. The season long pass for an individual is \$30.00 and \$60.00 for a family (up to four family members). The yearlong pass for an individual is \$50.00 and \$100.00 for a family (up to four family members).

Organization List for HHS 2023-2024

<u>Name</u>	<u>Sponsor</u>	<u>Purpose</u>
Band (3 groups) (class)	Mrs. Meeks	Fine Art
Baseball Club	Mr. Baldonado	Sport
Boys Basketball Club	Delmar Johnson	Sport
Boys Soccer Club	Mr. Tony Aguilera	Sport
Chess Club	TBA	Sport
Choral Music (3 groups) (class)	Mr. Gardner	Fine Art
Cross Country Club	Mr. Nez	Sport
Drama Club	Mr. Gardner	Fine Art
*FBLA	Mr. Madison	CTE
FCCLA	Mrs. Carlson	CTE
Football Club	TBA	Sport
Fusion	Mrs. Meeks	Fine Art
Girls Basketball Club	Mr. Perkins	Sport
Girls Soccer Club	Mr. Paz	Sport
Golf Club	Mr. Madison	Sport
Juggling Club	Dr. Woodward	Personal Growth
*National Honor Society	Mr. Mitchell	Academic/Service
Outdoor Club	TBA	Personal Growth
Rodeo Club	TBA	Sport
Running Club	Mrs. Demuth	Personal Growth
Science Club	TBA	Academic
Skills USA	Mr. Foutz/Mr. Larsen	CTE
*Spirit Line	Kassandra Grabowski	Sport
Softball Club	Mr. Scott Baker	Sport
*Student Council	Ms. Thompson	Service
Track Club	Mr. Morgan	Sport
Volleyball Club	Ms. La Rose	Sport
Welding Club	Mr. Larsen	CTE
*Wrestling Club	Mr. Serna	Sport
*Yearbook/Newspaper (class)	TBA	Academic

*Requirements must be met for membership

GENERAL INFORMATION

Family or Student Emergencies

When there is a family emergency and a student needs to be reached, please contact the school office at **928-524-2815**. When the situation requires it, an administrator will bring the student to the office and have them return the call to the parent. **Student cell phones are to be turned off during the school day and unauthorized use of phones will result in phones being confiscated, regardless of the reason for the use (pg.35)**. Students who have emergencies while at school and need parental assistance may come to the office and meet with an administrator. The administrator will determine whether a need exists for the student to contact a parent immediately or another course of action is appropriate.

Telephones

Students may only use the phone in the office. During school hours' students must have permission from an administrator to use the phone. Phone use during school hours is for emergencies only. Cell-phone usage prior to the 7:55 bell, at lunch, and after dismissal is only permissible with administrative approval. Cell phones may not be used as clocks, calculators, or personal reminders while at school.

Food

Outside food delivery during class time is not permitted.

Hall Passes

Whenever a student needs to be out of class, he/she must have signed out of their current class and have that teacher's hall pass in their possession. No student should be in the halls or out of class without such a pass (**One student per hall pass**). Every teacher will have a sign out sheet in their classrooms.

Personal Belongings

Valuable personal belongings should not be brought to school. **The school accepts no responsibility for any belonging that is brought to school, whether left in a locker or a student's backpack.** There is no need for students to bring expensive electronic games, musical devices, or cell phones to school. Students take the risk of losing these items when they bring them to school. The administration will not spend time finding items for students when they are lost or stolen.

Lockers

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

The lockers are school property; they are provided for your convenience. The school has the right to inspect all lockers at any time (Board Policy J-3400, JIH).

The school accepts no responsibility for articles in lockers. Valuable items are left at your own risk. **Any damage to lockers (i.e., stickers, decals, writing, etc.) is the responsibility of the person who is assigned the locker. (A fee of \$20.00 can be assessed) Any assessed charges are the responsibility of the person who is assigned to the locker.**

Athletic lockers are provided to keep student belongings in during P.E. and athletic activities. These lockers should always be used with a lock. Personal equipment should not be left overnight in athletic lockers. **The school accepts no responsibility for articles left in athletic lockers.**

Cars and Use of Parking Lots

All motor vehicles must be operated by a person with a valid Arizona driver's license. Students must provide a copy of a valid Arizona Driver's License at registration.

1. Faculty parking will be in the front of the main office, seminary parking lot, 8th Avenue, and in spaces designated near the student parking lot and cafeteria.
2. **Students must park in the student parking lot. Parking along adjoining streets is not permitted.**
3. Four visitor spaces will be designated in the parking lot in front of the main office.
4. **Students are not to park in the faculty parking lots.**
5. Students may not sit in parked cars upon arriving at school or during school hours.
6. Trash is not to be thrown on the parking lot or in the streets. Proper containers for trash are provided at convenient locations.
7. Alcohol or illegal drugs are not to be used or kept in vehicles and violations will be treated in the same manner as if used inside the school building.
8. Any student found violating any state, local, or school regulation concerning driving on school property will receive disciplinary action.
9. The speed limit in all parking areas is 5 miles per hour. Students may not come to school or leave the school while in the back of a truck driven by another student. This includes during the lunch hour.
10. Violators may be subjected to a fine and/or be towed away at the owners' expense. In addition, disciplinary action may be taken.

Student Drop Off/Pick Up

As a matter of safety for students and staff arriving to school in the morning and departing immediately after school, we ask that students **utilize the curb-side drop off/pick up zone on 8th avenue** east of the school when being dropped off **prior to 7:55 a.m.** and being picked up immediately after school.

Please refrain from being dropped off (prior to 7:55 a.m.) and picked up (immediately after school) in the staff parking lot in front of the office. For your safety, please do not walk across the staff parking lot in front of the office.

Student Checkout

Students can only be signed out of school by a parent/guardian. **A student can be signed out of school by a designated person on his/her contact list only upon prior approval (phone call or signed note) by a parent/guardian.** Chronic removal from school is discouraged and will be addressed by administration.

Fire Drills

Upon hearing the fire alarm signal, students will vacate the rooms using procedures posted in each classroom. Fire drills must be taken seriously at all times with all movement being done in a neat and orderly manner. After all is clear, the call to return to classes will be given over the P.A. System.

Lock Down Drills

Holbrook High School will conduct periodic lock down drills. Teachers will lock doors to their classrooms and close all blinds and curtains. Students and teachers will sit on the floor out of view, teachers will take attendance, and students will be asked to remain calm. All students and teachers will wait for further instructions.

Skateboards / Roller Blades

No skateboards, roller blades, or rollerblade-sneakers (Heelys) are allowed on campus at any time during the school day. Students may not store skateboards in their lockers.

Textbooks and Fees

Textbooks and workbooks will be provided free of charge to all students. You will receive your textbooks and workbooks in your classes from your teachers. Each book will have a number on it. Each student is financially responsible for the care of the books issued to him or her if they are lost, stolen, or damaged. Report your textbook missing to your teacher and find out how much the replacement cost will be. Most textbooks cost between \$45.00 and \$80.00 while workbooks cost between \$8.00 and \$15.00. At the end of the year, you will be charged if your assigned book has been damaged beyond normal wear and tear. (ARS§15-727; Board Policies I-5250 and J-6950, JQ).

Rules/Discipline/ Student Conduct/Consequences

Excessive Tardiness

1st – 5th Tardies: Student will be assigned LHD

3+ Tardies: Letter sent home to notify parents/guardians of their student's tardy issues.

5th Tardy: Up to 3 days ISS/Letter sent home to parents/guardians; Loss of 16 points. Level 3

6th - 9th Tardies: Up to 3 days ISS /Letter sent home to parents/guardians.

10th Tardy: Up to 3 days OSS/Letter sent home to parents/guardians.

15 Tardies: Up to 6 days OSS-Level 6

20 Tardies: Up to 9 days OSS-Level 8

All subsequent Tardies will be handled by Paul Demuth

Ditching/Truancy

The following consequences will be applied for incidents of ditching/truancy:

On the **1st ditching** incident a student will serve up to 3 days of In-School Suspension (ISS).
Loss of 16 points

On the **2nd ditching** incident a student will serve up to 3 days of ISS followed by 2 days of LTD.
Loss of 16 points

On the **3rd ditching** incident a student will receive up to three days of out of school suspension, and five days of in-school suspension. A mandatory parent-student-administrator conference will occur after OSS. Loss of 17 points

On the **4th ditching** incident a long term suspension hearing will be conducted.

Note: Any student who has ditched forfeits his/her right to appeal a loss of credit due to excessive absences.

Dress Code

Any clothing or the way clothing is worn that is disruptive to educational activities or non-conductive to the educational environment is unacceptable!

1. Shorts, skirts, and dresses worn to school or activities must have hemlines no shorter than four inches above the knee.
2. Sagging pants are prohibited. The waistline of the pants is to be worn on the person's waist, not below. The pants must stay on the waist without a belt.
3. Clothing with excessive tears above the knee are not allowed.
4. **Bare midriffs, halter-tops, tank tops and spaghetti straps are not allowed.** Spandex as outerwear and see-through clothing that are deemed indecent or inappropriate are not allowed. Exposed cleavage is inappropriate regardless of the type of shirt being worn.
5. Obscene language or symbols such as drugs, tobacco, sex, blood, violence, alcohol, racial supremacy, gang affiliation, or anything depicting illegal activity on any type of clothing or jewelry is expressly prohibited.
6. Barefoot is never acceptable. In the interest of student safety, shoes must be worn at all times.
7. Jewelry, including spikes or studs shall not be worn if it presents a safety hazard to self and/or others.
8. Wallet chains and chains covering clothing are prohibited.
9. Hairnets will not be worn on campus. No headwear may be worn by staff members or by male or female students in school buildings, except for properly approved occupational safety headgear required for special classes. Hats may be worn with the bill facing forward on campus outside of buildings.
10. **No Bandanas;** worn regular style or worn as a headband; of any color, size, or shape may **not** be carried, worn, or displayed on school property. Any clothing that displays gang signs, colors, names or any identification symbols is not allowed (Board Policy J-2900, JICF).
11. Sunglasses may not be worn in buildings unless they are prescription, and approved by the administration.
12. Students may not wear entirely black attire. For example, students cannot wear a black shirt (top) and black pants at the same time. Dark blue on black or other very dark shirts and pants in combination are also prohibited.
13. All hoods must be removed in the buildings and classrooms.
14. Hair may not be worn in a manner that covers the eyes or face of the student.
15. Outlandish dress and excessive hairstyles are not school approved and students who come dressed inappropriately will subject themselves to school discipline.

The administration reserves the right to determine prohibitive dress at any time in order to maintain a safe and appropriate learning environment (Board Policy J-2350, JICA)

Electronic Devices

Cell Phone use is not permitted during class. Cell phone violations will be at the discretion of the teacher. If violations are deemed chronic or demonstrate a pattern, the device will be confiscated and given to Administration with a discipline referral. Other electronic devices are only allowed before school, at lunch, and after school. For safety reasons, ear buds, head phones and any other device that impedes one's ability to hear are not allowed during school hours. Earbuds are not allowed in the classroom-at all other times, one earbud must be free from the ear. If a discipline referral is issued for an electronics violation the following consequences will apply:

1st Violation- Device is confiscated and will be returned to the student at the end of the school day. Level One E "Use of Electronic Device" discipline referral will be issued, which will result in loss of 16 points and up to 2 days In-school-suspension (ISS).

2nd Violation- Device is confiscated and will be returned to a parent or guardian only. Level Three S "Failure to Cooperate with a School Rule" discipline referral will be issued, which will result in a loss of 16 points, up to 2 days ISS, and three days of out-of-school suspension (OSS). OSS will be waived if the parent leaves the device until the end of the grading period.

3rd Violation- Device is confiscated and will be returned to a parent or guardian only/Mandatory parent-student-administrator conference. Level Four D "Refusal to Obey a Reasonable Request" discipline referral will be issued, which will result in a loss of 25 points, up to 3 days ISS, and 5 days OSS. OSS will be waived if the parent leaves the device until the end of the semester.

4th Violation- Device is confiscated and will be returned to a parent or guardian only. Level Four (2nd referral) C "Insubordination" discipline referral will be issued, which will result in a loss of 25 points and up to nine day out-of-school suspension along with a long term suspension hearing.

In addition, it is **against the rules** and **unlawful** (ARS§ 13-3019) for any person to knowingly photograph, videotape, film, digitally record, or by any other means secretly view, with or without a device, another person without that person's consent if they are in a restroom, bathroom, or locker room or if done in a manner that allows the viewing of another person's body in a way that is not normally visible to the public. It is also **against the rules** and **unlawful** to disclose, display, distribute, or publish images recorded in violation of the aforementioned legal guidelines.

IJND ©
TECHNOLOGY RESOURCES
(Movies/Videos/Electronic Materials)

It is the policy of the District that there is educational value in utilizing movies and videos in classrooms only when such movies and videos extend and/or reinforce the concepts being taught and have been planned for in advance. Parents or guardians of students enrolled in the District shall have access in advance to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.

The District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.

The Superintendent shall develop regulations governing the use of movies/videos in the classroom.

IJNDB ©
USE OF TECHNOLOGY RESOURCES
IN INSTRUCTION

Appropriate use of Electronic Information Services

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include networks (e.g., LAN, WAN, Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact disks (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary and/or legal action.

The Superintendent shall determine steps, including the use of an Internet filtering mechanism that must be taken to promote the safety and security of the use of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Technology protection measures shall protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography or, with respect to use of computers by minors, harmful to minors. Safety and security mechanisms shall include online monitoring activities. As required by the Children's Internet Protection Act, the prevention of inappropriate network usage includes unauthorized access, including "hacking," and other unlawful activities; unauthorized disclosure, use and dissemination of personal identification information regarding minors. **For more information on this subject, please refer to our HHS handbook on the district webpage. Page 31**

Acceptable Use Policy (AUP) for Computers

Before students can have access to the Internet in Holbrook School District, they must have a signed copy of the AUP on file in the library. Parents must also sign this form. A copy of the full acceptable use policy is provided with the signature sheet. Parents and students should be aware of the following “conditions of use” within this policy:

1. Any cost or expenses incurred by the district, including reasonable attorney’s fees, due to the improper downloading, purchasing, or transmission of material or information in violation of any local, state, or federal laws become the express liability of the parent/guardian.
2. Costs incurred by the district for vandalism or any malicious attempt to harm or destroy another’s data, the district network or other agencies’ networks become the express liability of the parent/guardian. This includes the deliberate uploading, downloading or creation of computer viruses.
3. Use or misuse of information obtained on the Holbrook School District #3 network is “at your own risk.”
4. A complete copy of the acceptable use rules can be obtained from the High School Library. Consequences for AUP violations may include loss of computer privileges for a designated period of time plus any additional violations as applicable per the HHS student handbook.

IHAMDC® INSTRUCTION AND TRAINING IN SUICIDE PREVENTION

School districts shall provide training in suicide awareness and prevention for school guidance counselors, teachers, principals and other school personnel who work with pupils in grades six through twelve (6-12). Each person who is required to obtain training shall complete that training at least once every three (3) years. The training must include the following:

- A. Training in suicide prevention.
- B. Training to identify the warning signs of suicidal behavior in adolescents and teens.
- C. Appropriate intervention and referral techniques.

The training prescribed above must use evidence-based training materials and may be provided within the framework of existing in-service training programs offered by the School district or as part of professional development activities.

School personnel, entities or any other persons are not civilly liable for any actions taken in good faith pursuant to this requirement except in cases of gross negligence, willful misconduct or intentional wrongdoing.

Key Arizona Laws Regarding Student Conduct

- A teacher may remove a student from the classroom who is disruptive. (ARS §15-841.A.2.)
- A school may reassign a pupil to an alternative program if the pupil refuses to comply with rules. (ARS§ 15-841.E; ARS§ 15-841.F.)
- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior, or for violent or dangerous behavior. (ARS§ 15-841B.)
- School boards have the job of supporting and assisting teachers in the enforcement of rules. (ARS§ 15-843.D.1.-4)

Student Conduct

In addition to the general rules set herein, the student is expected to obey all rules and regulations adopted by the Board of Education for their conduct. Students shall not engage in any activities prohibited herein nor shall he or she refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these rules and regulations will be subject to warning, reprimand, suspension, or expulsion, in addition to other civil and criminal prosecution.

LEGAL REF.: ARS§ 13-2911, 15-341(27), 15-507, 15-521, (A) (4), 15-841, 15-842, 15-843. CROSS REF.: J-4600, JK—Student Discipline; J-4850, JKD; J-4900, JKE—Student Suspension/Expulsion/Due-Process Rights; K-1700, KFA—Public Conduct on School Property

HHS Discipline Conceptual Foundation

- Harmony is a prerequisite of a meaningful educational and social experience. All of us share a vested interest in a safe, stable and orderly school.
- Punishment and discipline are two different things! The purpose of school discipline is neither “punishment” nor “forced control” of students but to nurture and when needed, demand cooperation so that our educational mission can be better fulfilled.
- A campus environment that reflects our educational purpose is vital.
- School rules (as are the laws that govern us) are written to protect righteousness in human relationships; thus, misbehavior is primarily an offense against human relationships and secondly a violation of school rules.
- Besides educating students, schools are also “people-citizen developers” and as a result improper student behavior and conflict can be a teachable moment in which offenders have a learning opportunity to increase their capacity to take responsibility for their actions and change their behavior.
- Accountability is taking responsibility for misbehavior, self-correcting misbehavior and most importantly, repairing the harm that results from misbehavior.
- The willingness to change disruptive and destructive behavioral patterns is more important than apologizing for them.
- Unfortunately, not all students will choose to cooperate with our rules and be accountable for repairing the harm that occurs from their misbehavior and as a result, stern decisions will have to be made in order to protect the academic and social integrity of HHS.

Student Conduct on Buses

The District takes a firm stance against misconduct and improper behavior on board the buses. Our number one priority is to transport students to school and back home as safely as possible in an orderly environment. In order to ensure the safety of all passengers on board these buses, misconduct, distracting, or improper behavior will not be tolerated. We have a zero tolerance policy regarding student conduct on the bus. Under Arizona law, it is a privilege not a right to ride a school bus. Your safety is the issue! Every student should be familiar with all the rules governing conduct of students while riding the bus. Some of the more important rules are:

- a. Remain seated while the bus is in motion.
- b. Keep head and arms inside the bus.
- c. Walk in front of the bus when crossing the street.
- d. Remain quiet enough that instructions from the driver can be heard at all times.
- e. Follow all directions from the driver or monitor.
- f. profane language is prohibited.
- g. Lighted devices are prohibited.

Students are to conduct themselves consistent with established standards for classroom behavior. When students do not conduct themselves properly, the bus driver will speak to the student about their behavior and inform the Principal of the misconduct. The student's misconduct may be brought to the attention of the parents.

Students who are issued a bus conduct report may have their bus riding privileges suspended. In such cases, the parents of the student involved become responsible for transportation to and from school.

Bus Transportation Change Requests

All bus transportation change requests must be made **prior to 2:30 p.m.** during a full day of school and **11 a.m.** during a half-day of school.

Dorm students are not permitted to ride district buses. Unless under extenuating circumstances for which a phone call must be made & a bus pass issued.

Student Conduct Definitions

Alcohol: The use, possession or distribution of alcoholic substances. This includes off-campus consumption and then being on district property or at a district function.

Arson: Deliberately setting fire to a building or other property.

Bus Violation: Interrupting, disturbing, or breaking the rules on a school vehicle in transit.

Cheating: Not tolerated. Involves the act of fraudulently deceiving teachers, other school employees, or students in areas of academics, athletics, or student discipline.

Dangerous Objects: Any object or device that can cause injury or death.

Dangerous Weapon(s): The Holbrook Unified School District is dedicated to creating safe school environments. Each school campus is dedicated as a "Weapons Free Zone". Any student that attends school or school events in possession of a weapon will be dealt with through local policy enforcement; as well as, possible police intervention. It is critical that parents are involved by communicating the importance of not possessing a weapon while on campus. The following details outline some basic information pertaining to weapons on school campuses:

Definition of a weapon: Any instrument designed for lethal use that is used or displayed as a weapon or used to frighten or intimidate. The term includes a firearm, knife, or destructive device. "Firearm" means any loaded or unloaded pistol, revolver, rifle, or shotgun whether the projectile is expelled by gunpowder, pressurized air, or other source. A knife is considered a weapon regardless of the length of the blade or ability to be locked. Any knife is considered a weapon.

The possession of dangerous devices/weapons may result in nine days of Off Campus Suspension, plus a discipline hearing for recommendation to the School Board for additional disciplinary action which may include expulsion.

This action will be determined through a threat analysis and complete investigation of surrounding circumstances and intent of the person in possession.

Disorderly Conduct: Personal behavior that disturbs the regular or normal functions of an event.

Ditching: Unexcused absence at any time.

Dress Code: See details on page 34.

Extortion: The solicitation of money, or something of value, from another person in return for protection, or in connection with a threat to inflict harm.

Fighting: Engaging in physical conflict with another person.

Forgery: Falsely and untruthfully making or altering a document, a signature or any other instrument.

Gambling: Risking money, etc., on the outcome of something involving chance.

Gang Activity: A gang is a group of two or more persons who form an allegiance to each other or to a common purpose and engage, whether individually or collectively, in an antisocial and/or criminal behavior.

Harassment: Frequently troubling, disturbing, pestering, or tormenting someone physically or verbally.

Illegal Drugs: The use of any addictive substance. The use (including inhalation), possession or distribution of a non-prescribed drug, narcotic or other noxious substance. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or distribution of drug paraphernalia and/or imitating the use of a non-prescribed drug, narcotic, and other noxious substance.

Inappropriate Language (Profanity): The use of language that is not suitable, fitting or proper for the particular occasion.

Insubordination: Defiance of school rules or authority, insults, profanity, obscene gestures or language.

Loitering: Any person who annoys a child or who without legitimate reason therefore loiters on the grounds of any public school at which children are in attendance or within three hundred feet, thereof, shall be deemed a vagrant, and upon conviction fined not more than five hundred dollars, imprisoned in the county jail not more than six months, or both (ARS§ 12-922). **All visitors must report to the office**

Lying: To make an untrue statement with the intent of creating a false or misleading impression.

Physical Assault: A physical attack to hurt an individual.

Public Display of Affection—or PDA: includes physical contact including, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing at school or a school-sponsored activity between two students typically in a relationship. **This type of behavior is a distraction and inappropriate for a school setting.**

Sexual Abuse or Harassment: Unwanted sexual or gender based behavior that occurs when one person has formal or informal power over the other. See policy page 18.

Theft: The act of stealing. The unlawful taking away of another's property without their consent.

Threats/Intimidation: An expression of intention to inflict evil, injury, or damage.

Tobacco: The use, distribution or possession (if under the legal age) of tobacco, of any kind including E-Cigarettes.

Trespassing: An unwarranted, unlawful, and illegal act committed on the person, property, or rights of others.

Truancy: An unexcused absence for at least one class period during the day. (ARS§ 15-803)

Vandalism: The willful or malicious destruction or defacement of public (school) or private property.

Verbal threats to an educational institution: When a person commits threatening or intimidating gestures towards a teacher or institution by word or conduct. Law enforcement will be involved.

Law Enforcement Officers on Campus

Cooperation with law enforcement agencies is desirable, keeping in mind the rights of pupils and parents. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of Arizona, and recognize the potential enrichment that law enforcement agencies can make in the educational program. Board Policy J-3400, JIH relates to this section.

Interviews: Interviews of pupils by law enforcement officers who show proper identification will be permitted during the school day only when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts will be made to notify the parent, guardian, or other adult person having the care and custody of the child. In the event that an interview is conducted on the school premises, the principal or his representative will be present during the interview.

Arrests: Custody and/or arrest may be affected by a police officer after he has shown proper identification and credentials.

Confinement: Under A.R.S. 15-843, no student shall be confined (placed in a closed room alone) for disciplinary purposes without written parental notification that confinement may be used for disciplinary purposes. However, an exemption to prior written consent may occur if an administrator or teacher determines that the pupil poses imminent physical harm to self or others. The administrator or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

Description of Discipline

Lunch Time Detention (LTD): Assigned to students on the 1st through 4th tardy and subsequent tardy violations. LTD will be served in a yet to be determined classroom in B-building and C-building). Failure to serve assigned LTD on assigned day will result in one day in school suspension; **LTD is for the first 10 minutes of lunch.**

Lunch Detention: Teacher assigned detentions are intended to serve as beginning levels of behavior modification: for minor misbehavior. Students are required to purchase/acquire lunch from the school lunch program when assigned to these detentions. These detentions are generally 5-10 minutes in length.

In-School Suspension (ISS): ISS is intended to serve as a mid-level behavior modification for minor or repeated misbehavior. A day in ISS is devoted to completing academic assignments. ISS will run from 7:55 am - 3:30 pm Monday through Friday.

Out of-School Suspension (OSS): OSS is intended as a consequence for serious or repeated offenses. The student is not allowed on the school campus during the period of suspension.

Community Service: The student is assigned to work with a school district maintenance person for a period of two hours after school.

Intervention: An intervention is a discipline technique used at the initial stages of discipline. Some examples of intervention strategies are:

- Student planning for future behavior
- Student and/or Parent Counseling
- Student social skill assessment
- Peer Mediation
- Mediation with a counselor or administrator

STUDENT DISCIPLINE JK-EA ©

Each principal shall establish and retain complete records of student disciplinary actions and procedures. Records regarding student disciplinary actions shall be retained for at least two (2) years after the last attendance date. **For more information on this subject, please refer to our HHS handbook on the district webpage. Page 35**

Holbrook High School Discipline Policy/Point System

Students at Holbrook High School are responsible for their own behavior. The following guidelines have been developed for a safe and orderly school environment. If a problem should occur, teachers, guidance personnel, administrators, police and parents may be involved in conferencing, counseling, and advising the student involved. Students who are referred to the office will be dealt with according to the approved policies.

Students will begin the school year with 100 points. Points will be deducted from this 100 points based on the level of the infraction and the number of infractions on that level. **Seniors must have 70 points to participate in the graduation ceremony.** Students who have lost a minimum of 75 points during the school year will meet with the Assistant Principal to sign a behavior contract for the remainder of the year. Students who lose their 100 points during the school year have lost the privilege of continuing as a student in good standing and may have the following options:

1. Be placed on a behavioral contract;
2. Withdraw from Holbrook High School, or
3. Be referred to the hearing officer for a long-term suspension hearing, or
4. Be referred to the Holbrook School District Board of Education for possible long-term suspension or expulsion from Holbrook Public Schools.

Points of Clarification

All procedures will be in accordance with Holbrook Unified School District policy.

Students involved in a second fight in the same school year may face long term suspension.

Any inappropriate acts that violate the law or are not specifically covered in this plan will be dealt with by the administration. Any extreme violations, in any category, may be dealt with more severely than the code prescribed. Police may be notified. Administration reserves the privilege to make appropriate or necessary decisions to meet the needs of students.

Students who have 70 or more points will be allowed to participate in athletics, clubs, dances, and incentive activities during the school year. **Students who have lost more than 30 points will not be allowed to participate in these activities. Seniors must have 70 points to participate in the graduation ceremony.** Students may do community service to replace points and become eligible for activities. A student may replace a maximum of 50 points per semester through community service or through other activities as stated below. Students working to replace points in order to participate in an activity must complete their community service activities at least 24 hours prior to the activity. Keep in mind that students may only complete HHS community service activities on Mondays through Thursdays from 3:45 to 6:15 pm. HHS does not sponsor community service activities on Fridays, Saturdays, or Sundays.

Replacement of Discipline Points

A student may replace up to 50 points per semester by successfully completing any of the following:

1. Four weeks of no tardies and good behavior in all classes and around campus: 10 points.
2. Clean quad at lunch and improve his/her point total by 1 point per day. The administrator on duty will evaluate this process.
3. Clean the campus after school under the supervision of a custodian. Improve his/her point total by 1 point per 30 minutes of work. (2 students per custodian).
4. Complete a community service project, which positively benefits the community of Holbrook. The student can improve his/her point total by 15 points based on completing an individual community service project. **The service project must be pre-approved by administration at least five school days prior to the activity.** The sponsoring group must agree to the supervision responsibilities. The sponsoring group must provide evidence of completion to the school.
5. Participate in a counseling program either at school, with Community Counseling or any other program. The student can improve his/her point total by 5 points per semester based on the counselor's determination of student involvement and attendance to the counseling session. The counselor will confer with administration as to the number of points to be replaced. The student must request to put this process in action.
6. Maintaining a "B" average can earn 5 points back per semester. The student must bring this to the attention of the Dean of Students to acquire the points.
7. Five points will be awarded to students whose parents come in for a conference with administration, resulting in a significant positive change in behavior or grades. These points can be awarded at the end of each of the first three grading periods by student request.
8. Students assigned to ISS can earn up to 3 points a day. Points will be awarded when the student shows good behavior, follows the ISS rules, and completes assigned work while in ISS. Failure to cooperate in ISS will result in no points being awarded.

DISCIPLINE CODES

CODE

DISCIPLINE

1.
 - A. Office/Conference/Counseling
 - B. Lunch Detention
 - C. Intervention and/or
 - D. Parent Conference (Phone or in-office)

2.
 - A. One day of ISS (In-School Suspension) and/or
 - B. Intervention and/or
 - C. Parent Conference (Phone or in-office)
 - D. Lunch Detention

3.
 - A. Two days of ISS (In-School Suspension) and/or
 - B. Referral to Intervention Team

4.
 - A. Three days of ISS (In-School Suspension) and/or
 - B. Referral to Intervention Team
 - C. School work detail
 - D. OSS (Out of-School Suspension) up to three (3) days

5.
 - A. Up to five (5) days OSS (Out of-School Suspension) and/or
 - B. Referral to Intervention Team

6.
 - A. Up to six (6) days OSS (Out of-School Suspension) and/or
 - B. Referral to Intervention Team

7.
 - A. Up to seven (7) days OSS (Out of- School Suspension) and/or
 - B. Referral to Intervention Team

8.
 - A. Nine (9) days OSS (Out of- School Suspension)
 - B. Student is scheduled for a disciplinary hearing for long-term suspension.

9.
 - A. Nine (9) days OSS (Out of- School Suspension) plus hearing for recommendation to the school board for additional disciplinary action which may include expulsion.

Infractions/Discipline

The following tables contain a list of behaviors and actions not compatible with the safe and orderly operation of Holbrook High School. The list is intended to be comprehensive, but may not be complete. Any student action, not included on these tables, may be subject to disciplinary action in accordance with district policy.

LEVEL ONE									
Number of referrals	1	2	3	4	5	6	7	8	9
Points lost for each referral	9	9	9	15	15	15	15	15	15
A. Public display of affection	1	2	3	4	5	6	7	8	9
B. Dress Code Violation*	1	2	3	4	5	6	7	8	9
C. Harassment	1	2	3	4	5	6	7	8	9
D. Failure to clear absence within 48 hours of return to school	1	2	3	4	5	6	7	8	9
E. Use of radios, iPods, Mp3 players, CD players, electronic devices, cell phones, etc. during school hours. Items confiscated	3	3	3	4	5	6	7	8	9
F. Failure to complete teacher assigned detention	1	2	3	4	5	6	7	8	9
G. Littering on campus	1	2	3	4	5	6	7	8	9
H. Failure to serve detention (lunch, all day, etc.)	1	2	3	4	5	6	7	8	9
*Some dress code violations will be treated as a level 5 (i.e. wearing black attire, etc.)									

LEVEL TWO									
Number of referrals	1	2	3	4	5	6	7	8	9
Points lost for each referral	1	1	1	1	1	1	1	1	15
A. General disruption in class, assembly, cafeteria, school activity, bus, etc.	2	3	4	5	6	7	8	9	10
B. Use of snowballs, rocks, mud, water guns, shaving cream, rubber bands, etc.	2	3	4	5	6	7	8	9	10
C. Carrying and/or using cigarette lighter, pocket knife, matches	2	3	4	5	6	7	8	9	10
D. Failure to identify self to school employee/providing false info.	2	3	4	5	6	7	8	9	10
E. Use of profanity/vulgarity in speech, writing, gestures	2	3	4	5	6	7	8	9	10
F. Misuse of school property	2	3	4	5	6	7	8	9	10
G. Trespassing while suspended	2	3	4	5	6	7	8	9	10
H. Failure to complete infraction consequence	2	3	4	5	6	7	8	9	10
I. Failure to cooperate with request of school employee	2	3	4	5	6	7	8	9	10
J. Harassment complaints - bullying	2	3	4	5	6	7	8	9	10
K. Careless Driving/Parking Violations	2	3	4	5	6	7	8	9	10
L. AUP/Computer violations	2	3	4	5	6	7	8	9	10
M. Other as determined by administration	2	3	4	5	6	7	8		

LEVEL THREE					
Number of referrals	1	2	3	4	5
Points lost for each referral	16	16	17	17	17
A. Disruptive objects / fire extinguishers, etc.	3>4	5	6>7	8	9
B. Gambling	3>4	5	6>7	8	9
C. Forgery of notes / fake phone calls	3>4	5	6>7	8	9
D. Minor vandalism (restitution)	3>4	5	6>7	8	9
E. Jeopardizing the safety of oneself or others, pushing	3>4	5	6>7	8	9
F. Minor theft (restitution)	3>4	5	6>7	8	9
G. Leaving class and/or campus without permission	3>4	5	6>7	8	9
H. Lying or cheating	3>4	5	6>7	8	9
I. Getting students out of class without authorization	3>4	5	6>7	8	9
J. Classroom Disruption	3>4	5	6>7	8	9
K. Truancy / Ditching	3>4	5	6>7	8	9
L. Insubordination, failure to go to appropriate area as directed	3>4	5	6>7	8	9
M. Instigating a confrontation	3>4	5	6>7	8	9
N. Sexual Harassment	3>4	5	6>7	8	9
O. Hazing	3>4	5	6>7	8	9
P. Careless/Reckless Driving	3>4	5	6>7	8	9
Q. Possession/Use of pornographic material	3>4	5	6>7	8	9
R. Repeated Use of Profanity	3>4	5	6>7	8	9
S. Other as determined by administration					
T. TARDIES 5 OR MORE	3>4	5	6>7	8	9

LEVEL FOUR			
Number of referrals	1	2	3
Points lost for each referral	25	25	25
A. Harassment or Intimidation / threatening or verbal abuse	6>7	8	9
B. Major Theft (Restitution and police call)	6>7	8	9
C. Insubordination, disrespect of school employees	6>7	8	9
D. Refusal to obey a reasonable request from a school employee	6>7	8	9
E. Flashing Gang Signs and/or minor gang activity	6>7	8	9
F. Fighting (written plan required, Police will be called)	6>7	8	9
G. Possession / Use/ Sale of Tobacco/E-Cigarettes	6>7	8	9
H. Assault	6>7	8	9
I. Hazing	6>7	8	9
J. Sexual Harassment	6>7	8	9
K. Lying/Cheating	6>7	8	9
N. Chronic Use of Profanity	6>7	8	9
O. Other as determined by administration			

LEVEL FIVE		
Number of referrals	1	2
Points lost for each referral	34	34
A. Possession of or distributing pornographic/ indecent material	8	9
B. Indecent exposure / intimate acts	8	9
C. Open / persistent defiance of authority	8	9
D. Vandalism (restitution and Police called)	8	9
E. Physical attack with bodily harm (Police will be called)	8	9
F. Gang activity / graffiti on school property (Police called)	8	9
G. Extortion (Police called)	8	9
H. False fire alarm / setting fires (Police called)	8	9
I. Endangerment	8	9
J. Sexual Harassment	8	9
K. Hazing	8	9
L. Truancy/Ditching	8	9
M. Tardiness	8	9
N. Possession/use of alcohol	8	9
O. Possession/use of Drugs (marijuana, methamphetamine, etc.)	8	9
P. Possession of drug paraphernalia	8	9

LEVEL SIX	
Police will be called for all referrals	
Number of referrals	1
Points lost for each referral	100
A. Arson	
B. Bomb threat	9
C. Possession/use/under the influence of a controlled substance (Marijuana, Methamphetamine, etc.) Second offense while attending HHS	9
D. Possession of Drug Paraphernalia: Second offense while attending HHS	9
E. Possession/use/under the influence of alcohol: Second offense while attending HHS	9
F. Physical assault of an employee/student	9
G. Possession / use of explosives	9
H. Use or possession of any instrument as a weapon	9
I. Possession of a weapon or dangerous device or firearm	9
J. Threats of bringing a gun, bomb, or physical harm	9
K. Sale of a controlled substance: Marijuana, Cocaine, Meth.	9

Any level six violation will result in an automatic referral for a due process hearing and a request to the Holbrook School Board for long-term suspension or expulsion.

Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are also procedures which students may follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process is needed. If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provides an overview to acquaint students and parents with the existing procedures.

Short Suspension: A short suspension is 1-9 days. The notice and hearing required for a short suspension is more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension. The unit administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for short suspension shall be initiated.

Long Term Suspension: A long term suspension is 10 days or more when a student engages in behavior that is in violation of the rules and regulations set by the school. A formal hearing will be set by the Superintendent to determine length of suspension.

Expulsion: This is the permanent withdrawal of the privilege of attending a school, unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is held and the Governing Board has made a decision to expel. Written notice shall be sent to the student and parent that the administration has recommended to the Governing Board that the student be expelled. The student and parent shall be given notice of applicable due process procedures. All expulsion hearings shall be conducted by a hearing officer that shall hold a closed hearing to protect the privacy of the student unless the parent requests that it be open to the public. The parent and any student subject to expulsion shall be given the written notice of the date, time and place for the hearing at least five working days prior to the hearing. The hearing officer's recommendation may be appealed by sending a written notice of appeal to the board within two working days after receipt of the hearing officer's decision. The board is the ultimate authority in the district and is not bound to accept the hearing officer's recommendation.

JKD © STUDENT SUSPENSION

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. [15-843](#)] **For more information on this subject, teaching about drugs, alcohol, and tobacco, please refer to our HHS handbook on the district webpage.**

Search and Seizure Policy J-3400, JIH

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right is, however, balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in school property may be conducted at any time when there is reason to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, drugs, etc.) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be removed from a student's person.
4. A student's person may be searched by school employees when there is reason to believe that the student has on his/her person illegal items that may interfere with school purposes.
5. The school maintains ownership of students' lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.

Drug and Alcohol Policy J-3050, JICH

Drug and alcohol related offenses during school time or school related functions include:

1. Possession/use/ or being under the influence of an illegal drug or substance imitations.
2. Possession of drug paraphernalia.
3. Possession/use/or being under the influence of alcohol.
4. Involvement or affiliation with a student using alcohol or an illegal drug.

Consequences for the above include the following:

1st offense: five (5) days out of school suspension, proof of counseling/ mandatory participation in the HHS drug/alcohol group meetings, and a student behavioral contract signed by an administrator, the student, and the student's parent or guardian.

2nd offense during any period of enrollment at HHS: Ten days out of school suspension, due process hearing, and recommendation to the Governing Board for expulsion.

Conduct of All Persons Using School District Property

The Holbrook Schools are for enrolled students or official visitors only. Criminal trespass in the State of Arizona is a Class 3 misdemeanor (ARS§ 13-1502). Possible penalty: up to 30 days imprisonment and/or up to \$500 fine. Other applicable violations include:

- a.** Interference with peaceful conduct of education institutions - Class I misdemeanor (ARS§ 13-2911).
- b.** Disorderly Conduct - Class I misdemeanor (ARS§ 13-2904).
- c.** Loitering - Class I misdemeanor (ARS§ 12-2905). Possible Penalty for Class I misdemeanor: up to 6 months imprisonment and up to \$1,000 fine (ARS§ 15-507)

A person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor - possible penalty: up to 30 days imprisonment and/or up to \$500 fine.

All persons using or upon school property for any purpose shall not engage in:

- 1.** Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- 2.** Physical abuse of or threat of harm to any person on school district owned or controlled property or at school district sponsored or supervised functions.
- 3.** Threat of damage or damage to property of the school district, regardless of the location, or property of a member of the community or a visitor to the school, when such property is located on school district controlled premises.
- 4.** Forceful or unauthorized entry to or occupation of school district facilities, including both buildings and grounds.
- 5.** Unlawful use, possession, distribution, or sale of drugs, alcohol, and other illegal contraband on school district property or at school sponsored functions.
- 6.** Conduct or speech that violates commonly accepted standards of the school district, and which under the circumstances, has no redeeming social value.
- 7.** Failure to comply with the lawful directions of school district officials or of school district security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
- 8.** Knowingly violating school district rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- 9.** Any conduct constituting a breach of federal, state, or city law, or duly adopted regulation of the Board. See Board Policy K-1700, KFA.52

HOLBROOK HIGH SCHOOL

ORIENTATION 2023-2024

I have read and understand the expectations of attending Holbrook High School, and I will uphold the standards as outlined in this handbook.

Student _____

Teacher _____

Date of completion _____

TO BE KEPT IN PLANNER.