

Pima High School  
Student Handbook  
2025-2026



**IT'S GREAT TO BE  
A ROUGHRIDER**

**PIMA HIGH SCHOOL  
2025-2026 STUDENT HANDBOOK  
ACKNOWLEDGMENT FORM**

Parents / guardians must acknowledge receipt of the Student Handbook / Student Code of Conduct, Attendance / Tardy Policy, and the consequences for students who violate disciplinary policy.

“I understand and consent to the responsibilities outlined in the **Student Handbook / Student Code of Conduct and Attendance / Tardy Policy**. I also understand and agree that my child (please print student name)\_\_\_\_\_ shall be held accountable for the behavior and consequences outlined in this **Student Handbook/Code of Conduct and Attendance/Tardy Policy**, at school sponsored and school related activities, including school sponsored travel and for any school-related misconduct, regardless of time or location. I understand that any student who violates this shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

I acknowledge that I have read and understand this student handbook and I will abide by the rules and regulations contained within. I acknowledge that I can access this handbook on the Pima High School Website located at <https://www.pimaschools.com/page/high-school-page>

Student Name (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

*Student and Parent / Guardian must sign this page electronically in **PowerSchool**, under **Forms** **OR** **print** and return this page to the HS office staff.*

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# PIMA HIGH SCHOOL

## 2025-2026 STUDENT BODY HANDBOOK

### ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

Dear Parent:

The Governing Board of Pima Unified School District #6 has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and student's rights to privacy.

Students' records maintained by the district may include, but are not limited to: identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are collected and maintained in the administrative offices of each school under the supervision of the building principal. They are available for review by you and by teachers and staff working with the student. Information is not released to others unless; (1) written consent of the parent permits disclosure, (2) it is directory information and, (3) it can be released under limited circumstances permitted by law.

You have the right to inspect and review any and all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available when it is not practical for you to inspect and review the records at school. A reasonable fee will be charged for copies.

If you believe the information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own to the record. When an agreement between the parent and the principal cannot be reached, you have the right to a hearing. A hearing officer, one who does not have direct interest in the outcome, will be assigned by the school to arbitrate the matter within the guidelines set forth in the district policy.

A copy of the District Student Education Record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S. Department of Education in Washington, D.C. if you feel the school is violating public school records statutes.

Pima Unified School District follows state and federal law concerning **Directory Information**. This is considered non-confidential information and may be publicly released without permission of parents.

**Directory Information** includes data such as:

Student's name; date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events), weight, height, and team number.

***IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NON-DISCLOSURE BY NOTIFYING THE SCHOOL IN WRITING WITHIN TEN (10) WORKING DAYS.*** If this notification is not received, we will assume that your permission is given to use your child's Directory Information as described above.

## **PIMA HIGH SCHOOL STATEMENT OF EDUCATIONAL PHILOSOPHY**

Pima High School's Philosophy of Education, in support of the District Philosophy, is to extend to all students equally - regardless of race, creed or sex, an opportunity for education. It is through the cooperative effort of the administration, faculty, students, and community that the following will be provided:

- A solid core curriculum
- An opportunity for academic enrichment
- Methods of instruction that vary according to the students' needs
- Extracurricular activities that develop both the body and mind
- A foundation for civic involvement and responsibility

Consistent with our belief in American Democracy, Pima High School desires to offer its students the opportunity to enhance their personal worth and academic growth by granting equal opportunity to every student. The school's curriculum provides students with the chance to discover areas of personal and vocational preference and to build a solid foundation for post-high school activities. Pima High School does not seek to guarantee success but rather to provide students with the opportunity to develop themselves to the limits of their abilities and desires. This opportunity is the result of a cooperative effort between educators, administrators and community members. The aim of each of these cooperating groups is to enable the community's greatest asset; its young people, to develop positive citizenship, good moral attitudes, and a solid academic foundation. Education helps students prepare to succeed in life through learning to solve problems, to think creatively, to be tolerant of others, and to maintain a healthy sense of self-worth. These ideals will be met as educators establish a climate conducive to learning and when students strive to take full advantage of their opportunities.

## **MISSION STATEMENT**

Our mission is to provide a quality education for all students,  
in a safe and nurturing environment, in partnership with  
parents and our community.



## **GOVERNING BOARD**

President: Clint Colvin  
Members: J. J. Alder  
Melissa Batty  
Shawn Wright  
Troy Thygerson

## **ADMINISTRATION**

Superintendent	Sean Rickert
HS Principal	Cody Barlow
HS Athletic Director	Travis Hawkins
Guidance Counselor	Katherine Williams
Registrar/Admin. Ass't.	Cheryl Lunt
Attendance Clerk	Mackenzie Burk

## **STUDENT COUNCIL**

The Student Council is the student government organization of Pima High School. The Council consists of Student Body officers and Presidencies of each High School class. One representative of each club and organization may also serve on the Council. The activities of clubs and organizations are regulated and coordinated by the Student Council. The Council grants club charters and participates in the control of their finances. Clubs wishing to schedule activities, such as dances and fund raising sales, must petition the Council to have the event entered on the student calendar at least 2 weeks in advance of the date of the activity. No solicitation of funds, sales, and circulation of petitions or drives may be carried out in the school without the approval of the Student Council and the Administration. The rule applies to all school organizations as well as to individual students.

### **2025-2026 Student Council Officers**

Student Body President – Ryan Skiba  
Director of Activities – Marshall Hoopes  
Director of Publicity – Merrill DeCrow  
Director of Historical Records – Madison Logan  
Director of Finance – Gilbert Bryce

Senior Class President – Miley Preston

Junior Class President – Morgan Russell  
Junior Class Vice President – Steve Wilkins  
Junior Class Secretary/Treasurer - Brendan Skiba  
Junior Class Representative - Case Mullenau  
Junior Class Representative - Josh Bryce

Sophomore Class Co-President – Roddy Allred  
Sophomore Class Co-President – Kaitlyn Klayman

Sophomore Vice President – Jo Jo Bryce

Freshman Class President – Avalon Johnson  
Freshman Class Vice President – Izze Crockett  
Freshman Class Secretary/Treasurer – Tess Finch  
Freshman Class Representative – JayleeRae Russell  
Freshman Class Representative – Jolee Jarvis  
Freshman Class Representative – Jocee Burk  
Freshman Class Representative – Tucker Bryce  
Freshman Class Representative – Jacey Tilley  
Freshman Class Representative – Landon Miner  
Freshman Class Representative – Baylor Boyd  
Freshman Class Representative – Elsie Barney

Advisor - Jodi Klayman  
Advisor - Sharleen Russell

## **ACTIVITY SPONSORS LISTING**

Student Council	Mrs. Jodi Klayman
FBLA	Mrs. Cami Damron
National Honor Society	Ms. Carol Anne Weech
Knowledge Bowl	?
Yearbook	Ms. Destiny Bolinger
Link Crew	Mrs. Destiny Bolinger & Mrs. Journey Nuttall
Spirit Line	Mrs. Maira Grimes
FFA	Mrs. Rayna Hancock

## **Class Sponsors**

<b>Seniors</b>	<b>Juniors</b>	<b>Sophomores</b>	<b>Freshman</b>
Mrs. Bennett	Ms. Weech	Mrs. M. Hancock	Mrs. Curtis
Mrs. Mattice	Mrs. Damron	Mrs. Hawkins	Mr. Soto-Robles
Mr. Hawkins	Mr. Richards	Ms. Hartley	Mrs. Thatcher
Mrs. Welker	Mrs. Richards	Mrs. ?	Mrs. Bolinger
Mrs. Hoopes	Mr. Johnson	Mrs. R. Hancock	Mrs. Cook

## **PRINCIPAL'S ADVISORY (Site) COUNCIL**

In addition to the Student Council, students also have an opportunity to influence and give input on the operations, procedures, policies, and programs of the school by joining the Principal's Advisory Council, also known as the Site Council. High School Student Body Officers and Class President's will serve on this advisory council, along with other students, teachers, classified staff, parents and community members. They will have an equal voice with all others on the Council in offering suggestions and advice on how to improve Pima High School. Members of the council will represent and act as the voice for their corresponding groups. Any parents who would like to be part of PHS site council are encouraged to contact the High School Principal.

Throughout the school year the PHS Site Council will review policies within this handbook. Policies are analyzed for their effectiveness and connection to the school's mission and vision. Policies are then upheld or recommendations are made for adjustment, removal, or modification.

***\*PHS Site council meets the 2<sup>nd</sup> Monday of every quarter***

## **SCHOOL SONG**

Carry on for Pima High.  
We'll raise her colors to the sky  
Let them wave above our cheers  
As we go on throughout the years.  
We will boast you on toward your goal;  
Steadfast, loyal, together as a whole.  
Striving upward, pressing forward.  
Victory for Pima High.  
All hail to our Pima High School,  
Let's all give a cheer for our school.  
Our colors Blue and gold  
Shine through to fame and victory, Rah, Rah!  
We'll honor and love forever,  
Our dear old Alma Mater.  
Our hearts are true,  
We'll follow you, OUR PIMA HIGH.

## **Fight Song**

Cheer, Cheer for old Pima High.  
Bring out the victories, Bring out the pride.  
Send those Riders out to win.  
Don't let the (opponent's name) in.

We may stagger but we'll never fall.  
Pure Pima pride is felt one and all.  
We're all winners. We stand tall.  
We're the Riders of Pima High.

## **ALMA MATER**

Our strong band can never be broken  
Formed at Pima High.  
Far surpassing wealth unspoken  
Sealed by friendship's tie.  
Alma Mater, Alma Mater,  
Praise, love and honor be.  
Hail all hail our Alma Mater;  
Hail all hail to thee.  
Memories, leaflets close shall  
Twine around our hearts for ay,  
And waft us back o'er life's broad track  
To pleasure long gone by.  
Alma mater, Alma Mater;  
Praise, love, and honor be.  
Hail all hail our Alma Mater;  
Hail all hail to thee.

## **BELL SCHEDULES**

### **Regular Schedule**

Zero hour	6:30 - 7:25
1st hour	7:30 - 8:25
2nd hour	8:30 - 9:25
3rd hour	9:30 - 10:25
4th hour	10:30 - 11:25
*5th hour	11:30 - 12:50
<b>Lunch</b>	<b>12:50 - 1:20</b>
6th hour	1:25 - 2:20
7th hour	2:25 - 3:20

### **Assembly Schedule**

Zero hour	6:30 - 7:25
1st hour	7:30 - 8:20
2nd hour	8:25 - 9:15
Assembly	9:20 - 10:00
3rd hour	10:05 - 10:55
4th hour	11:00 - 11:50
5th hour	11:55 - 12:45
<b>Lunch</b>	<b>12:45 - 1:30</b>
6th hour	1:35 - 2:25
7th hour	2:30 - 3:20

\*The extra 25 minutes during 5th period (12:25 - 12:50) will be used as follows:

**Monday** - ROUGHRIDER READINESS

**Tuesday and Wednesday** - ROUGHRIDER REMEDIATION for students failing  
any class. All other students will go to lunch at 12:25

**Thursday** - All students will be released for lunch at 12:25 to allow time for the Teacher's Team  
Meetings

## STUDENT FEES

**Student Registration Fees** will be charged a fee as follows:

Freshman and Sophomores \$20 per year

Juniors \$30 per year

Seniors \$40.00 per year

**Student I.D. Fee** All students \$25 per year

Student IDs will be required at school daily and for admittance to any school sponsored activity that takes place outside of school hours. They will also gain the student free admittance to any regular season home sporting event.

**Book Fees:** No Charge. However, students will be charged for damaged or lost textbooks. Fines are also assessed for “overdue” library books. Students taking college classes will be responsible to purchase their own textbooks.

**Course or Class Fees:** Certain classes may require specific fees.

**Instrument Fees:** Band and Orchestra students who use school instruments will be charged \$10.00 per semester.

### **Activity Cards:**

Students – Grades 1 – 12 = \$ 45.00

Adults = \$ 50.00

### **Family Pass\***

1<sup>st</sup> Adult = \$ 50.00

Spouse/partner = \$ 40.00

Adult Children = \$ 40.00

Each K-12 child = \$ 20.00

Duplicate Card = \$ 5.00

Activity cards admit the cardholder to all Pima High School sponsored athletic events except tournaments and AIA playoff games. The card also gives students a \$1.00 discount on their admission to all school sponsored dances.

\*Family passes – each family member must present a card for admission to events.

Family rates are available for families who live in the same household.

*The card must be presented for each admission. If cardholders fail to present their card at the time of admission, they will be responsible to pay the full cost of admission.*

**Athletic Admissions** without a card are:

Adults/Students = \$ 5.00

Senior Citizens (65+) = No Charge

PHS Students who present a current student ID = No Charge

### **Participation Fees:**

= \$100.00 for Spiritline, Football, Volleyball, Soccer, Basketball, Wrestling, Cross Country, Track, Baseball, Softball, Tennis.

= \$75 for Band, Orchestra, Choir, Knowledge Bowl, E sports, FBLA, FFA.

All participation fees will not to exceed \$300 per student for the school year. (*Students will not be permitted to practice, compete, or travel with their respective team/club until fees have been paid*)

**Yearbook Fee:** This price may vary, but at registration it's lower than after Jan. 1st of the next calendar year.

**Materials Fees:** Classes in which students make projects such as welding, wood shop, and graphic design may require students to purchase the materials necessary for the completion of a project.

As a service, the school often has these needed materials available for purchase by students. In order to begin a project where materials will be available for sale from the school, the student must pay a minimum of 25% of the estimated total project cost before receiving any materials from the school. Students are encouraged to pay on their materials account as they go. At no time may a student make charges to the school for materials, which total \$100.00 or more, on their account.

## **PURCHASES**

To spend student activity funds, this procedure is to be followed:

- An officer or the sponsor of each activity group will fill out an electronic requisition form and electronically submit the form to the principal.
- After obtaining any additional details, the principal will electronically send the requisition to the District Office to prepare the purchase order. All organizations that raise money through fundraising activities must hold a meeting of their members and vote to expend a specific amount of funds for a specific purpose. The minutes authorizing the expenditure must be included in the original requisition request along with estimated amounts and all required signatures (i.e. club officers, sponsors, and principal) **before the requisition is processed.**
- All requisitions must fully explain the specifics as to the purpose of the expenditure before a requisition is authorized for processing.
- The purchase order is then issued either to the vendor or given to the representative for the club.
- Be sure to allow at least two (2) weeks for purchase orders to be processed. A requisition must be submitted, approved and a purchase order issued prior to purchasing any item.
- If the club representative takes the purchase order to the vendor a receipt must be obtained and brought to the District Office.
- All class officers, teachers, coaches, and sponsors will receive adequate training opportunities to learn the above procedures.

If circumstances make it impossible to follow the above procedures, then contact the Principal before committing any student funds.

**Payment from an activity account will be refused except under the conditions stated above.** Arizona State Law dictates the procedures that must be followed for the disbursement of Activity Account Funds.

## **GRADUATION REQUIREMENTS**

A minimum of twenty-two (22) units of credit is required for graduation. Listed below are the requirements that must be completed before a student may receive a high school diploma. Graduation requirements established by the Governing Board must be met by a pupil as defined in A.R.S. 15-701.01 (D). Students must complete 10 individual hours of Volunteer service in their community during each of their Freshman, Sophomore and Junior years. Their Senior year they are required to complete 10 hours of community service as part of a group project with other members of their class. All projects and hours must be verified and approved by the School Guidance Counselor and/or Principal. **(Effective SY 2021-2022)**

English	4.0 credits
Algebra I	1.0 credit
Geometry	1.0 credit
Algebra II or Math 121/151	1.0 credit
Additional Board Apr. Math	1.0 credit
Science	3.0 credits
American History	1.0 credit
History	1.0 credit
Government	.5 credit
Economics	.5 credit
Foreign Language	1.0 credit
Fine Arts/CTE/Leadership	3.0 credits
<u>Electives</u>	<u>4.0 credits</u>
Total	22.0 credits

### **Special Education**

A minimum of twenty-two (22) units of credit is required for graduation. Completion of graduation requirements for special education students who do not meet the requirements of Policy IKF shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education plan of the student. Graduation requirements established by the Governing Board must be met by a pupil as defined in A.R.S. 15-701.01(D) and A.A.C. R7-2-301.

**To participate in Pima High School's graduation ceremony, a student must have met all of the requirements for graduation from Pima High School prior to the scheduled ceremony.**

### **Early Completion**

Students who wish to graduate early must request approval from the Principal by the end of their **sophomore** year. Transcripts indicating completion of Pima High school's graduation requirements will be available as soon as all of these requirements have been met. Students requesting early completion are **not** considered seniors and will be not eligible for graduation honors. If earned, students will receive the honor cord from their cohort year only.

## Valedictorian/Salutatorian Honors

To be considered for graduation honors, such as Valedictorian or Salutatorian, a student must have completed their final three consecutive semesters enrolled at Pima High School. Also, all courses which are specifically required for meeting Pima High School's graduation requirements, taken during these final three consecutive semesters, must be taken through Pima High School's educational program, including "dual credit" courses taken at EAC or other approved institutions. Valedictorian and Salutatorian selections will be conducted at the end of the 8<sup>th</sup> semester using cumulative simple percent calculations. These calculations average the percentage earned for each class completed. The calculations do **not** use a percentage score based on a 4.0 scale. Students within .02% will **share** honors.

## Weighted Classes

Any core college course will be weighted an additional 10% of the earned percentage grade. (Core Classes are defined as Math, English, Science, Social Studies and Foreign Language) Additional weighted classes include Accounting I, II and III, Honors English, and Physics.

## Class Rank

If requested, class rank will be calculated by using simple % GPA at the end of each semester. These calculations average the percentage earned for each class completed. The calculations do not use a percentage score based on a 4.0 scale.

## Student Recognition Program

- **PERFECT ATTENDANCE**: No absences for the entire year in any classes, except school-related activities. A certificate will be awarded to those who meet the established criteria.
- **HONOR ROLL AWARD FOR THE YEAR**: Each student who makes the Honor Roll both semesters will be recognized.
- **ACADEMIC HONOR CORDS PROGRAM**: The School will award special scholastic cords for academic achievement, just as is the case of athletic achievement. The awards will be earned on a set of criteria. The criteria will be progressively more difficult for each grade level. Cumulative GPA is based on the average of percentages earned from each class completed.

<b>Freshmen</b>	<b>= 90% Cumulative GPA (2 Sem)</b>	<b>–</b>	<b>White Honor Cord</b>
<b>Sophomores</b>	<b>= 92% Cumulative GPA (4 Sem)</b>	<b>–</b>	<b>Black Honor Cord</b>
<b>Juniors</b>	<b>= 94% Cumulative GPA (6 Sem)</b>	<b>–</b>	<b>Blue Honor Cord</b>
<b>Seniors</b>	<b>= 95% Cumulative GPA (8 Sem)</b>	<b>–</b>	<b>Gold Honor Cord</b>

These cords shall only be worn when the student graduates from PHS. If a cord is lost, they can be ordered, but the student must incur the cost of replacement and shipping.

- **LIFETIME GOLD PASS** - A Pima High School Athletic Event Pass, good for a lifetime, will be presented to the Valedictorian and Salutatorian.
- **ANNUAL SCHOLARSHIP PROGRAM** - At the end of the school year we will hold a scholarship recognition program to which students will be invited if they are to receive a scholarship. Invitation may be limited to honored students and invited guests.
- **SPORTS AWARDS PROGRAM** - All participants in high school athletics will be recognized at their respective Sports Awards Program. Special team awards and other recognition for outstanding athletic performance are presented at this program. The male and female athletes of the year are announced at the spring Sports Awards Program.

### **College Admission Tests**

Students entering college may be required to take, in their senior year, either the American College Test or the Scholastic Achievement Test. Information concerning costs and dates of administration will be available in the Counselor's office.

The Preliminary Scholastic Aptitude Test is available for sophomores and juniors. It assists in predicting college success and is good "practice" in preparing for future admission tests. This test, used for national scholarships and local guidance purposes, is recommended for students with a B average or better.

### **ACT & SAT Tests**

Recommend to be taken by the end of junior year.

### **Entrance Requirements for Arizona Universities**

- 4 Years of English
- 4 Years Math (Algebra I, Geometry, Algebra II, plus one more Math higher than Algebra II.)
- 3 Years Laboratory Science (Biology, Earth Science, Chemistry or Physics)
- 2 Years Social Studies
- 2 Years of the same Foreign Language
- 1 Year of Fine Arts

### **Additional Requirements**

#### **There are two types of university admissions:**

- ***Conditional:*** You must rank in the upper 50% of your high school graduating class or have an overall high school grade point average of at least 2.5 on a 4.0 scale;
- ***Unconditional:*** You must rank in the upper 50% of your high school graduating class or have an overall high school grade point average of at least 3.0 on a 4.0 scale;  
OR Achieve a minimum composite ACT score of 22;  
OR Achieve a minimum composite SAT score of 1040.

## **Students Seeking To Continue With a Post-Secondary Education**

See the guidance counselor early in the fall of your freshman year. We have an academic counselor who can work with you to set up a four-year plan to best prepare you for your career interests.

- Providing vocational information.
- Providing information about the labor market.
- Helping you assess your abilities and assets through the use of tests.
- Helping you determine which courses will help you most in your selected vocation.
- Study college catalogs from the guidance office.
- Attend meetings at school with college representatives. Be familiar with required admission tests, financial aid, scholarships and application procedures.
- Visit colleges if possible.
- Write to the colleges of your choice for applications of admission, scholarship and housing information, and a general catalog.
- To apply for scholarships or financial aid, see the guidance counselor in September of your junior and senior year, or before.
- To attend an out-of-state institution, secure information for admissions requirements early in your high school career. This improves your chance of being accepted at the college of your choice. If interested in attending an out-of-state college or university, you should follow the requirements stated in the catalog of the school you plan to attend.

## **Entrance Requirements for Arizona Community Colleges**

Contact individual colleges for any additional information.

## **SCHOLARSHIPS**

College catalogs are the best single source of scholarship information. The guidance office will attempt to have on hand as much information as possible on local, state, and national scholarships. This process should begin during the student's junior year and no later than the beginning of the senior year. Since the costs of a college education are increasing every year, it becomes necessary for more and more students to have financial help to continue their education after high school. Those, to whom the best scholarships are awarded, however, do not receive them on the basis of one or two years of hard work in high school. These students start their preparations at the beginning of ninth grade and continue working hard all the way through school.

### **Local Scholarships include, but are not limited to:**

- Eastern Arizona College Scholastic Recognition (Top 10%)
- Eastern Arizona College Merit & Academic Achievement Scholarships
- Eastern Arizona College Alumni Association Scholarships
- Eastern Arizona College Other Scholarships
- Eastern Arizona College Phi Theta Kappa Scholarships
- Cash for College Book and iPad Scholarship
- Mt. Graham Regional Medical Center Scholarship
- John O Smith Spirit of the Roughrider Scholarship
- Safford Rotary Club Scholarship

- Gila Valley Rotary Club Scholarship
- Graham County Sheriff and Staff Scholarship
- Prina Family Scholarship
- Graham County Electric Cooperative Foundation Scholarship
- Delbert Householder Scholarship
- Grayson Skinner Scholarship
- Valley Telecom Scholarship
- The Arizona Elk Society Scholarship
- American Association of University Women Scholarship
- Freeport McMoran Scholarship
- Catholic Daughters of the Americas College Scholarship
- Gene Ridlon Memorial American Legion Scholarship
- Earn to Learn
- Arizona Community Foundation
- Horatio Alger Scholarship
- Pima High School Foundation
- Mason Gann Memorial Scholarship

### Course Load Minimums, Graduation Credits

All freshmen and sophomore students are required to be enrolled in seven (7) classes at Pima High School (or six classes with one period for “released time”).

**Juniors** may be enrolled in a minimum of (6) classes and **Seniors** may be enrolled in a minimum of (5) classes, not including “released time”, **if they can demonstrate a concurrent alternative path that demonstrates continued learning and/or career development (job, additional schooling, work at home, etc.)**. If a concurrent path is not selected and approved by the principal, juniors and seniors are required to be enrolled in (7) classes (or six classes with one period for “release time”).

Students concurrently enrolled in classes through GIFT for a period of time equal to the classes they would be responsible for at Pima High School may enroll in no less than five (5) classes at Pima High School not to include “release time”. For students wishing to be **eligible** to participate in the school’s **athletic programs**, it is required that all 9-12<sup>th</sup> grade **students be enrolled in a minimum of five (5) classes for an entire semester** with Pima High School’s Educational Program, (not to include any “released time” period). Students who attend less than 7 class periods are not to be on PHS campus during the time in which they are released.

Credits earned through another appropriately accredited educational institution’s course offerings, will be accepted by Pima High School to meet both required and elective credits as they apply in meeting the Pima High School graduation requirements

### Dual Enrollment

The Pima Unified School District will pay for tuition for up to seven (14) **approved** college credits (100 level and above) per semester at Eastern Arizona College.

- **Pima High School Administrative approval is required for all EAC course activity.**
- Pima High School currently maintains an agreement with Eastern Arizona College to pay for approved course tuition at the completion of the course.

- For non-GIFT classes taught on EAC campus, students must obtain an agreement form in the high school office and submit the completed form during registration.
- Agreements for tuition are included for EAC classes taught on the Pima High School campus, approved concurrent enrollment classes, and for registered GIFT classes.
- Pima High School will not pay tuition for students that have failed a course. The student / parent will be responsible for payment to Eastern Arizona College for any failed courses.
- Pima High School **will not** reimburse for textbooks.
- Once enrolled in college, you create a college transcript, a record that lasts a lifetime.
- Students attend “Full” class periods at Pima High School.
- Students are not excused from EAC classes for any reason.
- College courses added to the high school transcript will affect PHS honors.
- If a student drops a Dual Enrollment or approved Concurrent Enrollment course required for graduation the student will not be allowed to enter the corresponding course offered at Pima High School if the PHS Drop/Add window has expired.
- **Pima HS students who attend classes at EAC must recognize that their first responsibility is to Pima HS.** Attendance at EAC is not to interfere with attendance at Pima HS during regular classes or the exam schedule.
- **All college classes taught on the Pima campus are considered dual enrollment courses and will be automatically recorded on student transcripts. All GIFT classes taught at EAC and any CTE classes**
- **taught in other local school districts will be automatically recorded on student transcripts.**
- **If Pima is paying the tuition for the course, it will be recorded on student transcripts. This includes any withdrawals.**
- Any courses taken at EAC that do not fit the above criteria are **not** automatically recorded on a student’s transcript. A letter signed by a parent, and a transcript from the college are required in order to add any college course to the high school transcript. Any course work submitted without percentages will be assigned the following percentage: A=95, B=85, C=75, D=65. **Once course work is added it may not be removed.**
- Any individual enrolling for coursework at EAC in excess of seven (14) college units of credit per semester will be responsible for the balance of tuition, which is in excess of the tuition fee charged by EAC for seven (14) units of credit.

Three (3) units of college credit will be accepted as the equivalent of .5 units of high school credit.

**The following credit percentages apply:**

- 1 College credits = .17 high school credits
- 2 College credits = .34 high school credits
- 3 College credits = .5 high school credits
- 4 College credits = .67 high school credits
- 5 College credits = .84 high school credits

For class period equivalency, a college class that meets three to five hours per week is considered as the equivalent of one high school period per day.

Students attending any other educational institution will be responsible to provide their own transportation. Also, students attending classes away from the Pima High School campus will be responsible to be available for the full class period each day for all classes, which are taken on the Pima High School campus.

Pima High School academic recognition, such as “Honor Roll” will be available to students who carry the minimum required coursework, all processed through Pima High School, regardless of the approved educational institution where the course is actually taken.

Students taking approved coursework at educational institutions other than Pima High School will be eligible for participation in the PHS activity program provided they carry the required minimum coursework loads.

**NOTE:**

- Students and their parents need to understand that any course taken at the college level, regardless of **when** that course is taken, will affect that student’s
  - permanent college GPA. Therefore **any** low grade, in any college course, could make the difference as to whether a student gains admission to a “highly selective” program, such as medical school, in that student’s future.
- ***Maturity and commitment to high academic performance are things to consider anytime a high school age student chooses to enroll in any college course!***
- A maximum of four (4) total credits earned through all high school correspondence school work over a high school career of eight (8) semesters will be accepted for credit by Pima High School. This is the maximum allowed under our AdvanceEd accreditation standards. The maximum of four (4) credits applies to both elective and required credits.
- Students and parents need to understand that adding college courses to the high school transcript may lower a student’s Simple % GPA.

### **Transfer Grade Policy**

Students transferring from another high school with transfer credits will submit documentation of course percentages earned based on a 100% scale. Should course percentages not be available, the following percentage grades will be entered and stored as a calculating factor in rank and percentage GPA. These percentage calculations do not affect the 4.0 GPA scale.

A+	98	A	95	A-	93
B+	88	B	85	B-	83
C+	78	C	75	C-	83
D+	68	D	65	D-	63

### **Incoming Student Placement**

Any student wishing to enroll at Pima High School as a mid-semester transfer will be accepted based on the following considerations:

- Grade Level Capacity (on occasion classes become full)
- Passing transfer grades
- Graduation Progress
- Prior behavior concerns, suspensions, and expulsions

Students determined to be academically at risk based on the above considerations will be referred to the Gila Valley Learning Center for immediate enrollment pending current availability. Students wishing to exit the Gila Valley Learning Center mid semester who are determined to be at risk based upon the above criteria will be counseled to stay enrolled at GVLC at least until the semester break or new school year.

## Academics

### Grades and Grading

Grade Point: Averages are computed at the end of each semester. Semester grades will not exceed 100%. Weighting will be applied after grades are stored.

- “A” **A=90-100%:** Student demonstrates 90 to 100 percent mastery of learning objectives through observed improvement and accuracy on assignments, projects, and assessments.
- “B” **B=80-89%:** Student demonstrates 80 to 89 percent mastery of learning objectives through observed improvement and accuracy on assignments, projects, and assessments.
- “C” **C=70-79%:** Student demonstrates 70 to 79 percent mastery of learning objectives through observed improvement and accuracy on assignments, projects, and assessments.
- “D” **D=60-69%:** Student demonstrates 60 to 69 percent mastery of learning objectives through observed improvement and accuracy on assignments, projects, and assessments.
- “F” **F=59%:** Student fails to demonstrate sufficient mastery of learning objectives and therefore receives no credit.
- “I” (Incomplete): Classroom work was not sufficient to be graded and resulted in no credit for class. **“I” is calculated in GPA as 0.0**
- “P” (Passing). **Calculated in GPA as exempt**
- “NC” **NC=0%:** No Credit given for the course (per semester). Usually from excessive absences (see absence policy). NC is calculated in GPA as 0.0.

## Student Aides

Students who are aides will be graded as Pass/Fail and be awarded elective credit for those classes and grades will be excluded from their GPA.

## Released Time

Any group to which the Governing Board grants released time will observe the following rules and regulations:

- It is understood that the School District is not liable or responsible for students during the released time period.
- Students must go and come during the allotted released time.
- Tardiness, truancy, and related problems will be just cause for withdrawing a student from the released time program.

## Schedule Change Policy

The student is most likely to get into classes desired by giving thoughtful consideration to the decisions made during registration. This will give the student the most positive experience for next year.

- **Anticipated schedule changes for 1<sup>st</sup> semester must be done during registration before the first day of school.**
- All requests for schedule changes after the first day of school must be made in person or through a live phone conversation by the legal guardian/parent to the appropriate administrator **within the first three (3) days of the school year.**
- Schedule changes after the first week of the semester are not allowed.
- If a student is considering a schedule change for 2<sup>nd</sup> semester, the change must be initiated before the end of 1<sup>st</sup> semester. Schedule changes will not be made after the first day of the 2<sup>nd</sup> semester. Must follow step #2 in requesting a change of placement.

## Change of Address

Students should notify the office immediately of address, email, or phone number changes during the year.

## Withdrawal from School

To withdraw, a student must report to the office for required instructions and procedures. Final clearance will be given when the forms are completed and a parent's permission notice is recorded along with an administrator's signature. A student is granted "withdrawal grades" which are used only to transfer to another school. **THESE ARE NOT FINAL GRADES.** Students who return to PHS and still owe any fines will not be allowed to enroll until all fees are paid.

## Leaving School Early at the End of the Semester

Students are encouraged to complete the entire semester. Sometimes circumstances require a student to leave before a semester is complete. Students who find themselves in this situation must realize that leaving early might cause a lower grade, even a failing one. Special circumstances are judged on an individual basis.

The principal may allow a student to terminate early without taking semester exams, but failure to take them may affect the final grade.

## Transcripts and Student Records

All transcripts are mailed directly from school to school through the office. Student records are considered confidential. They contain information of a personal nature and are retained for future use by the school. Student records are available under the following circumstances:

- When they are to be used by the professional staff of the school district in which the student is in attendance.
- When a school district, employer, or institution requests them if approved by the parent or guardian of the student.
- When they are requested by a State or Federal agency as long as the records do not identify the student.
- When a parent or guardian upon confirmation of identity requests them.
- When the student who is over the age of eighteen (18) requests them.
- A transcript request form will need to be filled out before the school will send transcripts to any outside agency.

## Guidance and Counseling

The purpose of the guidance and counseling program is to help students with personal and educational matters. Students are urged to use the services of the counselor to help answer questions, resolve personal conflicts, and improve school adjustment. If there is a crisis, the school has specially trained teams and personnel to serve the students' needs. Make the effort; contact your counselor.

## Repeating Courses

Transcripts for students who repeat courses will show the original and repeated course grade. The higher grade will replace the lower grade in computing the GPA.

## Credit Recovery

Pima High School offers courses for "credit recovery". Using the *Credit Recovery Program* for credit **advancement** is NOT ALLOWED. The following guidelines will be in place for students taking advantage of *Credit Recovery*:

- *Credit Recovery* is available for sophomores, juniors and seniors for credit recovery only.
- Unless the student is in a full credit course, they must complete the course within the semester. Failure to do so will result in the grade of an incomplete ("I").
- Students will be graded on the time on task along with their overall grade.
- Should a student not finish a course or fail in the allotted time, they will be required to retake the course from the beginning or go back into the regular classroom unless otherwise determined by the Credit Recovery teacher and the Principal.
- Students are required to pass (70%) the Credit Recovery class in order to receive credit on their transcript.
- Once a student finishes their course they are immediately referred to the High School Guidance Counselor for evaluation to determine future activity for that class period. Students must comply with their class period plan in order to receive full credit for the Credit Recovery course.

## Attendance Policy

The ultimate responsibility for school attendance rests with students and parents. The school provides tools to assist their fulfillment of that responsibility.

**Parents/guardians should call the attendance office each time a student is absent.** Regular school attendance is essential for students to attain success in high school programs. Students should miss school only when it is absolutely necessary.

### Classification of Absences / Definition

**Absence** – An absence occurs when a student fails to attend an assigned class or activity. Missing any part of a class totaling 10 minutes or more without an acceptable pass will be considered an absence. Parent explanations for absences are expected. A parent explanation does not constitute an excused absence. Students who miss class due to a school sponsored extracurricular event will be **required to submit coursework assigned as per absence policy.**

**Absence Policy (Coursework)**– Students will be given one day to make-up any missed work for Excused or School related absences for each missed day unless other arrangements have been made between the student and teacher. It is to be determined by the teacher to extend due dates or grant credit for assignments missed due to a general absence. If a student fails to meet this standard, the individual teachers will treat their work as late work. If there is a test or quiz the day of an extracurricular event, it is the **student's responsibility to meet with the teacher and make arrangements to complete the material.**

**Ditching** – When a student chooses to not attend a class without parental permission or for an authorized school activity, the absence is considered to be ditching. Whenever a student leaves campus their parent or guardian must provide notification to the school of their authorization of the student's nonattendance. Without that notification the absence will be subject to disciplinary action under the disciplinary guidelines in this handbook.

### Sign Out Procedures for Leaving Campus or School

Anytime a student must leave campus after being recorded as being in attendance, a parent or guardian must contact the office. This contact may be in the form of a phone call received by the attendance secretary, or the parent may physically sign the student out on the appropriate form at the front office. A voice mail left with the office, or an

email sent to the office is not sufficient. . Failure to be signed out by a parent or guardian will be considered ditching resulting in discipline proceedings. **Students 18 years of age or older must have parent permission before they can leave campus during their block of classes.** Students may not sign themselves out -- even if they feel ill. The office will contact the school nurse for anyone who becomes ill during the school day; the school nurse, will then contact parents regarding early dismissal, after checking them.

### **Administrator Approved Absence - Excused Absence**

- **Medical Absence** – Parents should make every attempt to schedule medical and dental appointments after school hours. In case of emergency absences will be excused upon presentation of a medical note. An Emergency Absence is one for which there was no opportunity to anticipate the need for the appointment (e.g. illness, injury). A student that has been sent home from school by the school nurse shall fall under this category. **Documentation from the doctors office must be presented within two (2) school days of the student’s return to school or the absence will not be counted as a Medical Absence..** In cases where a chronic condition exists causing multiple absences, documentation must be presented to excuse specific absences -- not a general lack of attendance. Where a chronic condition exists preventing a student from regular attendance, alternative education options should be discussed by the parent and the school.

### **Other Excused Absence Types**

- **Bereavement** – students will be excused for bereavement purposes of an **immediate** family member.
- **Court** – a student will be excused to attend court as a witness. A letter from the court clerk provides adequate documentation.
- **Family emergency** – parents will have to contact the school principal and follow up with a letter explaining the nature of the emergency.
- **Weddings** - of parents or siblings.
- **Administrator Approved Absences** - The Principal may pre-approve 2 absences per year for certain family activities when notified in writing in advance. The student will be required to obtain signatures from all teachers certifying he/she has made every effort to complete work ahead of time and that he/she is in good academic standing in the class. Administrator Approved Absences do not count against the eight (8) day policy and are not subject to audit procedures.
- Only school-related absences (S and N) will not count against perfect attendance.

**Unexcused Absences** – All absences not Excused are considered Unexcused Absences. Examples of Unexcused Absences include but are not limited to: family vacation, hunting trips, court appearances as a defendant, student employment, and illness when not seen by a medical doctor. All Unexcused absences **will** count against the eight (8) day absence policy.

**School Activity (S)** – When a student is involved in a school-sanctioned activity during a regular school day causing them to not attend scheduled classes, the absence will be counted as an “School Excused”.

**Perfect Attendance:** By definition perfect attendance is being in all classes every day of school, unless excused by the school nurse or on a school related trip.

**Excessive Absences – Eight (8) Day Policy** Pima High students will be allowed a maximum of seven (7) Unexcused Absences in any course during each semester. Upon receiving eight (8) Unexcused absences in any course, the student will be placed on ‘audit’ status in that course(s). Because course credit is awarded each semester, a student placed on audit status remains on audit status for the remainder of the semester. Courses completed on Audit Status may result in ‘no credit’ being earned for that course or courses. Students must complete courses in Audit Status to be eligible to receive credit for the course through Credit Recovery (see Section on Credit Recovery). Students have the right to appeal based on extenuating circumstances. See appeal process.

#### **Audit Status**

- Students with eight (8) or more Unexcused Absences are placed on ‘**Audit**’ status
- Students will not receive credit for coursework in classes where they have twelve (**12**) **or more** absences. There is no opportunity to appeal this loss of credit.
- Students on audit status lose credit in any class that is in violation of the attendance policy pending a possible appeal at the end of the semester. Students on audit status are expected to attend class as usual. **Students on audit status must attend Friday School within the same semester to be considered for an appeal.** Students will be subject to normal discipline measures for ditching an audit class. A student may be placed on an attendance contract if they are on audit status. (*See appeal process*). **Students on Audit Status may become ineligible to participate in extracurricular activities such as sports, spirit line, etc., .** Students on audit status may submit a written appeal for eligibility to the Principal based on unforeseen circumstances. A determination will be made within two working days of the written appeal

Students are only allowed a **total of 2 Audit Status appeals** during their 4 years of High School **and will only be given an opportunity to appeal during the 2nd semester of their graduation year if they have not used a single appeal up to that point.**

**Appeal Process – for loss of credit** – A student and/or parent/guardian may request

a waiver for the “loss of credit” based on extenuating circumstances. The request must be submitted in writing, prior to the final week of the semester, . A hearing will be scheduled to consider the request for a waiver based upon extenuating circumstances, academic progress, and achievement made by the student. It is expected that each student seeking to appeal the loss of credit will appear at the hearing in person (accompaniment by a parent is allowed). **Students must attend a Friday School within the same semester to be considered for appeal.**

The hearing committee is composed of school administration, school counselor, and selected teachers. The committee will consider appeals of the extenuating circumstances and student academic progress based on established criteria. A decision will be rendered at the completion of each semester.

### **Tardy Policy /“Lock Out Policy”**

Pima High School will conduct a school wide Lock Out every class period to address students who are tardy to class. **Students not in class when the teacher closes the door after the bell has rung will be assigned to Lock Out for that class period.** They are expected to report directly to the “Lock Out” room and sign in. The Principal will use the sign in log from Lock Out to generate discipline referrals (See discipline points). The student will remain in the Lock Out room for that class period only. Students will still be held accountable to learn and master the material covered in class during the time spent in Lock Out.

- Students arriving late to school may enter class after checking in at the office if their parent/guardian has called in or sent a note verifying the reason for their tardy. Students who arrive late without proper verification will be sent to Lock Out.
- Students arriving more than ten (10) minutes late to class will be counted absent (unexcused) for that period. Students must report to the office so the proper attendance code can be entered.
- Office personnel reserve the right to admit students for excused tardies. These could include but are not limited to parental concerns, vehicle issues, and legitimate appointments.

**Out of School Suspension (OSS)** - When a student earns an Out-of-School Suspension, the student should do the make-up work missed, but it is left to the discretion of the individual teacher to award partial or full credit for the assignment(s). ***OSS days will count against the Eight (8) Day policy. A student assigned out-of-school suspension is not allowed on campus at any time during the suspension, nor can they participate in ANY school function until they return from suspension.***

## Friday School

Students that are on audit status or students that are ineligible are encouraged to attend Friday School. Friday School begins at 8:00 AM and ends at 11:30 AM the second and fourth Friday of each month. Any changes to this schedule will be communicated to students and parents each month. Friday School will consist of intervention strategies and one-on-one assistance to help improve course work and gaps in learning.

### **Consequences for not attending Friday School**

- Ineligible students that do not attend Friday school will not be eligible to take credit recovery courses. Failed courses will need to be retaken in a regular class.
- Audit students that do not attend Friday School will not be eligible to appeal for earned credit.

## DRESS CODE

All students will dress neatly and appropriately. Students, teachers, parents, and administration recognize that everyone feels more at ease when properly dressed and groomed. To maintain an appropriate learning environment, the dress code shall be:

- Shoes that are appropriate for the course must be worn at all times. Bedroom slippers are not allowed.
- Hats may be worn in the building if they do not cause a distraction and do not obstruct the view of other students. Individual classroom teachers may require hats to be taken off during their class.
- No attire may be worn or displayed that suggests identification or affiliation with gangs, cults, or drug cultures at school or school activities.
- Clothing, jewelry, or printing on attire that emphasizes drugs, alcohol, tobacco, violence, sex, nudity, and/or vulgar or suggestive statements shall not be worn or displayed.
- Spaghetti Straps: may not be worn unless covered with an opaque, non-see-through over-shirt. Straps must not be visible at any time.
- Tank Tops: may only be worn as an under-shirt. If visible through a see-through blouse, tank top must be at least 1-1/2 inches wide as it crosses the shoulders and no less than 6 inches wide at the smallest part of the back.
- Crop tops: may only be worn over another shirt that is in complete compliance with the dress code.
- See-through blouses: may only be worn if the undershirt follows the 1-1/2-inch shoulder seam rule.
- Plunging necklines: students must wear clothing that modestly covers cleavage.
- Muscle Shirts: are not allowed.
- Bare Midriff Shirts: are not allowed. Young ladies may wear shorter tops that reveal the waistband as long as there is an undershirt tucked in. (Rule of thumb – while standing straight up, extend both arms fully upward, if the midriff area is still covered, the top is sufficiently long enough.

- Shirts in general must cover and extend to and the end of the shoulder, both sides of the torso under the armpits, and the midriff. Sleeveless blouses are permitted as long as the shirt extends to the end of the top of the shoulder.
- Excessively baggy or saggy pants are not allowed. Pants must be worn on the natural hip (measured at the hipbone).
- No underwear should show. This includes bra straps across the shoulders, down the back, across the front, and under the armpits. This also includes waistbands.
- Shorts and Skirts should be no shorter than mid-thigh. Pants may not have any holes revealing skin or underwear above mid-thigh.
- Chains as belts, or hanging from the hip are not permitted.
- No sunglasses may be worn in the classrooms or school buildings without a doctor's note.
- P.E. classes are required to wear athletic clothing. Shirts must be worn at all times—including extracurricular practices.
- **Formal Dance Code:**
  - No bare or see-through midriffs.
  - No backless gowns.
  - No mini-skirts and short short dresses. Length should be no shorter than mid thigh.
  - No plunging neckline. No strapless, tube, or halter gowns without a jacket or non-see-through shawl attached.
  - Spaghetti straps are okay, no plunging neckline

## Dress Code Examples

Shorts may not be shorter than **mid-thigh**. Spandex shorts are not allowed. Skirts and/or dresses may not be shorter than **mid-thigh**. This includes slits in dresses and skirts. No “saggy” or over sized pants will be accepted.

### Unacceptable:



### Acceptable:



Halters, backless, string ties, crop tops, and tank tops are not permissible. No large arm holes and/or gaping parts that expose the back and/or sides will be allowed unless an appropriate shirt that meets the dress code is worn underneath.

**Unacceptable:**



**Acceptable:**



**Sheer/see-through blouses/tops, fishnet, see-through jerseys** are not allowed, unless t-shirts with sleeves or tops with a 1-1/2-inch shoulder seam is worn underneath.



**Unacceptable**



**Acceptable**

It should be understood that a student would be considered in violation of the dress code if his/her appearance or dress has a disruptive impact on the discipline, health, safety, or cleanliness of the student, or educational function of the school or classroom. **Reminder: Dress codes apply to students at all school activities and events. The dress code applies to all extracurricular travel.** Any and all dress codes may be altered or canceled at any time during the school year. The dress code is in effect while students are on campus during school hours.

## CONSEQUENCES OF DRESS CODE VIOLATIONS

Each violation will require the student to immediately change or correct the dress code violation. Each violation will also follow the approved discipline policy and the violator will earn discipline points.

### Student Code of Conduct

It is expected that all students, teachers, staff members, and Pima High School associates will embrace, internalize and practice the universal principle of **RESPECT**.

**RESPECT** will drive all decisions and behaviors.  
**RESPECT** for self, **RESPECT** for others, **RESPECT** for community,  
**RESPECT** for country, and **RESPECT** for school

Each teacher, staff member, student, and parent will embrace high **EXPECTATIONS** for themselves and those with whom they work and serve. We truly believe all students can achieve and progress leading to a happier and more fulfilling future.

Through research and evidence we concede that manipulation, coercion, anger, and humiliation does not motivate students to greatness. Belief in oneself, excellent teachers, a foundation of consistently reinforced corrective **CONSEQUENCES**, and the overarching ability to **CHOOSE** will improve motivation, achievement, and innovation.

### Violations and Consequences

**To help students increase their capacity for success the following structure will be followed by all students and staff at Pima High School:**

Each student engaged in one of the following unwanted behaviors will be sent to the office to speak with the principal or designated authority. The principal and student will discuss the violation of the foundational principle RESPECT. They will discuss corrective behaviors and possible interventions. The student will then earn Discipline Points based on the chart below as a consequence structured to change future behavior. Each column of points increases with each repeated behavior. **Should a student be engaged in multiple violations throughout an incident, the violation designated with the most points will be used as the defining consequence to deter**

**Once a student accumulates 100 discipline points during one semester, they will have the following options:**

- Be referred to the Superintendent of Schools for long-term suspension from school.
- Be referred to the Governing Board for possible expulsion from Pima Unified School District.
- Withdraw from Pima High School.

## Discipline Points System at Pima High School

### **Category 1**

4 Unexcused Tardies	6	9	9	12	12	15
Skateboards, scooters, rollerblades	6	9	9	12	12	15
Disrespect for School Property, littering	6	9	9	12	12	15
Violation of Food and Drink Rule	6	9	9	12	12	15

### **Category 2**

Dress code violation	10	12	15	15	20	20
Horseplay/ Injury prone or unsafe behavior	10	12	15	15	20	20
Profanity, Racial Slurs, obscene gestures	10	12	15	15	20	20
Parking Violation	10	12	15	15	20	20
Public Display of Affection	10	12	15	15	20	20
Cell Phone/Electronic device disruptive object	10	12	15	15	20	20

### **Category 3**

Cheating	15	20	20	25	25	30
Disruptive behavior	15	20	20	25	25	30
Defacing school property (With Reparations)	15	20	20	25	25	30
General Bus Disruption	15	20	20	25	25	30
Failure to Comply with a Reasonable Request	15	20	20	25	25	30
Out of Class without Permission	15	20	20	25	25	30
Fighting (Defender)	15	20	20	25	25	30

### **Category 4**

Defiance, disrespect, insubordination	20	25	25	30	30	35
Inappropriate use of computers	20	25	25	30	30	35
Truancy/Ditching	20	25	25	30	30	35
Use of "F" word	20	25	25	30	30	35
Profanity/vulgarity/obscenities directed at staff	20	25	25	30	30	35

### **Category 5**

Theft	25	30	30	30	35	
Vandalism/Destruction of School Property	25	30	30	30	35	
On campus without permission	25	30	30	30	35	
Operating Vehicle on Campus without Permission					50	50

### **Category 6**

Use/sharing of pornographic material/images		35	35	35	40	
Fighting (Mutual)		35	35	35	40	
Fighting (Aggressor)		35	35	35	40	
Harassment, bullying		35	35	35	40	
Threats, verbal abuse or written abuse		35	35	35	40	
Public display of affection (sexual contact/groping)		35	35	35	40	

### **Category 7**

<u>E-cigarettes, Chemical Inhalation Devices ,Tobacco, vape</u>	<u>50</u>	<u>50</u>
<u>Possession of any knife</u>	<u>50</u>	<u>50</u>
<u>Assault of a student</u>	<u>50</u>	<u>50</u>
<u>False fire alarm/911 call</u>	<u>50</u>	<u>50</u>
<u>Under the influence of a controlled substance</u>	<u>50</u>	<u>50</u>
<u>Alcohol violation</u>	<u>50</u>	<u>50</u>
<u>Indecent exposure</u>	<u>50</u>	<u>50</u>
<u>Operating a Vehicle on Campus in a Reckless and Dangerous Manner</u>	<u>50</u>	<u>50</u>
<u>Sexual Harassment</u>	<u>50</u>	<u>50</u>
<u>Intentional battery of a student</u>		<u>75</u>

### **Category 8**

<u>Bomb threat</u>		<u>100</u>
<u>Severe vandalism/Destruction of school property</u>		<u>100</u>
<u>Possession of a controlled substance or drug paraphernalia</u>		<u>100</u>
<u>Possession of an explosive</u>		<u>100</u>
<u>Assault of a district employee</u>		<u>100</u>
<u>Possession of a weapon, dangerous device or a firearm</u>		<u>100</u>
<u>Arson</u>		<u>100</u>
<u>Aggravated assault of a student</u>		<u>100</u>

### **NOTE:**

*All Category 5 infractions also include minimum 1 day out of school suspension in addition to points.*

*All Category 6 infractions also include minimum 3 days out of school suspension in addition to points.*

*All Category 7 infractions also include minimum 5 days out of school suspension in addition to points.*

PARENTS will be notified when their student has earned a total of 30 points.

A parent conference will be scheduled when their student has a total of 50 points.

Students having a total of 70 points or more will not be allowed to participate in any extracurricular activities.

## **POINTS OF CLARIFICATION**

**All procedures will be in accordance with Pima Unified School District Board Policy. Any act that violates the law or is not specifically covered in these policies will be dealt with by the administration. Any extreme violations, in any category, will be dealt with more severely than the policy prescribes. Police may be notified.**

## **CONSEQUENCES FOR POINT ACCUMULATION**

- 1-10 points-warning
- 11-16 points-1 lunch detention
- 17-24 points-3 lunch detentions
- 25-34 points-1 ISS
- 35-44 points-3 ISS
- 45-54 points-1 OSS
- 55-66 points-5 ISS
- 67-77 points-3 OSS
- 78-89 points-5 OSS
- 90-99 points-10 OSS
- 100+ points-Referral for long term suspension plus 10 OSS

## **Violation Definitions**

**Weapons-** Possession and/or use of a dangerous weapon, while under school jurisdiction, are prohibited. Dangerous weapons shall include, but are not limited to – guns, knives, chains, clubs, piano wires, brass knuckles, or any other instrument or device that is defined as, or is held to be, a dangerous weapon under Federal or State law. Look-alike weapons are prohibited. Possession or use of a firearm is a mandatory, minimum, one-year suspension.

**Tobacco-** Possession or use of cigarettes, cigars, chewing tobacco, tobacco substitutes, nicotine, electronic cigarettes, chemical inhalation devices, vapor products or any other form of tobacco for all students under school jurisdiction is prohibited and is considered a violation of the Tobacco policy. Any Minor who has tobacco in his or her possession is guilty of an incorrigible act (ARS 13-3622). Using or possessing tobacco products on school grounds (buildings, parking lots, fields and vehicles), or at campus school sponsored events is a delinquent act for minors and will be reported to law enforcement. (ARS 36-798).

**Vandalism-** Students are to take proper care of all school buildings, school buses, and school equipment. Marking or defacing walls, desks, floors, books, school buses, school bus seats, and other acts of vandalism are prohibited and students will be liable for either payment, replacement, or repair of the damaged property (ARS 15-842)

**Student Handbook Policy Appeal Process-** Should a parent or student have reason or cause, a letter of appeal may be written and submitted to the principal for specific policy adjustment. The appeal letter must describe the individual details and reasons for requesting a policy adjustment. These adjustments will be determined on need and the best course of action for the individual student. Not all policies are subject to adjustment.

**Assault-** An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm. It is a crime and, therefore, may result in either criminal or civil liability. The act required for an assault must be overt. Although words

alone are insufficient, they might create an assault when coupled with some action that indicates the ability to carry out the threat. A mere threat to harm is not an assault; however, a threat combined with a raised fist might be sufficient if it causes a reasonable apprehension of harm in the victim.

**Aggravated Assault**- Aggravated assault combines battery and assault using a weapon or object to harm a victim.

**Battery**- Battery is an intentional unpermitted act causing harmful or offensive contact with the "person" of another.

**Obscenity and Profanity**- Obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, DVDs, CDs, videos, etc.) which are commercially or student produced are prohibited. Profanity including, but not limited to, gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.

## **Student Relations**

Students will refrain from kissing, prolonged hugging, groping, or other inappropriate school conduct in the halls, classrooms, or at any location on the school premises. Holding hands is allowed.

## **Fighting**

The repercussions for fighting are spelled out clearly in the Foundation of Respect. The administration takes the stand that fighting is a socially unacceptable manner with which to resolve conflicts.

Parties actually involved in a physical fight will receive suspensions. The administration does not take sides but will do its best to determine responsibility and assign the appropriate consequences accordingly. However, the student trying to avoid a physical fight will be given consideration for a waiver of the suspension.

## **Drug Law**

The Arizona Legislature passed a drug law, which went into effect in August of 1987. If you are within 300 feet of school property and possess, use, or sell illegal substances, the following may occur:

- If you are 18 years of age or older, you will be tried as an adult. In some cases, even if you are under 18 years of age, you may be tried as an adult.
- If you are tried as an adult and convicted, the conviction is a felony, which requires a minimum mandatory prison sentence of three (3) years and nine (9) months and a minimum mandatory fine of \$2,000.00. If you are tried as a minor and convicted, you may be placed in the custody of the Arizona Department of Corrections until you are 18 years of age.
- If you have a driver's license and are convicted of a drug offense, the judge must suspend your license until you are 18 years of age. If you do not have a driver's license and are convicted of a drug offense, the Department of Transportation may

be ordered by the judge not to issue you a driver's license until you are 18 years of age.

- These are mandatory provisions of Arizona's drug law. The judge has no discretion to impose less than the mandatory prison sentence and fines.

### **Law Enforcement Officers on Campus**

Cooperation with law enforcement agencies is desirable, keeping in mind the rights of pupils and parents.

Interviews- Student interviews by law enforcement officers who show proper identification will be permitted during the school day after parent notification. 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 may be present during the interview.

Arrests- Custody and/or arrest may be performed by a police officer after showing proper identification and credentials.

### **Search and Seizure**

A school official may conduct a search whenever he/she has a reasonable belief that the person or property searched possesses or contains an item that violates the law or governing board policy. The notification to, or presence of, a guardian is not required to conduct a search. The search may involve a student or property assigned to the student such as school lockers or desks. Items discovered in violation of the law or governing board policy will be seized. This includes, but is not limited to dangerous instruments, weapons, illegal drugs, paraphernalia, alcohol, tobacco products, lighters, and/or electronic devices.

### **Electronic Devices**

#### **Personal Electronic Devices:**

Auditory or electronic equipment will be allowed in the classroom at the teacher's discretion. Use of these items without permission will result in the student being sent to the office. The principal will confiscate the item(s) and assist the student through the appropriate consequences. Any student found recording video images within a bathroom or locker room will receive 50 disciplinary points and 3 days OSS. A second offense will result in a recommendation to the superintendent of long term suspension.

#### **Cell Phones:**

Cell phones will not interfere with instructional time. Students who choose to bring cell phones with them to any class will be required to turn their cell phone off and place it in the designated cell phone storage area within the classroom for the entire class period. Cell phones may be retrieved by their owners at the end of the class period after the teacher has given permission to do so. Teachers may only choose to allow cell phone use in a classroom as an effective instructional tool. If a student is

found using a cell phone without permission the student will be given a discipline referral and subject to consequences as per the Discipline Points System. The phone will also be confiscated and delivered to the Principal's office.

1<sup>st</sup> Offense: The phone will be returned to the student at the end of the student's regular day. The student will follow the discipline process outlined in this handbook.

2<sup>nd</sup> Offense: The principal may make the decision to return the phone to a parent or the student following the regular school day. The student will follow the discipline process outlined in this handbook.

- **If a cell phone is lost or stolen, the school will not be responsible**

### **Student Violence/ Harassment / Intimidation/ Bullying**

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

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

**Bullying**- Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law. Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying, exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

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

**Harassment**- Harassment is intentional behavior by a student or group of students that

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

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

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

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

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information. Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

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

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

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

### **Hazing and Initiation**

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. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the school.

### **Definitions**

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

- The act was committed in connection with an initiation into, and 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.

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, next higher administrator, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next 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 purposes. 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 no later than the next school day following the day the staff member received 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.

## **Travel Violations**

**Penalties:** Students who violate the rules contained in this handbook or instructions given them by someone in authority while on a school-sanctioned trip will receive consequences accordingly. Any of the following penalties may occur:

- If a Category 6, 7, or 8 occurs and is substantiated, the offending student will not be allowed to further participate in the activity and an administrator will immediately be notified and will determine whether the trip/activity is to continue.
- If needed, the club, team, or individual student may not be allowed to participate in any further school sanctioned trips or activities for up to two (2) calendar years until permission is requested and/or granted by the campus administration. Students will be held accountable for any damages incurred.
- Damage to school bus seats, and other acts of vandalism are prohibited and students will be liable for either payment, replacement, or repair of the damaged property (ARS 15-842)

## **Positive Consequences**

Throughout each year varying positive consequences for both outstanding and improved behaviors will be developed and utilized by teachers, administrators, and student leaders.

In addition to these positive consequences, students can remove up to 20 total discipline points during each semester by doing the following:

**ATTENDANCE/BEHAVIOR**- A student may remove from 0 – 10 points based on how the teachers rate the student’s conduct in each class. Three weeks with no more than one absence & one tardy in all classes (combined).

**GOOD CONDUCT/BEHAVIOR**- A student may remove 10 discipline points by going four weeks without a referral to the office.

**BEHAVIOR CONTRACT OR PLAN**- Student discipline may be modified by the principal by creating a behavior contract agreed upon by the student and parents involved.

Appeals to the process outlined in this section are made through the Superintendent.

### **School Manners Permissible Penalties**

An understanding of good manners is an important step toward success in life. Good manners are based on kindness and consideration of others. The student can easily acquire the habit of proper school conduct by learning what is acceptable behavior and language, and then practicing those behaviors in daily contact with other students and all school personnel.

In order to acquire an appreciation and understanding of correct classroom conduct, the following modes of behavior should be considered carefully by all students:

- Students should show respect by being on time, listening attentively, and sitting quietly or cooperating.
- Students should avoid being disruptive.
- Students should not read or touch anything on a teacher’s desk.
- Students with good manners will not laugh or ridicule another student.

### **Permissible Penalties**

**Use of Police**- 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 education program.

**Interviews/interrogations**- If a peace officer appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student’s parent(s). The parent(s) will be asked if they wish the student to be interviewed and if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when a child protective services worker pursuant to ARS 8-224 and 8-546.01 conducts the interview. (Board Policy JIH). If parent(s) cannot be reached, the peace officer should request to contact the parent(s) and make arrangements to question the student at another time and place.

**Arrest**: If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student’s parent or guardian. The arresting officer will be asked to complete and sign a “Form for Signature of Arresting Officer”. School personnel shall make every reasonable effort to make sure parents have been

notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police. Local law enforcement shall be notified by the Superintendent regarding any suspected crimes against persons or property and potential threats to safety or security of pupils, teachers or administrators. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

**Verbal Warning**- Verbal warning to student(s) of violation, subsequent violations may result in insubordination.

**Written Warning**- Usually in the form of a referral to the office that a student has committed a violation.

**Written Notification to parents**- In the form of a referral and/or letter of student violation and action taken.

**Conference**-with Student and/or Parent: Talking out the problem for resolution

**Probation**- Term within which student has opportunity to show proper action the violation of which will result in certain consequences

**Detention**- Time spent before or after school or during lunch as a consequence for actions

**Suspension from Transportation**- Violation of bus/transportation rules. Student will have to furnish their own ride to and from school.

**Suspension from Athletic Participation**- Student will not be able to participate in athletics as a consequence.

**Suspension from Social or Extracurricular activities**- Student will not be able to participate in dances, concerts, and /or other non academic activities.

**Suspension of other Privileges**

**Exclusion from a particular class**

**Involuntary Transfer**

**In-School suspension (ISS)**

**Community Service**

**Suspension (OSS)**- Student is suspended out of school for up to ten (10) days all of which are unexcused absences. **Note: A suspended student is not allowed on campus nor can they attend any school function until the date of return.**

Alternative to Suspension Program

**Expulsion**- The permanent exclusion of a student from school and school activities unless the Governing Board reinstates the student's privileges to attend school

Alternative Educational Program

**Referrals**- to police and /or juvenile authorities

**Suspension for Nine (9) Days or Less (SHORT-TERM)** - A student suspended for nine (9) days or less has the right to be given either oral or written notice of the charges, an explanation or the evidence the authorities have, and an opportunity to present his/her version of the incident. Notice of the charges and an opportunity to be heard will generally precede the student's removal from school, but prior notice and hearing is not required where the student's presence endangers persons or property or threatens disruption of the academic process. In the event suspension occurs before an opportunity to be heard, the notice and hearing shall follow as soon as practicable. A campus administrator shall conduct the hearing. A student's parents or legal guardian

shall be notified as soon as possible following the imposition of punishment. The Superintendent or administrator imposing the suspension shall report every suspension to the Governing Board. **NOTE: students serving OSS are not allowed on campus nor can they attend ANY school function until the date of return.**

**Suspension for Ten (10) Days or More (LONG-TERM/EXPULSION)-** In all cases where the administration recommends a suspension of more than ten (10) days or the expulsion of a student, the parent/legal guardians have the right to appeal. When the parent requests a hearing to contest the recommendation of a campus administrator, the Superintendent or hearing officer will conduct the review.

### **Student Concerns, Complaints, and Grievances**

Students may present a complaint or grievance regarding 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.

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 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 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 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 Driving/Parking**

Pima High students are to park in the designated student parking area. Vehicles parked in other areas on campus without specific permission are subject discipline points and may be being towed at the owner's expense. **No student may park or drive behind the high school buildings.** Any student found operating a vehicle on school campus other than within a designated student parking space without prior administrative approval will receive a referral and disciplinary action. **Teachers may not** give a student permission to operate a vehicle on campus.

Students who drive to school are to demonstrate responsible driving. Streets adjacent to the school are under the jurisdiction of the Town of Pima and are therefore, regulated by local statutes and laws. Students who violate driving / parking rules may have to answer to either the city or school or both. Any violation of traffic rules around the school streets will result in referral to law enforcement authorities. Speeding, reckless driving, endangering pedestrians and other irresponsible driving will bring immediate consequences.

***Once they have arrived for classes, students are not to leave campus until lunch or end of their school day unless they have classes off campus. ANY student leaving campus for any reason must first check-out through the office. Students who leave without doing so will be considered ditching. Going to your vehicle between classes is considered "Leaving Campus".***

Students may be referred to authorized law enforcement for violations on the streets around campus. Other violations may result in the loss of the privilege of driving / parking on campus, conference, suspension, or other consequences that are appropriate.

**Students must provide a copy of their proof of insurance and driver's license to secure a parking permit to be eligible to park in the designated student parking area on campus.**

## Industrial Arts Classes

All students participating in industrial arts classes are required by Arizona State Law (A.R.S. 15-151) to wear safety glasses. The law states: every student, teacher, and visitor in public and private schools, community colleges, colleges and universities shall wear appropriate eye protective wear while participating in or when observing vocational, technical, industrial arts, art or laboratory science activities involving exposure to:

- Molten metals or other molten materials
- Cutting, shaping, and grinding of materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Welding fabrication processes
- Explosive materials
- Caustic solutions
- Radioactive materials

Students will wear safety glasses at **ALL** times while in the industrial shop room and areas when equipment is being used. Students will also wear appropriate closed toe shoes in the industrial shop classes. A warning will be issued on the first offense. Second offense will be suspension. With a third offense, the student may be removed from the class with a failing grade.

## Fire/Evacuation Drills

Upon hearing the fire alarm signal, students will leave the rooms using procedures posted in each classroom. Fire / evacuation drills are to be taken seriously at all times, with all movement being done in a neat and orderly manner. Students will be notified when and where to return upon completion of the drill. **Tampering with the Fire Alarm System or Equipment** is a Class 3 violation. Arizona Revised Statutes states this as a misdemeanor. In every case, the law will be followed in addition to District Policy.

## Hall Passes

Anytime a student needs to be out of a class, he/she must have a hall pass from their respective teacher. No student should be in the halls or out of class without such a pass. The "hall pass" is good for only one student at a time. If a student is found outside their assigned class without a pass they will be sent to the principal and receive the appropriate consequence.

**Hallways are closed to students during lunchtime.**

## Telephone

Student use of office phones will be permitted at the discretion of the office. Parents are encouraged **not** to call their child during school hours. In case of an emergency, parents may call the office.

## Food and Drinks in Building

Food and drink in the classrooms are at the discretion of each teacher. Student must obtain permission **before** eating or drinking anything within a classroom. It is the responsibility of both the teacher and student to maintain a clean and orderly environment. Consuming food and drink is not permitted in the hallways or bathrooms.

**No Styrofoam cups** allowed in school (hallway, lockers, classroom, bathroom). Students found with Styrofoam cups will be asked to dispose of them in a garbage receptacle. Refusal could lead to discipline points. All drink containers are subject to search.

Students will not be released during class to make food orders or purchase food from the cafeteria.

### **Internet**

In order to use the internet services at the school, whether in the Library, in classrooms, or any other school facility; ***a student must have on file with the school a signed agreement form with both the student's and their parent's/guardian's signature.*** This agreement specifies the conditions under which the Internet may be used and the prohibitions regarding the use of school Internet services. These rules apply equally to all school staff members as well as to all students. A violation of these rules will result in loss of Internet privileges and disciplinary actions being imposed.

### **Lost and Found**

If a student loses something, they should check in the office. It is a good practice to print the owner's name inside book covers and to have articles of clothing (coats, tennis shoes, etc.) and other valuables marked. Unclaimed articles will be discarded at the end of each semester.

### **Visitors**

The school is a place of business where an effort is made to avoid interruptions. Consequently, student visitors are not allowed on campus. **ALL PARENTS, VISITORS, OR VISITING PERSONNEL WILL CHECK IN AT THE OFFICE. No visitor may walk through campus to retrieve a student. All students will either be sent to the office by their teacher or retrieved by a district employee or student aide.**

As a protection to students, the State Law discourages persons from loitering on or near school grounds. Parents/guardians are encouraged to visit the school at any time provided they check in through the School Office.

### **Lost and Damaged Materials**

Students will be required to pay replacement costs for lost or damaged property and books owned by the district. Each textbook and workbook will have a number on it. You are responsible for these books. If they are lost, stolen, or damaged, you must pay for them. If your textbook is missing, inform your teacher and make arrangements for payment in the office or with the District Business Manager. You will be issued a receipt, which you are to show to your classroom teacher in order to have another book issued to you.

At the end of the year you will be assessed charges if you have damaged your textbooks beyond what is considered normal wear and tear. Each textbook must last six years. If you abuse your books or if you write in them, you will pay for replacement. At the beginning of the year when you are given your books by each of your teachers, you will sign a form that indicates the condition the textbook was in when it was checked out to you.

If a student has damaged school property (i.e. band instruments, computer or audio equipment, school furniture) and textbooks without offering corrective compensation, the parents of the students may be held legally liable and could jeopardize the students future enrollment at Pima High School.

### **Make-up Work**

A student has an equal number of days to make-up missed assignments as the number of days absent. Assignments with a due date (research papers, tests, etc.) will need to be turned in by the due date. Students who are assigned to In-School Suspension must work with the ISS teacher to ask their teachers for that day's assignments.

*It is the student's responsibility to ask his/her teachers for make-up work upon return from an absence. It is the student's responsibility to be informed of his/her academic progress, absences, and tardies in each class.*

### **Honesty and Integrity**

Any action that may be construed as dishonest or cheating is a serious matter. Each violation will be handled on an individual basis and in a grave manner, with severe consequences to be expected.

### **Health Issues**

**Nurse's Office (Located in the Elementary School)** - Only first aid is given at school. In cases of emergency, the parents/guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse.

**Illness during the School Day**- If a student becomes ill during the day, they are to get a pass from the teacher to the high school office. The high school office will then determine whether the nurse should be involved. If the condition warrants, parents will be called or the nurse will take the student home. A prolonged stay in the restroom because of illness is considered ditching class; a student must go to the Nurse's Office if ill. If a student leaves campus for any reason, ***and does not have school and parental permission***, the absence will be considered ***truancy***.

**Injuries**- If a student is injured while participating in a supervised activity, he should report the injury immediately to the supervising teacher.

**Immunization**- The school will follow the state law in regard to the health regulations relating to immunization and school attendance.

## Insurance

**Student Insurance** will be made available to all students in the Pima Public Schools at their own expense. The district does not carry student accident or medical insurance. The public schools will offer a plan to all students for full and school time coverage. The description of coverage for the voluntary plan is available in the office.

**Athletic Insurance** – All students must provide proof of medical insurance in order to participate in interscholastic athletics.

## Student Lockers

The lockers are school property. They are provided for your convenience. **The school is not responsible for items in lockers.** You must make sure you close **and lock** your locker. **DO NOT SHARE YOUR LOCKER OR YOUR COMBINATION.** The school has the right to inspect lockers at any time. The person assigned to a locker will be assessed charges for damages to their locker if necessary. Do not write on the inside or outside of any locker. Do not place stickers/ decals or offensive material in or on a locker. The charge for repainting a locker that has been written on, damaged by intentional scratches, or damaged by adhesive materials such as stickers will be \$50.00 per incident. This includes athletic lockers.

## Clubs and Organizations

The activities of Clubs and organizations are regulated and coordinated by the Student Council. The school board approves new clubs. Clubs wishing to schedule activities, such as dances and fundraising sales must petition the Council to have the event entered on the School Calendar. No solicitation of funds, sales, circulation of petitions or drives, may be carried out in the school without the approval of the Student Council and the administration. The rule applies to all school organizations as well as individual students.

## Dances

The student council and the administration must approve all dances in advance. A detailed account of who, what, and where must be submitted at least two (2) weeks prior to the activity. Only one (1) guest per student. General rules for dances include:

- Hours for dances are from 8:00 pm until 11:00 pm unless otherwise authorized.
- Clothing styles will depend on the type of dance being held. School **DRESS CODE** shall be in effect at **ALL DANCES**. (See page 20, item 16)
- All students absent from the school the day of a dance are not allowed to participate unless they have a doctor's okay, if the absence is due to health reasons, or an approval by the administration.
- Upon leaving the dance, students will not be permitted to return.
- All students must present their current PHS Student ID to enter the dance.
- High School students from other schools and Pima alumni may not attend high school dances without a Guest Pass obtained ahead of time from the office. All

requests must be submitted for approval during school hours by the end of the school day on the Tuesday immediately preceding the scheduled dance. No clearances for guests will be issued at the door on the night of the dance.

- Passes will NOT be issued to the following:
  - Students who have been expelled or suspended by any school.
  - Students who have quit school during the current school year.
  - Any person 21 years of age or older.
  - Any person who has been asked to leave a dance for an infraction of rules and regulation previously.
  - Any person not approved by the Administration.
  - Any student who is currently in eighth grade or below.

### **Extracurricular Activities**

**Athletics** - The following must be completed to prior to any participation (Including practice) in an activity:

- *Parent Permission Authorization* (including insurance verification)
- *AIA Physical Examination* form
- *AIA On-Line Concussion Course*
- *Mild Traumatic Brain Injury* form

The following must be completed prior to participation in an AIA Sanctioned Game or event:

*Participation Fee* (See page 10)

- When the student has been cleared to practice or participate, the office will inform the coach.
- A participation timeline will be determined by the coach. Students are responsible for knowing when practices begin.

### **Hardship Situation**

In the event a student is unable to pay a participation fee due to extreme hardship, his or her parent or guardian may write a letter of appeal to the High School Principal for assistance. The principal will determine each need on a case by case basis and offer assistance based on the discovered need and available donated or allocated funds.

### ***I. RULES OF ELIGIBILITY***

- The Arizona Interscholastic Association rules of eligibility pertaining to domicile, physical examination, and season of competition will prevail for all students.
- Extracurricular activities are those endeavors in grades nine (9) through twelve (12), for which no credit is earned in meeting graduation or promotional requirements and are organized, planned or sponsored consistent with district policy.
- Eligibility to participate in extracurricular activities:
  - During the season of the activity, students must be eligible in all classes for which they are enrolled. Student Athletes will be held to the following:

- **Students must have at least 70% (C) or higher in all classes to be eligible.**
  - There will be a grade check conducted each Monday at 3:30pm throughout the sport season. Each grade will be based on a cumulative grading period from the beginning of the semester to the end. The end of the semester will establish a new cumulative grading period. Failure to meet the standard will remove the student from participation for the week. (Tuesday through Monday).
  - Eligibility checks will begin the 2<sup>nd</sup> Monday of each semester and end the last day of each semester. In sports where official practice begins during the semester, eligibility requirements will begin on the first Monday of official practice.
  - Students who have a grade that is less than 70% will be pending and still allowed to participate for one week. However, if their grade is still less than a 70%, they will become ineligible for participation.
  - Students are only given one pending week per sport per season.
  - If a student is ineligible for a total of 3 weeks (doesn't have to be consecutive and does not include pending week), they will be removed from the sport/team for the remainder of the season.
  - Changes to eligibility status can only be made at the request of the teacher if they didn't get grades finalized on time, made a clerical error or mistake, or the student was absent and makeup assignments/tests were entered after the grade check was conducted.
- Teachers are encouraged to communicate with inquiring students each Thursday regarding their progress and academic success in order to academically maximize the opportunity of a long weekend.
- Eligibility requires students to be enrolled in at least five (5) classes for a whole semester, during the season of competition—this does not include release time.
- If a student drops a high school class with a failing grade during the semester; that constitutes ineligibility for the remainder of the semester.
  - **Any student that has earned a referral for a category 3 violation or higher and has been found guilty of such violation will become ineligible to participate in the next official contest within a 7 day period. The Principal reserves the right to assess the situation and reverse any decision mandated by this policy.**
  - Legitimate Home-schooled students who reside within Pima Unified School District are invited to participate in PHS extracurricular programs. To be eligible for participation proof of residency, age and a Graham County Home School affidavit must be presented at the PHS office. In addition, parents are responsible for notifying PHS office of student grades every Monday before 3:30PM during sports season. Home Schooled students will be held to the same extracurricular participation guidelines as PHS students.

## **II. ATTENDANCE POLICY**

- The coach will deal with unauthorized absences from a practice, game, or performance.
- No student may participate in an activity if they are absent in more than 75% of their classes the day of the activity. Special cases may be reviewed by the building administrator.
  - **Personal Illness**- If absent because of personal illness a student must attend the last 75% of their classes to participate. Participation must be cleared through the office by a parent before the event.
  - **Weekend Competitions**- The above policies will be used for Friday/Saturday activities with attendance requirements based on the last day of the school week. The building administrator may review special cases.
- In-school suspension constitutes full school attendance. If a student must leave to attend a game before the end of the school day, they must make up the remainder of the assigned in-school suspension. Students are still responsible for school assignments missed due to school activities.

### **III. TRAINING AND CONDUCT POLICY**

- The student participant will comply with the standards of health, safety and appearance as established by the coach and approved by the building principal at the beginning of each season of the activity.
- The coach or sponsor shall inform participants, in written form, of the expectations of health, safety and training in that particular activity.
- During the season of activity, all students will be asked to meet the following expectations:
  - Will not use or possess tobacco of any kind (includes Vape devices or products, e cigarettes, ect...)
  - Will not use or possess alcohol of any kind.
  - Will not be involved in stealing or vandalism of school, community, or private property.
  - Will not consume, possess, buy, sell, or give away any narcotic or drug that is defined as illegal by law.
  - Violations of the above will result in dismissal from the team or organization.

### **IV. TRAVEL**

- The student will travel with the group / team to all contests.
- The student may be released to a parent after the contest. The student can be released to another adult, only if the parents **have requested it in writing** to the building administration **before the trip takes place**. Phone requests are NOT acceptable. Face-to-face contact must be made between the coach and the person the student is being released to. (Under no circumstances will a student be released to another high school aged student).
- Upon return from any travel, student pick-up must be made within 15 minutes of arrival. Continued travel for that student may be suspended for future events.

# PIMA UNIFIED SCHOOL DISTRICT TRANSPORTATION GUIDELINES

It is our mission to provide safe and sanitary transportation to all passengers using district vehicles for any reason.

## Bus Rules

### Morning and Afternoon routes

- Children are expected to be waiting at the stop on time. We ask that children try to be at least five minutes early to the bus stop.\*
- ALWAYS stand back from the curb
- ALWAYS wait to board the bus until it has come to a complete stop
- ALWAYS cross at least 10 feet in front of the bus. NEVER cross without the driver telling you to cross. NEVER cross behind the bus.
- ALWAYS obey the bus driver's instructions and seating chart(when applicable).
- NEVER bring food or drinks on the bus, with the exception of water bottles with a screw top lid. Anyone found to have food or drinks on the bus will be asked to dispose of them immediately.

Lunch boxes are to remain closed and in backpacks if possible. If breakfast is sent with a child, it is to be consumed before they board the bus, or kept in their backpack for the duration of the route.

- Remain properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
- Keep the aisles/emergency exits clear of all objects.
- Keep your head, hands, feet and objects to yourself and inside the bus.
- Talk quietly, and use respectful language – NO PROFANITY.
- NEVER mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible
- NEVER bring animals, insects, skate boards, glass containers, weapons, tobacco, alcohol, drugs or balloons on the bus. Balls and bats need to be in a backpack or a ball bag, not in a plastic bag. Music instruments need to be held in your lap.
- NEVER crawl under the bus!

\*The potential for unsafe situations increases dramatically if children are arriving late to the stop, especially if other children are already boarding. If a driver is paying attention to the children boarding the bus, as they should, their focus might not be on a child who is running to catch the bus before it leaves. In order to completely avoid such situations, Please make it a habit of being to the bus stop before expected pick up time.

**As it is our goal to safely transport all students, Please be aware of the following:**

- PUSD bus drivers are trained to allow students off the bus at the school or designated stops only.
  - If a student is to be dropped off somewhere other than their normal designated stop, a parent or guardian MUST contact the school before the afternoon route, and the school will issue an official bus pass indicating the change in stop. Written notes from parents, or phone calls to the bus driver will not be accepted, only official bus passes.
- For safety reasons, PUSD bus drivers have been instructed to not stop for vehicles attempting to flag them down. Do not attempt to stop the bus while on route. Arrange to meet it at the designated stop or the school.
- For safety reasons, do not attempt to board the bus unless it has been cleared through the School and Transportation Department. Even though we are a small district, not every driver knows every relative of every child. If you have an issue that needs to be communicated to a bus driver please contact the school administration and the issue will be addressed.

## **Field/Sports Trips**

**THE BUS DRIVER IS IN CHARGE.**

**COACHES, TEACHERS, and other CHAPERONES are expected to be aware of the rules and manage the passengers on any trip they are chaperoning, allowing the driver to focus on safely operating the bus. The bus driver will remind the chaperones of the rules if needed.**

**CHAPERONES ARE NOT EXCEPTIONS TO THE RULES**

### **RULES**

- Remain properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
- Keep the aisles / emergency exits clear of all objects.
- ALWAYS keep your head, hands, feet and objects to yourself and inside the bus.
- Talk quietly, use respectful language – NO PROFANITY.
- ALWAYS use earphones when listening to music. Portable speakers are NOT allowed.
- Cleated Shoes are NEVER allowed to be worn on the bus.
- When traveling at night, devices are to be kept at a lower brightness and below the seat backs to avoid distracting the driver
- FOOD and DRINK is only allowed on longer trips under the following guidelines
  - Only drinks with a screw top lid will be permitted
  - NO Leftovers. Finish food before leaving the restaurant. THIS INCLUDES ICE CREAM
  - NO SUNFLOWER SEEDS. NO EXCEPTIONS
- All garbage MUST be placed in the trash can provided.

- The group being transported is responsible for making sure all garbage is removed from the bus at the conclusion of the trip. The bus driver will perform a visual inspection and give the ok to the chaperones before they leave.
- There shall be no less than 2 chaperones per field/sports trip. Chaperones MUST place themselves throughout the bus.
- When transporting male/female athletes/students in the same vehicle, they MUST be separated to the front/back of the bus with at least 1 chaperone in between.

### **White Fleet (Midbus, Suburban, etc.)**

***Be aware of vehicle height restrictions. Avoid the use of covered parking.***

***Be aware of normal vehicle functions ie vandal locks, sleeping child checks, student door use...***

***Be aware of Passenger Capacity.***

***EXTRA CHAIRS ARE NOT TO BE ADDED UNDER ANY CIRCUMSTANCE***

1. Remain properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
2. Keep the aisles/emergency exits clear of all objects.
3. ALWAYS use seat belts
4. ALWAYS keep your head, hands, feet and objects to yourself and inside the bus.
5. Talk quietly, use respectful language – NO PROFANITY.
6. NEVER wear CLEATS on the bus.
7. The group that uses the vehicle is responsible for making sure the trash is kept in the trash cans provided.
8. NO SUNFLOWER SEEDS. The ONLY exception is if the driver is using them to stay alert while driving at night.

We aim to keep all of our vehicles as sanitary as possible. Be aware that these vehicles are often sent out in the morning after being used the night before and it is extremely difficult to remove some of the messes we find.

In order to maintain cleanliness each vehicle is equipped with a broom, trash can, extra liners, and a roll of paper towels.

Upon returning the vehicle to the bus yard, the driver will complete a checklist that is to be signed and returned with the transportation packet.

If the vehicle is returned in an unsanitary condition, it will be reported to the district by the transportation department, and the responsible parties will be charged a minimum \$100 cleaning fee.

## School Meal Programs

Breakfast and lunch are provided every day for a predetermined cost. **Also, the school participates in the Federal Free and Reduced Lunch program for those qualified.**

Breakfast - \$1.50

Lunch - \$2.70

Prices Subject to Change

### Meal Charges

To ensure students receive the nutrition they need to stay focused during the school day the District shall maintain a meal charge program that minimizes identification of children with insufficient funds to pay for school meals and maintain the financial integrity of the district food service fund account. Further, the District shall abide by program regulation 7 CFR 245.5 by providing parents and guardians of all children who attend the school in the District information regarding the availability of reimbursable school meals and must be provided, in writing, information about applying for free or reduced price meals. The District will promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of all District meal programs. The District shall include students, families, and the school community in establishing and developing a communication plan for the District's meal charge policy that complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

The District provided the following regarding meal charges:

- A. For all types of reimbursable meals, students in grades up to and including eighth grade are allowed to charge up to three meals.
- B. A student in grades up to and including eighth grade who has reached the limit of three charged meals will be provided an alternative meal.
- C. Students in grades nine through twelve may not charge meals.
- D. No lunch charges will be allowed under any circumstances during the last ten days of the school year.

At least one advance written warning communication shall be given to the student and parent/guardian prior to providing additional meals beyond the conditions established by the district. The written communication shall explain the procedure should the student not have sufficient funds to pay for a meal.

The District shall make a reasonable effort to collect unpaid meal charges classified as delinquent debt. The District shall ensure that efforts to collect delinquent debt do not have a negative impact on the student involved. Such efforts shall focus primarily on the parents or guardians responsible for providing for the student's funds or meals.

When the District determines that collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt" as defined in 2 CFR 200.426.

Bad debt must be written off as operating loss. However, charges that are converted to "bad debt" must be recorded and maintained in accordance with record retention requirements in 7 CFR 210.9 (b)(17) and 7 CFR 210.15 (b)

# IT'S GREAT TO BE A PIMA ROUGHRIDER !!

