

BABOQUIVARI HIGH SCHOOL

STUDENT HANDBOOK



2014 - 2015

BABOQUIVARI UNIFIED SCHOOL DISTRICT 40 BOARD MEMBERS

Mr. Verlon Jose, President

Ms. Sylvia Hendricks, Clerk

Ms. Marlene Gonzales, Member

Mrs. Ella Mae Greasewood, Member

Ms. Sara Mae Williams

SUPERINTENDENT

Dr. Alberto Siqueiros

ASSISTANT SUPERINTENDENT

Dr. Edna Morris

BABOQUIVARI HIGH SCHOOL ADMINISTRATION

Ms. Dawn Maddock, Principal

dmaddock@busd40.org

(520) 383-6800

Jimmy Chism, Dean of Students

jchism@busd40.org

(520) 383-6800

MISSION STATEMENT:

The Baboquivari Unified School District in partnership with families and communities, prepares students as leaders by providing a high quality education environment where students excel with skill and knowledge needed to compete in a global society while retaining traditional values, cultures and heritage.

VISION STATEMENT:

Our students will be academically prepared, know their Himdag, and have life skills to excel.

PRIORITIES:

- **Academic Success-** Each student will experience academic success.
- **Relationships-** Each student will be connected to a teacher-mentor.
- **Data Driven-** Each student will have a personalized learning experience based on a variety of data points.
- **Instructional Strategies-** Each teacher will incorporate effective, engaging instructional practices.

TELEPHONE: 520 383 6800

FAX: 520 383 4852

OFFICE HOURS: 7:30 – 4:00

SCHOOL HOURS: 8:00 – 3:10 MONDAY - FRIDAY

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BABOQUIVARI HIGH SCHOOL OVERVIEW

Baboquivari High School is a comprehensive high school that serves grades 9-12. The school has a program that is based on the Arizona Academic Standards, Core Curriculum, and offers the core subjects, Honor classes, and quality elective courses.

The Career and Technical Education (CTE)/ Joint Technological Education District (JTED) programs offered at Baboquivari High School are excellent. Courses are taught by instructors with years of industry and teaching experience. In addition to the course material, participation in student organization are part of the curriculum of each CTE program at BHS. Clubs are organized to promote leadership, personal development, and career exploration. BHS students enrolled in CTE courses are very active in their course related clubs.

The athletic program at Baboquivari High School is an integral part of the educational process of the student body. We seek to promote a strong desire for our student body and community to take an active part as participants, spectators, or supporters of the program. Our aim is to develop highly competitive athletics, while not losing sight of such educational values as sportsmanship, health, and scholastic attainment. Through the interscholastic program, every student has the opportunity to attain cultural, emotional, moral, intellectual, physical, and social values and fulfillment.

The philosophy of the high school is based on "educating the whole person: academically, emotionally, socially and culturally," this has proved to be a winning principle.

Our graduates will draw from their Himdag and education to succeed in their educational journey. Baboquivari High School will prepare students for success by partnering with families and the community to provide a safe and challenging educational environment.

BELL SCHEDULE

Assembly Schedule

Period	Start	End
1	8:10 AM	9:02 AM
2	9:06 AM	9:58 AM
3	10:02 AM	10:54 AM
4	10:58 AM	11:50 AM
Lunch	11:50 AM	12:30 PM
5	12:34 PM	1:26 PM
6	1:30 PM	2:22 PM
7	2:26 PM	3:10 PM

Period	Start	End
1	8:10 AM	9:02 AM
2	9:06 AM	9:58 AM
3	10:02 AM	10:54 AM
4	10:58 AM	11:50 AM
Lunch	11:50 AM	12:30 PM
5	12:34 PM	1:26 PM
6	1:30PM	2:22 PM
Assembly	2:26 PM	3:10 PM

2014-2015 BUSD#40 200 Day Calendar

July 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

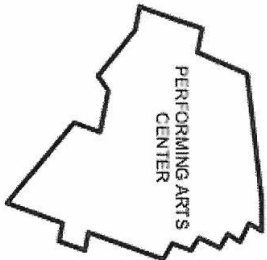
June 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PD/No School for Students	
Holiday/No School	
Fall, Winter, Spring Breaks	
Holidays: July 4, Sept 1, Nov 11, Nov 27, Jan 19, Feb 16	
May 25	
1/2 Day for Students	

1st Quarter: July 17-Sept 28 (50)	
2nd Quarter: Oct 6-Dec 19 (51)	
3rd Quarter: Jan 5-March 26 (56)	
4th Quarter: April 6-June 4 (43)	
Board Approved 3/4/2014	

High School State Testing:	
Fall:	
Spring:	
Middle School/Elementary State Testing:	

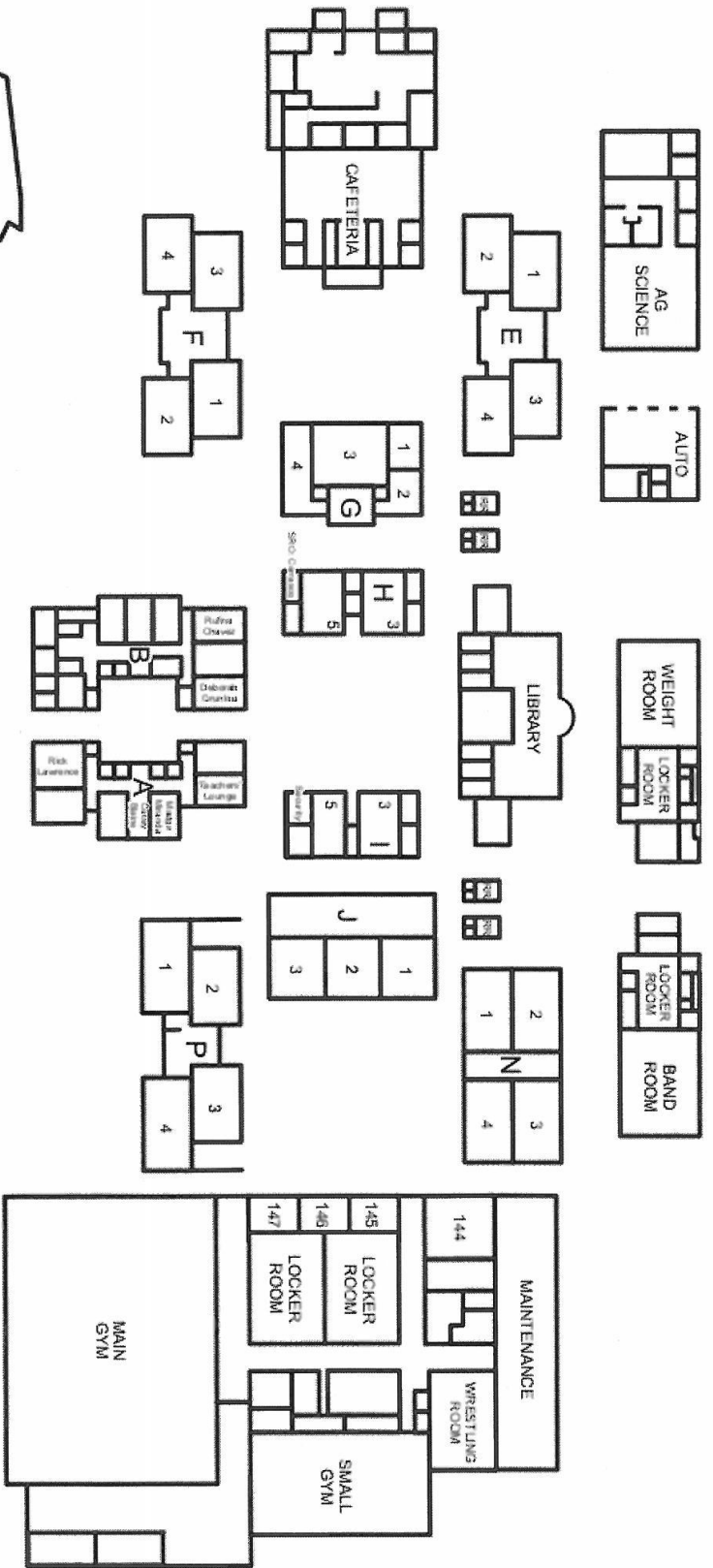
Parent Conference Fall:	
Aug. 21, 2014 1/2 day for students	
Parent Conference Spring:	
Feb. 5, 2015 1/2 day for students	



PERFORMING ARTS
CENTER

**BROOKFIELD
HIGH SCHOOL**

- A-Bid.** Dawn Maddock (Principal)
Jimmy Chism (A/D-Asst. Principal)
Jessica Arvau (Front Desk)
Gloria Neal (Office Manager)
- B-Bid.** Megan Walls (rm. 1)
Rufina Chavez (rm. 2)
Casey Blain (rm. 4)
Danielle Key (rm. 5)
Alison Cornell (rm. 6)
- I-Bid.** Kendall Jose (rm. 3)
Robin Bradley (rm. 5)
- J-Bid.** Ms. Stewart (rm. 1)
Mr. Russell (rm. 2)
Monica Saucedo (rm. 3)
- Gym-Bid.** Mr. Szablinski (Q144)
PD Room (Q-145)
Ms. Leyva (Q-146)
Mr. Mader (Q-147)
- N-Bid.** Ms. Church (rms. 1-2)
- F-Bid.** Alternative Sch.
Ms. Snydam
Mr. Smith
Mr. McGoldrick
Mr. Herzer
- P-Bid.** Mr. Rodriguez (rm. 1/N/4)
Ms. Covington (rm. 2)
Ms. Shropshire (rm. 3)
Mrs. Bojorquez (rm. 4)
- E-Bid.** Mr. Danyfield (rm. 4)
Mr. Haley (rm. 2)
- Gald.** Mr. Luttrell
- JTED Auto.** Mr. Brooks
- VoAg.** Mr. Wesch / Mike Juan



ATTENDANCE

Attendance Goal: Commitment for students to attend school, which will improve the academic achievement and graduation rate.

Overall Goal:

- To build better rapport and show students they have support.
- To improve student attendance, this will, in turn improve academic achievement.
- To develop/design effective intervention efforts for teachers to address student attendance and truancy.
- To decrease the attendance errors from school operation, programs, students, and teachers.
- To inform parents of students' attendance on a daily basis and increase parent involvement and trust specifically in the area of truancy intervention.

Definitions:

1. **Attendance:** The required presence of the individual student on scheduled instruction days that meet the expectation of 95% daily student body attendance.
2. **Excessive Absence:** Student is not present during the entire defined school day for 10% or more, approximately 15 days, of the academic calendar year.
3. **Truancy:** The unexcused absence of a child who is between six and eighteen years of age for at least one class period during the day from legally required school.
4. **Truant Child:** A child who is between six and eighteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused.
5. **Habitually Truant:** Is a child who is truant for at least five school days within a school year.
6. **Excused Absence:** Absences that the parent or legal guardian of the student have documented within two (2) days of the student absence(s) with appropriate documentation for illness, bereavement, observances of major religious holidays of family's faith.
7. **Unexcused Absence:** Student is not present in his/her assigned class during each regular class period on a scheduled instructional day without appropriate documentation of an excused absence submitted. An unexcused absence is considered truancy.

Regulations:

Attendance is the most critical and important factor in quality, sustainable student learning. Baboquivari Unified School District and Baboquivari High School expects every student to attend each assigned class and period for all scheduled instructional days. The goal for student attendance for the Baboquivari Unified School District and Baboquivari High School is 95% or higher. This goal requires every student to attend each assigned class and period during scheduled instructional days throughout the academic year.

- Excessive absences will result in one or a combination of the following:
 - Notification to the parent or legal guardian of the student
 - Loss of credit for the semester
 - Student being dropped from school

PARENTS: PLEASE CONTACT THE STUDENT SERVICES OFFICE (383-6800) BY 8:30 AM ON THE DAY OF THE ABSENCE TO REPORT THAT YOUR STUDENT WILL BE ABSENT FROM SCHOOL.

Unexcused Absences:

1. The school administrators are authorized to excuse students from school for necessary and justifiable reasons. The principal or designee may consider cases in which circumstances caused the attendance to drop below 95%. If the principal or designee accepts the circumstances to justify absences, he or she may waive the requirement 95% student attendance on scheduled instructional days. Parents or legal guardians as well as students are responsible to keep track of their student's attendance.

2. In the event students are dropped from BUSD, parents are responsible for keeping their child in a nearby school or seeking an alternative program. Baboquivari Unified School District will report all students, ages six to eighteen, with excessive absences to the local law enforcement and adjunct organizations, such as Child Protective Services. A student returning to school from an absence must bring a note or other form of documentation verifying his/her absence. If the documentation, such as a doctor's note is not presented, then the absence is considered unexcused. This note is to be given to the secretary in the Main Office within 48 hours of the student returning to school. The school will contact parents/guardians of students who are absent each day.

3. Students who have missed 10 undocumented consecutive days of school will be dropped by the Registrar's Office on the tenth day. Students returning to school after 10 days of consecutive absences must re-register at Student Services before attending any classes.

Tardy Policy:

Definitions:

1. **Tardy:** The student is not in his/her assigned classroom by the end of the designated passing period (sound of the tardy bell). Teachers may have more strenuous expectations for a tardy and will notify students of variations to this definition.

2. **Passing Period:** Students have four (4) minutes to move from class to class during the scheduled instructional day.

3. **Excessive Tardiness:** A student who is tardy to the **same** class three (3) or more times during a quarter (grading period).

4. **Habitually Tardy:** A student that continues to be tardy to class despite appropriate interventions by faculty, staff, and administrators.

Tardy Policy Expectations:

It is the expectation of Baboquivari Unified School District and Baboquivari High School that all students are in their assigned class during the designated period on scheduled instructional days. A tardy student is similar to an absent student in the sense that the educational process is hindered by being late. It is the goal of Baboquivari High School to maximize student instructional time in an effort to maximize quality learning opportunities. Furthermore, a tardy student also disrupts and

interferes with other students' learning opportunities. A collaborative effort between the students, faculty, staff, administrators, and parents will result in creating a positive learning community.

Students who are tardy to class must have a pass to be admitted to class. If the student arrives late to first period, they must report to Attendance in the Student Services. Without appropriate documentation, (written explanation by parent or legal guardian, doctor's note, etc.) a student will be marked tardy if arriving late to first period.

Teachers will track student tardiness through use of his/her grade book, tardy log, or utilizing another method establish by the staff with support of administration or their designee.

STUDENTS: IT IS IMPORTANT THAT YOU BE IN CLASS ON TIME

Campus Pass:

Every student outside of the classroom during the class period must have a visible and valid school pass in his/her possession.

There are three types of passes that will be used on campus.

- **Green Pass:** Given by Main Office secretary when a student arrives at school after the start of the school day.
- **White Pass:** Given by teachers, counselors, or support staff only when a student has a specific destination and purpose.
- **Restroom Pass:** Each teacher will issue this pass to any student leaving a classroom to go to the restroom. All students will be required to sign out and in when using the restroom during class time.

Campus Boundaries:

Once students arrive to campus for the academic day, they are required to remain within the academic building area. Students may not be in any parking lots, around the performing arts building, or on the north or west side of the gymnasium building. Students may not be behind the cafeteria or on any of the ball fields. These areas are off limits unless accompanied by an employee. Baboquivari High School is a closed campus and students may not leave campus, unless signed out by parent/guardian.

Administration/Front Office:

The front lobby, restrooms, water fountain, and staff lounge are not for student use. Students may not use the front office as a lounge area. The cafeteria is open before school and during lunch for student use. Visiting the front office should only be to conduct school business and to use the phone to contact a parent/guardian.

STUDENT EXPECTATIONS

Students will be held accountable for their behavior. Students will not disrupt activities and class work of other members in school. Students will not leave campus during school hours without permission from the nurse, parent, Principal, Assistant Principal or designee. Accurate and up to date contact information and permission requirements needed from the Parent/Guardian must be on file in the Main Office.

School Uniform Policy

Dress Code Policy

Baboquivari High School's philosophy is to provide an educational environment designed to motivate, teach and encourage students to attain the highest levels of proficiency in all areas. Dress code policies are intended to promote the awareness of social, cultural and aesthetic forces that affect the school environment. Students are expected to dress appropriately and in a way that reflects personal and school pride. Clothing should be neat, clean, modest and in good taste. Shoes must be worn at all times. The following are examples of clothing that are inappropriate in our teaching and learning environment and will not be permitted:

- Swimsuits, halters, strapless tops, spaghetti straps, exposed undergarments, see-through clothing, shirts that expose the midriff, short-shorts or short skirts that do not adequately* cover the upper thighs or buttocks while sitting or standing, garments with plunging necklines, sleeveless undershirts, "muscle shirts", or basketball shirts without an accompanying T-shirt. *Shorts may be measured by fist length and skirts may be measured by finger tip length.
- Clothing, accessories (any buttons, jewelry and other accessories which contain gang related messages) and/or head coverings that identify or have been altered to identify with illegal organizations, including bandanas, clothing with phrases or names of illegal organizations imprinted on them, or two or more articles of clothing of the same color representative of known illegal organizations*. This may include the colors red, green, blue, dark blue, additional colors may be restricted (non-related to school). In addition, students may not wear their clothing in such a way as to identify with illegal organizations, including wearing shirts or other articles of clothing over the shoulders or hanging out of the pockets of clothing. *Student may be color restricted by an administrator.
- Cuffed pants
- Clothing that portrays racial statements, profane language or inflammatory language, and/or sexual depiction/innuendos.
- Accessories that can be used as a weapon, such as chains, spiked rings and/or collars.
- Clothing that advertises or advocates the use of alcohol, illegal substances, sex or tobacco, may not be worn.
- Hats and beanies will be permitted outdoors only and may not be worn indoors.

Students who do not follow the Dress Code will be asked to change clothes or remove accessories. If the student does not have appropriate alternative clothing at school, it may be necessary for parents to bring appropriate attire or accompany students home to change. The school may also provide appropriate clean clothing, if necessary, and available. Repeated dress code infractions will result in additional consequences as noted below in alignment with the district discipline code.

Consequences:

First Offense: Student required to change, warning issued.

Second Offense: Student required to change, phone contact with parents.

Third and Subsequent Offenses: Student required to change, assigned to detention/community service or other disciplinary action, phone contact with parents. Continued violations of the dress code policy will result in a parent conference and may require removal from classes and/or suspension.

Appropriate Language:

Appropriate language must be used at all times. School is a place for learning and any inappropriate language will not be tolerated. Use of inappropriate language may result in detention by individual teachers, or placement in an alternative setting.

Electronic Devices:

Cell phones, mp3 players, iPods, electronic games, or any other distracting devices are not allowed during instructional hours, unless being used for instruction. These items will be confiscated and delivered to the Principal's Office and will be returned to the parents/guardians. It's best to leave these items at home or secured inside your book bag.

Personal portable music devices are allowed on the BHS campus, but may ONLY be played before school, during lunch, and after school, unless being used for instruction by the teacher. Volume of these devices will not be at a level to disrupt or interfere with other activities or individuals.

Faculty/staff members can confiscate any of the above items at any time if they disrupt the educational process. Items will be returned to the students at the end of the class period. Additional violations will result in the student participating in to Positive Behavior Intervention and the device returned to a parent/guardian.

Loitering/Trespassing:

Suspected loiterers or trespassers will be advised to report to the Main Office. Should they refuse, the incident will be documented, campus Administration notified immediately, and police will be notified.

Gang/Secret Society Affiliations:

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, a manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is Baboquivari Unified School District's position that such activities and dress also present a clear and present danger to other District students and District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited. Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action according to District policy, as well as State and local policy and laws.

Drug and Alcohol Use By Students:

The non-medical use, possession, or sale of drugs on District/School property is illegal. Non-medical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition."

Students in violation of the provisions of the above paragraph shall be subject to removal from District/School property and shall be subject to prosecution in accordance with the provisions of the law. Students attending school in the Baboquivari Unified School District who are in violation of this policy shall be subject to disciplinary actions aligned with the provisions of District/School rules and/or regulations.

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

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to School Board policy. (These must be maintained, stored, and distributed by the campus Health Office or designee.)
- Hallucinogenic substances.
- Inhalants.

Any student who violates the above may be subject to warning, reprimand, suspension, or expulsion, in addition to other civil and criminal prosecution.

Tobacco Use By Students:

The possession or use of tobacco products is prohibited in the following locations:

- District/School grounds.
- District/School buildings.
- District/School parking lots.
- District/School playing fields.
- District/School buses and other vehicles.
- Off-campus District/School-sponsored events.
- A 100 yard perimeter outside of District/School grounds.

The Superintendent may establish procedures necessary to enforce this policy. Disciplinary penalties for the possession or use of tobacco or similar products may include, but are not limited to, suspension from school, a recommendation for expulsion, as well as Police involvement when there is evidence of repeated and continuous violation of this policy.

Under the provisions of A.R.S. 36-798.03, a person who violates Tobacco Use Policy is guilty of committing a petty offense.

Weapons In School:

No student shall carry or possess a weapon or simulated weapon on school premises. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of Baboquivari Unified School District or Baboquivari High School.

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

A student who violates this policy by carrying or possessing a firearm shall be placed in an alternative education program for a period of not less than one (1) year, suspended for a period of not less than one (1) year, or expelled and not be readmitted within a one-year period, if ever. The Governing School Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one, (1), or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws. For the purposes of this policy a weapon means any of the following:

- A firearm.
- A knife, other than a folding pocket knife with a blade length of not more than 2-1/2 inches that cannot be locked in an open position.
- A destructive device.
- A dangerous instrument.
- Simulated weapon means an instrument displayed or represented as a weapon.
- Firearm means any of the following:
 - ✓ Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
 - ✓ The frame or receiver of any such firearm.
 - ✓ Any firearm muffler or silencer.
 - ✓ Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device.
 - ✓ Any combination of parts that could be readily assembled to form a firearm.

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

“**Dangerous Instrument**” means anything other than a firearm, knife, or destructive device that

is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury. (Examples of this may include, but not limited to, sports equipment such as baseball and softball bats). These items may be taken by school officials and returned at the end of the day to the student or parent/guardian.

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

“**Deadly Weapon**” means any weapon designed for lethal use, including a firearm.

SCHOOL BOARD POLICY

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing School Board, and to obey any order given by a member of the faculty or staff relating to school activities.

In addition to the general rules set, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the School Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline including expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that Baboquivari Unified School District presently uses. 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' behavior may be delegated to Principals for their individual schools.

DISCIPLINE CODE

Overview

The Arizona Department of Education states:

"School should not only be responsible for the traditional 3 R's of Reading, Writing, and Arithmetic, but also for educating people about the other 3 R's of Rights, Respect, and Responsibility."

Students with **WARRIOR PRIDE** understand their rights and responsibilities in pursuit of a quality education. They respect themselves and others and accept responsibility for making school a safe place where personal growth and improvement exist for all.

The Baboquivari Unified School District, (BUSD), believes that it shares these responsibilities with

the family and the community. Effective learning cannot occur unless these values are maintained. A classroom that is disrupted, school grounds that are littered or vandalized, or irregular attendance cost all students some of their rights to a quality education. The staff will enforce this discipline code in order to provide an orderly and positive environment for education.

Baboquivari Unified School District recognizes the rights of students and the need to insure that discipline is enforced fairly, equitably, and appropriately. This code of discipline is adopted for Baboquivari High School in order to provide guidelines that explain the behavioral standards expected of students and the procedures used in deciding the outcome of disciplinary referrals.

The Baboquivari Unified School District will not allow adverse behavior in the classroom, on the campus, or at a school event that threatens others or disrupts the instructional programs.

The Discipline Code establishes a district-wide policy forbidding certain offenses which seriously disrupt or threaten to disrupt the safety of students and staff of the school. These offenses and penalties are uniform for all schools in the district.

Students who engage in such behavior may be removed from the classroom, restricted in activities, or removed from school. A student whose behavior is violent or who threatens violence will be suspended or expelled. Students who initiate or participate in criminal or gang related activities, which threaten, endanger, or injure other students will be suspended or expelled.

The School Board and/or the Superintendent may consider special circumstances, but building administrators and hearing officers are compelled to follow district guidelines. Procedures and rights of students with handicapping conditions will be specified by State and Federal guidelines.

Consequences for Infractions:

The following is a general list of consequences, which may be applied when students are in violation of the Student Discipline Code. The Principal or designee has the authority to use discretion when applying these consequences:

1. Warning.
2. Lunch Detention/Cafeteria Duty.
3. Placement in In-School Suspension (PAC).
4. Placement in After School Detention (ASD).
5. Parent Conference.
6. Loss of Privileges.
7. Restitution.
8. School/Community Service.
9. Removal from class; Short-Term Suspension (less than 10 days).
10. Long-term suspension; (more than 10 days) requires a Due Process Hearing.
11. Expulsion; (removal from school for a period of one year) School Board Hearing required.
12. Any other discretionary measure (within BUSD Policy) deemed appropriate by the Principal or designee.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include strategies for defining, teaching, and supporting appropriate student behaviors

to create positive school environments. Instead of using individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings. **Positive Behavior Support** is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and

communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional.

Tier	Discipline Team Member responsible	Infraction	Intervention
**Black	<ul style="list-style-type: none"> Administrator 	<ul style="list-style-type: none"> Arson Bomb, chemical ,biological threat Explosive device Fire Arms 	<p>Due Process—Take appropriate Actions that protect the rights of the student.</p> <p>Expulsion/Long Term suspension</p> <p>Referral to Counselor upon return</p>
**Red Intervention	<ul style="list-style-type: none"> Administrator 	<ul style="list-style-type: none"> Illicit and prescription drug use, possession, sale Drug sale Fire alarm misuse Aggravated assault Knife possession and other weapon Sexual abuse, molestation, conduct with a minor Sexual assault Burglary (first degree) Armed robbery School threat +repeated orange level infractions 	<p>Due Process—Take appropriate Actions that protect the rights of the students.</p> <ul style="list-style-type: none"> Report to law enforcement Short term suspension (referral to counselor upon return) Referral to outside support agencies Behavior Plan developed Counseling
*Orange Intervention Office Discipline Referral Level	<ul style="list-style-type: none"> Administrator 	<ul style="list-style-type: none"> Drug, alcohol, tobacco use, possession Reckless endangerment Fighting Assault Extortion Robbery Harassment. Bullying, Threat or Intimidation Sexual Harassment Hazing Insult, Verbal abuse of faculty or staff Gang gestures or symbols Vandalism Burglary Weapons(not firearms, explosives, knives) + repeated yellow level infractions 	<p>Due Process—Take appropriate Actions that protect the rights of the students.</p> <ul style="list-style-type: none"> Counseling Child Study Team plan Behavior plan developed In school suspension School wide behavior program such as detentions and extra privileges Referral to outside support agency
Yellow Intion	<ul style="list-style-type: none"> Teacher <p>Teacher resources:</p> <ul style="list-style-type: none"> Counselor Peer Teacher Mentor Teacher 	<ul style="list-style-type: none"> Mild aggression Drug paraphernalia Defiance of authority Leaving class, or campus without permission Tardiness Absenteeism Cheating, Forgery Disorderly Conduct Verbal abuse/provocation Vulgar or obscene language Theft Trespassing Graffiti or tagging Public display of affection Dress code violations 	<p>Due Process—Take appropriate Actions that protect the rights of the students.</p> <ul style="list-style-type: none"> Student conferences with student and parent/ guardian. Parents/ guardians notification Classroom management Student developed plans School wide behavior program such as detentions and privileges

Student Discipline:

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school negatively. When suspension or expulsion is the assigned consequence, a notice, hearing, and appeal procedures shall conform to applicable legal requirements. Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log and all types of suspensions or expulsions will be recorded in a separate file for each student.

Temporary Removal:

Teachers are authorized to remove a student from a class temporarily. A teacher may temporarily remove a student to the Principal, or to a person designated by the school administrator, in accordance with:

- Rules established for the referral of students;
- The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish rules as necessary to implement the temporary removal procedure.

Threatening an Educational Institution (A.R.S. 13-2911):

Threatening an educational institution means to interfere with or disrupt an educational institution as stated in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school and Baboquivari Unified School District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. Baboquivari Unified School District may require the student's parent(s)/guardian(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Due Process for Student Suspension:

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the Principal may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practical. Each suspension shall be reported to the School Board, within five (5) days, by the person imposing it in accordance with A.R.S. 15-843.

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are completed. In no case shall students be released early from school unless parents have been notified. The Superintendent may designate a hearing officer for suspension hearings.

Due Process for Student Suspension:

When suspension is considered:

1. A parent/guardian must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
2. A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help. No appeal is available from a short-term suspension.

Short Term Suspensions:

Step 1: The student will receive notice, written or oral, of the reason for the suspension and the evidence the school administration have of the alleged misconduct. After having received notice, the student will be asked for an explanation of the situation. Authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.

Step 2: Provided that a written record of the action taken is kept on file, authorized District personnel may suspend the student for up to ten (10) days.

Other Disciplinary Alternatives:

1. Expel the student.
2. Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension, expulsion, or both.

Long-term Suspensions:

Step 1: If the offense could result in a suspension of over ten (10) days, a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent in addition to steps associated with short-term suspension.

Step 2: A formal letter to the appropriate parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following Information:

- The charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of Baboquivari Unified School District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel.
-

Step 3: A formal hearing will be held, during which the student will be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without prejudice.
- The student may present witnesses.
- The student or counsel may cross-examine witnesses presented by Baboquivari

Unified School District

The burden of proof of the offense lies with Baboquivari Unified School District. Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are allowed to tape-record the hearing at their own expense. Baboquivari Unified School District has the right to cross-examine witnesses, and may be represented by an attorney.

Step 4: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the School Board.

To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the School Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections the decision rendered.

- The appeal to the School Board will be based on the record of the hearing held by the hearing officer. If the School Board determines that the student was not afforded due process rights or that the policy was not followed, the student will be given another hearing. If the School Board determines that the punishment was not reasonable, they may modify the punishment.

The decision of the School Board is **FINAL**.

Expulsion of Students:

A recommendation to expel shall be made by the Principal and forwarded to the Superintendent. The authority to expel rests only with the School Board. All expulsions requested shall have supporting data indicating the required due process procedure was followed.

Expulsion is the permanent exclusion of a student from school and school activities, unless the School Board reinstates the student's privileges to attend school.

Step 1: Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

Step 2: If the Superintendent agrees with the recommendation, it shall be forwarded to the Governing School Board.

Step 3: In each case in which a recommendation for expulsion receives approval by the Superintendent, the School Board will meet in executive session to determine the following:

- Whether the nature of the accusations against the student justify an expulsion hearing.
- To determine whether the hearing will be held before the School Board or before a hearing officer.
- To designate a hearing officer, if one will be used, and if the hearing will be conducted by the School Board to determine whether the hearing will be conducted in executive session.

Under normal circumstances, the School Board will not review any document(s) or other pertinent evidence during this initial executive session.

Step 4: The expulsion hearing should be scheduled so that it may be resolved, if reasonably possible, during the period of any suspension.

Step 5: A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of Baboquivari Unified School District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel.
- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing School Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

Expulsion of Students:

Step 6: The parent, guardian, or emancipated student shall be informed of the following:

Nothing in these procedures shall be done to prevent the students who are subject to the action and their parents/legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, from having access to the minutes and testimony of such session, or from recording such a session at the parent's/legal guardian's expense.

- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without prejudice.
- The student may present witnesses.
- The student or their legal counsel may cross-examine witnesses presented by Baboquivari Unified School District.
- The burden of proof of the offense lies with Baboquivari Unified School District.

Baboquivari Unified School District has the right to cross-examine witnesses and may be represented by an attorney. If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s)/legal guardian(s), counsel for the parties, and witnesses necessary to the proceedings unless the parent(s)/guardian(s) or emancipated student requests in writing that the hearing be open to public.

If the hearing is held before the Governing School Board, the School Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.

Step 7: A formal hearing will be held when a parent/legal guardian has disagreed that the hearing should be held in executive (closed) session; it shall be held in an open meeting unless:

- Only one (1) student is subject to the proposed action, and disagreement exists between that student's parents/legal guardians, then the School Board or hearing officer, after consultation with the student's parents/legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
- If more than one (1) student is subject to the proposed action and disagreement exists between the parents/legal guardians of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

Step 8: The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

If a recommendation for expulsion is made, the decision may be appealed to the School Board at the time the recommendation is considered. A formal letter to the responsible parent/legal guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating the recommendation that will be made to the School Board. A copy of this letter will remain on file and the letter will explain:

- The time and place of the School Board meeting at which the recommendation will be made.
- The recommendation may be appealed at the time the recommendation is made to the School Board.
- That the appeal shall be in writing delivered to the Superintendent prior to the time of the School Board meeting.
- The written appeal shall indicate a spokesperson on behalf of the student.
- The spokesperson will be given time to speak to the School Board on appeal.

The School Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The School Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the School Board decides to expel the student the expulsion shall become effective the day after the School Board's decision.

The decision of the School Board is **FINAL**.

Student Interrogation, Searches, Arrests, and Interviews

Students have the Right:

1. To privacy and shall be free from unreasonable search as well as seizure of personal property. These rights shall prevail unless there is reason to believe that it is necessary to set them aside to protect the safety, health, and property of the school, students and staff.
2. Of privacy of their personal possessions unless there is reason on the part of the principal or his/her designee to believe that the student is concealing a weapon, illegal drugs or other material that is inappropriate or dangerous to himself or herself, others or property.
3. To be given prior notification of any searches unless in case of emergency.

Students have the Responsibility:

1. To not carry, possess, or conceal any material that is prohibited by law.
2. To accept the consequences for their actions in cases where unlawful materials are found in their possession.

General Rules for Student Searches by School Officials on School Property:

Students have a constitutional right to be protected from unreasonable searches by public school officials. The unique nature of the public school environment and the fact that students have lower privacy expectations at schools than in other public places means that the rules governing student searches by public school officials are different from the rules governing searches in other public places. Student searches by school officials and school safety officers on public school property, school buses, and/or at school events must be based on reasonable suspicion.

“Reasonable Suspicion” means that the person initiating the search has a well-founded suspicion, based on objective facts that can be articulated of either criminal activity or a violation of school rules. Reasonable suspicion is more than a mere hunch or supposition.

Student Interrogation, Searches, Arrests, and Interviews:

Authority to Initiate a Student Search: Reasonable Suspicion: To initiate a lawful search, a public school official must have a reasonable suspicion of all of the following:

- A crime or school rule violation has been or is being committed
- A particular student has committed a crime or school-rule violation
- Physical evidence of the suspected crime or school-rule violation is likely to exist
- Physical evidence would likely be found in a particular place associated with the student suspected of committing the crime or school rule violation.

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)/guardian(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 interviews are conducted by a child protective services worker pursuant to A.R.S. 8-303 and 8-802.

If the parent(s)/legal guardian(s) cannot be reached, the peace officer should be requested to contact the parent(s)/legal guardian(s) and make arrangements to question the student at another time and place.

If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer." School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody. The personnel of the District shall cooperate fully with the police.

Concerns, Complaints and Grievances:

Students may present a complaint or grievance regarding one (1) or more of the following:

1. Violation of the student's constitutional rights.
2. Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
3. Discriminatory treatment on the basis of race, color, religion, sex, age, sexual preference, national origin, or disability.
4. Harassment of a student by another person, or concern for the student's personal safety, provided that:
 - The topic is not the subject of disciplinary action or other proceedings under other policies and regulations of Baboquivari Unified School District.
 - The procedure shall not apply to any matter for which the method of review is prescribed by law or the School Board is without authority to act.

The guidelines to be followed are:

1. The accusation must be made within thirty (30) days of the time the student knew or should have known that there were grounds for the complaint/grievance.
2. The complaint/grievance shall be made only to a school administrator or professional staff member.
3. The person receiving the complaint will gather information for the completion of 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 administrative supervisor or next higher 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 only be made by the students on their own behalf.

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

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.

EXTRA CURRICULAR ACTIVITIES

Dances:

Everyone planning to attend a school dance should be aware of the following school dance policies:

1. No elementary/middle school students will be admitted to the high school dances.
2. Student guests from other school districts must be approved by Administration **prior** to the dance. Without this prior approval, the individual will not be admitted to the dance. Once approved the Baboquivari HS student is responsible for the behavior of their guest. Requests for guests 21 years old and older will not be considered for approval.
3. Students must remain in the dance area unless special permission is given by a chaperon.
4. Public display of affection will not be tolerated and may result in loss of dance privileges.
5. Students are responsible for their own personal property.
6. Students ignoring rules will be asked to call their parents to come pick them up.
7. Students leaving early for any reason may not re-enter the dance.