



# 2014-2015 Piñon High School Student Handbook



## MISSION:

“Soar to Success”

## VISION:

“We exist to assist the students of PHS to meet their academic goals by becoming college and career ready.”

## PHONE NUMBERS:

Receptionist	725-2401	Attendance	725-2411
Secretary	725-2402	School Nurse	725-2414
Mr. Morgan, Principal	725-2400	Security	725-2170/2195
Ms. Chee, Asst. Principal	725-2405	District Office	725-3450
A.P./Counselor	725-2406	Transportation	725-2121
Athletic Director	725-2422	Special Education	725-2131

## SECTION A – General Information

**Leadership Team**-The PHS Leadership is an active organization that is made up of teachers and administrators. The purpose of this team is to discuss relevant issues pertaining to PHS and to advise the administration on these matters. Parents are welcome and invited to attend the meetings. (Please see Principal’s office for dates and times of the meetings).

**Arizona’s Instrument to Measure Standards (AIMS) Test**- Mandates from the Arizona Department of Education require that students pass the AIMS test in order to obtain a high school diploma. Students will be given up to five opportunities to take and pass a reading, writing, and math AIMS test. The results of the test will be posted on the student’s transcript.

**Assemblies**-All students will attend all school-sponsored assemblies unless notified otherwise by school administration.

**Board Meetings (PUSD)**-The PUSD Governing Board meets on the first Monday of each month. The meetings are held at 4:00 P.M. at the District Board Room. If you have questions in regards to board meetings please call the Superintendent’s office at (928) 725-2101.

**Child Custody**-Parents and Guardians who wish to enroll students at PUSD must have legal custody of that child. In cases that the student is living with someone other than their parent(s), a court ordered guardianship document must be provided prior to the student being accepted for enrollment. Contact the PHS Registrar at (928) 725-2411.

**Missing Students**-The following steps will be taken for students who are not accounted for during the school day:

1. Attempt to locate student in/around the building.
2. Ask friends of the missing student if they know where the student could be located at.
3. Inform Security at (928) 725-2170/2195.
4. Notify bus drivers to be on lookout for the missing student.
5. Give thorough description of the student to Security and Bus Drivers.
6. If student is not found, parents will be contacted and instructed to report the missing student to Chinle Police.
7. The school will report the missing student to Chinle Police at (928) 674-2111/2112.
8. Document the incident in PowerSchool.

**Counseling Services**-The counseling program at PHS includes academic, social, and intervention counseling. Parents and students are encouraged to set up an appointment to talk with the Counselor whenever the need arises to do so. Referrals can be made through the PHS counseling office to I.H.S. or Behavior Health with parent permission.

**Schedule Changes**- Changes in a student’s schedule can only be made by the Counselor or Principal. PHS would like to recommend to parents that they discuss class selection with their child during the scheduling process at the end of the year or before school starts. No schedules will be changed after the first week of the semester.

**Emergency Procedures**-There are times that school may be called off or shortened due to weather. The District will announce cancellations over local radio stations KTNN-AM 660 and KAFF-FM 92.9. Please feel free to call PHS if you have questions about cancellations and **keep your phone contact number current with the attendance office.**

**Sexual Assault**- The following steps will be taken for students who report a sexual assault:

1. Write down verbal report given by student and have student write a statement in the presence of an Administrator
2. Call Security in case the perpetrator is in the building
3. Report the incident to Chinle Police at 929-674-2111/2112
4. Call parent and inform parent to take the student to Pinon Clinic for sexual assault check.
5. Call Pinon Clinic to inform them that the student will be coming for a sexual assault check.
6. Complete a SCANS form and fax to Chinle Social Services at 928-674-5740 (fax number)
7. Notify school counselor or school psychologist of the incident for future counseling services.
8. Document the incident in PowerSchool.

**Field Trips**-Various PHS classes and organizations plan field trips throughout the year. Students need to be passing all their classes in order to go on non-academic related field trips. Parents must sign a permission slip prior to the trip in order for their student to be eligible. \*\* (Required academic trips as part of a grade do not require students to be passing all classes). PHS Administration will make the final determination in matters of eligibility for trips.

**Lunch/Breakfast**-PUSD operates on the free breakfast and lunch program. You are invited to call the PHS cafeteria at (928) 725-2420 if you have questions about the food service program.

**Textbooks/Check-out and Responsibilities**-Students are responsible for adequately caring for all textbooks and school materials provided for their use. Any lost or excessively damaged (beyond further use) materials/books must be paid for by the students/parent/guardian at the current replacement cost. No student will be issued replacements for lost materials/books until he/she presents the teacher a receipt or note from the Principal's office indicating payment. If textbook is issued for a class, all students are required to bring their textbook to class everyday.

**Visitors**-VISITORS PASSES ARE NOT ISSUED to students to invite their friends and guests to PHS. As protection to students, state law discourages persons from loitering on or near campus. Parents and guardians of any PHS students are welcomed and invited to visit the school and attend classes with their child after they have obtained a visitor's pass from the front office. **All visitors to PHS, other than parents and guardians, must check in at the front office and get permission through PHS administration before walking around Pinon High School campus.**

**Electronic Devices (Cell Phones/Music Devices/Tablets/Headphones/Computers)** are NOT ALLOWED during instructional time unless permitted by the teacher. A teacher may confiscate electronic devices during instructional time if use was not permitted. If a student refuses to provide the electronic device to the teacher, Administration will be notified. Electronic devices are allowed during breakfast and lunch in the cafeteria and outside the school building and during transition times. Confiscated items will be returned to the student on the first offense at the end of the school day. Confiscated items will be returned to the parent or guardian at two or more offenses. **The school will not be responsible for lost/stolen items.**

**Withdrawal From School**-Students who are withdrawing from PHS are required to bring a parent or guardian to the PHS Registrar's office to complete the necessary paperwork. Students will not be withdrawn until all textbooks, fees, library books, computer and accessories, etc. owed by the student is collected or returned. Students withdrawing from school during the last days of school, lose all credits they might have earned during the semester.

**Fire Drills**-Are held on a monthly basis. Students will follow the fire regulations and go to the exits as quickly and orderly as possible. Exit routes are posted in every classroom.

**Food and Drinks in Classrooms/Hallways**-Food and drinks (exception: water) are prohibited in classrooms and hallways at any time unless a relevant part of the curriculum and approved by the Principal. The purpose of this is to maintain a safe and clean environment at PHS. During lunch, students are to eat in the cafeteria.

**Personal Property Liability**-Pinon Unified School District is not responsible for stolen, lost and/or damages of personal property brought to school. (Examples: tablets, phones, headphones, laptops, etc.)

**Property Damage Liability**-Student/Parent/Guardian Liability - Under Arizona Law, parents/guardians are liable for damage done to school property by their children. Parents/Guardians will be notified and charged for the cost of such damage.

**Student Accident/Emergency Transportation**-A student requiring emergency medical treatment from the Pinon Clinic Emergency Medical Technicians (EMTS) may be transported by the Pinon EMT Squad to a local medical facility. If such action is necessary, the cost of transportation and/or treatment will be the responsibility of the student's parent/guardian. Pinon School District will not pay for emergency treatment on site or EMT transport.

**Search Dogs**-In conjunction with law enforcement agencies, PHS will randomly schedule K-9 dogs on campus in an effort to keep the campus a drug free zone. The K-9 Dogs may sniff students, lockers, backpacks and facilities.

**Security Officers**-PUSD employs security officers to monitor the PUSD campus daily. The security officers work in conjunction with the PHS staff and act as agents of the district in issues of safety and control. Cooperation with security is expected from everyone on the PHS campus.

## SECTION B – Athletics and Activities

**Sports/Activities/Clubs**-Pinon High School offers a number of extra curricular clubs and athletic activities including but not limited to:

- Band
- JROTC Armed Drill Team
- Baseball
- JROTC Color Guard

- Basketball
- Choir
- Cross Country
- Future Business Leaders of America (FBLA)
- Future Farmer's of America (FFA)
- Football
- Family Career and Community Leaders of America (FCCLA)
- Welding
- Construction
- JROTC Scouts
- National Honor Society
- Softball
- Student Council
- Track n' Field
- Volleyball
- Wrestling
- Cheerleading
- Soccer

Individual coaches and sponsors will require students to sign performance/behavior agreements prior to the beginning of the season.

#### **Eligibility Requirements for Athletic/Activity Participation—(includes field trips, class and club functions)**

Practice of, participation in, and/or attendance at athletic events and club activities are integral parts of any educational program and can add a great deal to any student's growth and development. All students are encouraged to enjoy athletics/activities to whatever degree they may. Students should realize, however, that such activities are not the central focus of the educational process. Participation is earned not only by meeting the standards of a particular sport/activity, but also by maintaining an adequate academic and citizenship standing in Pinon High School.

1. **Any student with a grade of a D or F in any subject will be denied participation in athletics or activities on a weekly basis pending grade checks. When a student is reported as deficient, they are reported on the ineligible list. Coaches, activity sponsors, athletic/activities director, and students have the responsibility for checking the ineligible list. If a student is listed as failing one or more classes, they will be ineligible until the next grade check. Students can petition a weekly grade check. Students must write a letter to the Athletic Director regarding a reinstatement in their activity.**
2. Any student involved in the use of or possession of recreational drugs, tobacco, or alcohol while in a school-sponsored activity will be removed from extra curricular participation. The extent to which the student is disciplined is contingent upon school discipline policy and athletic department and team guidelines. A first offense will receive at least a two-week suspension from interscholastic competition (school discipline could require a longer suspension). A second offense will result in a ban from interscholastic activity for the rest of the school year.

**Athletics and Attendance**-Any student who is absent from school for one or more periods on the day of an event or on the day before an event is ineligible to participate in the event unless authorized by the Athletic Director.

**School Bus Safety Rules**-All safety rules which are posted on school buses and/or which are stipulated by the coach(es) must be followed. Students may eat sack lunches and snacks on team trips and are expected to keep the bus clean. Student who do not follow the school bus rules may be removed from sport(s)/activities participation.

## **SECTION C - Attendance**

**P.H.S. expects all students to be in attendance every class period of every school day to take advantage of every opportunity for a quality education.**

**Absences**-Any non-attendance of a class for any reason other than school-sponsored activities will be considered an absence.

1. A student is allowed 10 non-academic (school related) absences in a class per year. These 10 allowable days must be interpreted as "personal emergency" days and should be used only in emergency situations. All absences are counted toward this maximum 10 days including medical appointments, injury or illness verified by a physician or school nurse, religious concerns, or death in the immediate family. **IT IS THE STUDENT'S RESPONSIBILITY TO USE THESE 10 DAYS FOR EMERGENCY REASONS ONLY.** After the 10<sup>th</sup> absence, the student may lose credit for their classes.
2. When any student shows a pattern of poor attendance a letter of notification will be sent to parents to meet with the Assistant Principal or Principal for an Attendance Conference. After the 5<sup>th</sup> day of absence, the student will be placed on an attendance contract. This contract may require a student to sign in every morning with the attendance technician and require no more absences.
3. If a student fails to adhere to the attendance contract, he/she will be referred to the Navajo Nation Prosecutor's Office for habitual truancy and/or recommended for LTS/Expulsion.

#### **Attendance Procedures:**

1. All students will report directly to their classes before the starting bell rings to begin that class.
2. When a student is unexcused and late for school, they must sign in and obtain an admit slip from the attendance office and report to class where they will be marked tardy in PowerSchool
3. Students who were absent must present a written excuse to the attendance office. If the absence was EXCUSED, the student will receive all make up work. If the absence was UNEXCUSED, no make up will be given. Students have 48 hours to bring a written note from their parents/guardian if they want make up work from their teacher.
4. The determination if an absence is EXCUSED or UNEXCUSED will be the attendance technician's responsibility. Students must still be aware and realize that whether Excused or Unexcused 10 days are the total number of days they are allowed to miss per year—**after the 10<sup>th</sup> student absence, the student may lose credit for their classes.**

**School-Wide Tardy Policy**-Students may be required to make up this time lost in class during lunch or at a time otherwise stated by the teacher.

1. A student is tardy if they are not in their seat and prepared when the tardy bell rings.
2. Tardy students will be admitted to class and marked tardy on their attendance record.

3. After having accumulated six unexcused tardies a student will face suspension and must return to school with a parent for an attendance conference with a school administrator.
4. Continued unexcused tardies may result in further suspensions, long-term suspension, or expulsion.

**Checking Students Out of Class-PUSD is a closed campus.** Students may be checked out of school by the following person(s) according to these guidelines:

1. Parents/Guardian, or others on file at the school who the parent or guardian has given written permission to do so. Other notes will not be accepted.
2. **Friends may not sign students out of school.** Violations are considered "ditching". No students will be checked out to a person under the age of eighteen years of age.
3. Students who are 18 years old or older can check themselves out of school with **valid written excuses**. Parents will be contacted by the school and verbal confirmation is required.

## SECTION D – Grades and Credits

**Grade Placement**-A student's grade placement will be determined by the number of credits he/she has earned. Currently the credits earned in relationship to grade placement are as follows:

Grade 9	0 to 5 credits
Grade 10	6 to 11 credits
Grade 11	12 to 17 credits
Grade 12	18 + credits

Grade placement, is determined by the number of credits earned at the time of enrollment.

<i>Grading Policy</i>		
<b>Grade:</b>	<b>Grade Definition:</b>	<b>GPA:</b>
A+	100.00 (+) – 100.00	4.33
A	100.00 - 95.00	4.00
A-	94.99 - 90.00	3.66
B+	89.99 - 87.50	3.33
B	87.49 – 83.50	3.00
B-	83.49 – 80.00	2.66
C+	79.99 – 77.50	2.33
C	77.49 – 73.50	2.00
C-	73.49 – 70.00	1.66
D+	69.99 – 67.50	1.33
D	67.49 – 63.50	1.00
D-	63.49 – 60.00	0.66
F	59.99 – 0.00	0.00

**Grade Reporting**-Report cards are given out every nine weeks. They will be distributed to students within ten school days after each grading period. For the school year 2013-14, report cards will be ready for parents to pick up at the scheduled Parent-Teacher Conference or Report Card Party (see schedule below).

**Mid-Quarter Grade Reports**-These reports will be given to parents at the mid-quarter Parent/Teacher Conferences of each nine weeks by the school. We ask parents to talk with their children about the grades they receive on their report cards. If you have questions, please contact the counselor to set up a meeting with the respective classroom teacher.

Mid Quarter Grades <b>Parent/Teacher Conferences</b>		Report Cards <b>Report Card Party</b>	
1 <sup>st</sup> Quarter	September 10	1 <sup>st</sup> Quarter	October 22
2 <sup>nd</sup> Quarter	November 19	2 <sup>nd</sup> Quarter	January 7
3 <sup>rd</sup> Quarter	February 11	3 <sup>rd</sup> Quarter	March 25
4 <sup>th</sup> Quarter	April 29	4 <sup>th</sup> Quarter	Report Cards Mailed

**Grading Procedures**-THE FOLLOWING ALPHABETIC MARKING SYSTEM WILL BE USED:

- A** Outstanding (course objectives achieved in a superior manner: 4.0 grade average).
- B** Above average (course objectives achieved in a highly satisfactory manner: 3.0 grade average)
- C** Average (course objectives achieved in a satisfactory manner: 2.0 grade average)
- D** Below average (course objective achieved in a minimal manner: 1.0 grade average).
- F** Failure (course objective not achieved: no credit granted: 0.0 grade average)
- P** Passing grade: credit earned (student aide positions only)
- I** Incomplete work (course objectives not completed: no credit given at this time) work must be made up within two weeks after the grading period ends or take an "F" in the course).
- W** This mark indicates the student has withdrawn from the class before the end of the semester; student receives no credit for the course but is not penalized for withdrawal.

**CURRICULA REQUIREMENT FOR GRADUATION**

English	English I, English II, English III, English IV	4.0 credits
Math	Algebra I, Geometry, Algebra II, Algebra III	4.0 credits
Science	Earth Science, Biology, Chemistry	3.0 credits
Social Studies	World History, US/AZ History, US Constitution (0.5), Free Enterprise (0.5)	3.0 credits
Health and Physical Education		1.0 credit
JROTC		1.0 credit
Electives		8 credits
<b>Total</b>		<b>24 credits</b>

**2009 Board of Regents Academic Competency Requirements**-Students must meet the following requirements for admission to Arizona's three state universities:

<b>English</b> (English I, English II, English III, English IV)	<b>4 Units</b>
<b>Mathematics</b> (Algebra I, Geometry, Algebra II, Advanced Math with Alg. II as prerequisite)	<b>4 Units</b>
<b>Laboratory Sciences</b> (Earth science, Biology, Chemistry, Physics)	<b>3 Units</b>
<b>Social Science</b> (World History/Geography, US/AZ Government)	<b>2 Units</b>
<b>Foreign Language</b> (Must be the same language)	<b>2 Units</b>
<b>Fine Arts</b> (drama, music, visual arts)	<b>1 Unit</b>

Note: Courses such as Journalism, business communications, speech, and any other NOT devoted exclusively to the study of English may NOT be substituted for an English course.

**Concern Procedures (Chain of command)**-Parents or students who have a concern should attempt to resolve the matter by:

**(If it is a classroom issue):**

1. Contact the classroom teacher and have a meeting to discuss/resolve the issue firsthand. (In the event that the matter cannot be resolved, file a formal complaint with the Principal)
2. Meet with the Principal to try to resolve the issue. (In the event that the matter cannot be resolved take the formal complaint to the Superintendent or his designee).
3. Meet with the Superintendent to try to resolve the issue.

**(If it is a non-classroom issue):**

1. Meet with the Principal
2. Meet with Principal or Superintendent

**Honor Roll**-The honor roll is a listing of all students who have met the academic standards (by grade point average) after each quarter of their classroom work.

Principal's Honor Roll	4.0 G.P.A.
Honor Roll	3.5 G.P.A. to 3.99 G.P.A.
"B" Honor Roll	3.0 G.P.A. to 3.49 G.P.A.

**National Honor Society**-The PHS National Honor Society is a distinctive organization that recognizes academic achievement, leadership, character, and service. Students in grades 10-12 are eligible for membership, based on their cumulative GPA. If you have any questions about selection or membership, see the NHS advisor.

**Make-Up Work**-Students who have provided documentation for excused absences must take the responsibility upon themselves to make up the missed work.

Students who miss an assignment or test due to an excused absence or absences will have one day for each day absent to make up the work. It is the student's responsibility to initiate the make-up process. After the time for make-up has elapsed a grade of zero will be entered in the grade book for assignments not made up.

For example: If a student is absent two days he/she will have until the beginning of class on the third day after returning to school to turn in all work to the teacher.

**Physical Education (PE)**-Physical education is an integral part of a healthy lifestyle. Students enrolled in PE are expected to bring their own clothes, to dress out, and to participate daily. Students are required to have a doctor's note stating a specific reason in order to be exempt from participation.

1. PHS is not responsible for lost or stolen items.

**Progress Reports**-It is the goal of PHS to ensure that each student is successful in their school work. Progress reports are designed to inform parents of how their child is doing in individual classes during each grading period. Progress reports may include a student's current grade, attendance, and general citizenship in class. Having parents involved in that process is critical to achieving this goal. Parents are encouraged to check on their child's progress throughout each grading period through contact with their teachers and counselors, or the PowerSchool website (<http://172.16.201.254/public>).

## SECTION E – Rights and Responsibilities

### PINON HIGH SCHOOL RESPONSIBILITIES

#### **Search and Seizure:**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students.

Arizona State Law # ARS 8-224 and ARS 8-546 state that:

School employees may conduct searches when they have reason to suspect that the health, safety or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reasonable suspicion for school employees to believe that something that violates a law or school rule is on school property. A search may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, and drugs) or other possessions reasonably determined to be a threat to the safety and security of others, or which may interfere with school purposes may be seized by school employees.
3. Items that are used to disrupt or interfere with the educational process may be removed from a student's person.
4. A student's person may be searched by school employees when there is a reasonable cause to believe that the student has on his/her person illegal items or other items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.
6. Motor vehicles parked on school property may be searched by school employees when there is a reasonable cause to believe the health, safety or welfare of students might be in jeopardy.
7. Suspension/Expulsion - Due Process
8. Suspension/Expulsion procedures and student due process rights are covered by School Board policy and regulations. Copies are available on request. (Governing Board Policy JGO)

**Directory Information**-Pinon High School routinely releases directory information upon request. If you do not wish information such as student's name, address, etc. released, please inform the school of a request for privacy in written form (Governing Board Policy JO).

### PARENTS' RIGHTS AND RESPONSIBILITIES

Every child in America has the unalienable right to be educated in a public school. There are also very specific rights that are given to the parents of these children. At Pinon High School, all parents who have their children enrolled in this school are encouraged to participate in the total educational experiences of their children. In order to establish an on-going cooperative effort between the school and the community, the following list of "Parent Rights" has been presented:

#### **Parents have the right to:**

1. Participate in their children's academic progress, extracurricular activities, and social behavior.
2. Conference with their child's teachers, and expect an honest and immediate report on their child's progress.
3. Know and have a copy of the code of conduct that is expected of their children.
4. Be respected by the PHS administration, faculty and support staff personnel.
5. Express their concerns regarding their children's physical, emotional and academic wellbeing.
6. Expect fair, honest, and equal treatment of their child by school authorities, faculty, and support staff.
7. Expect a safe school environment free from physical, verbal, sexual, and emotional abuse.
8. Expect that appropriate action will be taken by school authorities against any administrator, faculty member, support personnel, or student who endangers or violates another student's right to a safe and positive educational experience.
9. Expect that all matters of confidentiality will be held with respect and kept private in the interest of the child and parents.

While the administration, faculty, and support staff personnel accept and agree to serve all children in the most fair and efficient manner possible, the cooperation of the parents of our students is also very important in order to provide all students with a positive and meaningful educational experience. Listed below are a few suggestions that parents may want to consider as part of their responsibilities.

**Parents are responsible to:**

1. Encourage their child to attend school daily, be prepared, and to be in class on time.
2. Review the Student Handbook with their child(ren) and encourage them to obey all school rules and regulations.
3. Attend Parent-Teacher Conferences and get to know all of their child's teachers and classes that they are enrolled in.
4. Know the expectations of their child's teachers and help them fulfill these expectations.
5. Encourage and allow their child(ren) to complete their homework and other school assignments so they can be turned in on time.
6. Provide their child(ren) with the means to purchase the proper school supplies to participate in classroom and extracurricular activities.
7. Offer suggestions and/or solutions to help resolve a problem or situation in which their child is involved.
8. Maintain harmony (Hozho) in their relationships with their children and the school, and continue to teach and nurture this very important foundation of the Dine' Philosophy of Learning and Life.

**STUDENT'S RIGHTS, RESPONSIBILITIES, AND PRIVILEGES**

A "Right" refers to a just, legal, moral, and undeniable power to claim, do, or receive anything that is to your advantage under the protection of the law.

Students in PHS, like members of any community, have both rights and responsibilities. It is the obligation of the school to protect those rights and insist upon those responsibilities.

"Responsibility" refers to the requirement, duty, obligation, and acceptance to act, or obey or conform without active guidance or superior authority.

A "Privilege" refers to special treatment or advantage or outcomes that you are entitled to receive after you have done all that you were required to do. Example: Graduation from high school.

**All students who attend PHS have the right to a meaningful education. Along with this right to the education, however, is the responsibility to comply with and obey the rules, regulations, and guidelines which this school expects from anyone who anticipates graduating from here.**

**Students have a right to:**

1. a comfortable, safe, secure atmosphere in which to get an education.
2. be treated with dignity and expect a reasonable degree of privacy.
3. an education at his/her level of ability and of such kind and quality to meet his/her needs.
4. participate through school approved groups in the establishment of educational, disciplinary, and social policies.
5. be able to see and use records concerning academic and social progress as well as disciplinary actions and expect that they will be kept confidential.
6. expect that school policies and actions will not discriminate on the basis of race, religion, sex, national origin, or handicap.
7. expect that academic grades will be based primarily on academic performance and that teachers will be available to discuss grades.

**Student's Responsibilities:**

1. to follow the rules of PHS and to protect this right for others
2. to meet the academic requirements and policies set forth in PHS regulations
3. to follow the educational, disciplinary, and social policies of PHS
4. to complete assignments and be successful on tests

**Expression**

Students have a right:

1. to ask questions and express their ideas concerning school and community affairs as long as such expressions meet standards prohibiting libel, pornography, and/or reckless disregard of facts.

**and have the responsibility:**

1. to respect other students' rights
2. to follow school rules to protect this right for others

**Citizenship**

Pinon High School expects students to behave in a responsible manner by exercising their rights and responsibilities as outlined in this handbook.

**Students have the right to:**

1. be informed of PHS regulations, policies, procedures, and the consequences of their violation.
2. "Due process" in instances of disciplinary actions, which may lead to suspension or dismissal from PHS.

**and have the responsibility to:**

1. learn PHS regulations, policies, procedures and the consequences of their violation.
2. understand "due process," to participate willingly in "due process" proceedings, and to accept the consequences of these proceedings.
3. follow PHS rules and regulations and to participate as a citizen of the community.

**PHS Responsibilities:**

No student may be suspended for alleged misconduct without due process.

**Due Process:**

1. A student must be given informal notice of charges against him/her, orally or written.
2. A student will be given information regarding evidence against him/her.
3. If the student denies the charges, the student will be given an opportunity to present his/her story in an informal hearing with a school administrator.
4. Discipline will be imposed after the informal hearing if the student is determined to be guilty as charged.

**Parent's Right of Appeal:**

If the parent or guardian desires a review of a case involving long-term suspension or expulsion, a final review may be requested of the Superintendent and Governing Board. It is the school's responsibility to inform the parents of their right to an appeal.

## SECTION F – Discipline

**Changes and additions to PHS rules and regulations will be made as the need arises. PHS Administration may change consequences based on the severity of the infraction. However, no regulation will be established, which is not clear and precise in its meaning or intent.**

**Discipline**

Students are subject to disciplinary action if infractions occur:

1. In any PHS classroom
2. To and from PHS
3. On the PHS campus
4. During any PHS activity or athletic event, including trips to and from the activity or event.\*
5. Any other time the student is under the jurisdiction of or representing the Pinon Unified School District #4.\*
6. **Make-up work may be provided at the teacher's discretion.**

(\*Home or away, day or night)

**Classroom Rules**

These rules apply to all classrooms at PHS. Some classrooms may have additional "special" safety rules (Welding, Construction, Culinary Arts, Agriculture, Auto, etc.)

1. Be respectful.
2. Be prepared.
3. Be on time.
4. Participation is required.
5. The teacher, not the bell, releases you from class.

\*Violations of the classroom Behavior Rules will result in classroom discipline.

**Severe Classroom Disruptions**

The following behaviors in a classroom will result in immediate referral to a Principal and probable severe discipline:

1. Commits or threatens to commit physical harm to another student or adult.
2. Damages or destroys student, teacher, or school property.
3. Defiantly refuses to get to work or uses profanity towards the teacher.
4. Unsafe or reckless use of school materials or equipment.
5. Engages in behavior that keeps the classroom from functioning. (If the teacher cannot teach, the student's cannot learn.)

**Possible Disciplinary Actions**

- **Parent Conference:** A formal conference between the parent/guardian(s), the student, and Principal(s) usually results in a behavior contract. This could result in reinstatement of the student; other appropriate disciplinary actions will still be imposed.
- **Short-Term Suspension (OSS)** - A temporary dismissal from the privilege of school participation. A student under this type of suspension may not be present on PHS campus nor participate in, practice for or attend any school activity. Suspensions may range from one(1) to ten (10) days off campus. All days served in suspension count as unexcused days absent. In an effort to keep students in school and have them follow the rules, Parents/Guardians may attend school with their child in lieu of suspension for the number of days the child is under OSS.
- **Long Term Suspension (LTS)** - Removal from school for up to one year. Requires formal hearing before a hearing officer. The student and his/her parents or legal guardian have the right to call witnesses, question school officials and present information on behalf of the student.
- **Expulsion** - Permanent dismissal from school. Student may petition the Governing Board after two semesters out of school to be reinstated. Requires a formal hearing with the same rules as long-term suspension. However, an appeal may be made to the governing board by the student, parent or legal guardian.



- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
  - Fighting or engaging in violent behavior.
  - Making unreasonable noise.
  - Using abusive or obscene language or gestures.
  - Obstructing vehicular or pedestrian traffic.
  - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful directions of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
  - Selling, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
  - Selling, using, or possessing weapons, fireworks, or other dangerous instruments or contraband.
  - Selling, using, or possessing obscene materials.
  - Using profane, vulgar, or abusive language (including ethnic slurs).
  - Gambling.
  - Hazing.
  - Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
  - Lateness for, missing, or leaving school or class without permission or excuse.
  - Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
  - Plagiarism.
- Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- Has a record of excessive absenteeism.
- Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

#### **Permissible Penalties**

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from transportation.
- Suspension from athletic participation.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Involuntary transfer.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

#### **Student Disciplinary Proceeding**

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

#### ***Refusal to readmit per A.R.S. 15-841:***

- Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.
- Either of the following conditions must exist for a temporary removal per A.R.S. [15-841](#):
  - The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
  - The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. [15-841](#). Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.
- If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the IEP team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

**Involving Staff Members**

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

**Category of Infractions**

**Aggression**

**Verbal Provocation:** Use of language or gestures that may incite another person or other people to fight.

1 <sup>st</sup> Offense	1-5 days OSS; Parent Conference
2 <sup>nd</sup> Offense	5-10 days of OSS; Parent Conference
3 <sup>rd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**Minor Aggressive Act:** Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, [pulling] or pushing (SWISTM). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.

1 <sup>st</sup> Offense	1-3 days OSS; Parent Conference
2 <sup>nd</sup> Offense	3-5 days OSS; Parent Conference
3 <sup>rd</sup> Offense	5-10 days of OSS; Parent Conference

**Disorderly Conduct:** [13-2904. Disorderly conduct; classification](#)

1. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:
  - a. Engages in fighting, violent or seriously disruptive behavior; or
  - b. Makes unreasonable noise; or
  - c. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or
  - d. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or
  - e. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency; or
  - f. Recklessly handles displays or discharges a deadly weapon or dangerous instrument. (Possession of a deadly weapon or dangerous instrument must also be reported as a weapon violation to ADE and to local law enforcement.)

1 <sup>st</sup> Offense	5-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**Recklessness:** Unintentional, careless behavior that may pose a safety or health risk for others.

1 <sup>st</sup> Offense	1-3 days OSS; Parent Conference
2 <sup>nd</sup> Offense	1-5 days OSS; Parent Conference
3 <sup>rd</sup> Offense	1-5 days of OSS; Parent Conference

**\*Endangerment:** [13-1201. Endangerment; classification](#)

1. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.
2. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.

1 <sup>st</sup> Offense	1-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**\*Fighting:** Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting. 131201

1 <sup>st</sup> Offense	5-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**\*Assault:** [A.R.S. §13-1203. Assault](#)

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

1 <sup>st</sup> Offense	5-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**\*\*Aggravated assault:** [A.R.S. §13-1204. Aggravated assault](#)

1. A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances:
  - a. If the person causes serious physical injury to another,
  - b. If the person uses a deadly weapon or dangerous instrument,
  - c. If the person commits the assault after entering the private home of another with the intent to commit the assault,
  - d. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under,
  - e. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties,
  - f. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.

1 <sup>st</sup> Offense	5-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**Alcohol, Tobacco, and Other Drugs**

**Alcohol Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.

1 <sup>st</sup> Offense	5-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**Drug Violation:** The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415). "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).

- A. Drugs:
  - a. Inhalants
  - b. Prescription Drugs (Inappropriate Use of)
  - c. Over the Counter Drugs (Inappropriate Use of)
  - d. Illicit Drugs
    - i. Ecstasy
    - ii. Cocaine or Crack
    - iii. Hallucinogens
    - iv. Heroin
    - v. Marijuana
    - vi. Methamphetamines
    - vii. Other illicit drug
    - viii. Unknown drug
  - e. Drug Paraphernalia
  - f. Substance represented as illicit drug

1 <sup>st</sup> Offense	5-10 days of OSS, drug test, notify police, parent conference, drug testing
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, drug testing, recommendation for LTS/Expulsion

**Tobacco Violation:** The possession, use, distribution or sale of tobacco products (cigarettes, mini cigars, e-cigarettes, etc.) on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).

1 <sup>st</sup> Offense	5-10 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion

**Arson**

**\*Arson of a structure or property:** [A.R.S. §13-1703. Arson of a structure or property](#) A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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**\*\*Arson of an occupied structure:** [A.R.S. §13-1704 Arson of an occupied structure](#) A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. [A.R.S. §13-1701, 2. Occupied structure](#) means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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### Attendance Policy Violation

**Tardy:** Arriving at school or class after the scheduled start time.

1-5 Offense	Tardy students will be escorted to class; marked tardy for attendance
6+ Offense	After six tardies, 1-5 days OSS; Parent Conference; Study Hall
15+ Offense	1-5 days OSS; Parent Conference; Study Hall

**Leaving School Grounds without permission:** Leaving school grounds or being in an "out-of-bounds" area during regular school hours without permission of the principal or principal designee. Students who leave without permission create a serious legal liability problem for the district.

1 <sup>st</sup> Offense	1-5 days OSS; Parent Conference
2 <sup>nd</sup> Offense	5-10 days of OSS; Parent Conference; Referral to Navajo Nation Peacemaking
3 <sup>rd</sup> Offense	10 days OSS; Parent Conference; Recommendation for LTS/Expulsion

**Unexcused Absence:** Defined by school district policy for discipline purposes. Unexcused absences are utilized in the calculation of truancy for federal reporting, but are obtained from SAIS for this purpose.

1 <sup>st</sup> Offense	1-3 days OSS Conference with Principal/Assistant Principal
2 <sup>nd</sup> Offense	1-5 days OSS Parent Conference; Referral to Navajo Nation Peacemaking
3 <sup>rd</sup> Offense	5-10 days OSS; Parent Conference; Recommendation for LTS/Expulsion

**Truancy:** The state of Arizona requirement for school attendance and definitions for truancy are as follows: [A.R.S. §15-803. School attendance; exemptions; definitions](#)

1. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
  - a. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).
  - b. The child is accompanied by a parent or a person authorized by a parent.
  - c. The child is provided with instruction in a home school.
2. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.
3. As used in this section:
  - a. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
  - b. "Truant" means an unexcused absence for at least one class period during the day.
  - c. "Truant child" means a child who is between six and sixteen 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 as provided by this section

3 <sup>rd</sup> Offense	1-5 days OSS; Parent Conference; Attendance Contract; Referral to Navajo Nation Peacemaking
6 <sup>th</sup> Offense	5-10 days OSS; Parent Conference; Navajo Nation Peacemaking
18+ Offenses	5-10 days OSS; Parent Conference; Recommendation to LTS/Expulsion for Truancy (10% of 180 days)

### Harassment, Threat, and Intimidation

Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual

**\*Harassment, Nonsexual:** [A.R.S. §13-2921. Harassment; classification; definition](#)

1. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:
  - a. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.
  - b. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.
  - c. Repeatedly commits an act or acts that harass another person.
  - d. Surveils or causes another person to surveil a person for no legitimate purpose.
  - e. On more than one occasion makes a false report to a law enforcement, credit or social service agency.
  - f. Interferes with the delivery of any public or regulated utility to a person.

**Note:** Bullying and Sexual Harassment are types of Harassment. Indicate harassment if the violation is not specifically Bullying or Sexual Harassment, or if the specific type of Harassment is not known.

1 <sup>st</sup> Offense	1-5 days OSS; Parent Conference
2 <sup>nd</sup> Offense	5-10 days OSS; Parent Conference; Notify Police

**\*Bullying:** Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)

1 <sup>st</sup> Offense	1-5 days OSS; Parent Conference
2 <sup>nd</sup> Offense	5-10 days OSS; Notify police; Parent Conference
3 <sup>rd</sup> Offense	10 days OSS; Notify police, recommendation for LTS/Expulsion

**\*Threat or Intimidation:** When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202) [A.R.S. §13-1202. Threatening or intimidating](#)

1. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:
  - a. To cause physical injury to another person or serious damage to the property of another; or
  - b. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or
  - c. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.
2. Threatening or intimidating pursuant to subsection A, paragraph 1 or 2 is a class 1 misdemeanor, except that it is a class 6 felony if the offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity. Threatening or intimidating pursuant to subsection A, paragraph 3 is a class 4 felony.

1 <sup>st</sup> Offense	1-5 days OSS; Notify police; Parent Conference
2 <sup>nd</sup> Offense	5-10 days OSS; Notify police; Parent conference
3 <sup>rd</sup> Offense	10 days OSS; Parent Conference; Notify police, recommendation for LTS/Expulsion

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REGULATION**

**HAZING**

**(To be displayed in school buildings and placed in student handbooks)**

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

**Definitions**

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

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

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

**Reporting/Complaint Procedure**

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

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

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

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

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

\*Hazing: [A.R.S. §15-2301. Hazing prevention policies; definitions](#)

1. B. Violations of hazing prevention policies adopted pursuant to this section do not include either of the following:
2. Customary athletic events, contests or competitions that are sponsored by an educational institution.
3. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
4. C. For purposes of this section:
5. "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:
  - (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
  - (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.
6. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

1 <sup>st</sup> Offense	5-10 days of OSS; Notify police; Parent Conference
2 <sup>nd</sup> Offense	10 days of OSS.; Notify police; Parent Conference; Recommendation for LTS/Expulsion

### Homicide

**Homicide:** Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11)

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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### Kidnapping

**\*\*Kidnapping:** [A.R.S. §13-1304. Kidnapping; classification: consecutive sentence](#)

1. A person commits kidnapping by knowingly restraining another person with the intent to:
  - a. Hold the victim for ransom, as a shield or hostage; or
  - b. Hold the victim for involuntary servitude; or
  - c. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or
  - d. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
  - e. Interfere with the performance of a governmental or political function.
  - f. Seize or exercise control over any airplane, train, bus, ship or other vehicle.
2. Kidnapping is a class 2 felony unless the victim is released voluntarily by the defendant without physical injury in a safe place prior to arrest and prior to accomplishing any of the further enumerated offenses in subsection A of this section in which case it is a class 4 felony. If the victim is released pursuant to an agreement with the state and without any physical injury, it is a class 3 felony. If the victim is under fifteen years of age kidnapping is a class 2 felony punishable pursuant to section 13-604.01. The sentence for kidnapping of a victim under fifteen years of age shall run consecutively to any other sentence imposed on the defendant and to any undischarged term of imprisonment of the defendant.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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### Lying, Cheating, Forgery or Plagiarism

**Cheating:** Merriam Webster Dictionary Online:

1 : to deprive of something valuable by the use of deceit or fraud 2 : to influence or lead by deceit, trick, or artifice

1 <sup>st</sup> Offense	Warning and Student Conference; Parent Conference
2 <sup>nd</sup> Offense	1-5 days OSS; Parent Conference

**Forgery:** Merriam Webster Dictionary Online: falsely and fraudulently making or altering a document

1 <sup>st</sup> Offense	1-3 days OSS; Parent Conference
2 <sup>nd</sup> Offense	3-5 days OSS; Parent Conference

**Lying:** Merriam Webster Dictionary Online: 1: to make an untrue statement with intent to deceive 2: to create a false or misleading impression

1 <sup>st</sup> Offense	Conference with teacher
2 <sup>nd</sup> Offense	1-3 days OSS; Parent Conference

**Plagiarism** Merriam Webster Dictionary Online: to steal and pass off the ideas or words of another as one's own:

1 <sup>st</sup> Offense	1-3 days OSS; Parent Conference
2 <sup>nd</sup> Offense	3-5 days OSS; Parent Conference

### School Policies, Other Violations

This category comprises misbehavior defined in district policy but not captured elsewhere.

**Defiance, Disrespect Towards Authority, and Non-Compliance:** Student engages in refusal to follow directions, talks back, or delivers socially rude interactions (SWIS™)

1 <sup>st</sup> Offense	Conference with teacher
2 <sup>nd</sup> Offense	1-3 days OSS; Parent Conference
3 <sup>rd</sup> Offense	3-5 days OSS; Parent Conference



4th Offense	5-10 days OSS; Parent Conference; Recommendation for LTS/Expulsion
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**EXHIBIT**

**BUS SAFETY PROGRAM**

This checklist may be used by District officials as a guide for transportation documents or transportation handbooks.

**Arriving at pickup point:**

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing oncoming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

**Board the bus:**

- Line up in single file parallel to the roadway, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

**Conduct on the bus:**

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Eat at home or school, but not on the bus.
- Obey promptly the directions and instructions of the school bus driver.

**Prohibited items:**

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. [A.A.C. R17-9-104]
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

**Exit from the bus:**

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

**Crossing the highway:**

- If you must cross the road, walk to a point about ten (10) feet in front of bus but do not cross until you can see that the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.
- Never cross the road behind the bus.

**Accident or other emergency:**

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

**Procedures followed upon student misbehavior on school bus:**

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good behavior.
- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the principal. This report will include the use of a written form that lists the offense and the action taken by the principal.
- Upon receiving the complaint and discussing it with the driver, the principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

(This section on student misbehavior shall be made available to parents and students in copy form.)

**Bus Violation:** Noncompliance with published bus rules is prohibited. Discipline will be referred to Head of Transportation and include anything from community service to loss of bus privileges for the year. Bus transportation is a privilege not a right.

1 <sup>st</sup> Offense	Warning from bus driver
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2 <sup>nd</sup> Offense	1-5 days OSS; Referral to Principal/ Assistant Principal
3 <sup>rd</sup> Offense	5-10 days OSS; Referral to Principal/ Assistant Principal—possible loss of bus riding privileges

**Combustible:** Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid (SWIS™).

1 <sup>st</sup> Offense	1-5 days OSS; Parent Conference
2 <sup>nd</sup> Offense	5-10 days of OSS; Parent Conference
3 <sup>rd</sup> Offense	5-10 days of OSS; Parent Conference; recommendation for LTS/Expulsion

**Contraband:** Items that are considered disruptive or harmful to the educational process, facilities or to others. Prohibited items are:

1. Skateboards/Rollerblades on campus before school or during school hours.
2. Water devices
3. Permanent markers

1 <sup>st</sup> Offense	Items will be confiscated and returned to the student
2+ Offenses	Items will be confiscated and returned to parent only.

Electronic devices are allowed during breakfast and lunch. Electronic devices may not be used during instructional time unless permitted by the teacher. Electronic devices may not be used during transition times. Staff will ask the student to put away their electronic device if being used during class time or transition times. If the student refuses, an Administrator will be notified for confiscation of the device. The electronic device will be returned the first time at the end of the day. Two or more offenses of using an electronic device during class time or during transitions will result in the electronic device being returned to only the parent.

**Disruption:** Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior (SWIS™)

1 <sup>st</sup> Offense	Conference with teacher/parent conference
2 <sup>nd</sup> Offense	1-3 days OSS; Parent Conference
3 <sup>rd</sup> Offense	4-5 days OSS; Parent Conference
4 <sup>th</sup> Offense	Recommendation to LTS/Expulsion

**Student Dress Code** (*Governing Board approved 6/23/11*). Students arriving at school dressed in violation of dress code will need to change, which may require a family member will have to bring dress code approved clothes. Persistent dress code offenders may be placed on out of school suspension from 1-5 days.

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

Pants, shorts, skirts, sweatpants, wind pants, and skorts:

- o Color: Blue jean, tan, black, gray, white, teal.
- o Shorts, skirts, and skorts will not be shorter than three inches above the knees.

Shirts:

- o Color: Teal, black, gray, white, or blue jeans
- o With or without collar
- o Bare midriiffs, halter tops, and spaghetti straps are not acceptable

Footwear:

- o In the interest of student safety, shoes must be worn at all times
- o Bare feet are never acceptable
- o Closed shoes are to be worn for any type of physical activity, such as physical education, etc.

Jackets and Sweaters:

- o Color: Teal, black, gray, white, blue jeans
- o Zippered or pullover
- o Shirt underneath must be dress code colors

Headgear

- o No hats, beanies, do-rags, bandanas, sunglasses, or other head coverings may be worn in the classrooms and school buildings, except for properly approved occupational safety headgear required for special classes (welding, construction, auto, etc.)

- Clothing size shall not present a hazard to the health or safety of the student or others in the school
- Only Pinon School logos are permitted on clothing.
- No black on black (shirt/pants).
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- No bandana of any color, size, or shape may be carried or displayed in any classroom, school building or at any school activity. This includes simulations of anything representing "colors."
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.
- Obscene language, skeleton, or symbols of drugs, sex, or alcohol on clothing is expressly prohibited.
- Exceptions for special activities or health considerations may be preapproved by the administrator.
- Students who participate in extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as **defined by the sponsors of such activities.**
- Students who are enrolled in the JROTC course are required to dress in full uniform once a week (all day) and for special occasions. Students who do not dress in full uniform for JROTC will be disciplined for dress code and/or Non-Compliance.

1 <sup>st</sup> Offense	Conference with Principal/Assistant Principal; student changes into dress code approved clothes
2 <sup>nd</sup> Offense	1 day OSS; Parent Conference
3 <sup>rd</sup> Offense +	1-3 days OSS ; Parent Conference



**Gambling:** To play games of chance for money or to bet a sum of money.

1 <sup>st</sup> Offense	1-3 days OSS; Parent Conference
2 <sup>nd</sup> Offense	3-5 days OSS; Parent conference
3 <sup>rd</sup> Offense	5-10 days OSS; Recommendation for LTS/Recommendation

**Language, Inappropriate:** Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way (SWIS™). Includes verbal abuse of peers and staff.

1 <sup>st</sup> Offense	1-3 days OSS; Conference with teacher/parents
2 <sup>nd</sup> Offense	1-3 days OSS; Parent Conference
3 <sup>rd</sup> Offense	3-5 days OSS; Parent Conference

**Negative Group Affiliation:** Specific attitudes and actions of a student affiliated with a negative group typically include most of the following:

- A. May or may not have a recognized leader.
- B. Do most things together, especially socially.
- C. Stick together on issues.
- D. Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.
- E. Involve themselves in each other's problems; therefore, perpetuate each other's problems.
- F. Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.
- G. Likely to confront authority as a group when one member has been disciplined.
- H. Usually uncooperative, and possibly hostile.
- I. As a group, likely to be either very good or very poor students.
- J. Conduct themselves as though no other individuals exist in the school, including other students.
- K. Not objective. They turn-off to everything, sometimes without even knowing what they are doing. (Paraphrased from [Discipline Help: You Can Handle Them All](#))

1 <sup>st</sup> Offense	3-5 days of OSS, notify police, parent conference
2 <sup>nd</sup> Offense	5-10 days of OSS, notify police, parent conference
3 <sup>rd</sup> Offense	10 days of OSS, recommendation for LTS/Expulsion

**Parking Lot Violation:** Inappropriate use of an automobile on school property is prohibited. **Vehicle registration and insurance with the student's name listed is required.** See the high school front office for a packet to register your vehicle with the school.

1 <sup>st</sup> Offense	Parent contact to pick up vehicle/ Loss of privilege
2 <sup>nd</sup> Offense	1-5 days OSS; Parent Conference

**Public Display of Affection:** Kissing, holding, sexual touching, or other displays of affection in violation of school policy

1 <sup>st</sup> Offense	Conference with Principal/Assistant Principal, warning
2 <sup>nd</sup> Offense	1-3 days OSS; Parent Conference
3 <sup>rd</sup> Offense	1-5 days of OSS; Parent Conference

### School Threat

**School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution:** Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers).

[A.R.S. §13-2911. Interference with or disruption of an educational institution](#)

1. A person commits interference with or disruption of an educational institution by doing any of the following:
  - a. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:
    - i. Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.
    - ii. Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.
  - b. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
  - c. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.
2. To constitute a violation of this section, the acts that are prohibited by subsection A, paragraph 1 of this section are **not required to be directed at a specific individual**, a specific educational institution or any specific property of an educational institution.
  - a. For the purposes of this section:
    - i. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the **educational institution** or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.

**\*\*Bomb Threat:** Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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**\*\*Chemical or Biological Threat:** Threatening to cause harm using dangerous chemicals or biological agents.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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**\*\*Fire Alarm Misuse:** Intentionally ringing fire alarm when there is no fire.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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\*Other School Threat: The incident cannot be coded in one of the above categories but did involve a school threat.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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### Sexual Offenses

Note: Consider age and developmentally appropriate behavior before using this category.

**Pornography:** Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." *Encyclopedia of Ethics*. New York: Garland Publishing.)

1 <sup>st</sup> Offense	3-5 days OSS; Parent Conference
2 <sup>nd</sup> Offense	5-10 days OSS; Parent Conference

**Indecent Exposure or Public Sexual Indecency:** [13-1402. Indecent exposure; exception; classification](#)

1. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act.
2. Indecent exposure does not include an act of breast-feeding by a mother.

[13-1403. Public sexual indecency; public sexual indecency to a minor; classifications](#)

1. A person commits public sexual indecency by intentionally or knowingly engaging in any of the following acts, if another person is present, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act:
  - a. An act of sexual contact.
  - b. An act of oral sexual contact.
  - c. An act of sexual intercourse.
  - d. An act of bestiality.
2. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS
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**\*Harassment, Sexual:** [U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:](#)

Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Because sexual harassment of students is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, it is governed by this statute and corresponding guidance. Title IX applies to any public or private school receiving federal funding. Does not include legitimate nonsexual touching or other nonsexual conduct, for example, a high school athletic coach hugging a student who made a goal or a kindergarten teacher's consoling hug for a child with a skinned knee.

Relevant factors in determining whether behavior rises to the level of sexual harassment include:

1. The degree to which the conduct affected one or more students' education
2. The type, frequency and duration of the conduct
3. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment
4. The number of individuals involved
5. The age and sex of the alleged harasser and the subject or subjects of the harassment
6. The size of the school, location of the incidents, and the context in which they occurred
7. Other incidents at the school

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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**\*Harassment, Sexual with Contact:** Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.) (This is technically sexual harassment but some people wanted to track it separately.)

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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**\*\*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation:** [A.R.S. §13-1404. Sexual abuse; classifications - A.](#) A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.

[A.R.S. §13-1405. Sexual conduct with a minor; classifications - A.](#) A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.

[A.R.S. §13-1410. Molestation of child; classification - A.](#) A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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**\*\*Sexual Assault (Rape):** [A.R.S. §13-1406. Sexual assault; classification; increased punishment](#)

A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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## Improper use of Technology

**Computer:** Accessing the Internet without proper authorization, changing or altering protocols. Other tampering includes disconnecting or changing the configurations that cause the computer not to function.

1 <sup>st</sup> Offense	1-3 days OSS; (if pornography, Loss of internet privileges for one semester); Parent Conference
2 <sup>nd</sup> Offense	3-5 days OSS; Loss of internet privileges for one year; Parent Conference
3 <sup>rd</sup> Offense	5-10 days of OSS; Loss of internet privileges for one year; Recommendation for LTS/Expulsion

### Theft

**Indicate whether School Property or Non-School Property:** dollar amount is recorded on the incident description page. [A.R.S. §13-105.11](#) (See definition of Extortion, Burglary-First Degree and Armed Robbery below)

**Dangerous instrument:** Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.

**Petty Theft:** Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty.

1 <sup>st</sup> Offense	Return of stolen goods or restitution, 3 days of OSS, parent conference
2 <sup>nd</sup> Offense	Return of stolen goods or restitution, 5 days of OSS, parent conference
3 <sup>rd</sup> Offense	Return of stolen goods or restitution, 10 days of OSS, recommendation for LTS/Expulsion

**Theft:** Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.

[ARS §13-1802. Theft: classification](#)

1. A person commits theft if, without lawful authority, the person knowingly:
  - a. Controls property of another with the intent to deprive the other person of such property; or
  - b. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or
  - c. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or
  - d. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or
  - e. Controls property of another knowing or having reason to know that the property was stolen; or
  - f. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.

1 <sup>st</sup> Offense	Return of stolen goods or restitution, 3 days of OSS, parent conference
2 <sup>nd</sup> Offense	Return of stolen goods or restitution, 5 days of OSS, parent conference
3 <sup>rd</sup> Offense	Return of stolen goods or restitution, 10 days of OSS, recommendation for LTS/Expulsion

**\*Burglary or Breaking and Entering (Second or Third Degree):** [ARS §13-1507. Burglary in the second degree; classification](#)

1. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.
2. Burglary in the second degree is a class 3 felony.

[ARS §13-1506. Burglary in the third degree; classification](#)

1. A person commits burglary in the third degree by:
  - a. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.
  - b. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.

1 <sup>st</sup> Offense	Return of stolen goods or restitution, 5 days of OSS, parent conference
2 <sup>nd</sup> Offense	Return of stolen goods or restitution, 5-10 days of OSS, parent conference
3 <sup>rd</sup> Offense	Return of stolen goods or restitution, 10 days of OSS, recommendation for LTS/Expulsion

**\*\*Burglary (First Degree):** [ARS §13-1508. Burglary in the first degree; classification](#)

1. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a **dangerous instrument** in the course of committing any theft or any felony.
2. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. It is a class 2 felony if committed in a residential structure.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, return of stolen goods or restitution, recommendation for LTS/Expulsion
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**\*Extortion:** [ARS §13-1804. Theft by extortion; classification](#)

1. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:
  - a. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.
  - b. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.
  - c. Cause damage to property.
  - d. Engage in other conduct constituting an offense.
  - e. Accuse anyone of a crime or bring criminal charges against anyone.

- f. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.
- g. Take or withhold action as a public servant or cause a public servant to take or withhold action.
- h. Cause anyone to part with any property.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, return of stolen goods or restitution, recommendation for LTS/Expulsion
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**\*Robbery:** Using force or threatening to use force to commit a theft or while attempting to commit a crime. [ARS §13-1902. Robbery:](#) A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, return of stolen goods or restitution, recommendation for LTS/Expulsion
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**\*\*Armed Robbery:** [ARS §13-1904. Armed robbery:](#) A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice:

- 1. Is armed with a deadly weapon or a simulated deadly weapon; or
- 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, return of stolen goods or restitution, recommendation for LTS/Expulsion
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### Trespassing

**Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function (**SDFS Terms and Definitions**). [A.R.S. §13-1503. Criminal trespass in the second degree:](#) A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.

1 <sup>st</sup> Offense	1-3 days OSS; Parent Conference
2 <sup>nd</sup> Offense	3-5 days OSS; Parent Conference

### Vandalism or Criminal Damage

Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). [A.R.S. §13-1602. Criminal damage:](#) A person commits criminal damage by recklessly:  
 Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. **Examples:** Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles. **Note:** When using this code record the cost of repairing or replacing the damaged property under "Cost."

**Graffiti or Tagging:** Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary).

1 <sup>st</sup> Offense	1-5 days of OSS, restitution to school for damages, notify police, parent conference
2 <sup>nd</sup> Offense	5-10 days of OSS, restitution to school for damages, notify police, parent conference
3 <sup>rd</sup> Offense	10 days of OSS, restitution to school for damages, notify police, recommendation for LTS/Expulsion

**\*Vandalism of personal property:** Willful destruction or defacement of personal property.

1 <sup>st</sup> Offense	1-5 days of OSS, restitution to owner for damages, notify police, parent conference
2 <sup>nd</sup> Offense	5-10 days of OSS, restitution to owner for damages, notify police, parent conference
3 <sup>rd</sup> Offense	10 days of OSS, restitution to owner for damages, notify police, recommendation for LTS/Expulsion

**\*Vandalism of school property:** Willful destruction or defacement of school property.

1 <sup>st</sup> Offense	1-5 days of OSS, restitution to school for damages, notify police, parent conference
2 <sup>nd</sup> Offense	5-10 days of OSS, restitution to school for damages, notify police, parent conference
3 <sup>rd</sup> Offense	10 days of OSS, restitution to school for damages, notify police, recommendation for LTS/Expulsion

### Weapons and Dangerous Items

[A.R.S §13-3101. Definitions](#)

- 1. In this chapter, unless the context otherwise requires:
  - a. **"Deadly weapon"** means anything that is designed for lethal use. The term includes a firearm.
  - b. **"Explosive"** means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.
  - c. **"Prohibited weapon"** means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including any of the following:

- i. Explosive, incendiary or poison gas:
  1. Bomb.
  2. Grenade.
  3. Rocket having a propellant charge of more than four ounces.
  4. Mine.
- ii. Device that is designed, made or adapted to muffle the report of a firearm.
- iii. Firearm that is capable of shooting more than one shot automatically, without manual reloading, by a single function of the trigger.
- iv. Rifle with a barrel length of less than sixteen inches, or shotgun with a barrel length of less than eighteen inches, or any firearm that is made from a rifle or shotgun and that, as modified, has an overall length of less than twenty-six inches.
- v. Instrument, including a nunchaku, that consists of two or more sticks, clubs, bars or rods to be used as handles, connected by a rope, cord, wire or chain, in the design of a weapon used in connection with the practice of a system of self-defense.
- vi. Breakable container that contains a flammable liquid with a flash point of one hundred fifty degrees Fahrenheit or less and that has a wick or similar device capable of being ignited.
- vii. Chemical or combination of chemicals, compounds or materials, including dry ice, that is placed in a sealed or unsealed container for the purpose of generating a gas to cause a mechanical failure, rupture or bursting of the container.
- viii. Combination of parts or materials that is designed and intended for use in making or converting a device into an item set forth in subdivision (a) or (f) of this paragraph.

**Table 5-Report of Children with Disabilities Subject to Disciplinary Removal 2005-2006 School Year - Dangerous Weapon –**  
 A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does NOT include a pocket knife with a blade of less than 2½ inches in length (18 U.S.C. Section 930(g) (2)).

\*\*Firearm (Including Destructive Devices): [A.R.S. §13-3111. Minors prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification](#)

1. Except as provided in subsection B, an un-emancipated person who is under eighteen years of age and who is unaccompanied by a parent, grandparent or guardian, or a certified hunter safety instructor or certified firearms safety instructor acting with the consent of the un-emancipated person's parent or guardian, shall not knowingly carry or possess on his person, within his immediate control, or in or on a means of transportation a firearm in any place that is open to the public or on any street or highway or on any private property except private property owned or leased by the minor or the minor's parent, grandparent or guardian.
2. "**Firearm**" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. [A.R.S. §13-3101. Definitions](#)

**The following is paraphrased from: 18 USC 921**

**Firearm:** Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device. This definition does not include antique firearms.

**Other Firearms** –Firearms other than handguns, rifles or shotguns including:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;
2. The frame or receiver of any weapon described above;
3. Any firearm muffler or firearm silencer;
4. Any destructive device, which includes: Any explosive, incendiary, or poison gas
  - a. Bomb;
  - b. Grenade,
  - c. Rocket having a propellant charge of more than four ounces,
  - d. Missile having an explosive or incendiary charge of more than one-quarter ounce,
  - e. Mine or Similar device
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter (Continued on next page)
6. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.  
 (This definition does not apply to items such as toy guns, cap guns, bb guns, and pellet guns.)

**Destructive Device:** A category of firearm that includes an explosive, combustible or poisonous gas. This includes bombs, grenades, mines and rockets. Any type of weapon (other than a shotgun or a shotgun shell which is generally recognized as particularly suitable for sporting purposes) which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant; and which has any barrel with a bore of more than one-half inch in diameter, and any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled. The term "destructive device" shall not include any device which is designed or redesigned for use as a weapon.

**Dangerous instrument:** [A.R.S. §13-105.11](#) Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. The following items are not allowed on school grounds at any time:

1. Firearms:
  - a. Handgun or Pistol
  - b. Shotgun or Rifle

- c. Starter Gun
- d. Destructive Devices includes:
  - i. Bombs
  - ii. Grenade
- e. Other Firearm or Destructive Device
- 2. Other Weapons (Dangerous Instruments below must be reported to Police)
  - a. Billy Club
  - b. Brass Knuckles
  - c. Knives of any size are prohibited on the school campus (Knife with blade length at a least 2.5 inches)
  - d. Nun chucks
- 3. Dangerous Items (A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument. (See A.R.S. definition for dangerous instruments listed above and **must be reported to law enforcement**):
  - a. Air Soft Gun
  - b. B.B. Gun
  - c. Knives of any size are prohibited on the school campus (Knife with blade length less than 2.5 inches)
  - d. Laser Pointer
  - e. Letter Opener
  - f. Mace
  - g. Paintball Gun
  - h. Pellet Gun
  - i. Razor Blade or Box Cutter
  - j. Simulated Knife
  - k. Taser or Stun Gun
  - l. Tear Gas
  - m. Other Dangerous Item
- 4. Simulated Firearm: Any simulated firearm made of plastic, wood, metal or any other material, which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.

1 <sup>st</sup> Offense	10 days of OSS, notify police, parent conference, recommendation for LTS/Expulsion
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***Piñon High School***

*P.O. Box 839  
Pinon, Arizona 86510  
928-725-2401 Office*

*2014-2015  
Piñon High School Student Handbook  
Student and Parent Agreement*

\*Return to PHS Front Office.

Print your child's name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read, understood, and agree to abide by the Pinon High School Student Handbook. I agree to adhere to all the rules, regulations, and policies as outlined in the Pinon High School Student Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date