

# MINGUS UNION HIGH SCHOOL



## Student Handbook 2015-2016

**A<sup>4</sup> Academics – Athletics – Activities – Appreciation**



**MINGUS UNION HIGH SCHOOL**

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**GOVERNING BOARD**

Mrs. Brenda Zenan, President

Mrs. Anita Glazar, Clerk

Mr. James Ledbetter, Member

Dr. Robb Williams, Member

Mr. Anthony Lozano, Member

**SUPERINTENDENT**

Dr. Paul Tighe 639-8640

**PRINCIPAL**

Ms. Jennifer Chilton 649-4430

**Assistant Principal**

Mr. Allen Mitchell 649-4471

**MUHS FIGHT SONG**

We're Marauders, we're Marauders, we are here to stay!  
We'll stand our ground, we're victory bound,  
We're Marauders all the way!

**FIGHT! FIGHT! FIGHT!**

Go Marauders, fight for Mingus, win for Red and Gray!  
Marauder pride is on our side, we'll win today!

**M-A-R-A-U-D-E-R-S!**

**GUESTS**

All authorized guests, even if accompanied by a student, faculty, or staff member, are required to wear identification while on campus. This can be obtained at the main office. (School Board Policy KIR)

Mingus Union is a tobacco and drug free school. Tobacco or nicotine use (smoke or smokeless) and all illegal drugs are prohibited at all times on all district property, in district vehicles, and at all school sponsored functions. (SB Policy KFAA)

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## MINGUS UNION HIGH SCHOOL VISION

Mingus Union High School is dedicated to unifying home, community, and school.

We are committed to promoting critical thinking and technical literacy with a rigorous and targeted curriculum for students.

Our graduates will value themselves and their histories, shaping a rich future for all with competence, curiosity, respect, and optimism.

## MINGUS UNION HIGH SCHOOL MISSION STATEMENT

Our mission every day is to provide viable opportunities for all members of the Mingus Union High School learning community to constructively contribute, achieve, and succeed in an ever-changing, increasingly complex and culturally diverse society; to serve and work cooperatively within their communities; and to become lifelong learners.

We believe:

- A safe, healthy, and comfortable environment promotes student learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Students learn best when they have opportunities for success.
- High expectations increase individual student performance.
- Extracurricular activities are an integral part of a student's academic success at MUHS.
- **Staff, parents, and the community share the responsibility for the support of the school's mission.**

## PRINCIPAL'S MESSAGE

Dear Mingus Students and Parents,

Welcome to the 2015-2016 school year at Mingus Union High School. It seems just a moment ago that this year's Seniors, the graduating class of 2016, were our incoming Freshmen. We are all looking forward to enjoying another year with our achieving, interesting, and talented Verde Valley teens.

Freshman Class of 2019, we welcome you and encourage you to make the most of your four years here. The Mingus Seniors will tell you how quickly this important, foundational time in your life will pass by; be sure to join a club or team, be sure to appreciate your friends and your supporters, and be sure to pursue your individual interests and dreams. Enjoy your time here every day.

To support all students in achieving their goals, Mingus Union High School offers a great selection of courses and programs including Career Technical Education (CTE), Advanced Placement (AP) and Yavapai College Dual Enrollment (DE) courses. We are committed to excellent instruction to promote the college and career readiness of every student. Please take advantage of Mingus' great teachers and outstanding, varied classes to explore your interests and define your post-graduation goals!

Mingus also offers academic and social student support through our guidance department and through the Focused Intervention and Tutoring program (FIT). We invite you to visit the Guidance Department to learn how to support your student by monitoring progress and attendance using the Family Link online communication system along with teacher websites from the Mingus home page at [www.mingusunion.com](http://www.mingusunion.com). Staying involved in your child's life is particularly important during these teenage years. Though your kids may be asserting their independence from you, we at Mingus are not! We believe that communication and teamwork are essentials for ensuring your student's high school success, and we always greatly appreciate your involvement and your concern. You are sincerely invited to call us or visit us any time you have questions or ideas about academics, activities, attendance, opportunities, or any other needs.

I'm looking forward to meeting our new students and seeing the changes in returning students as they mature each year! Go Marauders, and make the most of 2015-2016!

Jennifer Chilton  
Principal - Mingus Union High School  
[jchilton@muhs.com](mailto:jchilton@muhs.com)  
928-649-4430

## STUDENT COUNCIL

Mingus Union's Student Council has many important functions. The Student Council is a democratically elected legislative body that represents the students of this school. The student council plans events, promotes spirit, presides over assemblies, charters school organizations, works on various projects for the school and the community, and maintains a healthy working relationship with the faculty and administration. Council members are elected each spring for the sophomore, junior, and senior classes. Freshmen elect their representatives during the fall term.

### **Student Leadership (Advisor - Mr. Chad Scott)**

**President** - Aja VanHook      **Vice-President** - Carter Scott  
**Secretary Treasurer** - Brianna Epperson      **Spirit** - Kaitlin Swanson  
**Social** - Brenna McCallum      **Student Counselor** - John Sturm  
**Historian** - Shay Curtois

## 2015- 2016 SCHOOL CALENDAR

### Semester 1

July 31	Freshmen Only Day
August 3	1 <sup>st</sup> Day of School
August 24	Be Me Night
September 7	Labor Day - No School
October 9	End of 9 wk grading period
October 12 - 16	Fall Break - No School
November 11	Veteran's Day - No School
November 25 - 27	Thanksgiving Break -No School
December 18	End of 1 <sup>st</sup> Semester
December 21- January 1	Winter Break

### Semester 2

January 4	Begin 2 <sup>nd</sup> Semester
January 18	Martin Luther King Day - No School
February 12	Try-CTE Day
February 15	Presidents' Day - No School
March 11	End of 9 wk grading period
March 14 - 18	Spring Break - No School
April 25	No School
May 19	Students' last day
May 20	Graduation
May 23 - June 24	Summer School (tentative dates)

Please check the MUHS website <http://www.mingusunion.com> for calendar updates and modified schedules.

If you need help translating or explaining anything in this book, call 649-4402  
 Si necesita ayuda traduciendo o en explicar este libro, por favor  
 hable a la oficina de su consejera al numero- 649-4402

### MUHS CLASS TIME SCHEDULES

Period	Start	End	Minutes
1	8:40	9:35	55
2	9:40	10:35	55
3	10:40	11:35	55
4	11:40	12:40	60
Lunch	12:40	1:20	40
5	1:20	2:15	55
6	2:20	3:20	60

Announcements at end of 4th period

#### Academy at Mingus

Session	Start	End	Minutes
Morning	7:45	11:45	240
Afternoon	12:00	4:00	240

### Special Schedules

#### Assembly Schedule

Period	Start	End	Minutes
1	8:40	9:30	50
2	9:35	10:30	50
3	10:35	11:25	50
Assembly	11:25	11:55	30
4	12:00	12:50	50
Lunch	12:50	1:30	40
5	1:35	2:25	50
6	2:30	3:20	50

#### ½ Day Schedule

Period	Start	End	Minutes
1	8:40	9:20	40
2	9:25	10:05	40
3	10:10	10:50	40
4	10:55	11:35	40
5	11:40	12:20	40
6	12:25	1:05	40

#### Early Release

Period	Start	End	Minutes
1	8:40	9:30	40
2	9:25	10:05	40
3	10:10	10:50	40
4	10:55	11:35	40
Lunch	11:35	12:15	40
5	12:15	12:55	40
6	1:00	1:40	40

## COUNSELING

The Mingus Union High School Counseling Center provides academic support services. *Students are assigned a counselor according to the first letter of their last name.* Students and parents are encouraged to work closely with their counselor regarding class changes, graduation plans, testing, and post-secondary options. **The Class of 2018 will work with Gear Up coordinator, Gretchen Wesbrock.**

A - F	Mrs. Cindy Forsythe	649-4464	<a href="mailto:cforsythe@muhs.com">cforsythe@muhs.com</a>
G - N	Ms. Cynthia Harakaly	649-4416	<a href="mailto:charakaly@muhs.com">charakaly@muhs.com</a>
O - Z	Mrs. Kristy Meyers	649-4404	<a href="mailto:kmeyers@muhs.com">kmeyers@muhs.com</a>
Yavapai-Apache Liaison	Mrs. Shelley Kitchen	649-4381	<a href="mailto:shelley@muhs.com">shelley@muhs.com</a>
Gear Up Coordinator	Mrs. Gretchen Wesbrock	478-7944	<a href="mailto:gwesbrock@muhs.com">gwesbrock@muhs.com</a>

### MUHS Graduation and Arizona University Admission Requirements Class of 2016

#### REQUIREMENTS FOR GRADUATION AND UNIVERSITY ADMISSION Class of 2016

A minimum of 22.5 credits is required to graduate from Mingus Union High School. There are 16 required subjects. The remaining requirements will consist of electives and/or university admission requirements.

<u>Course</u>	<u>MUHS Requirements</u>	<u>AZ Universities Requirements</u>
English	4 credits (9th, 10th, 11th, 12th)	4 credits - same requirements
Math	4 credits at increasing skill level (must include Alg 2 or equivalent such as MAT 122)	4 credits (must include one advanced math Class Advanced Math Concepts, MAT 152 or equivalent)
Science	3 credits	3 credits, each from a different group A. Biology or Agriscience 1 B. Biology/Ecology or Agriscience 4 C. Earth Science D. Chemistry E. Physics 1 F. Advanced Science (Physics 2, AP Chemistry)
Social Sciences	3 credits World Studies credit (9th or 10th) U.S. History or 1 credit (11th) AP U.S. History American Govt. 1 credit (12th) and Economics	2 credits - (US History plus one additional social studies credit)
Physical Education	1 credit (9th)	
Vocational Ed (CTE)	2 credits within same program	
Or		
Fine Arts	1 credit	1 credit
Foreign Language		2 credits of the same foreign language
Community Service	.5 (1/2) credit	<b>(20 hours to be completed prior to graduation.)</b>

#### Advanced Placement classes:

Advanced Placement classes are weighted using the following values: A= 5.0, B= 4.0, C= 2.5, D= 1.0. AP students are expected to take the course's summative CollegeBoard AP exam in May. Test participation is required to receive the weighted grade. AP exam preparation is a significant component of the AP course. Students will need to purchase an AP test preparation book of the instructor's choosing.

MUHS offers the following Advanced Placement courses: AP U.S. History, AP World History, AP Chemistry, AP Calculus, AP Studio Art, AP English Literature and Composition, and AP English Language and Composition, AP Psychology, and AP Art History.



### **Additional admission requirements for Arizona universities:**

- I. A minimum of a "C" average is required in **each** required subject areas.
- II. An applicant must also meet at least one of the following  
General Aptitude Requirements for regular unconditional admission:
  - ✓ Have a GPA of at least 3.00 based on the **16 required** English, Math, Science, Social Studies, Foreign Language, and Fine Arts courses or
  - ✓ Rank in the upper 25% of the graduating class or
  - ✓ Have an ACT composite score of at least 22 or SAT I total score of at least 1040.

*University catalogs should be consulted for specific high school courses recommended or required for admission into a particular college or program, such as engineering or nursing. The Requirements for Participation in NCAA Division I and Division II Schools is available in the Counseling Office. Please note that out-of-state colleges frequently have different and/or additional entrance requirements.*

- III. Arizona universities highly recommend the following:
  - ✓ A math and science class during the senior year
  - ✓ A fourth credit of college prep science
  - ✓ A third credit of the same foreign language
  - ✓ A foreign language course during the senior year
  - ✓ A computer course

*If a student fails to meet admission requirements for an Arizona university, attendance at an Arizona community college is an option.*

### **Transferring to an Arizona university after attending a community college:**

If fewer than 24 transferable college credits are earned in academic courses, the student must meet the remaining subject requirements through successful completion of equivalent community college courses or attainment of equivalent test scores. The student must also meet general aptitude requirements listed above.

- I. If 24 or more transferable college credits are earned in academic courses:
  - ✓ The student must meet the remaining subject requirements through successful completion of equivalent community college courses or attainment of equivalent test scores.
  - ✓ The student must also earn at least a 2.00 college GPA
- II. A transfer degree enables you to transfer to a four-year college or university. The community college will help students plan a course of study that transfers to the university.

### **Technical Schools and Career and Technical Education Programs**

There are many private schools that offer specialized skill training. The programs provide technical skills needed for direct entry into a skilled occupation. The entrance requirements and fees vary.

For a comprehensive listing of available and career and technical education programs available in Arizona, the **Arizona College and Career Guide** is available in the Counseling Office. Information also can be accessed online at <http://accq.azhighered.org>.

**NOTE:** Financial Aid information can be obtained by contacting the Counseling Office, the Career Center or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Current scholarship information is available in the Guidance Office and the Career Center & online at [www.mingusunion.com](http://www.mingusunion.com)

### **Military Representatives**

If your career choices can be achieved through military service, you may find additional information in the Counseling Office and the Career Center. You qualify for programs based

upon your ASVAB score. The ASVAB test can be taken through your military recruiter. Recruiters are on campus often.

## ACTIVITIES

Extracurricular activities are defined as all interscholastic activities that are of a continuous and ongoing nature and are organized, planned, or sponsored by the district consistent with district policy. No graduation credit is earned for extracurricular activities.

**Extracurricular Eligibility:** Students may not miss instructional time in classes they are failing for the purpose of participating in an extra-curricular event.

**Athletic Eligibility:** (R7-2-808) Mingus Union is a member of the AIA (Arizona Interscholastic Association) and is bound by their rules which state: *A student must have received a passing grade during the preceding three-week grade check in all subjects in order to be certified eligible.* Each 3-week eligibility check, not semester grades, will be used to determine eligibility. Students declared scholastically ineligible will remain so until next 3-week grade check. Exception to the 3-week ineligibility period may be made only regarding assignments or tests missed due to absence during the week of the grade check. *A 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade student must be enrolled in a minimum of six classes (full time) in order to be eligible for extracurricular participation; For Seniors, full time is defined as 4 classes per day.* If a student is suspended, participation in extracurricular activities is denied during that time.

Three- (3) week athletic eligibility check:

- A three-week grade check will be used to determine eligibility. If the official 3-week grade check indicates that a student has received a non-passing grade in one or more of their classes, the student is determined to be ineligible at that point and may not participate in extracurricular activities.
- The coach/club sponsor is responsible for verifying that each participant in his/her activity has met grade requirements per policy and for declaring any student not passing as ineligible from all participation in his/her activity for the duration of the ineligibility. Academically ineligible students are not to miss instructional time due to activities.

**Athletics:** Mingus Union has an excellent and diverse program for athletes. By trying out for an athletic team, you will become a member of a very ambitious and energetic group of young athletes. In doing so, you are subjecting yourself to rigorous training and self-discipline; but in return, you will receive enjoyment and pleasure that can only be derived from being part of an athletic team. Participation in interscholastic athletics is a positive experience with life long benefits.

Athletics means more than just competition between two individuals or two squads representing different high schools. In athletics, students come in contact with fair play and sportsmanship, gain an understanding and appreciation of teamwork, and learn that quitting means failure while hard work eventually brings success.

It is not every student who can “make the team.” Therefore, upon doing so, you should take it upon yourself to become the very best athlete and team member possible and do everything in your power to be a positive role model at Mingus Union High School.

## EXTRACURRICULAR ACTIVITIES DISCIPLINARY VIOLATION POLICY

### Substance Abuse Rules

- a. The possession, consumption, production or distribution of drugs is forbidden.
- b. The possession, consumption, production, or distribution of alcohol is forbidden.
- c. The possession, consumption, production, or distribution of tobacco, tobacco products, or smoking (including electronic/vapor) is forbidden.

### Implementation of Procedure

The Mingus Union High School District (MUHSD) believes that students who are granted the privilege of participating in extracurricular activities will be held to higher standards of behavior than students in the general school population. Students who participate in extracurricular participation in the MUHSD shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or counterfeit drug, possession of which is prohibited by law. This includes tobacco and/or vapor products, illegal drugs, controlled substances, alcohol, or intoxicants of any kind.

The principal may exclude any student from all extracurricular participation for one (1) calendar year for any violation that involves selling or distributing any quantity of illegal drugs, counterfeit drugs, or controlled substances. Additionally, any violation of school district regulations, state, or federal laws that could have negative implications on the health, safety, and welfare of students in the general school population will also be cause for exclusion from participation.

This policy will be subject to enforcement and/or disciplinary action by the administrative and athletic department for twelve (12) months of the year. ANY offenses in violation of this policy are cumulative during a student's participation in extracurricular activities. The consequences listed in this policy are *in addition* to regular district policies regarding student substance abuse.

### Ia. First Violation In-Season

- a. Immediate exclusion from the activity. No athletic club participation for one (1) calendar year.
- b. Immediate removal from any leadership position(s) held in extra- curricular activities. Students will be ineligible to hold or run for office in extracurricular activities for a period of one (1) calendar year.

### Ib. First Violation Out-of-Season

- a. Loss of 50%\* of contests or student days of club participation (or)
- b. Immediate removal from any leadership position(s) held in extra-curricular activities. Students will be ineligible to hold or run for office in extracurricular activities for a period of one (1) calendar year.

**II. Second Violation** Exclusion from all participation for one (1) calendar year. An extracurricular participation committee will determine eligibility for return to participation for any students who have received a one-year suspension (see appeal procedure below).

**III. Third Violation** Exclusion from all athletic or club participation for the remainder of the student's high school enrollment.

During a 50% exclusion period the student may continue to participate in all on-campus club or team activities but not attend, participate, compete or dress for any contests, competitions, or region, state, or national club gatherings; **the student is not allowed to travel with the team for any purpose.**

#### Self-Referral by Student Athletes/Club Members

Students may take advantage of a self-referral procedure to seek information, guidance, counseling, and assessment in regard to student use of tobacco, alcohol, and other drugs. Voluntary referrals do not carry punitive consequences.

- a. Referral is allowed one (1) time in a student's four-year high school career.
- b. Referral must be only by the student or a member of the immediate family.
- c. Referral must be previous to the first in-season violation or the second out-of-season violation.
- d. Referral cannot be used by students as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the codes of conduct rules.
- e. Referral must be made to a sponsor or coach, Athletic Director, teacher, administrator, or guidance counselor.
- f. Students must meet all contractual obligations as established by the extra-curricular participation committee.

#### Individual Rules

Sponsors and coaches may establish additional rules and regulations with the approval of the Principal and Athletic Director for their respective programs. Copies of all additional rules by sponsors or coaches will be on file in the principal's **and athletic director's** office. These rules as pertaining to a particular sport or club must be given by the sponsor or coach in writing to all participants and explained fully at the start or at the time of initial participation in the club or sport. Penalties for violation of rules will also be in writing and shall be administered by the sponsor or coach.

#### Appeal Procedure

Students and their parents or guardians appeal the decision of the administration or Athletic Director to an extracurricular participation committee. This committee of five shall be appointed by the Activities Director and consists of an Activities Director, Athletic Director, teacher, neutral coach and a neutral club sponsor. The appeal will require the following:

1. A written appeal must be presented to the principal within five (5) working days of the initial ruling.
2. The Appeals Committee shall render a decision within five working days, in writing, to the student and his/her parents or guardian. **Students will remain ineligible for any club or sport participation during the appeal process.**
3. Appeals Committee decision is final - no further appeals

## SCHOOL SERVICES

**Advertisements:** Any posters or advertising displayed on school property must have administrative approval and must be related to a school activity. Advertisements must be removed in a timely manner (i.e. the day after advertised date).

**Bookstore:** Students may purchase school supplies in the bookstore. VISA and MasterCard are accepted for bookstore purchases and fees. If any books issued to a student are not returned at the end of the school year in acceptable condition, the student will be held responsible for the replacement cost.

**Fire Drills and Emergencies:** Students will be notified of a fire drill or real emergency by the siren tone over the PA system. Fire drill instructions are posted in every classroom. Follow the teacher's instructions and walk to the indicated exit. Do not return to the classroom until the "all clear" is announced.

**Fundraising:** All club and organizational fundraising activities must be cleared through school administration (Principal). Activity request forms may be picked up in the Main Office. Club and organization funds must be deposited in the bookstore. When a club or organization wishes to withdraw any of its funds or purchase supplies, a "Request Form" can be filled out in the Bookstore. All information must be listed, and the sponsor and class officer making the request must sign the form.

**Insurance:** To participate in athletics, an athlete must have insurance or an insurance waiver. Insurance (and waiver) forms are available in the Main Office. Myers-Stevens Insurance provides coverage options for any student enrolled in school.

**Library:** Mingus Union is a member of the Yavapai Library Network, giving students access to all public library resources through the campus center. Language, college, career, and research resources are ample. Computers with internet access are available for research. The library is open during regular school hours.

**Lockers:** Lockers are available to students through the Bookstore for a fee. Students may not share lockers. Responsibility for personal property, locks, and lockers lies with the student. The administration reserves the right to search a locker if it has reasonable cause to suspect that items which endanger the health or safety of students exist.

**Lost and Found:** Articles found by teachers, custodians, and students should be taken to the Administrative Office. If articles are lost, check there. Mingus Union discourages students from carrying large amounts of money or bringing other valuable items to school.

**The school assumes no responsibility for lost or damaged personal property.**

**Messages:** The administrative office will not deliver personal messages to students nor call them from class except in case of an emergency or parent sign out.

**Medical Care:** Mingus does provide nurse's service. Teachers will send students who are ill to the Nurse's Office first, the front office second. Students must not leave school ill or injured without signing-out at the Attendance Office. Use of prescription medication is permissible if approved by parents. Contact the School Nurse at 928-649-4441 or Activities Secretary 928-649-4455.

**School Buses:** Students must have MUHS issued ID card to board school buses. Transportation is provided for travel from home to school and school to home only. Buses cannot be used for public transportation. Mingus Union provides bus transportation subject to the following rules and regulations:

- Students must comply with requests of the bus driver who has complete authority over the bus and its passengers.

- Students must refrain from loud talking or causing any sort of disturbance.
- Students must keep themselves and all articles inside the bus at all times.
- Buses do not leave the paved roadways.

Failure to abide by School Bus Rules may result in suspension from riding the bus to and from school.



## SCHOOL REGULATIONS

*Throughout this handbook, "parent" means a parent (unless parental rights have been judicially limited or severed) or a legal guardian.*

**Academic Dishonesty and Cheating:** Students who copy, cheat on exams, plagiarize assignments, or otherwise engage in academic dishonesty will receive a grade of zero (0) on the assignment, activity, or exam with NO retake for credit. A repeated incident of plagiarism will result in failure of the course. Plagiarism is also subject to disciplinary action.

"There are some actions that can almost unquestionably be labeled plagiarism. Some of these include **buying, stealing, or borrowing a paper** (including, of course, copying an entire paper or article from the Web); **hiring someone to write your paper** for you; and **copying large sections of text** from a source without quotation marks or proper citation."

"But then there are actions that are usually in more of a gray area. Some of these include using the words of a source too closely when paraphrasing (where quotation marks should have been used) or building on someone's ideas without citing their spoken or written work. Sometimes teachers suspecting students of plagiarism will consider the students' intent, and whether it appeared the student was deliberately trying to make ideas of others appear to be his or her own. However, other teachers and administrators may not distinguish between deliberate and accidental plagiarism."

**"When do we give credit?"** The key to avoiding plagiarism is to make sure you give credit where it is due. This may be credit for something somebody said, wrote, emailed, drew, or implied. Many professional organizations, including the Modern Language Association (MLA) and the American Psychological Association (APA), have lengthy guidelines for citing sources. However, students are often so busy trying to learn the rules of MLA format and style or APA format and style that they sometimes forget exactly what needs to be credited. Here, then, is a **brief list of what needs to be credited or documented:**

- Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium
- Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing
- When you copy the exact words or a unique phrase
- When you reprint any diagrams, illustrations, charts, pictures, or other visual materials

- When you reuse or repost any electronically-available media, including images, audio, video, or other media”

So as not to plagiarize, the information above is quoted from the following resource webpage for defining and avoiding plagiarism: <https://owl.english.purdue.edu/owl/resource/589/02/>

<https://owl.english.purdue.edu/owl/> is a helpful resource for all your academic writing - research, citation, and style. Please see the reference pages at the end of this handbook for MLA Guidelines for Works Cited.

**Cell Phones and Other Electronic Devices:** Students must have all electronic devices (an electronic device is a device that is capable of emitting an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor) turned off and out of sight during class, performances, and assemblies. Students may have their phones turned on during lunch and passing periods. Classroom use of electronic devices **for instructional enhancement** is permitted only upon the teacher’s direction.

Consequences for violating the restriction on electronic devices include confiscation of the device, to be returned to parents/guardians **only at the end of the day** from the High School Office. Repeated offenses would carry with them detention, parent conference, and suspension.

#### **Closed Campus:**

Mingus Union High School is a closed campus for sophomores and freshmen during lunch unless a parent/guardian comes to the school and signs the student out of school or prior arrangements have been made through the attendance office. Seniors and Juniors must present their school ID in order to leave campus for lunch. Students late to class may have off campus privileges revoked as a disciplinary measure.

#### **Dances/Prom:**

- Students will not be admitted thirty minutes after the dance has begun.
- Students are expected to remain at the dance. If students leave, they will not be allowed to re-enter.
- Students are responsible for their guest’s conduct.
- ID cards are required.
- Students who violate dance rules can/will be detained and parents will be called.
- Students must obtain tickets from the Bookstore prior to the dance. Guests must have **administrative approval** for attendance. Grade school students, junior high/middle school students, **students under suspension, long term suspension, or expulsion and dropouts** are not permitted.
- All guests must be under 21. ID is required.

#### **Dress Code:**

The school dress code is being enforced to help ensure a positive and focused learning environment. Non-compliance with the dress code will always result in a mandatory change to compliant dress for the balance of the school day. Disciplinary consequences will follow disciplinary matrix included herein, beginning with lunch detention for 1<sup>st</sup> offense.

The dress code includes but **is not limited** to the following:

- ❖ Shirts, tops and blouses must be sleeved. No cleavage is to be showing at any time. Shirts **MUST** be long enough to extend **BELOW** the top of the bottom garment **AT ALL TIMES**. No bare

midriff or back. Sheer tops (lace, mesh, etc.) must be worn over garments meeting dress code if undergarments are visible.

- ❖ All skirts, dresses, and skorts must be long enough to extend at least **three inches** past the fingertips when in a normal standing position. Shorts must meet or extend past the fingertips when the student is in a normal standing position, shoulders relaxed, with palms flat to the side.
- ❖ Sagging pants or clothing that might expose undergarments is prohibited.
- ❖ Anything endorsing or implying gang affiliation or the use of substances not legally available to minors; or containing ethnic or gender slurs; or having profane, violent, inhumane, or sexual connotation is not permitted. (Bandanas, hair nets, and "do-rags" are considered gang affiliation and are not permitted.)
- ❖ Any jewelry, apparel or accessory that can be used as a weapon or is made to look like a weapon is not allowed, (including but not limited to chains, belt buckles, spiked jewelry, and excessively long belts.)
- ❖ Shoes must be worn at all times. Pajamas and house slippers are expressly forbidden. "Trench coats" are not allowed on campus.
- ❖ Clothing must be in good repair. Clothing with holes or frays may not expose any part of the body that would otherwise be covered by garments within dress code parameters.
- ❖ Sunglasses and hats may not be worn in classrooms or school offices.

**Food/Drink:** Food/drink is not permitted in hallways and permitted in the classroom only at the teacher's discretion.

**Harassment/Bullying:** Harassment and bullying of students is **prohibited** on campus and during school-related activities or circumstances. Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assaults, verbal threats or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.

Harassment and bullying also include any type of sexual harassment, unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.

If a student believes that he or she has been harassed or bullied, the student should report the behavior to a school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated. Students who engage in harassment or bullying will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law.

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

**Hazing:** There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to



enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion, or withdrawal from the District school

### Definitions

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

- o 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.
- o 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 District 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 District policies related to the conduct and discipline of students, staff, and others.

**Identification Cards:** ID cards will be issued at registration and must be carried at all times. ID cards are required to leave campus and for admittance to many campus events. ID cards must be surrendered to school personnel upon request. Replacement cards cost \$5.00 each.



**Liability for Vandalism:**

Students who cut, deface, or otherwise damage any school property may be suspended or expelled from school. Under Arizona law, parents may be liable for damage done to school property by their children.

**Lunchtime:** Students must realize that they are responsible for demonstrating appropriate behavior during lunchtime. Students choosing to leave campus will lose off-campus lunch privileges if they cause problems for area businesses. Trash

clean-up is required; Littering will be subject to disciplinary action.

**Parking**

Student parking on school grounds is a privilege limited to students who possess a valid driver's license and vehicle insurance. Student vehicles parked on school grounds must be registered with the school and display permit if provided. A \$75 fee is required to park at MUHS.

Students are given information about parking regulations when a permit is issued. A violation of any regulation may result in suspension of the parking privilege, "booting" of the vehicle, school disciplinary action, and citation by local law enforcement. **Students may not trade, sell, or loan parking spaces!**

Students who do not register and pay for parking or park in a space not registered to their vehicle will receive one (1) warning citation for parking violations. After the first warning students will be fined **\$5.00** for the first violation, **subsequent parking citations fines would double with each citation.** Students could appeal fines after the third citation to a review committee of staff and students. Students who continue to have parking violations will lose privileges for a period determined by the review committee up to the remainder of the current semester. All fines will be added to the students bookstore account. Students with outstanding balances at the end of the school year will not receive a parking space for the next school year if returning, until the account is paid in full. Seniors will have to pay fines as part of their checkout procedure prior to graduation.

Students are not to loiter in the parking lot. Loitering is defined as being in the parking lot while not in the process of arriving, departing, or participating in a school activity.

Neither the school nor the district is responsible for theft or damage to any vehicle or its contents when a student, parent, or other visitor parks the vehicle on campus.

**Safety of Students and Their Property:** Students must obey traffic laws and are encouraged to wear helmets when bicycling to and from school.

Suspicious or threatening behavior observed when traveling to or from school should be reported immediately to a school administrator or police officer.

**Safeguarding Property:** Students should not carry valuable personal items with them at school. The district cannot guard students' personal belongings and is not responsible for these items, including cell phones and other electronic devices that may be lost, stolen, or damaged at school.

Bicycles should be locked when parked at school. The school is not responsible for bicycles that are lost, stolen, or damaged on school grounds.

**Search and Seizure:** Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff. School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger.

**Search of Lockers and Desks:** The district is the owner and has control of student lockers and desks, which are provided as a convenience to students for storage of personal items. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

**Search of a Motor Vehicle:** A school official may search a motor vehicle at any time, without notice and without consent.

**Search of a Student's Person:** A search of a student's person, backpack, or other belongings shall be undertaken only if there is reasonable suspicion that the student possesses a dangerous, prohibited, or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.

**Skateboards/Roller-Blades/Go-Peds/Bicycles:** Skateboards and roller blades are not permitted on school property, including before, during, or after school or on weekends. Bicycles and go-peds may be stored in designated areas. Use of skateboards, roller blades, go-peds, bicycles, or other such items will result in confiscation of the item with return to a parent only.

**Smoking:** Smoking is prohibited on the campus of Mingus Union before, during, and after school, including after-school activities. Smoking is also prohibited within 1,000 feet of the school, including in front of the school on either side of the street and all district property. Violation will result in suspension.

**Student Speech:** Students are entitled to certain free speech rights in public schools. However, these rights are not automatically the same as the rights of adults in other settings, as this freedom must be applied in light of the special characteristics of the school environment. Prohibited student speech includes, among other things: speech that causes a material and substantial disruption; speech that is vulgar, lewd, obscene, or plainly offensive; speech that is slanderous or libelous; speech that advertises or promotes alcohol, tobacco, or illegal drugs; fighting words, incitement to violence, and threats of violence.

**Tardy Policy:** Students tardy to class will be sent to the ALC room for that class period, and a lunch detention will be assigned. Students will be responsible for missed assignments, tests, and any assigned homework. Repeated tardies will result in progressive discipline. Students

arriving late with documentation from a medical appointment must be signed in by a parent at the attendance office. To avoid disrupting instructional time, the student will need to wait in the ALC for the beginning of the next class period; this excused tardiness will not result in disciplinary consequences. Deliberate tardiness will be considered ditching and treated as such.

**Visitors:** The school requires that all visitors, with the exception of parents bringing or picking up students at the Attendance Office, report directly to the principal or assistant principal to be screened for a visitor's pass. Student visits are permitted only when considering transferring enrollment. Student visits must be arranged through counseling office with parent signature. Visitors must obey all school regulations. **Non-students present on school property without a visitor's pass are trespassing and are subject to criminal prosecution.**

Visitor's passes are not granted to the following:

- Non-high school students (infants, preschool students, elementary or Jr. High students)
- High school students who may be disruptive
- High school students who ought to be in attendance at their own school
- Drop-outs, long term suspended, or expelled students
- Adults who can give no valid reason for being on campus

## GUIDELINES FOR STUDENT BEHAVIOR

To assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are based on existing policies and procedures of the district and are designed to create a pleasant and safe environment for all students in our schools.

The Governing Board believes that student rights must be balanced with student responsibility. Students have the right to:

- equal treatment,
- equal access to the educational program, and
- due process.

Students also have, to a more limited extent, the freedom of expression and association.

Students are obligated to take care of their responsibilities in order to preserve their privileges. Student responsibilities include:

- respect for the rights of others,
- obedience to school authorities, and
- compliance with school rules and regulations.

You must remember that you are responsible for your own actions. If your actions are in violation of school rules and regulations, you will have to accept the consequences.

**You should also understand that Arizona law allows the district to hold you accountable for your behavior on school property, on the way to and from school, during any school-sponsored activity, at school bus stops, and in other locations outside school grounds if the behavior has a negative impact on other students, teachers, or school activities. J-2000**

Teachers will provide guidelines and expectations to students for each class. Students who fail to meet expectations for appropriate behavior will be assigned consequences by the teacher. Students will be referred to an administrator for insubordination, failing to serve teacher-assigned consequences, or acts that may warrant suspension.

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students.

The school's response to inappropriate behaviors is subject to change by the direction of Mingus Union High School District #4 Governing Board.

*It shall be the policy of the Governing Board of the Mingus Union High School District that repeat offenders of any school regulation may be denied attendance to Mingus Union High School. All decisions of the Governing Board will follow due process procedures.*

## DISCIPLINARY ACTIONS

Students engaging in inappropriate behavior are subject to disciplinary actions. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities. One or more of the following actions may be taken by school officials:

**Informal Talk/Verbal Warning:** A school official (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.

**Conference:** A formal conference is conducted with the student and one or more school officials.

**Parent Involvement/Written Warning:** The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.

**In-School Discipline:** The student is subject to consequences that do not require suspension from school, such as loss of privileges, lunch detention, after school detention, school service, (after school) temporary removal from class, and assignment to an alternative learning classroom (ALC).

**Alternative Learning Center:** Temporary assignment to an alternative learning classroom (ALC) is an alternative to off-campus suspension. ALC may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an ALC. All campus and activity privileges are revoked.

**Administrative Behavior Contract:** Assigned by the administrator, detailed consequences to address indicated behaviors.

**Restitution:** The student reimburses the cost to the district of restoring/replacing items damaged or destroyed.

**School Board Behavior Contract:** Assigned by Governing Board. Failure to abide by contract will result in immediate administration of consequences heretofore held in abeyance.

**Suspension from Transportation:** Removal from school transportation for a set period of time. Parents/students are responsible for making alternate arrangements.

**Suspension from Athletic Participation**

**Suspension from Social or Extracurricular activities**

**Suspension from Parking Privileges:** The student may not park or drive on campus for a fixed period of time.

**Exclusion from a Particular Class:** Student may be withdrawn from a class with loss of credit and enrolled as a study hall student for the balance of the semester.

**Short-term Suspension:** The student is subject to a suspension of 10 school days or less. School administrators may impose short-term suspension. During that suspension, the student is not permitted on district property or at district functions.

**Long-term Suspension:** The student is subject to a suspension of 11 school days or more. Long-term suspension may be recommended by the school administrator and imposed by the Governing Board.

During that suspension, the student is not permitted on district property or at district functions.

**Expulsion:** The student is permanently denied the right to attend Mingus High School. Expulsion is recommended by the school administrator and imposed by the Governing Board following a hearing before a board-designated hearing officer. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the Governing Board has readmitted the student to school

## DETENTION AND ALC PROCEDURES

1. Students shall be in their seats in the ALC when the bell rings or immediately upon being sent to ALC by teacher.
2. Students shall report to the detention room prepared with class-work or a book that relates to the student's current classes.
3. No eating or drinking (except water) in the detention room.
4. Students dismissed from detention for misbehavior or who do not come prepared with work serve assigned ALC consequences upon return.
5. Students/Parents must arrange transportation if dismissed from ALC for non-cooperation.

### School day served in the ALC room on the high school campus -

The student is responsible for bringing required texts, notebooks, paper, pens/pencils and being prepared to work for the entire day. It is the student's responsibility to make up missed work in his/her regular classes. Work completed by students will be returned to the appropriate teachers for their own evaluation and determination of credit.

A student who does not bring work for each class period (except ALC and/or study hall) may be assigned additional consequences.

#### Students will:

- report by 8:40 a.m.
- bring their lunch or purchase lunch from the cafeteria unless eligible for free lunches, in which case a lunch will be provided. Friends or family are not allowed to bring lunches.
- eat in the ALC at the same time as cafeteria lunches are served.
- adhere to the dress code.

#### Students will not:

- talk to, interact with, or disturb others in ALC.
- eat or drink except at lunchtime, or as authorized by the ALC Supervisor.
- listen to or interact with audio/video equipment (CD player, Nintendo game, IPOD, cassette recorder/player, TV, cell phone, etc.).
- argue with or engage in disrespectful behavior towards the ALC Supervisor.

Parents must pre-arrange, through the Attendance Office, to have a student leave for a medical or legal reason.

Unacceptable behavior Failure to observe all ALC procedures will result in removal from ALC.

**First removal** Automatic assignment to Short-Term Off-Campus Suspension, and reassignment to ALC upon return from Off Campus Suspension.

**Second removal** Five (5) days of Short-Term Suspension.

**Third removal** Seven (7) to ten (10) days Off Campus Suspension Referral to Police/Probation.

Recommendation for Long-Term Suspension.

## SEVERITY DEFINITION SCALE

### LEVEL OF INFRACTION

#### Level I

- A. Academic Misconduct
- B. Automobile
- C. Dress Code Violation
- D. Hall Pass violation
- E. Excessive Tardies
- F. Unexcused Absence
- G. Skateboards, Roller blade, Go-ped or Bicycle Violation (first offense only)

#### Level II

- A. Attendance Violations/Truancy
- B. Failure to complete Disciplinary Actions
- C. Forgery
- D. Information Systems/Electronic Devices Violation/Cell Phones
- E. Student Speech Violation (Involving peers)
- F. Tardiness/Insubordination Violation
- G. Disorderly Conduct/Classroom Disruption
- H. Disrespect
- I. **Repeated Level I infractions**

#### Level III

- A. Incitement
- B. Lying/False Accusation
- C. Sexual Offense/Public Display of Affection
- D. Tobacco Violation
- E. Trespassing
- F. Violent Behavior
- G. Good Neighbor Policy violations
- H. Defiance of Authority/Insubordination
- I. Plagiarism/Cheating
- J. Gambling
- K. Bus Violation/Disruption
- L. **Repeated Level I & II Infractions**

### DISCIPLINARY ACTIONS/AUTHORITY

*NOTE: Consequences listed below may be imposed either alone or in combination.*

#### Classroom, Administrative Level I

- Informal Talk/Verbal Warning
  - Written warning
  - Conference
  - Lunch Detention
  - After school detention
  - Loss of credit on assignment with no retake
  - Confiscation of items causing disruption
- (mandatory parent pick up after school)**

#### Classroom, Administrative Level II

- Alternative Learning Center-ALC
- Community Work Service---CWS
- Lunchtime Restriction to Campus
- Loss of Computer Privileges
- Loss of Parking Privileges
- Police Referral
- Counseling
- Suspension from Transportation
- **Level I consequences**

#### Administrative Level III

- ALC (In School Suspension)
- 1-3 Days of Off Campus Suspension--OCS
- Police Referral
- Counseling
- Referral to Diversion Program
- Suspension from athletic participation
- Suspension from other privileges
- Suspension from extracurricular or school activities on the day serving consequences
- **Level I & II consequences**

#### Level IV

- A. Robbery/Extortion
- B. Theft
- C. Vandalism/Defacing/Destruction of Property <\$100
- D. Tampering with Material, Grades, or Records
- E. Fighting
- F. Harassment/Threatening/Bullying/Intimidation/Hazing/Cyberbullying
- G. **Repeated level I, II or III infractions**

#### Level V

- A. Alcohol Violation
- B. Gang activity/Association violation
- C. Criminal Activity
- D. Drug Possession/Use Violation
- E. Medication/Dietary Supplement (Unauthorized Possession)
- F. Sexual Abuse
- G. Vandalism/Defacing/Destruction of Property \$100-500
  - H. Fireworks/Incendiary Device Violation
- I. Violation of Behavior/Attendance Contract
- J. Student Speech Violation/Verbal Abuse of Staff
- K. Sexual Harassment/Sexual Misconduct Sexting
- L. **Repeated Level I, II, III and IV infractions**

#### Level VI

##### Administrative/School Board Level

- A. Arson
- B. Assault of a Student
- C. Assault/Threatening/Intimidation/Harassment of Staff Member
- D. Disruption of Normal Educational Process
- E. Drug Violation (Distribution)
- F. Endangering Health, Welfare, Safety of others
- G. Possession of Dangerous Weapon/Instrument
- H. Possession of Deadly Weapon/Firearm
- I. Threatening an Educational Institution
- J. Unauthorized Entry
- K. Vandalism/Defacing/Destruction of Property >\$500

- L. **Repeated Level I, II, III, IV, V infractions**

##### Administrative Level IV

- 3-5 Days Off Campus Suspension
- Behavior Contract
- Police Referral
- Restitution
- Counseling
- Involuntary transfer to another class
- **Level I, II & III Consequences**

##### Administrative/School Board Level V

- 5-10 Days Off Campus Suspension
- Police Referral/Prosecution
- Exclusion from a Particular Class
- Required Urinalysis at Student/parent expense
- Recommendation for treatment program (student/parent expense)
- Behavior contract
- Restitution
- Long Term Suspension (1 year)
- **Level I, II, III & IV consequences**

##### Administrative/School Board Level VI

- Police Referral/Prosecution
- Restitution
- Long Term suspension (1 year or more)
- Expulsion
- 10 Days Off Campus Suspension



## DEFINITIONS

**Academic Misconduct/Cheating:** Cheating, plagiarism, or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.

**Alcohol Violations:** Use, possession, sale, purchase or distribution of alcoholic substances. This violation includes drunkenness at a school event.

**Arson:** Damaging or attempting to damage property by fire or incendiary device.

**Assault:** A physical attack on a person who does not wish to fight. Recklessness causing physical injury to another; intentionally placing another person in reasonable threat of imminent physical injury; touching another person with intent to injure, or the commission of an act if committed by an adult would constitute robbery or assault. This violation includes a student who encourages another to commit an assault.

**Attendance Violation:** Missing or leaving school or class without permission or without signing out. Excessive absenteeism

**Automobile Violation:** Misuse of an auto on school property, including unauthorized parking.

**Bus Violation:** Violation of bus rules: Insubordination, distracting the bus driver, profanity, fighting, moving while the bus is in motion, failure to comply with bus driver requests, other violations of school policies.

**Bullying:** A variety of negative acts carried out repeatedly over time. It 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, malicious teasing, name calling]); or psychological (e.g., social exclusion, extortion, intimidation, spreading rumors, manipulating social relationships). ARS 15-341.

**Consumption:** To use or ingest any amount of a substance.

**Criminal Activity:** Engaging in any conduct that breaks federal, state or city laws.

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

**Dangerous Weapon/Instrument:** Use, display or possession of a knife, box cutter, ice pick, CO<sub>2</sub>- or spring-powered pellet or BB gun, laser beam pointer, brass knuckles, nunchakus, club, fireworks, explosive ammunition or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun.

**Deadly Weapon/Firearm:** Use, display or possession of any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to expel a projectile by the action of an explosive. This violation includes handguns, pistols, rifles, shotguns and flare guns

**Defiance of Authority/Disrespect:** Failing to comply with the reasonable directions of district employees or other disrespectful behavior. Failure to identify themselves to district employees when asked to do so. Physical resistance to school officials may result in expulsion, regardless if such resistance is a first occurrence.

**Disorderly Conduct/Classroom Disruption:** Conduct that disrupts or interferes with the orderly operation or educational environment or mission of the school. This violation may include profanity, obscene gestures, unreasonable noises, repetitive behaviors intended to be antagonistic, obstruction of vehicular or pedestrian traffic, public displays of affection or any other act which creates a hazard or offensive condition and serves no legitimate purpose (including use of water guns and water balloons).

**Dress Code Violation:** Failure to comply with district and school dress standards.

**Drug Violation (Distribution):** Distribution, manufacture or sale of marijuana, other illegal drugs and inhalants and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).

**Drug Violation (Possession/Use):** Use, possession or purchase of marijuana, other illegal drugs and inhalants and other noxious substances. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

**Forgery:** Using the signature or initials of another person.

**Fighting:** Mutual participation in physical violence against a person or persons including self-defense.

**Fireworks/Incendiary Devices:** Any item designed to burn, smoke or explode due to impact or other ignition

**Gambling:** Engaging in games of chance for material gain.

**Gang Activity/Association:** Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school. Using hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group or that may be interpreted as such.

**Good Neighbor Policy:** Any act of Disorderly Conduct *before school, during delayed start mornings or during lunch release.* Conduct that disrupts or interferes with the orderly operation and peacefulness of surrounding businesses or homes. This violation may include profanity, obscene gestures, unreasonable noises, obstruction of vehicular or pedestrian traffic, public displays of affection or any act which creates a hazard or offensive condition and serves no legitimate purpose.

**Harassment/Bullying/Hazing:** Physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based upon race, ethnicity, gender, religion or disability, and forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization. It is no

defense to a violation of this policy if the victim(s) consent or acquiesce to hazing! Consequences to hazing may result in 10-day off campus suspension and a possible recommendation for long-term suspension.

**Incitement:** Instigating violence/fights by spreading rumors, engaging in gossip or passing notes that a reasonable person would find inflammatory.

**Information Systems/Electronic Devices Violation:** Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, cameras and audio/video recorders, and other information systems devices, such as the Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

**Loitering:** Lingering without purpose at any time on adjacent private property or in the parking lots.

**Lying/False Accusation:** Knowingly giving false or misleading information, including false accusations against others.

**Medication or Dietary Supplement (Unauthorized Possession):** Unauthorized possession or distribution of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use will be treated as a drug violation.

**Possession of a Weapon:** Weapons in vehicles parked in the school parking lot are considered a possession violation.

**Robbery/Extortion:** The solicitation of money or property in return for protection or under threat to inflict harm.

**Sexual Abuse:** Sexual contact without consent. Any act which violates State Statute on illegal sexual conduct, (A.R.S. 13-1401.1, .2 and .3), sexual conduct with a minor, indecent exposure (A.R.S. 13-1402) and public sexual indecency (A.R.S. 13-1403). [copies of these laws are available in the school office or library]

**Sexual Harassment:** Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical or through any type of electronic means. Sexual harassment may also constitute sexual abuse.

**Sexual Offense:** Conduct, sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure, sexual intercourse, lewd phone calls and possession of sexually explicit materials.

**Student Speech:** Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar or plainly offensive speech; ethnic slurs, profanity, "fighting words", incitement to fight (including rumor, gossip, note passing), and threats of violence.

**Tampering with Material, Grades, or Records:** Interfering with, altering, or attempting to alter school records, grades or other documents without authorization from an appropriate school official for the purpose of changing, falsifying, or removing the original information found in such records.

**Tardiness/Insubordination:** Excessive late arrival to a scheduled class despite teacher interventions. Students must be in their seats, ready for instruction, when the bell rings.

**Theft:** Taking or concealing property that belongs to others. This violation includes copyright violations and passing counterfeit money.

**Threats/A.R.S. §13-2911:** Threatening the safety of persons or property. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff, and (3) disobeying a lawful order to leave district property.

**Tobacco Violation:** The use, distribution or possession of a tobacco product. This includes the use of any type of vapor/inhalation product. Prescription medications must be processed through the nurse's office.

**Trespassing:** Unauthorized presence on district property.

**Truancy/Unexcused Absence:** Any absence that is not excused by the student's parent or legal guardian and approved by the appropriate school official.

**Unlawful Entry:** Unauthorized entry into district buildings.

**Vandalism:** Destroying or defacing property of the district, staff or students. This violation includes unauthorized graffiti.

**Violent Behavior:** Throwing items, shoving, pushing or any other aggressive acts that cause fear in others.

*(Governing Board Policies J-2300 JIC, J-2400 JICB, J-2900 JICF, J-2962 JICFA-R, J-300 JICG, J-3050 JICH, J-4600 JK, J-4611 JK-R)*

<b>ATTENDANCE</b>
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Parents and students are responsible for school attendance. The school will assist parents and students in fulfilling the responsibility. Mingus Union High School expects parents/guardians to **call the attendance office each day a student is absent.**

Education research has confirmed that good attendance and school success go hand-in-hand. Students should remain out of school only when it is absolutely necessary. Student participation in class is essential to learning. It is not possible to get the full significance of the subject through make-up work. Students, parents, teachers, and administrators must make every effort to ensure excellent student attendance.

Students must accept their responsibility for regular attendance by attending and participating in each class on a regular basis and at the assigned time.

Parents must accept their responsibility for their student's regular attendance by stressing the significance of the school day and the school year. Parents must notify the school when their student is absent by phone or send a note when student returns.

Teachers must accept their responsibility for regular school attendance by keeping accurate attendance records and by providing engaging and meaningful educational experiences for the students. Administrators must accept their responsibility for regular school attendance by enacting and enforcing clear attendance policies.

## Attendance Handbook

Mingus Union High School (MUHS) wishes to achieve multiple goals with the development of this Attendance Handbook and the implementation of its directives.

**a.** Our first goal is to provide guidance and resources to parents, staff and students when dealing with attendance issues that ultimately will result in improving attendance. As a school, we recognize the importance of attendance and its direct connection to student achievement. When students are not in school, or arriving late to class, it becomes extremely difficult for them to make gains and improve their academic skills.

**b.** Our second goal is to clarify school definitions for excused and unexcused absences and tardiness and apply uniform practices to provide consistency in attendance recording for all students. This increases validity of the data upon which we make many decisions.

**c.** The third goal is in regard to families of our school. Families expect absences and tardiness to be dealt with consistently regardless of which circumstances are related to their children.

**d.** Lastly, accurate attendance recording and implementing interventions to improve student attendance can assist our school in achieving Adequate Yearly Progress (AYP) status in that section of the No Child Left Behind Act (NCLB).

It is the expectation of the Principal that all parents, staff, and students will follow the practices stated in this handbook.

### Acceptable Notification by Parent/Guardian To Excuse an Absence Deemed Excusable by MUHS

Parent/Guardian must notify the school of an Excused Absence no later than 9 am of the next school day. Notification may come in the form of a note, an email, or a reply to an automated phone call, and must go through the MUHS Attendance Staff. If a conversation with a school administrator occurs or a voicemail is left on the school phone, this is also acceptable notification and a notation should be made on the Parent/Guardian Confirmation Attendance Log. MUHS Attendance Staff will log all attendance conversations regarding absences into the log whether excused or not. Students will not be permitted to go directly to their class without checking in through the office.

Voice recordings with notification messages are not considered part of the public record and, therefore, **do not** have to be saved. However, if written notations are made regarding the voice messages, those notations become part of the public record and must be kept for 3 years as are any other documents given to you. Normally parent excuses are not kept in a student's cumulative folder unless there is some reason concerning student forgery or some other unique issue.

**NOTE:** Students who are 18 may **not** excuse themselves from school or specific class periods. To excuse any student absence, MUHS requires notification from the parent/guardian regardless of student age. The **ONLY** exception to this rule is if a student has been legally emancipated from their parents and provides proof of such court action. In that case, schools may accept a written notification from the student.

#### **Parent/Guardian Excuses for Tardiness**

Students who arrive with documentation of having been to an appointment will be marked excused tardy (ET) and permitted to go to class. Students who arrive without a parent or have no documentation of having been to an appointment will be marked unexcused tardy (UT), will be sent to ALC and released to attend the next class period.

#### **10 Consecutive Days Absent Withdrawal**

When a student has been absent for 10 consecutive days, the student must be withdrawn from MUHS's student enrollment. Some examples of students who must be withdrawn are: a student on a long-term medical leave, on maternity leave, on extended vacation, or taking early release at the end of the school year. **A student who is absent and completing homework assignments must still be withdrawn according to State law.**

MUHS Attendance Staff will enter the **Leave Date** as the student's last day of attendance. Select '10+ Days Absent' as the Leave Code. For example, if a student last attends school on Friday, October 15, 2014, school staff records the withdrawal date of Friday, October 15, 2014. When, or if, the student returns, use an Enter Code of 'Standard Enrollment'.

The Arizona Administrative Rule regarding withdrawing students states that the student must be withdrawn no later than the 11th day.

### **Athletic and Extracurricular Activity Attendance Procedure**

If a student is on attendance probation and if absences were not pre-approved, he/she is ineligible to participate in athletic and extracurricular activities. Examples of absences that would be pre-approved are surgery, bereavement, and religious activities.

### **Attendance Probation**

Students will be placed on Attendance Probation, according to District Policy and ARS-15-803. These policies state that each student must attend class in order to receive academic credit. Students that have accumulated ten (10) or more Excused or Unexcused Attendance Marks in any given class will be placed on Attendance Probation. Once a student is placed on Attendance Probation, as the academic credit earner, it is the responsibility of the student to complete all parts of the appeal process in order to prevent the loss of academic credit.

In the event that a student collects ten (10) attendance marks during a semester, that student will be placed on Attendance Probation for the balance of that semester. Formal, written notification may be sent via US mail to the parent or guardian of the student within five (5) school days of his/her placement on the Attendance Probation list. Once placed on the list, progress grade reports for the affected student will reflect an "NC" (No Credit) as opposed to their actual earned grade. Should the student fail to appeal their Attendance Probation status or have their appeal denied the "NC" will be replaced by an "F" on their permanent transcript.

An Attendance Probation appeal process will be organized. The process will include the following:

- All appeals will be submitted to Site Council.
- The submission deadline is 10 or fewer days prior to the semester end date.
- Site Council will meet after the submission date and prior to semester end.
- Minimum appeal content must include a completed appeal form with appropriate documentation.

Students possessing and filing a Chronic Illness Form signed by their physician and verified by the school nurse will be exempt from academic probation.

The counseling department and Special Education IEP teams will have the ability to request "Special Circumstances" status for individual students. Those requests will be directed to the site Principal or designated Assistant Principal. Upon administrative approval a student granted "Special Circumstances" will be exempt from attendance probation.

### **Notifying Families of Unexcused Absences**

Notification of each absence will be sent via email and/or telephone the day of the absence. It is imperative that correct and updated phone and email information be provided to the school registrar.

Attendance notification will be sent based on groups of three (3) Attendance Marks, five (5) Attendance Marks, seven (7) Attendance Marks, and ten (10) Attendance Marks. **MUHS Attendance Staff will put a copy in the Attendance folder of any attendance notification sent home.**

### **Contacts**

If you have questions or concerns about information in this handbook, please contact the Mingus Union High School Outreach Specialist, Genie Gee, at (928) 649-4415 and we will work together to help answer your questions.

## To Report an Absence/Sign Out During the Day

Parents or guardians are to call the Attendance Office on the day of an absence at 639-0744. If no phone call is received, the student, upon return to school, will be responsible for bringing a note from the parent/guardian to the Attendance Office. All absences will be considered unexcused if not reported to the attendance office by the end of the school day.

### Sign Out Procedures during the School Day

If a student leaves during the school day, s/he must first sign out through the attendance office. In the event of an emergency students need to be accounted for. Failure to do so will result in the student being assigned one lunchtime ALC upon return to school as disciplinary action.

A student **may sign out only** if:

- A parent/guardian has made arrangements PRIOR to the student leaving campus by phone or a note is presented to the Attendance Secretary. A note must include a phone number for verification.
- A student is ill and the office obtains permission from parents/guardian.
- A parent/guardian comes in person to sign the student out.
- A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented.
- The school nurse has determined the student should go home due to illness; the parent(s)/guardian have been contacted and approved the student leaving campus if they are unable to come to the school and pick up the student.

## Consequences for Unexcused Absences/Truancy

Truancy is the deliberate missing of one or more class periods without the expressed permission of the parent/guardian. If a parent/guardian does not call the school or send a note as required, the student will be considered, by default, truant. All absences due to truancy will be considered class cuts. Students under the age of 16 years may be cited for truancy as a disciplinary measure.

**[ARS TITLE PAGE](#) [NEXT DOCUMENT](#) [PREVIOUS DOCUMENT](#)**

**803. [School attendance; exemptions; definitions](#)**

A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 5, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a homeschool.

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 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 section 15-802, subsection B, paragraph 1.

C. For the purposes of this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.

3. "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.

#### **Truancy Consequences:**

Please see disciplinary matrix located on page XX for disciplinary consequences.

Repeated offences may result in removal from classes and/or referral to probation department for truancy and/or incorrigible child.

Legal consequences for Truancy -

- Letter from the City Prosecutor
- Citation by the Cottonwood Police Department
- Further Law enforcement intervention; possible fines and incarceration

### **Make-up Policy**

When a student is absent, it is his/her responsibility to arrange for and to make up any work missed. **The number of days to make up work is the same as the number of days absent.** Teacher approval is required for more time.

Parents are encouraged to consult Teacher Websites at [www.mingusunion.com](http://www.mingusunion.com) to view daily work, contact teachers, and arrange for make-up work if an absence is going to be lengthy.

Pick up of assignments and books can be facilitated through attendance office if needed. Homework will not be requested for students absent fewer than five (5) days.

Teachers will provide make-up work for students who have lengthy absences due to illness or who are on long-term "off campus" suspension. However, teachers are not obligated to give more than two days of work at a time and no more work will be given until the original work is turned in satisfactorily. Unexcused absences and class cuts are not eligible for late credit.

### **Petition for Pre-planned Absence/School Activity Absences/Late Entry**

If a student and his/her family find it necessary for the student to be absent from school because of a non-school activity, the parents must notify the administration **two (2) weeks** prior to the absence. The student must then obtain a petition-for-absence form to obtain teachers' signatures and class work assignments. The form must be returned to the office before leaving school. Parents will be advised if the student is not doing well in school or if such absence will cause the student to lose credit.

**These absences will be counted toward the statutory definition of excessive absenteeism and may require credit appeal process.**

School Activity Absences: District and AIA-regulated activity guidelines will be followed for all school activity absences. If the student is failing any class, the student may not participate in the activity. If a student is absent on Friday, the student will miss the Saturday activity.

**Late Entry/Credit Pending:** Students who enroll in school the eighth day of a term or later without transfer grades will be registered on audit status and may not be able to earn credit toward graduation. The teacher may appeal for credit if class requirements are met.

**A process for appealing loss of credit is available. Forms are available at [www.mingusunion.com](http://www.mingusunion.com) or in attendance office**

## **Attendance Policy/Procedure Summary**

### **Parent Notification, Excusing Absences and Attendance Probation**

- Mingus Union High School will notify parent/guardian before the end of the school day if their child has an unexcused absence.
- Parent/Guardian must excuse any absence by notifying Mingus Attendance Office no later than 9 am of the next school day. Notification may come in the form of a note, an email, or a reply to an automated phone call and must go through the MUHS Attendance Staff.
- Students that have accumulated ten (10) or more Excused or Unexcused Attendance Marks in any class will be placed on Attendance Probation for the balance of the semester. Formal written notification may be sent via US mail to the parent/guardian within 5 days of placement on Attendance Probation.
- Once placed on Attendance Probation, progress grades for the affected class(es) will be posted as "NC" (No Credit), as opposed to the actual earned grade.
- Once a student is placed on Attendance Probation, it is the responsibility of the student to complete all parts of the Appeal Process in order to restore academic credit.
- Should the student fail to appeal their Attendance Probation status, or have their appeal denied the "NC" will be replaced by an "F" on their final transcript.

### **Attendance Probation**

- Students that have accumulated ten (10) or more Excused or Unexcused attendance marks in any given class will be placed on Attendance Probation.
- Once a student is placed on Attendance Probation, it is the responsibility of the student to complete all parts of the Appeal Process in order to restore academic credit.
- Formal, written notification may be sent via US Mail to the parent or guardian within five (5) days of his/her placement on Attendance Probation.
- Once placed on Attendance Probation progress grades will be "NC" (No Credit) instead of the actual earned grade.
- If no appeal is made or the appeal is denied the "NC" will be replaced by an "F" on their permanent transcript.

### **Attendance Policy Appeal Process**

- Students who have exceeded ten (10) absences in a semester in one or more classes and have extenuating circumstances and have a passing grade in the class may appeal the Attendance Policy.
- Students who have a failing grade in the class or who do not have extenuating circumstances which would cause the absences to be waived will not be permitted to appeal for credit.
- All parts of the Attendance Policy Appeal Form must be completed and appropriate, supporting documentation included.

- The deadline for submitting appeals is 10 days before the last day of the semester.
- Late appeals will not be accepted.
- All appeals will be submitted to Site Council.
- Site Council will meet after the submission date and prior to the semester end.
- Notification will be made by mail regarding the approval or denial of appeal.

#### **Attendance Policy Appeal Form**

- The Attendance Policy Appeal Form may be picked up at the Attendance Office.
- All parts of the form must be completed.
- The deadline for submitting the form is ten (10) days before the last day of the semester.
- The Attendance Policy Appeal Form is to be submitted to the Attendance Office.
- Late appeals will not be accepted.

#### **Athletic and Extracurricular Activity Attendance Procedure**

- If a student is on attendance probation and if absences were not pre-approved, he/she is ineligible to participate in athletic and extracurricular activities. Examples of absences that would be pre-approved are surgery, bereavement, and religious activities.

#### **Tardiness**

- Students who arrive with documentation of having been to an appointment will be marked excused tardy (ET) and permitted to go to class.
- Students who arrive without a parent or have no documentation of having been to an appointment will be marked unexcused tardy (UT), will be sent to ALC and released to attend the next class period.

#### **10 Consecutive Days Absence Withdrawal**

- Any student absent for ten (10) consecutive days must be withdrawn from the MUHS's student enrollment per Arizona law. Examples of students who must be withdrawn are: long-term medical leave, maternity leave, extended vacation, early release at the end of the school year. A student who is absent and completing homework must still be withdrawn according to Arizona State law.

#### **Chronic Health Conditions**

- The parent or guardian of a student who has been diagnosed with a chronic health condition can complete forms that will exempt their student from being placed on Attendance Probation. These forms are available in the Attendance Office.
- The counseling department and Special Education IEP teams will have the ability to request "Special Circumstances" status for individual students. Those requests will be directed to the site Principal or designated Assistant Principal. Upon administrative approval a student granted "Special Circumstances" will be exempt from academic probation.



## STUDENT RIGHTS AND DUE PROCESS

A primary responsibility of the Mingus Union High School District and its professional staff shall be the development of an understanding and appreciation of a representative form of government, the rights and responsibilities of the individual, and the legal processes whereby changes are instigated.

Recent court decisions have clearly indicated that young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of the law. Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning. Administrators have the responsibility for maintaining and facilitating the educational program. The administration is authorized to suspend students for cause.

The following rules, regulations, and due process procedures are designed to protect all members of the education community:

**Due Process:** The purpose of this statement is to assure due process rights for students involved in a disciplinary action: Every student will be informed of the reason for referral.

**Due Process Policy:** Any student whose behavior on or off campus is alleged to be in violation of the school's rules may be referred to an administrator. In every incident, a written report of the alleged violation will be prepared, including place, observed behavior, names or description of violation, etc.

**Suspension:**

The student will receive notice, written or oral, of the reason for suspension. After having received notice, the student will be asked for an explanation of the situation. The administrator will make reasonable efforts to verify facts and statements.

Provided that a written record of the action taken is kept on file, authorized District personnel may suspend the student for up to ten (10) days, choose other disciplinary alternatives, exonerate the student, suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.

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

No appeal is available from a short-term suspension.

If the offense results in a suspension of over ten days, the administrator must set up a formal hearing. If there is a clear and present danger to self, others, or school property, the student may be suspended for more than ten days pending the formal hearing.

A formal hearing consists of the following minimum requirements:

- The student is entitled to a statement of the charges.
- Counsel of choice may represent the student.
- The student may present witnesses.
- The student may cross-examine witnesses presented by the school district.
- The school district has the burden of proving the offense.

- The hearing must be recorded on tape and a record kept.
- After the hearing, a decision will be rendered within one school day.
- The decision must be written and sent to the student's parents and the superintendent.
- The suspension must be reported to the Governing Board within five days.

**Appeals Procedure:** If a student wishes to appeal a disciplinary decision rendered by an administrator or subordinate to the school principal, it should be received by the principal, in writing, within 24 hours after receipt of the initial decision. Decisions rendered by the principal are final.

**Expulsion:** All conduct, which will result in expulsion, requires a formal hearing before the Governing Board. The student will be afforded all the rights of a formal suspension hearing as outlined in the due process policy.

No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing.

## STUDENT CONCERNS AND GRIEVANCES

Students may present a complaint or grievance regarding one or more of the following:  
 Violation of the student's constitutional rights,  
 Denial of an equal opportunity to participate in any program or activity, for which the student qualifies,  
 Harassment of the student by another person, or Concern for the student's personal safety.

Provided that:

The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and

The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.

The complaint/grievance shall be made only to a school administrator or professional staff member.

The person receiving the complaint will gather information for the complaint form.

All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.

The person receiving the complaint shall preserve the confidentiality of the subject disclosing it only to the appropriate school administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent. Complaints by high school students may be made only by the students on their own behalf. A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident.

Retaliatory or intimidating acts against any student who has made a complaint under this policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

## NOTIFICATION OF NON-DISCRIMINATION

Mingus Union High School District does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Mingus Union High School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available. The Mingus Union High School District also does not discriminate in its hiring or employment practices.

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

Superintendent's Office 1801, East Fir Street, Cottonwood, AZ 86326 928.639.8640

### **MUHS Child Find**

Ten percent of the general population has some form of disability or disorder. Mingus Union High School District is looking for any students who might have difficulties resulting from a disability who might need special education services in order to succeed in school.

Mingus Union High School (MUHS) offers a continuum of special education and related services for 9-12 students who have qualified for special education services under one or more of the 12 categories of disabilities as defined by the Individual Disabilities Educational Act (IDEA).

If you know of a student who has major difficulty with organizational skills, learning or understanding, speaking or writing, getting along with others, making adjustments in different situations or completing tasks; please contact the Special Needs Department at 649-4406 to have his/her progress checked. Free special education services are available to eligible students. For more information, call Child Find at (602) 364-4015 or visit the Child Find web site at <http://www.ade.az.gov/ess/childfind>. More information is also available on our website at [www.mingusunion.com](http://www.mingusunion.com).

**Confidentiality** - Mingus Union High School will ensure that protection of the confidentiality of any personally identifiable data, information, and records collected or maintained by the agency will be in accordance with §§300.611 through 300.627.

**Family Educational Rights and Privacy Act (FERPA)** - Parents and students put their trust in the stewards of education data to ensure students' personal information is properly safeguarded and is used only for legitimate purposes and only when absolutely necessary. The Department deeply values this trust and strives to ensure it is doing all it can do to protect the privacy of our students as the uses of their data to improve education increase. MUHS abides by this federal regulation. To find out more on this topic, go to: <http://www.2.ed.gov/policy/gen/guid/fpco/ferpa/safeguarding-student-privacy.pdf>.

### **Parents' Right to Know**

Parents' Right to Know

The Parents' Right to Know provision of NCLB requires that parents are informed of their right to request information on the qualifications of their child's teacher. The information that the district must provide (if requested) includes the following:

- Whether or not the teacher has met the certification requirements of the state.
- Whether or not the teacher is teaching under an emergency or other provisional status.
- The bachelor's degree major of the teacher and any other graduate certification or degree held by the teacher in the field or discipline of his or her certificate or degree.
- Whether or not the child receives service from a paraprofessional and, if so, his or her qualifications.

Timely notice that the child has been assigned to or been taught by a teacher who does not meet the highly qualified teacher requirements for four or more consecutive weeks.

### **Title I Parental Involvement**

MUHS maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. Each spring, MUHS convenes an annual meeting to which all parents of participating children are invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved; MUHS seeks to involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parental involvement policy and the joint development of the targeted assistance Title 1 program. More information on MUHS Title I programs/services/policies is available at [www.mingusunion.com](http://www.mingusunion.com). If you as a parent would like to be involved in any of the programs/services at MUHS, please call 649-4386 for more information.

### **RIGHTS OF HOMELESS STUDENTS**

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

#### **MUHS Services for Students Identified as Homeless**

The McKinney-Vento program is designed to ensure that each homeless child and youth has equal access to the same free, appropriate public education as other children and youth. In addition, homeless students may not be separated from the mainstream school environment. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes—

#### **Children and youth who are:**

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as *doubled-up*);
- living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals; or
- awaiting foster care placement;
- youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;

- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

**MUHS is prepared to provide the following services for "homeless" students.**

- Obtaining immunizations or medical records;
- Inform parents, school personnel, and others of the rights of homeless children and youth;
- Work with school staff to make sure that homeless children and youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement;
- Help to coordinate transportation services for homeless children and youth; and
- Collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

*Cindy Forsythe, Homeless Liaison  
Mingus Union High School  
1801 East Fir Street  
Cottonwood, AZ  
(928)649-4464*

*Frank Migali, Homeless Education Coordinator  
Arizona Department of Education  
1535 W. Jefferson Street  
Phoenix, AZ 85007  
(602) 542-4963 frank.migalli@ade.az.gov*

**Registration Fees**

- \$ 40 Refundable Book Deposit (per family) Mandatory
- \$ 5 Locker Fee - Mandatory; subject to reduction w/ eligibility
- \$ 12 P.E. Uniform Fee - Mandatory for students in P.E.
- \$ 15 Science Class Supply Fee - Mandatory for students in Lab Science Classes
- \$ 15 Activity Fee - Mandatory for all students; subject to reduction w/ eligibility
- \$ 15 AP class test preparation workbook purchase (per AP class)
- \$ 75 Parking Permit Fee - Mandatory for students parking on campus
- \$ 75 Yearbook (Optional) (\$80 after Fall Break)

*Fees are subject to board approval and could change.*

Mingus Union High School District #4  
2015-2016 School Calendar

JULY 2015 (0)

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

AUGUST 2015 (21)

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

SEPTEMBER 2015 (21)

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

OCTOBER 2015 (17)

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

NOVEMBER 2015 (17)

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

DECEMBER 2015 (14)

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

JANUARY 2016 (19)

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

**July**

July 3<sup>rd</sup> – Independence Day-Observed  
July 29<sup>th</sup>-30<sup>th</sup> – Teacher Work Day  
July 31<sup>st</sup> – Freshmen Day

**August**

August 3<sup>rd</sup> – First Day of School

**September**

September 7<sup>th</sup> – Labor Day

**October**

October 12<sup>th</sup> – Columbus Day  
October 12<sup>th</sup>-16<sup>th</sup> – Fall Break

**November**

November 11<sup>th</sup> – Veterans Day  
November 25<sup>th</sup>-27<sup>th</sup> – Thanksgiving Break

**December**

December 21<sup>st</sup>-January 1<sup>st</sup> – Winter Break

**January**

January 18<sup>th</sup> – MLK Day

**February**

February 12<sup>th</sup> – Verde Valley CTE/In-service  
February 15<sup>th</sup> – Presidents Day

**March**

March 14<sup>th</sup> – 18<sup>th</sup> – Spring Break  
March 25<sup>th</sup> – No school

**May**

May 19<sup>th</sup> – Last Day of School  
May 20<sup>th</sup> – Graduation  
May 30<sup>th</sup> – Memorial Day

FEBRUARY 2016 (19)

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

MARCH 2016 (18)

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

APRIL 2016 (21)

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

MAY 2016 (14)

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

JUNE 2016 (0)

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

**Student Compensatory Hours & Tutoring Log:** It is important to document your compensatory work hours (time you've worked with a teacher outside of class time) in the event that your absences exceed the statutory definition of excessive absenteeism. In order to appeal for credit in the instance of excessive absenteeism, your log of independent work with teachers and tutors for the purpose of compensating for absences will be required for submission or an attendance appeal.

Date	Time In	Time Out	Hours	Notes	Teacher Signature







# HALL PASS

Student: \_\_\_\_\_

Date	Teacher	Time Out	Destination	Teacher Initial	Time In

