

# **Santa Cruz Valley Union High School**

## **Dust Devils**



**Student Handbook  
2016-2017**

***Think, Learn, Succeed!!!***

Santa Cruz Valley Union High School District  
900 North Main Street  
Eloy, AZ 85131  
520.466.2200

# Santa Cruz Valley Union High School

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## **GOVERNING BOARD OF EDUCATION**

Elizabeth Flores, President  
Richard Reyes, Vice President  
Anna Bell Saucedo, Member  
Thomas Gil, Member  
Rita Walker, Member

### **Superintendent**

Orlenda Roberts

### **Principal**

Oranté Jenkins

## **MISSION STATEMENT**

The Mission Statement of Santa Cruz Valley Union High School, in partnership with parents and community, is committed to offering ongoing academic excellence through:

**S**haping students' futures by helping them to be  
**A**cademically successful  
**N**urturing students, yet  
**T**eaching them to be  
**A**ccountable for their decisions

**C**reating a safe environment of  
**R**espect for self and others  
**U**nited in our commitment to help students develop a  
**Z**eal for lifelong learning

SCVUHS is dedicated to preparing students to meet the academic and work-based standards demanded in the 21<sup>st</sup> century by creating an environment that is challenging and nurturing. Students will have educational and enrichment opportunities to excel educationally and personally.

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## DAILY BELL SCHEDULE

<b>A Day</b>	<b>Time</b>	<b>B Day</b>
<b>1</b>	<b>8:00 – 9:45 AM</b>	<b>2</b>
<b>3</b>	<b>9:50 – 11:35 AM</b>	<b>4</b>
<b>Lunch</b>	<b>11:35 – 12:20 PM</b>	<b>Lunch</b>
<b>CCR</b>	<b>12:25 – 1:16 PM</b>	<b>CCR</b>
<b>5</b>	<b>1:21 – 3:06 PM</b>	<b>6</b>
<b>Intervention</b>	<b>3:06 – 3:36 PM</b>	<b>Intervention</b>

## MODIFIED BELL SCHEDULE A

<b>A/B DAY</b>	<b>TIME</b>
<b>PERIOD 1 OR 2</b>	<b>8:00 – 9:40 AM</b>
<b>PERIOD 3 OR 4</b>	<b>9:45 – 11:20 AM</b>
<b>PERIOD 5 OR 6</b>	<b>11:25 – 1:00 PM</b>
<b>LUNCH</b>	<b>1:00 – 1:30 PM</b>
<b>BUSES DEPART</b>	<b>1:30 PM</b>

## MODIFIED BELL SCHEDULE B

<b>A/B DAY</b>	<b>TIME</b>
<b>PERIOD 1</b>	<b>8:00 – 9:00 AM</b>
<b>PERIOD 2</b>	<b>9:05 – 10:05 AM</b>
<b>PERIOD 3</b>	<b>10:10 – 11:10 AM</b>
<b>PERIOD 4</b>	<b>11:15 – 12:15 PM</b>
<b>LUNCH</b>	<b>12:15 – 1:00 PM</b>
<b>PERIOD 5</b>	<b>1:00 – 2:00 PM</b>
<b>PERIOD 6</b>	<b>2:05 – 3:05 PM</b>
<b>INTERVENTION</b>	<b>3:05 – 3:36 PM</b>

## CENTER FOR SUCCESS SCHOOL BELL SCHEDULE

<b>PERIOD 1</b>	<b>7:30 – 8:40 AM</b>
<b>PERIOD 2</b>	<b>8:40 – 9:50 AM</b>
<b>PERIOD 3</b>	<b>9:50 – 11:00 AM</b>
<b>LUNCH</b>	<b>11:00 – 11:30 AM</b>

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## **PENCIL ME IN.....Dates to Remember!**

Meet Your Teacher	July 26, 2016
Parent/Teacher Conferences	October 11, 2016 and March 14, 2017
Homecoming	October 7, 2016
AzMERIT End of Course Exam Window	October 24-December 2, 2016
Semester Final Exams	December 14-15, 2016
AzMERIT End of Course Exam Window	March 27-May 5, 2017
AIMS Science	April 12, 2017
JR/SR Prom	April 21, 2017
Academic Awards Ceremony	May 3, 2017
Senior Final Exams	May 10-11, 2017
Underclass Final Exams	May 17-18, 2017
Graduation	May 18, 2017
Last Day of School	May 18, 2017

## **Dates Students Not in Attendance**

Labor Day	September 5, 2016
Fall Break	October 17-20, 2016
Thanksgiving	November 24, 2016
Winter Break	December 19 - 29, 2016
New Years Day	January 2, 2017
Martin Luther King Day	January 16, 2017
Presidents' Day	February 20, 2017
Spring Break	March 20-23, 2017

\*The aforementioned dates for AzMERIT are general testing windows. More specific AzMERIT testing dates will be published as they become available.

**Quarter Ends: September 29, 2016, December 15, 2016, March 9, 2017, and May 18, 2017.**

**Progress Reports/Eligibility Checks: August 30, 2016, September 29, 2016, November 8, 2016, January 31, 2017, March 9, 2017, April 18, 2017.**

## **AIMS and AzMERIT**

Please note the dates of the state mandatory testing. Please avoid scheduling medical appointments during this time. Non-emergency medical appointments on those days will be considered unexcused. Students enrolled in English 9, 10 or 11 and/or in Algebra I, Geometry, or Algebra II will take AzMERIT End of Course (EOC) exams. Students completing one or more of those courses during the fall semester will take the AzMERIT EOC exam during the fall testing window. (For example: Center for Success students who complete English 9 in semester 1.) For the majority of most students, the aforementioned courses are completed and will be tested during the semester 2 test window. All sophomores will take AIMS Science on Wednesday, April 12, 2017.



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## **COLLEGE AND CAREER READINESS COURSE**

Students will receive in-depth instruction on the writing and research process, and genre specific reading lessons to meet the rigor of the College and Career Ready Standards. Students will complete lessons containing extensive activities with group work, presentation, and research opportunities.

## **CODE OF CONDUCT**

The following principles form the foundation of the code of conduct at SCVUHS. If you act in accordance with these principles, you will be within the rules of the school and more importantly, you will increase the likelihood of experiencing personal success in and satisfaction with your high school experience.

- **Accept responsibility for your education, decisions, words, and actions.**
- Act in a way that best represents your school, your parents, your community and yourself to promote a safe, healthy environment in which to learn.
- Respect cultural diversity, individuality, and the choices and rights of others.
- Support your fellow students.
- Be active in school and the community.
- Give your best effort to academics, co-curricular activities, and community projects.



## **STUDY AND ACHIEVEMENT**

Your primary job is to be a student and your primary work site is at school. In addition to attendance, behavior and dress expectations, your job description includes academic success in all classes.

The labor force for the 21<sup>st</sup> century must have higher education, whether it is college or a technical school, must be literate in reading, writing, math, and technology, must be lifelong learners, and must be able to adapt to a changing society.

A student is expected to:

- Attend every class on time or have a documented absence
- Arrive in the classroom with a 3-ring notebook that has paper, pens/pencils, dividers, pencil pouch, course syllabi, devil dash stamp sheet, student planner and any other materials required by the teacher
- Inform a teacher, administrator, or the counselor privately and immediately if assistance is needed for required materials
- Perform to his/her academic ability

The school will

- Provide a progress report to the student/parent for each class every 4 1/2 weeks
- Identify students who are not meeting academic expectations and provide remediation for recovery
- Have teachers available before and after school or by appointment for tutoring and student assistance

## ASSESSMENT

Assessment plays a critical role in the alignment process because it helps us determine what essential learning students have mastered and where they need to go next in the learning process. Assessments can provide valuable information about student progress and the effectiveness of instruction.

One view of assessment is that the primary purpose is to measure or audit attainment. It is viewed as something separate, an activity performed after the teaching-learning cycle. It is an unchanging measure of what the student achieved. Teachers use the results to make final decisions about a relatively fixed set of instructional activities. This type of assessment is referred to as **Summative Assessment**—assessment *of* learning.

The other view is the primary purpose of assessment is to help gain important information about student learning so we can adjust instruction to meet individual student needs. The purpose of a **Formative Assessment**, assessment *for* learning, is to improve learning and achievement. It is carried out while learning is in progress—day to day, minute by minute. It is viewed as an integral part of the teaching-learning process and it is ongoing, influenced by student need and teacher feedback. It partners teachers and students to continuously and systematically gather evidence of learning with the express goal of improving student achievement.

The student assessment program is designed to incorporate both formative and summative assessments. Teachers and students work together to do the following:

- Focus on learning goals.
- Take stock of where current work is in relation to the goal.
- Take action to move closer to the goal.

Galileo is a comprehensive, standards-based instructional improvement and instructional effectiveness system providing assessment and instructional tools designed to help schools implement educator effectiveness initiatives. State and Common Core State standards are built in and ready for use. Galileo assists educators in establishing instructional goals reflecting the district's curriculum, assessing goal attainment, predicting standards mastery on statewide tests, and using assessment information to drive classroom instruction and professional development. All students will be required to complete Galileo testing on a scheduled basis. Teachers will receive the results of these assessments to guide their instruction specific to individual student needs in an effort to increase student achievement.

Galileo Testing will take place during the following weeks:

- August 8<sup>th</sup> – 16<sup>th</sup> (ELA and Math Galileo Baseline Assessment)
- September 12<sup>th</sup> – 20<sup>th</sup> (Formative 1 – All classes)
- October 31<sup>st</sup> – November 8<sup>th</sup> (ELA and Math Benchmark 1)
- November 28<sup>th</sup> – December 6<sup>th</sup> (Formative 2 – All classes)
- January 9<sup>th</sup> – 18<sup>th</sup> (ELA and Math Benchmark 2)
- February 6<sup>th</sup> – 14<sup>th</sup> (Formative 3 – All classes)
- April 18<sup>th</sup> – 26<sup>th</sup> (ELA and Math Summative Assessment)

\*Galileo dates subject to change.

## EXPECTATIONS FOR CLASSROOM BEHAVIOR

EACH TEACHER ESTABLISHES THE RULES AND PROCEDURES FOR HIS OR HER CLASSROOM. YOU ARE EXPECTED TO OBSERVE THOSE RULES AND TO RESPOND PROMPTLY TO THE DIRECTION OF YOUR TEACHER.

The classroom is the most critical area of an educational institution and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. Arrive to class on time.
2. Are prepared for class with all materials necessary for class that day.
3. Are attentive to the task at hand until dismissed by the teacher.
4. Store all backpacks on the floor, the chair behind you, or at a specific location designated by the teacher. Backpacks are not to be held on student laps or stored on the top of desks/tables.

**Always demonstrate care and consideration for your personal and school property, fellow students, and your teacher.**

## A PERSON OF CHARACTER

Recently, there has been a lot of press about business ethics and the character of individuals running various corporations. Character is the features and traits that form a person's individual moral and ethical qualities, behaviors and personality such as honesty, courage, and integrity.

At SC we endorse and live by the pillars of *Character Counts!* They are:

					
<b>Trustworthiness</b>	<b>Respect</b>	<b>Responsibility</b>	<b>Fairness</b>	<b>Caring</b>	<b>Citizenship</b>
<ul style="list-style-type: none"><li>• Be honest--don't deceive, cheat or steal.</li><li>• Be reliable--do what you say you'll do.</li><li>• Have the courage to do the right thing.</li><li>• Build a good reputation.</li><li>• Be loyal--stand by your family, friends, school and country.</li></ul>	<ul style="list-style-type: none"><li>• Treat others with respect; follow the golden rule.</li><li>• Be tolerant of differences.</li><li>• Use good manners, not bad language.</li><li>• Be considerate of the feelings of others.</li><li>• Don't threaten, hit or hurt anyone.</li><li>• Deal peacefully with anger, insults and disagreements.</li></ul>	<ul style="list-style-type: none"><li>• Do what you are supposed to do.</li><li>• Persevere--keep on trying! Always do your best.</li><li>• Use self-control--be self-disciplined.</li><li>• Think before you act--consider the consequences.</li><li>• Be accountable for your choice.</li></ul>	<ul style="list-style-type: none"><li>• Play by the rules.</li><li>• Take turns and share.</li><li>• Be open-minded; listen to others.</li><li>• Don't take advantage of others--don't blame others carelessly.</li></ul>	<ul style="list-style-type: none"><li>• Be kind, be compassionate and show you care.</li><li>• Express gratitude; forgive others; help people in need.</li></ul>	<ul style="list-style-type: none"><li>• Do your share to make your school and community better.</li><li>• Cooperate--stay informed; vote.</li><li>• Be a good neighbor--obey laws and rules.</li><li>• Respect authority; protect the environment.</li></ul>

We pledge to instill Santa Cruz "Dust Devil Pride" in all our stakeholders. If you believe you cannot either endorse and/or live by these six characteristics of an ethical, moral person, please re-think your school choice.

## ZERO TOLERANCE

The District has a zero tolerance policy toward the following infractions that occur **on or around school property or during any school-sponsored activity**:

- Weapons, including the use or possession of dangerous instruments and explosive devices\*
- Tobacco/Drug/alcohol related offenses\*\*
- Synthetic Cigarettes and vaporizers, including all vaping devices and e-cigarette systems
- Assault
- Fighting
- Extortion, intimidation
- Threatening and/or compromising the health or safety of others including jokes, innuendoes, and/or inferences that threaten the safety of the school community
- Bullying and harassment

Of the infractions listed above, the following will result in an eight (8) day out-of-school suspension and the convening of a long-term suspension discipline hearing:

- Weapons, including the use or possession of dangerous instruments and explosive devices\*
- Tobacco/Drug/alcohol related offenses\*\*
- Synthetic Cigarettes and vaporizers, including all vaping devices and e-cigarette systems

The other infractions listed under Zero Tolerance (tobacco, extortion, etc.) may result in out-of-school suspension and recommendation for a discipline hearing. These are only examples. Other serious misconduct and most second offenses may be given **similar treatment**. (*Please see SC Discipline Matrix for additional possible consequences.*)

\*Governing Board policy states that students violating **weapons policy JICI** on or around school campus by carrying or possessing a weapon may be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. Weapons mean any of the following: firearm, knife, destructive device, dangerous instrument, and simulated weapon that is displayed or represented as a weapon.

**\*\*Governing Board policy states possessing or distributing drugs on or around school property will result in recommendation for expulsion.**

## SUSPENSIONS AND OTHER REMOVALS FROM CLASS

When an employee does not follow the rules of the organization, disciplinary action is taken. Many companies have a progressive discipline policy, as does SCVUHS. For first-time minor infractions, discipline measures taken may include:

- Conference with student
- Conference with parent
- Intervention
- Friday School
- Community service work

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Repeated infractions of the rules may result in:

- Out-of- school suspension
- Long term suspension (LTS) hearing
- Conference/staffing for alternative education plan
- Expulsion

When suspended out-of-school, a student may lose credit for school work missed, but is encouraged to contact teachers and keep current in school assignments. All work that is due during a suspension is due on the first day back to that class from the suspension. A suspended student is not allowed on campus, to include the Santa Cruz Library, unless given prior permission by administration. In addition, a suspended student is not allowed to participate in school activities.

## **CLOSED CAMPUS**

Santa Cruz is a closed campus which means students are not allowed to leave during the lunch hour. The exceptions are half day students (those that work or go to Central Arizona College for study) and students whose parents physically come in and check them out. **Students must enter and exit campus through the Main Entrance only.** Students arriving on campus via bus, personal vehicle, or dropped off may not leave campus without checking out through the office. In efforts to reduce disruption, students are not allowed to loiter in the hallways before, after school or during lunch.

## **VISITOR'S POLICY**

Because we want to maintain an environment that is serious and non-distractive, we ask that students do not bring visitors to classes. This includes young children and friends from other schools or from out of town/state/country. A visible ID worn around student's neck on a lanyard will identify students.

## **CLASSROOM/LUNCH TIME VISITS**

Individuals wanting to visit their child's classroom may do so for thirty minutes and at the discretion and oversight of administration. All visits are to be arranged through the front office. There will be no visitations during lunch time.

## **HARASSMENT/HAZING/BULLYING**

SCVUHS is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

We no longer live in an insulated world. Our world is multi-cultural, multi-ethnic and as we go to school with people of all colors, races, religions and socio-economic levels, we will also be working at the job site with diverse populations. Do not become de-sensitized to hateful words or words of violence. Do not tolerate this behavior for yourself or among your peers on this campus.

Bullying, harassment or hazing will not be tolerated and will result in disciplinary action. The consequences will be severe. *Harassment* of a student by another student, of a teacher by a

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student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. *Hazing* means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student. This act may contribute to a substantial risk of potential physical injury, mental harm or degradation. This includes verbal abuse, degrading language, ridicule, gestures, put downs, slurs, innuendoes, etc., pertaining to race, color, religion, sexual orientation, gender, national origin or disability of the victim. (See Governing Board Policy JFCF.)

Punishable harassment is conduct, including, but not limited to, verbal conduct, use of picture/video phones, text messaging, cyber bullying, and other equipment that, (1) creates (or will likely create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) or is threatening or seriously intimidating.

Make SCVUHS an unwelcome environment for hate speech and symbols. Create an environment where all types of people respect and trust each other because harassment is wrong and tolerance is essential to a free society.

## **ANTI-DISCRIMINATION POLICY**

SCVUHS is committed to equal opportunity for all students and all staff. It is school practice that no one shall be treated differently, separately, or have any adverse action directly affecting them taken on the basis of race, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability where a person is otherwise qualified as a student or employee or could be with reasonable accommodation.

The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline will be imposed where appropriate.

## **ANNUAL PUBLIC NOTICE OF NON-DISCRIMINATION**

Santa Cruz Valley 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. Santa Cruz Valley Union High School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available Introduction to Construction, Construction I & II, Introduction to Culinary Arts, Advanced Culinary. Santa Cruz Valley 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(s). Debi Tabelaing, Business Manager, 900 N. Main St. Eloy, Arizona 85131 (520) 466-2239.

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCE**

There is a procedure students can use to present complaints to the Administration concerning the treatment they are receiving from staff or other students. The process is

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available for complaints that the student has been or is subject to any of the following:

- Violation of constitutional rights.
- Unequal treatment because of race, color, religion, sex, national origin or disability.
- Harassment by any other person.
- Intimidation or bullying by another student.
- Concern for personal safety.

There are guidelines and forms for such complaints. Students should contact Mr. Jimenez to start the process.

## **PARENT CONCERNS**

Parents experiencing academic or behavioral concerns relative to a specific class should first contact their student's teacher(s) (see faculty contact page 26). Should further assistance be necessary, parents should then contact the front office.

## **HONESTY**

Students are expected to conduct themselves honestly and with integrity in all their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student's homework or allowing another student to copy yours (by computer, manually, or photocopying)
2. Working with others on projects that are meant to be done individually
3. Looking at or copying another student's test or quiz answers
4. Allowing another student to look at or copy answers from your test or quiz
5. Using any other method to get/give test or quiz answers (text messaging, camera/video phones, and other electronic devices)
6. Taking a test or quiz in part or in whole to use or to give others
7. Copying information from a source without proper attribution
8. Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, community service, suspension or expulsion.

Teachers will give the ground rules for judging the difference between plagiarism and research for each of their classes.

Honesty is a value that guides a person's life. It is a quality that is highly valued in our society and indicates what a person stands for. Therefore, any cheating or misrepresentation will be considered a serious matter and will be dealt with accordingly. Build a reputation as an honest, trustworthy person.

## **ELECTRONIC DEVICES, TOYS, ETC. OUT OF SIGHT, OUT OF MIND**

Many students want to have the privilege of carrying electronic devices on campus. With the privilege comes the responsibility of ensuring that those items are either not used during class time or used appropriately as specified by the teacher. Cell phones, iPods,



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iPads, laptops, kindle and such and other electronic devices are part of everyday life. Prior to using items such as iPads, Kindles, laptops, etc. in the classroom students must obtain administrative approval. **Without this prior approval these devices are required to be off and out of sight while classes are in session.** They, along with radios, laser pens, water guns, and toys are disruptive to the educational process. Further, if a student's electronic device, toys, etc. disrupts the educational process or creates any classroom disturbance, the item may be confiscated and turned into the office. Laser pens, water guns, water balloons, toys, etc. are considered contraband and not allowed at any time. Additional infractions may result in the item being returned to a parent/guardian. The school district is not responsible for lost, damaged, or stolen items or property. Picture-taking and videotaping without consent, including, but not limited to, the use of camera phones, digital cameras, and video cameras, is prohibited.

Level of consequences: warning, confiscation, confiscation and return to parents and held until end of semester. Refusal to submit an item for confiscation may result in disciplinary action including but not limited to Off Campus Suspension.

***\*All confiscated items must be picked up the same day the item was confiscated.***

## **ATTENDANCE POLICY**

Productivity decreases when employees are not on the job. Absenteeism is of high concern among employers and many times poor attendance is the reason for termination. Most applications ask for the number of days missed in the previous year. Equally, there is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work.

- All absences must be EXCUSED and DOCUMENTED.
- Excused absences are MEDICAL, COURT, and FUNERAL.
- Parents must call the office the day of the absence **(This does not excuse the absence, but informs the school that the parents are aware their child is absent.)**
- All absences are unexcused unless documented, a note from a doctor, a medical receipt from the date of absence for doctor visit or pharmacy (includes non-prescription medicines) charge; a court document; a funeral program, obituary announcement or death certificate.
- A chronic illness letter from a doctor is good for one school year but the parent must still call in for each absence.
- **Documentation due within 48 hours of return to school.**
- Work conflicts will NOT be accepted as excuses for absences as well as babysitting, family trips, car trouble, etc. This includes days with special schedules and early release days.
- **Credit will not be given for work due or completed during an undocumented absence; this does not include absences due to suspension.**
- Please make every effort to schedule routine medical appointments after school or when school is not in session.
- Every effort is made by the office personnel to contact parents after an undocumented, unexcused absence.

### **Consequences:**

- 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> absence: Parent contacted by school
- 5<sup>th</sup> undocumented absence will automatically be assigned Friday School.
- Excessive undocumented absences: conference with parent, student, and administrator which may result in referral to an alternative education program.

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- Students who have not reached the age of 16 are subject to A.R.S. 15-803 (State Truancy Law). An unexcused absence for at least one class period during the day, or fifth unexcused absence will result in a referral to the Eloy Justice Court.

## **TARDY POLICY**

Students arriving late to school should go directly to the **Front Office** and obtain a tardy card that indicates student has signed in before going to class. Students should be in their seats and prepared for the lesson to begin when the tardy bell rings.

This policy will work only if each and every person involved participates consistently to implement this policy.

Each person has a role:

**Administrators** – will support counselors and teachers by assigning and monitoring lunch detention, suspension, and all other interventions provided.

**Dropout Prevention Liaison**– will meet with habitually tardy students and make parent contacts.

**Campus Security**– will patrol the campus, monitor the flow of student traffic, and help students get to class on time.

**Teachers** – will make every effort to monitor the hallways during passing periods for at least the last two minutes while greeting students at the door, keep the student traffic moving and be a positive adult presence, and show students that teachers do want them to be on time.

### **Teachers' responsibilities include:**

- Recording attendance daily in Power Teacher for every period.
- Not allowing students out of class without a proper yellow hall pass. Show positive role modeling by being to class on time.

### **Students:**

- Will arrive to each and every class on time.
- Following dress code
- Wear student ID properly
- Complete homework on time
- No referral worthy behavior

### **Parents:**

- Will support their child in arriving to school on time. Parents will communicate with teachers, advisors and administrators and support the discipline process.

***\*Grades may not be affected by tardies. Grades may be affected by taking away points if the student misses an assignment because of tardiness.***

For the purpose of this policy, a tardy will be defined as a student who is not in their seat and ready to learn when the tardy bell begins to ring.

### **Teachers' Responsibilities:**

Students will present the stamp card to be stamped by the teacher at the end of class for each period. Stamp-earning criteria must include the following:

- Class on time
- Following dress code

# Santa Cruz Valley Union High School

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- Wearing student ID properly
- Completing homework on time
- No referral worthy behavior

## **Consequences**

Students without all stamps will stay in their last class room for the **Intervention** period.

- Failure to attend Intervention may result in Friday School
- Repeated failure to attend Intervention may result in disciplinary action including but not limited to Off Campus Suspension (OCS)
- 5 tardies will result in Friday School
- No show to Friday School may result in Suspension

Friday School will be held on administratively designated Fridays from 8am until noon.

Serving Friday school will clear tardies for behavioral, attendance and contract purposes.

***\*There will be no suspensions for tardies. Suspensions will only be applied for no shows to Intervention-or Friday school. In addition, an incentive program will be developed to reward students for excellent attendance.***

## **INTERVENTION**

Students demonstrating good citizenship and organizational skills and meeting class expectations will be rewarded with the privilege of leaving school thirty minutes before the end of the school day. At 3:06pm all students who have obtained all the stamps for the day will Devil Dash! Those who have not met the expectations as outlined in their course syllabi will remain in class during the Intervention period until 3:36pm.

At the last-period-of-the-day, Intervention will provide an immediate consequence for failure to comply with school expectations. It will also provide a reward for those students who meet the SC standards. If students have met the stamp earning criteria, a stamp will be issued.

Students who have all stamps for the day are released at the beginning of the Intervention period. Those without all stamps will stay in their last class' room until the final bell. Failure to show up to class on time will result in no stamp for that class. *Note: 5 tardies will result in Friday School.*

## **EXPECTATION DURING INTERVENTION**

Parents cannot check students out without documentation. Those students checked out will attend Intervention the following day.

- Students not attending Intervention on the day of their missing stamp(s) may be required to serve Friday School.
- No passes or breaks during Intervention
- Intervention will be in individual teacher classrooms
- Those not attending Intervention will be considered as ditching since they left prior to the end of the school day.

**\*\*At the end of every 4 ½ week grading period administration will hold a celebration social for all students that have acquired 80% of the reward stamps for those 4 ½ weeks or for students with perfect attendance.**

## **DOUBLE JEOPARDY? YOU BET!**

In addition to the above consequences for excessive absences and tardies, students may lose privileges such as participating in field trips, ½ day status revoked, and athletic eligibility.

# Santa Cruz Valley Union High School

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## I.D.

Many businesses and organizations require that the employees wear identification badges. In keeping with the spirit of the workplace, students at SC will be required to have a **current school year ID visible and worn on a lanyard around student's neck**. IDs are required for entrance into school, dances, extra-curricular activities, and the bus.

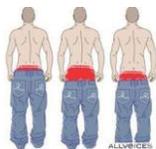
**Replacement ID's cost \$7.00. Students will be eligible to receive two (2) loaner ID's per year in place of forgotten/misplaced ID's. Loaner ID's will be available in the counseling office.**

## UNIFORM POLICY & STUDENT DRESS CODE

Policies that require and define dress are becoming prevalent among Arizona businesses. As with any business, Santa Cruz wants students to follow the required dress code which is a modified uniform.

Students are expected to wear:

- Bottoms – Solid blue, black or khaki colored denim, slacks, cargos or skirts. Skirts and shorts must not be shorter than 2" above the knee. Pants, skirts or shorts cannot be ripped, shredded, expose skin or be sagging. No leggings, jeggings, or spandex material will be allowed.
- Shirts - White, gray, red or black polo shirt. Logos on polo shirts are limited to one (1) inch in height and width and are restricted to the upper left chest area. White, gray, red or black undershirts are the only colors allowed. No burgundy or maroon shirts or jackets.
- Shoes and shoelaces cannot be solid red, blue, or brown.
- Slippers and house shoes are not to be worn on campus during school hours.
- Jackets, sweaters, or sweatshirts must be white, gray, red or black. Anything that has profanity, obscenities, sex, drugs, weapons, tobacco, logos, belts or any inappropriate language or symbols is prohibited.
- Sagging is a manner of wearing trousers (slacks, shorts, pants or jeans) below the waist, revealing the underwear. This type of behavior is unacceptable. Students that participate in this behavior may face disciplinary action, to include, but not limited to, suspension. Please see the attached illustration as it details what is **unacceptable**.



Additional expectations are:

- As a general rule, students' heads are not to be covered by hats, stocking caps, hairnets, hoods of jackets, etc.  
*Exception (at the discretion of administration): During cold weather, students may be permitted to cover their heads with hoods on their jacket when outside.*
- Bandanas of any color are not to be displayed.
- Sunglasses are not to be worn in the buildings.

Contingencies for students out of dress code:

- Parents will be called to bring their child the required "uniform" pants, shorts, skirt, or shoes.
- If parents cannot bring the correct attire, the students will either have to purchase

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the appropriate shirt from the bookstore or a loaner will be offered to the student if available.

- In the case of shoes, student will be assigned to an isolated office area for the day.
- Students may be sent home which results in an unexcused absence.
- Hats, beanies, stocking caps and other non-school approved head coverings etc. will be turned into the office and returned to the student at the end of the school day. Hairnets and bandanas will be discarded. Additional infractions will result in the item being returned only to a parent or guardian.

P.E. and varsity band students must be in school uniform dress before and after class. During class, PE and band students are permitted to wear a PE uniform in place of the school uniform. Students wearing clothing other than a school uniform or PE uniform will be considered out of dress code.

## **DRESS CODE FOR OFF CAMPUS ACTIVITIES**

Santa Cruz wants students to look professional, when representing the school and community at off campus activities, yet maintain comfort and personal style. Dress and appearance should be such that it does not disrupt or distract from the mission of the activity. Therefore, guidelines, standards, and requirements have been developed. Please check with your coach and/or sponsor for the dress code.

## **WE GOT SPIRIT, YES WE DO.....**

Santa Cruz Spirit Shirts may be worn at the discretion of district and school administration. Assemblies for athletics and academics are held throughout the year.

## **DANCE THE NIGHT AWAY**

Dances are held throughout the year on the campus or at an approved off campus site. School rules apply and IDs are required. Guest passes are available in the front office for Homecoming and Prom.

## **ANNOUNCEMENTS**

School announcements will be through the Front Office over the intercom system. Announcements must be submitted via email to [gleon@scvuhs.org](mailto:gleon@scvuhs.org) 24 hours prior to the event. There will be no last minute announcements.

## **PUBLIC DISPLAY OF AFFECTION**

Public display of affection is rarely seen on the job because it is improper and out of place. Same standards will apply at school. Students should remember that the school campus is a public environment and a public facility. Students and staff members are offended when exposed to certain behaviors. Students are to refrain from any public display of affection that would offend others.

The following actions are acceptable: Holding Hands and an A-Frame hug.

## **COMPUTER USE**

Consider the computer at school as a business computer. Absolutely nothing on the computer is sacred. The technology department monitors how computers are used. All students may access the Internet unless expressly denied by parents in writing to the school district. The ACCEPTABLE USE AGREEMENT is available on line at the SC website and will be distributed with the handbook. Students will receive a generic password in the first week of school; this password will be required to logon to the computer. It will be the responsibility of the student to save/remember password. If password is lost or forgotten it may cause student to be unable to logon to computer for up to one week, during which time

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the student will be responsible for any missed work. Keep your PASSWORD confidential, follow appropriate computer etiquette, stay out of pornographic and/or inappropriate sites, and do not download games, non-school-related graphics, sound files, video clips or music. Students will lose computer privileges if district guidelines are not met. If a student loses his/her computer privileges, the student will still be responsible for class assignments by using either a private (home) computer or using public access to a computer (library). (See acceptable use policy.

## COMPUTER LAB ACCESS

The computer lab in Room 39 is available daily for student use from 7:30am to 7:55am.

## CENTER FOR SUCCESS

The Santa Cruz Valley Union High School District offers an alternative school program that meets from 7:30 am – 1:16 pm. Students may meet with the Counselor if they would like to participate in the alternative school program or they may be assigned by the administration, hearing officer, or Governing Board due to behavior, attendance or academic issues. See your counselor for details.

## PARKING PERMITS

Parking an automobile on campus is a benefit and any violation of parking rules, including no permit displayed, may result in the loss of parking privileges, disciplinary actions and/or the vehicle being towed at the owner's expense. Parking spaces are at a premium and permits are purchased on a first-come first-served basis. Parking is also on a first-come first-served basis.

When requesting a parking permit, the following documents must be presented:

- Copy of registration
- Copy of your driver's license
- Copy of proof of insurance

There is also a \$10.00 fee for the permit. This permit is good for one school year only.

For the health and safety of others, student drivers are asked to drive cautiously. Driving fast or recklessly in the parking lot or around campus is not allowed. No loud music, horn honking, yelling, or "peeling out" on or around school campus is allowed. Skateboards, rollerblades, etc. are not allowed on school campus and will be confiscated and turned in to the office. Additional infractions will result in the item being returned only to a parent or guardian.



## BON VOYAGE!

### (Field Trips & Other Excursions)



Off-campus activities are not frivolous jaunts to get out of school. Field trips are planned to meet educational purposes or objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments.

Field trips are a privilege. Decisions about eligibility to attend off-campus events may be based on attendance, grades, and/or behavior. Students who have accumulated five or more undocumented absences within a semester, may lose trip privileges for that semester,

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doing poorly (below 60% average) in classes, failing to make up work or any other reason deemed appropriate by the principal and teacher. **A student must be passing ALL of their classes to be permitted to attend a field trip or student activity during instructional time.**

Students will be held to the same behavior expectations that they follow when regular class is in session. Consequences for school infractions will be the same whether on or off school grounds.

When representing the school at off-campus functions, please remember you are not only a reflection of the school, you are representing yourself, your family and the community of Eloy. Do not embarrass anyone.

**Reminder: When traveling in district vehicles all passengers must wear seatbelts at all times.**

## Grading

At SC, mastery of academic skills is an expectation. Students must demonstrate satisfactory performance by earning a D (60%) or above in each class to receive credit.

<b>90% or above</b>	<b>Grade A</b>
<b>80% --89%</b>	<b>Grade B</b>
<b>70% --79%</b>	<b>Grade C</b>
<b>60% --69%</b>	<b>Grade D</b>
<b>59% or below</b>	<b>Grade F</b>

### Quarter Grading System:

Quarter 1	40%
Quarter 2	40%
Final Exam	20%
Semester 1 Total	100%
Quarter 3	40%
Quarter 4	40%
Final Exam	20%
Semester 2 Total	100%

Teachers are available before and after school or by appointment to assist students that are having difficulty. Students should make an appointment with their teacher when they are experiencing trouble.

## **ARIZONA College and Career Ready Standards**

*What does Arizona's College and Career Ready Standards mean for students?*

Arizona's College and Career Ready Standards – English Language Arts and Mathematics help to prepare students with the knowledge and skills they need to succeed in post-secondary education and training.

- **Clear standards** help students understand what is expected of them.
- **Consistent expectations** across the states for **all** students ensure that Arizona students are both nationally and internationally competitive.

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- **Relevant content** and application of knowledge through high-order thinking skills and questioning provide opportunities for students to prepare for workforce and higher education discussions and experiences.

*What do Arizona's College and Career Ready Standards (AZCCRS) mean for Arizona Families?*

- Clear, focused standards are **consistent** across the states.
- There is a strong emphasis on **real-world application** of knowledge and skills within the standards.
- The standards' college and career ready goal is designed to **prepare all students for success** with post-secondary educational and career opportunities

## GRADUATION AND COLLEGE ENTRANCE REQUIREMENTS

In order to graduate from SCVUHS and receive a SCVUHSD diploma a student must complete 22 credits of study.

English .....	4
Mathematics .....	4
Science.....	3
Social Studies.....	3
PE/Health.....	1
Fine Arts or CTE.....	1
College and Career Readiness.....	2
Electives.....	4
<b>Total .....</b>	<b>22</b>

## PUBLIC ARIZONA UNIVERSITY ENTRANCE REQUIREMENTS

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English .....	4
Mathematics (Algebra and above).....	4
Science (Laboratory).....	3
American/Arizona History .....	1
Social Science .....	2
Fine Arts.....	1
Foreign Language .....	2

The student should check with the counselor to make sure the requirements for a particular university/college are satisfied.

Courses must meet SCVUHS standards for credit in core areas. For example, some math courses such as prepping for Algebra are not applicable for meeting the four-credit SCVUHS graduation requirement OR university entrance in mathematics.

NCAA requirements to participate in Division I athletics have special academic eligibility requirements. See your counselor or [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

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## WHERE DO I STAND?

The total number of credits earned determines a student's grade classification.

Grade 10.....	6 credits
Grade 11.....	11 credits
Grade 12.....	18 credits
Graduate.....	22 credits

**ID's will reflect a student's cohort year rather than credits earned. Grade classification is done only once a year.**

## DUAL CREDIT

Santa Cruz juniors and seniors who have passed all portions of the AIMS may petition for ½ day status and attend Central Arizona College off-site. Students are responsible for their own transportation and their tuition cost. Dual credit is awarded when official transcripts are received. See guidance counselors for additional information.

## HALF DAY STUDENTS

- Must be junior or senior status
- Must be at least 16 years of age
- Must have passed all state required standardized test
- Must be in good standing with the school  
*\*See requirements below for "good standing"*
- Must be on target to graduate (see page 20 "Where Do I Stand")
- Must maintain C's or better as verified by Quarter Report Cards or ½ day status will be revoked
- Please keep in mind all junior student-athletes must be enrolled in 5 classes per Arizona Interscholastic Association.

Good Standing:

- After the first earned Friday school for tardies/attendance, the student will be issued a warning. Earning a second Friday school for tardies/attendance will result in the student's revocation of half-day status.
- Revocation of a student's half-day status due to discipline will be determined on a case by case basis by administration.

**\*\* Please see Counseling Department for additional documentation requirements.**

## SUMMER SCHOOL INFORMATION

Credits from other institutions may be accepted at the discretion of Administration.

## EARLY GRADUATION

If students and their parents are considering early graduation, please speak with the guidance counselor or principal. Keep in mind that early graduation requires advance planning of at least one year.

## TESTING OUT OF A COURSE

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If students and their parents are considering "testing out" of a course to earn academic credit, please speak with the guidance counselor or principal. In order to "test out", students need to exhibit mastery of the subject matter by attaining a grade of not less than (80%) on the final course exam. Teachers and counselors are not responsible for tutoring or providing study guides/instruction relative to students "testing out" of the course.

## HONORS

Student achievement is held in the highest regard at SC High School. Students with a cumulative grade point average (GPA) of 3.5 and above are awarded with academic letters. Those earning this honor multiple times will be given bars for subsequent years. Those earning a GPA of 3.0 are also recognized and awarded a certificate of excellence. A school-wide honors assembly is held at the end of the year to celebrate academic success. Following each semester, perfect attendance, and other achievements are recognized. Additionally, medals, stoles and/or cords will be awarded to graduating seniors earning high academic achievement.

## GUIDANCE

Guidance department services are designed to serve the needs of individual students. The counselor is available to help students in the preparation of academic schedules or course adjustments, long-range school programs, and technical, career, or college planning. The counselor can help with scholarship and financial aid information as well as enrichment programs, opportunities offered during the summer.

## LOST, STOLEN, CONFISCATED OR DAMAGED ITEMS AND PROPERTY

SCVUHSD, nor their faculty and staff, are responsible for the loss, theft, or damage of personal items.

## EXTRA! EXTRA!

All students are assessed a one-time \$5.00 extracurricular fee at registration to allow state tax credit for donations. A student is entitled to participate in any activity offered at the school. Any student that is financially unable to pay the fee may see the principal. The fee is established in compliance with state statute.

## PLAY BALL!

All SC students are encouraged go out for Dust Devil Sports and activities. However the following information is needed before you are allowed to participate in the athletic program: Certified birth certificates and physical forms must be on file in the Athletic Office. Please refer to the SCVUHS Athletic Handbook for additional requirements. If a student becomes 19 years of age on or before September 1<sup>st</sup>, he/she is not eligible.

## ACADEMIC ELIGIBILITY



### Eligibility to start a semester

- Students with adequate credits earned based on their grade level are eligible at the start of each season of sport as determined by the A.I.A.
- Students who have made satisfactory progress toward promotion or graduation, but failed a class(s) at the end of the semester, begin the new semester/season of sport

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under "advisement". This advisement period is 4.5 weeks (grading period). Students may practice and compete during the advisement period.

## **Adequate yearly progress toward promotion/graduation**

To be eligible;

Sophomores must have earned 70% of 6.5 credits or **4.50 credits**

Juniors must have earned 78% of 13 credits or **10.25 credits**

Seniors must have earned 86% of 19.5 credits or **16.75 credits**

Freshmen are automatically eligible to start their first sport here at SC. Once they are out for a sport the eligibility policy kicks in.

## **Eligibility through a semester**

Students with adequate credits earned based on their grade level are eligible at the start of each season of sport as determined by the A.I.A.

- Official grades will be every 4.5 weeks (progress reports). Students with a 59% or below in any class(s) will be ineligible the following Monday.
- These students will remain ineligible (may practice only) until they have raised their grade(s) to 60% or better.
- Students who become ineligible must attend tutoring after school. Once they are passing that class(s), student will turn into the Athletic Director official documentation signed by teacher(s) showing a passing grade(s).
- Teachers have 24 hours to grade make up work.
- AD will notify coaching staff at this point that the student has regained their eligibility for the remainder of the grade check period.

## **Non-Satisfactory Progress Eligibility**

- Students who have not met the minimum number of credits toward promotion or graduation are ineligible for the start of the first semester unless they have attended summer school and have earned enough credits to get back on track for promotion or graduation. In this case they become eligible to start the semester.
- Students who have earned enough credits for promotion or graduation during the semester (credit recovery) and at end of the first semester become eligible at that point.

## **Transfer Students' Eligibility**

- Students who have transferred to Santa Cruz Valley Union High after their freshman year will have their satisfactory progress toward promotion or graduation determined by an administrative committee made up of the principal, athletic director, counselor, or their designees. All other AIA transfer requirements must be met.

## **Parent Notification of ineligibility**

- Every 3<sup>rd</sup> week of a 4.5 week grading period, notice will be given to students by their coach (R7-2-808, State Board of Education).
- Every progress report (4.5 weeks), students and their parents will receive a phone call or written notification that ineligibility has been determined (R7-2-808, State Board of Education).

## **Teacher Tutoring**

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- Teachers are available from 7:30 am—7:55 am, 3:06 pm—3:36 pm, and by appointment for tutoring all students. (R7-2-808, State Board of Education)
- Unofficial grade checks will be run weekly. Students with a 59% or below in any class(s) must attend tutoring in order to participate in practice. Student must provide coach with a tutoring pass from teacher. Missed practice for not attending tutoring are considered unexcused.

## **Additional Eligibility Information**

- Grades 9, 10, and 11 students must take a minimum of 5 classes per semester (AIA).
- Students who have been put on a nine day suspension pending an LTS Hearing may lose athletic eligibility for the remainder of the school year.

## **CAFETERIA**

The cafeteria area may be considered a student lounge for students to relax, read, visit or eat. It is not, of course, for goofing around.



## **BREAKFAST AND LUNCH**

Since breakfast is considered a very important meal of the day, the food service staff will serve breakfast from 7:30 a.m. – 7:55 a.m. Center for Success goes to lunch from 11:00 a.m. – 11:30 a.m.; lunch will be from 11:35 a.m. to 12:20 p.m. (exceptions for modified schedules). Students may purchase lunch for \$2.60 and all A la Carte items are available for an additional charge.

## **WHAT'S IN/ WHAT'S OUT**

Food and drinks, with the exception of bottled water, are not allowed in the classrooms or hallways. Reusable water bottles must be clear and transparent. Energy drinks such as Red Bull, Monster, Rockstar, Full Throttle, AMP, and any others deemed inappropriate by administration, are not allowed on campus. The image portrayed is neither a professional nor a serious image. In addition, the “mess” created is not confined to an area. We appreciate your cooperation in eating only in the designated eating areas.



## **YELLOW CADILLAC**

Student ID is required for transportation or the student will not be allowed on the bus. A bus schedule is available if one was not received during registration. In the mornings, SC students will be dropped off in the designated bus loop located adjacent to the softball field.

Buses will leave SC at 3:51 p.m. Students that ride the bus may wait in the bus loop or meet with a teacher. Students riding the bus must board at Santa Cruz.

The right of a student to transportation is a qualified right dependent upon good behavior. Student behavior on buses must promote safety and bus drivers are responsible for the safe operation of the bus. Bus rules and school rules apply.

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Students creating a disturbance while riding a school bus may:

- Be dealt with more harshly as the safety of many is at risk
- Lose riding privileges until a parent conference
- Lose riding privileges for a period of time or permanently

Students arriving on campus via bus, personal vehicle, or dropped off may not leave campus without checking out through the office.



## Devil Dash Sample Stamp Sheet



	4th	5th	6th	7th
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Period 1A / 2B				
Period 3A / 4B				
Period CCR				
Period 5A / 6B				
	11th	12th	13th	14th
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>
Period 1A / 2B				
Period 3A / 4B				

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Period CCR			
Period 5A / 6B			
<div style="display: flex; justify-content: space-around;"> <span>18th</span> <span>19th</span> <span>20th</span> <span>21st</span> </div>			
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>
Period 1A / 2B			
Period 3A / 4B			
Period CCR			
Period 5A / 6B			

### WE ARE HERE TO SERVE YOU!

The SC staff is dedicated to support, assist, guide and encourage you to be successful in school. You will only fail if you choose to do so. You are responsible for your learning. One way to assume that responsibility is to inform an adult on this campus if you are experiencing difficulty in a class, with another student(s) or a personal problem that interferes with your schooling. We will be happy to make provisions for extra assistance and help. Do not hesitate to ask a teacher or staff member if you wish to explore an academic/career opportunity that is not offered.

### STAFF

<b>High School Office</b>			
Orante Jenkins	Principal	520.466.1247	<a href="mailto:ojenkins@scvuhs.org">ojenkins@scvuhs.org</a>
Genevieve Leon	Secretary	520.466.2200	<a href="mailto:gleon@scvuhs.org">gleon@scvuhs.org</a>
Patricia Castillo	Attendance/SAIS/ Powerschool Liaison	520.466.2221	<a href="mailto:pcastillo@scvuhs.org">pcastillo@scvuhs.org</a>
Robin Gates	Auxiliary Operations	520.466.2202	<a href="mailto:rgates@scvuhs.org">rgates@scvuhs.org</a>
Ferris Smith	Federal Programs Director	520.466.2212	<a href="mailto:fsmith@scvuhs.org">fsmith@scvuhs.org</a>
Rhonda	Special Education Director	520.466.2219	<a href="mailto:nkelly@ces-idea.com">nkelly@ces-idea.com</a>
Al Ocampo	Athletic Director	520.466.2206	<a href="mailto:aocampo@scvuhs.org">aocampo@scvuhs.org</a>
Al Ocampo	Drop Out Prevention Liaison	520.466.2206	<a href="mailto:aocampo@scvuhs.org">aocampo@scvuhs.org</a>
<b>Guidance Office</b>			
Frank Jimenez	Counselor	520.466.2211	<a href="mailto:fjimenez@scvuhs.org">fjimenez@scvuhs.org</a>
Gloria Herrera	Registrar	520.466.2214	<a href="mailto:gherrera@scvuhs.org">gherrera@scvuhs.org</a>
<b>District Office</b>			

## Santa Cruz Valley Union High School

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Debi Tabeling	Business Manager	520.466.2239	<a href="mailto:dtabeling@scvuhs.org">dtabeling@scvuhs.org</a>
Sherry Eisler	Administrative Assistant/Accounts Payable	520.466.2220	<a href="mailto:seisler@scvuhs.org">seisler@scvuhs.org</a>
Liz Ibarra	Payroll/Student Activities	520.466.2238	<a href="mailto:libarra@scvuhs.org">libarra@scvuhs.org</a>
<b>TBD</b>	<b>District Office Receptionist</b>	<b>520.466.2224</b>	
<b>Facilities</b>			
<b>TBD</b>	<b>Director</b>	<b>TBD</b>	<b>TBD</b>
<b>Transportation</b>			
Jaime Lara	Director	520.251.2532	<a href="mailto:jaime.lara@eloyesd.org">jaime.lara@eloyesd.org</a>
<b>Technology</b>			
Aaron Bates	Director	520.466.2210	<a href="mailto:abates@scvuhs.org">abates@scvuhs.org</a>
<b>Cafeteria</b>			
Gloria Eddy	Director	520.466.2231	<a href="mailto:geddy@scvuhs.org">geddy@scvuhs.org</a>

### **FACULTY**

<b>English</b>	Phone	Email
Michelle Garrison	TBD	<a href="mailto:mgarrison@scvuhs.org">mgarrison@scvuhs.org</a>
Kamian Harmon	520.466.1256	<a href="mailto:kharmon@scvuhs.org">kharmon@scvuhs.org</a>
Leticia Jimenez	520.466.1251	<a href="mailto:ljimenez@scvuhs.org">ljimenez@scvuhs.org</a>
Sommer Meza	520.466.1273	<a href="mailto:smeza@scvuhs.org">smeza@scvuhs.org</a>
<b>Spanish</b>		
Lex Pruitt	520.466.1268	<a href="mailto:lpruitt@scvuhs.org">lpruitt@scvuhs.org</a>
<b>Math</b>		
Rishard Davis	520.466.1272	<a href="mailto:rdavis@scvuhs.org">rdavis@scvuhs.org</a>
Jacquelyn Shope	520.466.1276	<a href="mailto:jshope@scvuhs.org">jshope@scvuhs.org</a>
William Askew	520.466.1274	<a href="mailto:waskew@scvuhs.org">waskew@scvuhs.org</a>
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## Santa Cruz Valley Union High School

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## Santa Cruz Valley Union High School DISCIPLINE MATRIX

The following chart shows the minimum and maximum range of disciplinary action that may be taken for each behavior. Students are always given the opportunity to discuss disciplinary problems with the school principal and to present information that may help to explain the situation or problem (Due Process).

**Students will be allowed to make up assignments that arise during the term of their off campus suspension. The work will be due to each teacher on the date that the student returns to school.**

**These statements are guidelines only and do not limit the judgment and decision of the school administrator who must assess each situation and consider the student's behavioral conduct and discipline history when deciding on an appropriate consequence for the misbehavior. The numbers 1, 2, 3, etc. only indicate the sequence from minimum to maximum options that the school administrator may consider in deciding the consequence for a specific discipline violation.**

Aggression	Range of Consequences
Verbal Provocation Minor Aggressive Act Recklessness	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> </ul>

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	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Disorderly Conduct	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Endangerment*	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long</li> <li>• Term Suspension Hearing</li> </ul>
Fighting*	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 4 days + Contract + Police Notification</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing + Police Notification</li> </ul>
Assault*	<ul style="list-style-type: none"> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Aggravated Assault**	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Alcohol, Tobacco and Other Drugs</b>	<b>Range of Consequences</b>
Alcohol Violation* Drug Violation	<u>Sale/Distribution:</u> <ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul> <u>Use/Possession Alcohol or Drugs:</u> <ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul> <u>Sharing Alcohol or Drugs:</u> <ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Tobacco Violation* Use on school property Possession on school property	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Non-Prescription Drugs	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> </ul>

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	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Harassment, Threats and Intimidation</b>	<b>Range of Consequences</b>
Bullying* Harassment, Non-sexual* Hazing* Threat or Intimidation*	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days + Contract</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Cheating, Forgery or Plagiarism</b>	<b>Range of Consequences</b>
Cheating or Plagiarism Forgery	<ul style="list-style-type: none"> <li>• Zero on Assignment + Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>School Policies and Other Violations</b>	<b>Range of Consequences</b>
Defiance, Disruption, Disrespect to Authority Non-Compliance	<u>Mild:</u> <ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days + Contract</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul> <u>Extreme:</u> <ul style="list-style-type: none"> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days + Contract</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Dress Code	<ul style="list-style-type: none"> <li>• Conference + Change of Clothes</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
ID Violation	<ul style="list-style-type: none"> <li>• Use of loaner ID (may repeat)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> </ul>
Gambling Negative Group Affiliation Gang Related Activity Profanity or Inappropriate Language Racial Slurs	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Public Display of Affection (PDA)	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> <li>• Off Campus Suspension – 2 days</li> </ul>
<b>School Threat(s)</b>	<b>Range of Consequences</b>
Bomb Threat** Chemical Threat Biological Threat**	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Other School Threat	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Sexual Offenses</b>	<b>Range of Consequences</b>
Indecent Exposure Pornography Public Sexual Indecency*	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 4 days + Contract</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Sexual Assault**	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Sexual Harassment* (no contact)	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days + Contract</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Sexual Harassment with Contact*	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 4 days + Contract</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Technology – Improper Use</b>	<b>Range of Consequences</b>
Computer – On entertainment site or non-educational web site	<ul style="list-style-type: none"> <li>• Conference</li> <li>• Friday School</li> </ul>

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Equipment Abuse/Mishandling Network Infraction/Alerting of Network Use of Proxy Gagger All other improper use of technology	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Theft: School or Non-School Property</b>	<b>Range of Consequences</b>
Burglary Breaking and Entering*	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> <li>• Restitution required</li> </ul>
Extortion Petty Theft: Under \$100 Robbery	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
<b>Trespassing</b>	<b>Range of Consequences</b>
Trespassing	<ul style="list-style-type: none"> <li>• Conference + Police Notification</li> <li>• Off Campus Suspension – 2 days + Police Notification</li> <li>• Off Campus Suspension – 4 days + Police Notification</li> <li>• </li> </ul>
<b>Vandalism or Criminal Damage</b>	<b>Range of Consequences</b>
Graffiti/Tagging Personal Property* School Property*	<ul style="list-style-type: none"> <li>• Friday School</li> <li>• Off Campus Suspension – 4 days + Restitution</li> <li>• Off Campus Suspension – 8 days + Restitution + Long Term Suspension Hearing</li> </ul>
<b>Weapons and Dangerous Items</b>	<b>Range of Consequences</b>
Dangerous Items *	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 2 days</li> <li>• Off Campus Suspension – 4 days</li> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>
Weapons **	<ul style="list-style-type: none"> <li>• Off Campus Suspension – 8 days + Long Term Suspension Hearing</li> </ul>

**Note:**

\* = Required to report to the Arizona Department of Education (ADE)

\*\* = Mandatory reporting to local law enforcement and the ADE.