

**SAN MANUEL JR. SR. HIGH SCHOOL STUDENT HANDBOOK  
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# MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT

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Michael Carnes  
Lynn Zeiler

## Mission Statement

San Manuel Jr./Sr. High School provides each student with a safe, equitable and progressive learning environment, guided by the Arizona Education Standards, enabling them to become productive and responsible citizens.

*Accepting new students under open enrollment law.*

## Daily Schedule

1 <sup>st</sup>	8:00 - 8:55	
2 <sup>nd</sup>	9:00 - 9:50	
3 <sup>rd</sup>	9:55 - 10:45	
4 <sup>th</sup>	11:20 - 12:15	1 <sup>st</sup> Lunch 10:50 - 11:15
	10:50 - 11:20 / 11:50 - 12:15	2 <sup>nd</sup> Lunch 11:20 - 11:45
	10:50 - 11:50	3 <sup>rd</sup> Lunch 11:50 - 12:15
5 <sup>th</sup>	12:20 - 1:10	
6 <sup>th</sup>	1:15 - 2:05	
7 <sup>th</sup>	2:10 - 3:00	

## Assembly Schedule

1 <sup>st</sup>	8:00 - 8:44	
2 <sup>nd</sup>	8:49 - 9:33	
3 <sup>rd</sup>	9:38 - 10:22	
ASSEMBLY	10:27 - 11:11	
4 <sup>th</sup>	11:45 - 12:29	1 <sup>st</sup> Lunch 11:16 - 11:41
	11:16 - 11:45 / 12:14 - 12:39	2 <sup>nd</sup> Lunch 11:45 - 12:10
	11:16 - 12:10	3 <sup>rd</sup> Lunch 12:14 - 12:39
5 <sup>th</sup>	12:44 - 1:25	
6 <sup>th</sup>	1:30 - 2:11	
7 <sup>th</sup>	2:16 - 3:00	

## Early Release Schedule

1 <sup>st</sup>	8:00 - 8:30
2 <sup>nd</sup>	8:34 - 9:04
3 <sup>rd</sup>	9:08 - 9:38
4 <sup>th</sup>	9:42 - 10:12
5 <sup>th</sup>	10:16 - 10:46
6 <sup>th</sup>	10:50 - 11:20
7 <sup>th</sup>	11:24 - 12:00



## STUDENT SERVICES

### Counseling

Phone 385-2336 Ext. 2210 and 2212

Upon enrollment, students meet with a counselor who can help with course selection, general school plans, with exploration of post-high school possibilities - college, special schools, military training, etc. The counselors can supply information regarding financial aid for college and requirements for future job/career planning. They can be of help in personal areas involving ambitions, hope, ideals, worries and fears. In short, counselors would like to be your helpers, confidants, and friends.

The Counseling Center is open daily between the hours of 7:30 a.m. and 3:15 p.m. Students may drop in to talk with counselors before and after school or during lunch periods. Students must have permission from their teacher to miss their class.

Should an emergency arise, the first available counselor will see students as soon as possible.

Students at San Manuel Jr. /Sr. High School are strongly encouraged to make extensive use of the Counseling Center.

Students or parents may call San Manuel Jr /Sr High School counselors if there are any concerns regarding a student or students that may be at risk.

### REGISTRATION GUIDELINES

**No student will be admitted into classes without immunization records, certified birth certificate and proof of residency. As per Arizona state law.**

All grades are scheduled into seven full-credit classes. Students participating in extra curricular activities should read the section on Eligibility.

### REGISTRATION TIME FRAME

**September - February:** Review educational plans and pre-register for courses for the following school year.

**June- July:** Master schedule is created based upon class choices of students. Minor changes are possible with parent approval and as allowed by numbers of students pre-registered for each course.

**June:** Computer-assisted scheduling will select class period and teacher.

**June - August:** Students' schedules may be adjusted due to test results, failed classes, etc. If a schedule change is needed please make an appointment with a counselor prior to registration.

**July:** Final registration: pick up schedules, locker sign up and pay fees. Senior and Junior registration will be held July 27<sup>th</sup>, from 8:00 a.m. to 11:00 a.m. Freshman and Sophomore registration July 28<sup>th</sup>, 8:00 – 11:00 a.m., Junior High Registration July 29<sup>th</sup>. 7<sup>th</sup> and 8<sup>th</sup> grade registration, 8:00 – 11:00 a.m. and 1:00 – 3:00 p.m. Make up registration for students new to the district and students who could not register during their designated dates and times will also be held on Aug. 1<sup>st</sup>.

### School Pictures:

All School photos grades 7-12 will be taken on an announced date.

All students will need to have their pictures taken in order to have their picture published in the yearbook. Pictures will be taken from 8:00 a.m. to 2:00 p.m.

### SCHEDULE CHANGES

Once final registration is completed in May, schedule changes are rare. Changes will be made only for the following reasons:

1. Failed pre-requisite; therefore cannot take class.
2. Need to add required course for graduation.
3. Medical reasons.

4. Processing errors.

5. Administrative needs.

6...Completed course (summer school, correspondence etc.)

A student may drop or change a class up to the 4<sup>th</sup> week of each semester, without loss of eligibility.

Any student changing a class must have parent permission, and teacher and administrative approval.

Any student dropped for lack of attendance, discipline etc. will receive a letter grade of F for the semester and be ruled ineligible. Class changes will only be made during the first four weeks of a semester. If a student drops a class past the four-week period and they are failing the class; they will receive an F on their transcript.

### TESTING PROGRAM

**In order to participate in the High School Graduation Ceremony a student must qualify to receive a diploma.**

Various testing programs are offered throughout the year.

Sophomores and juniors who are planning to enter college are offered the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (NMSQT). Students learn how they compare in verbal and mathematical knowledge. The student automatically competes for qualification in the National Merit Scholarship Program.

Most colleges and universities in the United States require the results of an entrance examination before the student is admitted. In Arizona, the three state universities accept the results of either the American College Test (ACT) or the College Board (SAT). In the case of out-of-state institutions, students should check to see which examination is preferred by corresponding with the college. Seniors are advised to schedule one or both of these tests as early as possible during the senior year. Juniors and certain sophomores can benefit by taking the tests as well. If there are questions as to which test should be taken, counselors should be consulted.

### ADAPTIVE EDUCATION PROGRAMS

The Mammoth/San Manuel School District offers Adaptive Education Programs for students who in accordance with state laws, qualify in one or more of the following handicapped categories.

- Serious Emotional Handicap
- Hearing Impairment
- Mild Mental Retardation
- Moderate Mental Retardation
- Orthopedic Impairment
- Specific Learning Disability
- Speech/Language Impairment
- Visual Impairment

If you know of anyone in or out of school who might have one or more of the above, please call one of the counselors at school, or the Administrator of Adaptive Education at 385-2337 Ext. 1115.

**504 Accommodation director is Mark Wiseley.**

**Director of Title IX is Mark Wiseley.**

### EXAMINATIONS

All students must take all examinations required by departments. If an examination is missed, it should be made up as soon as possible. There are no exemptions from final examinations, which must be taken on the assigned dates. Dates of final exams are announced sufficiently in advance of the end of the semester. There is no early release from school unless excused by an administrator.

### ACADEMICS, REPORT CARDS, GRADES

Report cards are issued at the end of each nine-week period. Semester grades become part of the student's permanent record.

If a student's grades are not satisfactory to parents, a conference should be arranged immediately. Students may take concurrent classes for: Physics, Calculus, Trigonometry, Algebra II, A.P. English (English Literature), A.P. Government and Chemistry.

School officials and teachers are anxious to become acquainted with parents and to advise them regarding a student's work. Report cards will be mailed quarterly.

The following high school courses are weighted:

Chemistry  
A.P. English IV  
Honors English III  
Honors English II  
A.P. Calculus  
College Algebra/Trigonometry  
Physics  
A.P. American Government

Regular classes	Weighted classes
4.0 = A	5.0 = A
3.0 = B	4.0 = B
2.0 = C	3.0 = C
1.0 = D	1.0 = D
0 = F	0 = F

Credits:

**Beginning with the class of 2017 students will be required to achieve a passing score on the Arizona Civics Test as a graduation requirement.**

Students may receive an incomplete for work that was not completed during that quarter. To receive a passing grade, this work must be completed satisfactorily on or before ten school days after that grading period. If the work has not been completed, the incomplete will turn into an F.

**MAKE-UP POLICY**

Total responsibility for acquiring and completing work missed during an absence lies with the student.

Classification of an absence may affect the student's right to make up work missed, however, this should not be interpreted to mean those identical activities or tests will be given for make-up work after absence.

Upon returning from any absence, the student should obtain make-up assignments as soon as possible. Students should NOT expect to make up work during regular class time, however, teachers will be available before/after school by appointment.

Any assignment missed as a result of an excused absence from class will be due at the beginning of the period from which the student was absent. For an excused absence, students will have the number of days absent plus one to make up work. Students missing class due to in or out of school suspension will be expected to have all assignments completed upon return to class.

Teachers have the right to give zeroes for missed work while out of class for out of school suspension. Long-term suspensions may result in loss of credit. The Assistant Principal will make arrangements to collect assignments for the student.

If the student is absent on the date an assignment is due and had knowledge of the assignment prior to the absence, the assignment will be due immediately upon return to class. Class participation points lost through absenteeism may be made up by special arrangements with the individual teachers.

There will not be any make up work for unexcused absences.

On long term projects (such as research papers) teachers may deduct points per day for unexcused or undocumented

absences. Excused absences are accepted. Assignments not meeting these time lines will be considered unacceptable and will receive a score of zero (0).

**This policy is not intended to exclude the possibility that other prior and specific arrangements may be made between the student and teacher when circumstances warrant.**

**NOTICE TO SENIORS**

All academic work (including correspondence) must be satisfactorily completed by May 12<sup>th</sup>.

**VALEDICTORIAN AND SALUTATORIAN**

Valedictorian and Salutatorian will be determined after the 7<sup>th</sup> semester of the senior year. The determination will be rounded out two decimal points on the G.P.A.

**MAKE UP CREDITS**

San Manuel High School accepts credits only from summer schools that offer 60 hours of classroom instruction and accredited correspondence schools. Students wishing to enroll in correspondence courses must acquire written approval of San Manuel Jr. /Sr. High School's Counselors for Student Services. San Manuel Jr. /Sr. High School's counselors will proctor correspondence school exams. All deadlines must be adhered to strictly.

Only 4 credits of correspondence will count towards graduation. The correspondence courses must be in 4 different areas.

A class may be repeated to receive a higher grade. The most recent grade will be recorded. Credit will be given only 1 time if you repeat a course.

The School Board has approved Mesa Online as an accepted program.

**JUNIOR HIGH PROMOTION AND/OR RETENTION**

The current Junior High school policy is that students will pass every course to earn promotion to the next grade. On occasion, summer school is provided for those students who need to master subject matter in order to pass an academic class. Board Policy IKE-R defines the district policy on "Promotion and Retention" and may be reviewed at the District Office or the San Manuel Jr. / Sr. High School office. **A student, who misses 15 days or more without a written physicians excuse, may repeat their current grade. (Governing Board Approved June 29, 2004).**

**SUMMER SCHOOL**

Summer school may be offered if there is a need. If there is a tuition fee the student is responsible. In order for credits to be accepted from a summer school program, sixty (60) hours of classroom instruction must have occurred. It is the student's responsibility to provide official proof of these contact hours.

**HEALTH CENTER PH. 385-2336 Ext. 2204**

The Health Care Center is located in the Jr. /Sr. high school administration office.

All medication brought on to campus must be prescribed by a physician. All medication must be turned into the Health Care Center and dispensed by a trained designee. Any medication not stored in the Health Care Center will be considered illicit.

Prescription medication must be in the original container with the original unaltered label from the pharmacy and must have the student's name on the label. This includes inhalers. Parent permission for administration must be on file with the Health Care Aide.

Written permission must be on file with the Health Care Aide before Tylenol/ aspirin can be dispensed to students. The school does not furnish any medication (including aspirin) for students.

Unless there is an emergency a student is to get a pass from his/her teacher before going to see the Health Care Aide.

AN ILL OR INJURED STUDENT WILL NEVER BE SENT HOME UNLESS A PARENT OR DESIGNATED PERSON COMES TO THE SCHOOL AND SIGNS THE STUDENT OUT.

Students who become ill during school hours should report to class before going to the Health Care Aide when possible. Missing classes with an excuse of illness, without reporting to the Health Care Aide will be treated as truancy.

The Health Care Aide is available to assist with emergencies but is not equipped to take care of any serious illness. Note: All students must have a current immunization record on file.

Please report any of the following to the Health Care Aide's office.

- All injuries that happen on school grounds.
- Any abnormal skin condition, rash, sores, etc.
- Any contagious disease within the home.
- Any history of rheumatic fever, heart conditions, diabetes, or chronic disorder.
- Any illness that occurs on campus during the day.

#### LEAVING SCHOOL DUE TO ILLNESS

If a student is ill, a legal guardian must check them out and pick them up from school.

#### GENERAL SCHOOL INFORMATION

##### MEDIA CENTER

Ph. 385-2336 Ext. 2267

The school Media Center, staffed by certified Teacher/Librarians, is open to all students Monday through Friday from 7:45 a.m. to 3:15 p.m. It is designed to facilitate study and research in a quiet pleasant atmosphere conducive to these activities only.

A .05 per day late fine and or detentions will be assigned for books more than 5 school days overdue. Further checkouts are not allowed until book(s) are returned.

The Media Center contains the latest in reference resources to help students find answers for homework and research projects. In addition to an excellent reference and book collection, up to date information is available at computer workstations.

Many on-line services are available for research.

Media Center materials are the property of the district. Students will be assessed replacement cost for lost materials.

There is a copy machine available to students at a cost of .05 per copy.

#### CLASSROOMS

All classrooms are open for students to get help from teachers before and after school from 7:30 - 8:00 a.m. and 3:00-3:15 p.m. Arrangements must be made with individual teachers for earlier or later times.

#### LOST AND FOUND

The lost and found department is located in the attendance office. After June 15, all lost and found items are donated to a local charity.

#### PERSONAL PROPERTY

The school assumes no responsibility for any personal property that is brought to school. This includes motor vehicles, bicycles, clothing, musical instruments, electronics etc. Any theft, however, should be reported IMMEDIATELY to the Attendance office. **Do not leave valuable items in any lockers.**

#### CLEAN CAMPUS

The administration asks that all students do their part to assure we have a clean and healthy campus. Gum is not allowed on school campus.

#### USE AND CARE OF TEXTBOOKS

In compliance with Arizona Revised Statutes, the Mammoth/San Manuel School District will provide free textbooks for all students. All textbooks, subject matter materials, supplementary books and instructional computer software in the possession of the school district remain the property of the school district. The School district shall hold pupils responsible for damage or loss of the textbooks, subject matter materials, supplementary books and instructional computer software. If a pupil for any reason requires a second copy of a textbook, subject matter materials or a supplementary book, the pupil shall reimburse the school district for the cost of the textbook, subject matter materials or supplementary book. Any student who loses a textbook or has one stolen must report this loss immediately to their classroom teacher.

Added by laws 1981, Ch. 1 ss 2, eff. Jan. 23, 1981. Amended by Laws 1983, Ch. 182, ss 8; Laws 1984, Ch. 379 ss 8.

All students must return their books within the day of withdrawing from a class whether schedule change or end of semester.

**Students who fail to return textbooks and materials to school prior to May 31 will be charged the full purchase price to replace lost or missing books and materials.**

#### DEBTS

**No records or transcripts will be sent to any other institution until all debts to the school are paid.**

#### IF YOU CHANGE YOUR RESIDENCE

If a student moves while attending San Manuel Jr. /Sr. High School, the new address must be reported immediately to the Records Office. Proof of residence is required.

#### WITHDRAWING FROM SCHOOL

To withdraw from school for any reason, a student should take a written request from the parent/guardian to the Records Office and obtain an Official Notice of Withdrawal Form.

If transferring to another school, the student will receive grades to date of leaving and copies of other records to help enroll in the new school. All books and other school equipment must be returned at this time.

Students will not be permitted to leave school before the end of the school semester and receive credit except for extreme emergency. No semester exams will be given early.

If it becomes necessary that the student must withdraw from school before the end of a semester and wishes to finish all work and receive credit for it, the parents must request such early withdrawal in writing at least **One week** in advance from the Assistant Principal. Students who leave before the end of a school term without making proper arrangements will not receive credit for the semester's work.

#### HIGH SCHOOL DANCES

No student will be admitted to a school dance (including the Junior-Senior Prom) more than one hour after the scheduled starting time unless a special permit has been secured in advance from the Assistant Principal. If a student leaves the dance, he/she will not be readmitted.

Non-students may attend school dances only as a date of a student following pre-approval by the administration, and must have a guest card which may be obtained in the attendance office. No dates 21 years old or over 21 years are allowed.

The discipline regulations for normal school operation apply to dances.

All dances scheduled on campus will end at 12:00 a.m. Parents are encouraged to pick up their students promptly at 12:00 a.m.

### JR. HIGH DANCES

Only Junior High students may attend Jr. High School sponsored dances. Dances will begin at 6:00 p.m. and end promptly at 9:00 p.m. **STUDENTS SERVING IN SCHOOL SUSPENSION, OR OFF CAMPUS SUSPENSIONS WILL BE INELIGIBLE TO ATTEND THE NEXT DANCE FOLLOWING THE DISCIPLINARY ACTION.**

Students who come to the dance must obey the following rules:

1. Appropriate conduct must be maintained at all times. Student behavioral rules are to be followed at all school activities.
2. The parents of the students must provide transportation. However, a bus from Mammoth will run to the school. Time and place of pick up will be communicated.
3. Students attending a dance will be allowed to enter no later than 20 minutes after the published starting time of the dance. Unless accompanied to the door by a parent/guardian.
4. Once at the dance, no student will be allowed to leave early unless accompanied by a parent/guardian.
5. On the day of the dance, a student must attend all classes.

### JR. HIGH STUDENT RECOGNITION

Approximately once every semester there will be an assembly to acknowledge students. This is a special recognition program it says, "I'm proud of you!"

### ASSEMBLIES

All students must attend the required assemblies. The San Manuel Jr. /Sr. High School student body seeks a reputation for being a fine audience.

### SIGNS AND POSTERS

**All signs or posters must be in good taste.**

All signs or posters, for non-school or school activities, must be approved by a school administrator before they are put up.

No sign or poster shall be attached to any plaster or painted surface.

No poster, sign or banner may be hung from or attached to any canopies or light poles.

Persons or organizations displaying posters are responsible for immediately removing them following the event or activity.

Non-school political posters are not allowed.

### SAN MANUEL JR. /SR. HIGH SCHOOL IS A CLOSED CAMPUS.

Students may not leave campus during lunch hour. The consequence of being off campus is in school suspension. Student planners will be used as passes – no exceptions. All students must have a planner to leave class during instruction time.

### BUS CONDUCT AND SAFETY RULES

Regulations:

***All persons riding in any vehicle which has seat belts must wear the seat belts at all times while the vehicle is running.***

1. Students riding in a school bus are under the authority of the bus driver.
2. A regular bus schedule will be followed.

3. Students who refuse to obey the directions of the bus driver or who refuse to follow safety rules will be disciplined, which could result in losing the privilege of riding the bus for a defined period of time.

4. Students must have written permission from a parent/guardian to exit the bus at any stop other than their own.

### Safety Rules:

1. Wait patiently for the bus. If the bus is late, wait. Your bus or another bus will always run the route.
2. Stand a safe distance back from the curb or highway.
3. When the school bus is approaching, get in a line parallel to the road.
4. Do not crowd or push.
5. Use the steps and handrail.
6. Sit in the seat assigned by the bus driver.
7. Take your seat quietly and quickly.
8. Sit on the seat, not on your legs or other objects.
9. REMAIN SEATED WHILE THE BUS IS IN MOTION.
10. KEEP HANDS, ARMS AND HEAD INSIDE THE BUS AT ALL TIMES.
11. NEVER THROW ANY OBJECTS IN THE BUS.
12. DO NOT YELL, SPEAK LOUDLY OR USE VULGAR LANGUAGE.
13. Open or close windows when given permission to do so by the driver.
14. Keep the aisle free from any objects.
15. Keep the bus clean.
16. DO NOT EAT, DRINK OR USE TOBACCO PRODUCTS ON THE BUS.
17. REMAIN SEATED UNTIL THE BUS COMES TO A COMPLETE STOP.
18. Exit by facing the front and using the steps.
19. BE COURTEOUS TO THE DRIVER, FELLOW STUDENTS, PASSING VEHICLES AND PEDESTRIANS.
20. NO HORSEPLAY, FIGHTING, OR INAPPROPRIATE PHYSICAL CONTACT.
21. Try not to speak to the driver while the bus is in motion.
22. All electronic devices must be silenced while on the bus.

### CAMPUS CONDUCT

#### Student Parking:

Parking is a privilege

1. Parking privileges will be revoked if a student is:

- a. Parked in an unauthorized zone.
- b. Loitering in the parking lot.
- c. Speeding or any unsafe vehicle operation.

2. If a vehicle is illegally parked, the school has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.

### DO NOT PARK IN NO PARKING ZONES. HANDICAPPED OR VISITOR PARKING.

### MESSAGES AND DELIVERIES

Articles or messages will not be delivered to students except in emergency circumstances. A school administrator will approve each request. Flowers or gifts will not be distributed until 2:45 p.m. The school is not responsible for late or missed deliveries.

### RESPECT FOR PERSONS AND PROPERTY

**All policies and procedures regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school.** This includes lunch hours and bus transportation. Students participating in or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct.

Students should be responsible for their own actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students, also have responsibility neither to take nor damage the property of other students, school personnel, the district or general public.

#### **STUDENT DRESS CODE J-2361 JICA-R**

All students in Kindergarten (K) through twelve (12<sup>th</sup>) grades who attend the District schools are expected to dress in the proper standard school attire. It is the parents' responsibility to ensure compliance with the dress code. All students who attend the District's schools must dress in accordance with the dress code.

**Shirts and tops:** Must be full length t-shirt or collared shirts. Must have sleeves minimally between shoulders and elbows. May not display alcohol, weapons, drugs or messages deemed inappropriate. Shirts cannot be gang related. Necklines may not show cleavage. No open back, see through, mesh or revealing shirts. First Avenue, Mammoth STEM, San Manuel Jr./Sr. High) related logos and shirts with appropriate logos are accepted. If a logo is in question the administration will designate the definition of appropriate.

**Pants:** Must not be ripped, torn faded or have holes. Must fit at the waist. Must not be oversized or baggy. Must not reveal undergarments. Length must not be below shoes. Shorts must reach mid-thigh or below.

**Shoes:** No open toes, open backs, no sandals, no slippers or heels.

**Outer Wear:** Cannot display alcohol, drugs, weapons or any inappropriate messages. Cannot be gang related.

**Other:** Belts may not dangle below the waist. No undergarments may show. No items are allowed that are gang/drug related, pose a physical danger or are profane.

Additional items may be added to the standard school clothing during the school year as approved by the school board.

Any clothing buttons, jewelry or other accessories that are oversized; display vulgar, lewd, obscene or plainly offensive messages or images; display images of weapons, drugs, violence, alcohol, spray cans; make reference to or identify gang affiliation; or that are racially offensive; are strictly prohibited.

Students not dressed with the District dress code may be offered use of standard school clothing for the day; or their parents will be contacted to bring correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District Policy Manual. Students who refuse to dress in accordance with this dress code may attend another school outside the District, in accordance with open enrollment policies.

No student shall be subject to discipline for failure to comply with the dress code if the reason is economic hardship. Under such extreme circumstance, the school will work with families to provide assistance for the students to be furnished with standard school clothing.

New students who enter District schools have one (1) week to purchase standard school clothing. During this time period the schools may donate one set of clothing per child.

On occasion the principal may allow a "dress up" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students' parents will be notified prior to the "dress up" day.

**Other uniforms: Boy Scout, Girl Scout, or any other uniform that is not school related, may not be worn during normal school hours.**

**Professional Staff Dress Code: The professional Staff Dress Code is established by Board Policy.**

#### **CONDUCT DURING LUNCH PERIODS**

Classes are in session during lunch periods. Students must stay in the cafeteria or patio area while eating lunch. Paper wrappers and lunch refuse must be put in the refuse cans. Students eating off campus are not to bring food on campus. Please remain in the cafeteria or patio area until it is time to return to class. Any student, who is not in the proper area at lunch or does not have a pass, will receive detention.

#### **STUDENT RELATIONSHIPS**

It is in poor taste for students to embrace each other on campus. Good taste decrees that students conduct themselves as ladies and gentlemen at all times. Because it is hard to determine the fine line of what is or is not an embrace, the school rule will be that holding hands is the limit of affection shown on the San Manuel High School Campus.

High School Students may not have relationships on campus with Junior High Students.

#### **VISITORS**

All visitors must report to the office and receive permission to be on campus. Parents are always welcome on the campus, but to avoid misunderstandings they are asked to check in at the high school office. Failure to follow these procedures will be treated as trespassing. No student visitors allowed. All visitors must wear a pass.

#### **ELECTRONIC DEVICES.**

Students may only use electronic devices before school and in between classes. Electronic devices must be off and not used during class time. For the first violation the device will be confiscated and returned at the end of the day. The item will be returned to a parent only on subsequent violations.

#### **SKATEBOARDS / SKATING**

Skateboards or skating of any kind is not allowed on campus at any time.

#### **FOOD AND BEVERAGES IN THE CLASSROOM AND ON CAMPUS**

Students are not allowed to bring food or beverages to the campus during the school day. Curriculum, which requires such, must be communicated to the administrative office prior to the event. Students may bring food or beverage on campus, as needed for lunch and must be consumed in the cafeteria. If procedure is not followed, items will be confiscated and may be picked up at the Assistant Principals' office after school. Water bottles will be allowed in class.

#### **RIGHTS UNDER TITLE IX**

THE SAN MANUEL JR. /SR. HIGH SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS EDUCATIONAL PROGRAM OR ACTIVITIES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND OF SECTION 504 OF THE REHABILITATION OF 1972 AND OF SECTION 604 OF THE REHABILITATION OF 1973 RESPECTIVELY.

EL DISTRITO DE "MAMMOTH/SAN MANUEL" NO HACE DISTINCION ALGUNA BASADO EN LA RAZA INCAPACIDAD DE LAS PERSONAS, EN SUS PROGRAMAS O ACTIVIDADES EDUCACIONALES, EN CUMPLIMIENTO



DO LOS ESTIPULADO EN EL CAPITULO VE DE LA LEY DE LOS DERECHOS CIVILES DE 1964, CAPITULO IX DE LA ENMIENDA DE LA EDUCACION DE 1972 Y LA SECCION 504 DE LA LEY DE REHABILACION RESPECTIVAMENTE.

#### **GUIDELINES FOR STUDENT ATTENDANCE AND CONDUCT MAMMOTH/SAN MANUEL SCHOOL DISTRICT #8**

As a student in this school district, you have the right to a good education. To make sure that every student enjoys that right, the district has established policies and procedures regarding student attendance, tardiness and disruptive behavior. These Guidelines for Student Attendance and Conduct are designed to create a pleasant and safe environment in your school. The rules are reasonable and fair, and are basically the same at each school.

**\*\*Your attitude toward school is extremely important. If your main reason for coming to school is to learn and be active in school programs, you will probably never have serious attendance or discipline problems.**

**\*\* You are responsible for your own actions. If you do not follow school rules, you will have to accept the consequences. Arizona law allows the school district to hold you accountable for your behavior on the way to and from school, and during any school-sponsored activity.**

The district developed these policies so that you and your parents will know exactly what is required of you, and what actions will be taken in each problem area. You may be counseled by teachers or administrators regarding your behavior. Accept their advice as valuable and understand that they want to help you.

We are proud of our students. We hope you will take advantage of the activities and opportunities offered to you and enjoy your high school years. If you respect your teachers and fellow students, and if you accept your responsibilities as a student and citizen, you will gain the most from your high school experiences.

#### **EARLY RELEASE FOR SENIORS.**

**Seniors may be released from school 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> periods if these qualifications are met.**

- 1. Enrolled in a vocational cooperative course or JTED before the school year starts.**
- 2. Student is enrolled in college course work and meets course work requirements at San Manuel High School.**
- 3. Health related reasons approved by the principal and recommended by a physician.**

#### **STUDENT ASSISTANCE**

**San Manuel Jr. /Sr. High School has taken several steps to provide academic support for all our students. Please check with the counseling staff to learn about these services.**

#### **STUDENT LOCKERS**

Student locks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Lockers are not to be shared. Locks must be purchased from the school at a cost of \$6.00.

Inspection of lockers may be conducted by school authorities without student consent at any time, for any reason and without a search warrant.

By law, a school principal, or his/her designee, may search a student locker, items in the student's possession, or a student controlled vehicle on school premises whenever there is a reasonable belief that the person or property

searched possesses or contains dangerous items or an item the possession of which violates state, federal or local law, Governing Board Policy or school rules. Items discovered in violation of the law or Board Policy may be seized.

#### **ATTENDANCE REQUIREMENTS GRADES 7-12**

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship that exists between academic success and regular school attendance. High School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her high school program.

#### **ATTENDANCE 385-2336 Ext. 2207**

**It is the responsibility of the parents to phone the attendance office on the day of the student's absence by the end of the 1<sup>st</sup> period or 9:00 a.m. If the parent or guardian does not have a phone, a note will be expected on the first day of return by the student and must be taken before school to the attendance office. The student's absence will be considered a truancy if this procedure is not followed.**

**If the student returns to campus that day, he/she should report to the attendance office before returning to class. An absence may be counted if this is not done.**

**If a student is signed out of school they may not stay on campus unless accompanied by a parent.**

#### **CLASSIFICATION OF ABSENCES:**

**ABSENCES: (NOT TO EXCEED 12 INCLUDING TRUANCIES):** Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period and is a result of:

- Personal illness
- Doctor or dentist appointments, which cannot be made after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the attendance office upon the student's return to school.
- Serious family illness or a death in the family.
- Suspensions.
- Any absences should be called in to the attendance office by 9:00 a.m.

**RECOGNIZED RELIGIOUS HOLIDAYS ARE NOT SUBJECT TO THE TWELVE (12) ABSENCE LIMIT, BUT DO REQUIRE NOTIFICATION TO THE ADMINISTRATION BY THE STUDENT'S PARENTS AT LEAST 24 HOURS IN ADVANCE.**

#### **GENERAL ATTENDANCE PROCEDURE**

1. The school district expects parents/guardians to call the attendance office by 9:00 a.m. If the parent does not have a phone, a note will be expected on the first day of return if a student is absent from school. Reasonable attempts will be made by the school; through phone calls or letters, to inform parents/guardians of a student's excessive absences. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.

2. To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5<sup>th</sup>) absence in any class period during the semester.

3. Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.

4. Students who reach eight (8) absences in one or more classes during any semester will be required to attend a conference. There will be a conference with parents, student, counselors and the teacher to write an improvement plan. Teachers will notify the office when a student has reached 9 or more tardies.

\* ALL make-up assignments due to absenteeism are to be completed according to district policy.

5. Any student who reaches his/her thirteenth (13th) absence in a class could lose credit eligibility in the class. On the 12<sup>th</sup> absence in a class the teacher will initiate a conference with the student, parents, teacher counselor and administration to discuss loss of credit. The student may remain in class with teacher approval.

6. A student-initiated schedule change may cause a loss of credit eligibility.

7. Excused absences due to school activities (field trips, performing groups, student government, etc.) are excluded from the attendance policy.

8. Students are not to leave campus during the day unless they have followed the check out procedures. Students are not to be in the parking lot at any time.

9. Absences from scheduled classes as a result of off-campus suspensions or tardy sweep will be included in the total number of absences for the semester.

10. Seniors may be absent two days and juniors one day to visit a college. This absence will not count towards the twelve absences if arrangements are made through the counseling office, reported to the attendance office and a pass is given to all teachers three days before the absence. Students arriving at school after first hour must check in at the attendance office. The district policy regarding tardies will be followed.

#### DEFINITION

When the bell rings signaling the end of the class period, students will have five (5) minutes to pass between classes. Each student must be in the correct class and work station, prepared to begin class, when the bell rings signaling the start of the new class period. Students not in the correct class/work station at the bell will be counted as tardy. If a student has a pass from a school official, he/she will not be considered tardy. Students who are tardy will be placed in I.S.S. for that class period. All school officials will take every precaution not to issue passes except when necessary.

1<sup>st</sup> tardy: Warning

2<sup>nd</sup> tardy: Morning detention

3<sup>rd</sup> tardy: After school detention

If a student has accumulated 9 tardies in a given class that student will be assigned a Saturday School. After the Saturday School assignment the tardy record begins anew.

Chronic repetition may result in Parent Shadow Program.

#### **STUDENT ACTS OF MISCONDUCT GROUP I, II, III, IV OF CODE OF STUDENT CONDUCT, STUDENT DISRUPTION OF THE EDUCATIONAL PROGRAM AND CLIMATE OF THE SCHOOL**

Students in the Mammoth/San Manuel District enjoy the right to a quality education, free from unnecessary disruptions and distractions. This occurs when an effective and appropriate learning environment and campus climate are maintained. The total school community to include parents, students, school personnel and community members share in the responsibility for maintenance of the campus climate. The administration, teaching staff and other school personnel have the responsibility to determine when student behavior is inappropriate and disruptive or in

violation of local school rules or regulations set forth by the Governing Board.

#### **Potential problem areas and regulations**

**DISRUPTION OF THE EDUCATIONAL PROCESS** - Students may not by action or expressions disrupt the educational process or interfere with the rights of others. Students shall not cause or threaten to cause inconvenience to the operation or administration of the school district. This includes but is not limited to evacuation of a district building, place or district-sponsored function. (FIRE ALARM ACTIVATION)

**CLASSROOM DISRUPTIONS** – **Any student who disrupts the educational process could be arrested.** Students are responsible for contributing to a positive and appropriate environment.

**PLAGIARISM OR FAILURE TO FOLLOW TEST-TAKING PROCEDURES** - The integrity of the instructional process must be maintained. Therefore, a student's test/assignment may be disqualified without the right of make-up when plagiarism is evident or the teacher's test-taking procedures have not been followed. In addition, the student may be subject to further discipline.

**INSUBORDINATION**- Students will comply with the reasonable requests of a staff member. Failure to do so shall be considered an act of insubordination.

**NON CHECK OUT**- Students may not leave campus without following the check out procedure.

**TRUANCY** - Truancy is defined as an unauthorized absence from class(es) and is considered to be misconduct by students.

**RESPECT FOR PERSONAL PROPERTY** - The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action (ARS 13-201)

**LOITERING:** (to remain in an area for no obvious reason) - Students are prohibited from loitering in or around the school campus.

**GAMBLING:** Gambling is defined as participating in games of chance for money and/or other things of value.

**COMMITTING EXTORTION, COERCION OR BLACKMAIL:** Obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

**SCHOOL BUS DISRUPTIONS:** All students riding buses to and from school or activities are expected to abide by all the rules for bus conduct and safety. The bus driver will determine when a student is disruptive.

**PARKING VIOLATIONS** - All student vehicles are to be parked in the prescribed location in a safe and orderly manner as authorized by local school regulation. Any vehicle parked inappropriately is subject to removal as provided in Governing Board policy 6309 and ARS 15-842.A.5. Towing expenses; fines and accrued storage fees are the responsibility of the vehicle owner.

**VEHICLE OPERATION VIOLATIONS** - All students bringing vehicles - motorcycles, bicycles, cars, trucks, etc. - on campus will operate the vehicles in a safe, responsible and prudent manner at all times

**POSSESSION OF/USE OF TOBACCO PRODUCTS** - Students are not permitted to be in possession of, or use tobacco products, e-cigarettes or vapor inhalers on campus or at school-sponsored events.

ANY grade 9 - 12 student found to be on the 7-8<sup>th</sup> grade campus without administrative permission will be subject to disciplinary action.

**DRUG / ALCOHOL USE:** No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school year or off school premises at a school related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood changing, mind-altering, or behavior altering drugs.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath or speech. “Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is, also, prohibited under this rule.

**INAPPROPRIATE LANGUAGE/GESTURES** - Students are prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material.

**HARASSMENT:** When a person intentionally or knowingly annoys, pesters, bothers, stalks, hassles, worries, badgers, hounds or bullies another person.

**SEXUAL MISCONDUCT** - Inappropriate public displays of affection or sexual misconduct is prohibited.

**SEXUAL OR OTHER HARASSMENT** - Sexual or other harassment of or by any student is prohibited. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other harassment is defined to include: verbal or physical conduct that creates an intimidating, hostile or offensive educational environment

**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 withdraws 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:

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

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

enrolled at that educational institution. Initiations of any kind will not be tolerated.

**DESTRUCTION OR THEFT OF PROPERTY** - The destruction, theft or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable physical force to protect school and personal property.

**FIGHTING/ MUTUAL COMBAT/ INTIMIDATION/BULLYING**

Students shall not fight, push, intimidate or otherwise abuse other students. School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. No student shall aid in a fight or record a fight.

(AES15-843)

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

Student Violence, Harassment, Intimidation, and Bullying: There is a form located in the high school office which needs to be filled out.

Bullying is defined as;

- A. Exhibiting behavior, which intentionally, knowingly or recklessly causes any physical injury to another person.
- B. Exhibiting behavior, which intentionally places another person in reasonable apprehension of immediate physical injury.
- C. Intending to injure, insult or provoke another person by knowingly touching him/her.
- D. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence, which disturbs the normal operation of San Manuel High School.
- E. Engaging in fighting, violent or seriously disruptive behavior.
- F. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation.
- G. Making protracted commotions, utterances or displays worth the effect of preventing the orderly administration of San Manuel Jr./Sr. High School or a district sponsored function or sporting event.
- H. Refusing to obey a reasonable order of an employee of San Manuel to disburse, which is issued to maintain public safety and to avoid injury or harm to persons or property.
- I. Threatening by word or conduct to cause physical injury to another person or serious damage to property.
- J. Threatening to use or using physical force against another in response to a verbal statement.

#### **GANG ASSOCIATION OR ACTIVITY**

For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who: have a name; claim a territory; have rivals/ enemies; interact together to the exclusion of others; and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior, which initiates, advocates or promotes activities, which threaten the safety, or well being of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing/ paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and / or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

**VERBAL ABUSE OF STAFF** - Students shall not insult or verbally abuse staff members (ARS 15-507).

PHYSICAL ABUSE OF STAFF - Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS-15-843).

INCITING TO RIOT OR DEMONSTRATING - Students are not to incite to riot, or to demonstrate in a disorderly or unauthorized manner on/or adjacent to school property.

FIREWORKS AND EXPLOSIVE DEVICES - Students are prohibited from possessing or using fireworks or explosive devices on school property or at school events.

WEAPONS (INSTRUMENTS OF OFFENSIVE OR DEFENSIVE COMBAT; SOMETHING TO FIGHT WITH) - Students shall not possess or use firearms, weapons, or any other instruments capable of harming a person or property.

Weapons mean any of the following:

A firearm, a knife, other than a folding pocket knife with a blade length of not more than 2 ½ inches that cannot be locked in an open position.

A destructive device, a dangerous instrument.

*Simulated weapon* means an instrument displayed or represented as a weapon.

*Firearm* means any of the following:

Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such firearm, any firearm muffler or silencer.

Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device. Any combination of parts that could be readily assembled to form a firearm.

*Destructive device* means:

Any device that will or is designed to or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow.

Any collection of parts that could be readily assembled to form a destructive device.

*Dangerous instrument* means anything that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY:

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district schools. Parents/guardians of students guilty of damaging school property shall be liable for damages. Students shall be responsible for the care and return of textbooks and may be charged for damages to and/or replacement of lost textbooks.

#### VIOLETIONS OF CLASSROOM PROCEDURES

By following the 4 Tribes Learning Community Agreements© we are positive our students will have a good experience at San Manuel Jr./Sr. High School.

Tribes Community Agreements:

Mutual Respect

Appreciations – No Put-Downs

The Right to Pass – Participate

Attentive Listening.

However, when classroom procedures are violated, the teachers and administration will consider these disciplinary

actions as possible steps in maintaining an appropriate classroom environment.

**Teacher / Student Conference:** The teacher will notify the student if his/her behavior is inappropriate and add disciplinary action, if necessary.

**Teacher / Student disciplinary action: Parent notification.** When necessary a teacher may assign disciplinary action in order to correct routine classroom behavior problems. The assigning of before and after school detention is one alternative for teacher-assigned disciplinary action.

**Parent notification:** When the assigning of a minimum disciplinary action such as detention is ineffective, the teacher will contact the parents through a phone call and notify the Assistant Principal.

**Administrative referral pending development of a plan of action:** When the assigning of disciplinary action by the teacher and the contact with parents have proved ineffective in correcting classroom behavior problems, the student will be withheld from class until he / she has developed a satisfactory plan of action to correct behavior, through a student/parent /teacher /counselor conference.

**Class closure with loss of credit:** This action may be taken to affect one or more classes. A student who is affected by this action will be placed in mandatory opportunity hall and will receive a failing grade in that class or classes.

#### DISCIPLINARY ACTION - SUSPENSION AND EXPULSION

**SUSPENSION:** The policy of the Mammoth/San Manuel Unified School district which relates to student suspensions in accordance with Arizona Revised Statute 15-843 which reads in part: " the authority to suspend a pupil from school is vested in the Superintendent, Principal (Assistant Principal). In all cases of suspension, it shall be for good cause and shall be reported within five days to the Governing Board by the person imposing it."

**EXPULSION:** Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of ARS 15-341, 15-342 and 15-843. The Board alone has the authority to exercise this power of expulsion of a student from the schools.

#### POSSIBLE DISCIPLINARY ACTIONS: PLAN A, B, C, D OF THE CODE OF STUDENT CONDUCT

- A. **INFORMAL CONFERENCE:** A school official (teacher, administrator, or staff member) will talk to the student and try to reach an agreement on how a student should behave. This meeting will be recorded on the office referral form.
- B. **TEACHER/STUDENT DISCIPLINARY ACTION:** When necessary, a teacher may assign disciplinary action in order to correct routine classroom behavior problems. The assigning of before and after school detention is one alternative for teacher- assigned disciplinary action. An administrator may also assign detention. All disciplinary action will be recorded on the office referral form.
- C. **PARENT NOTIFICATION:** When the assigning of a minimum disciplinary action such as detention is ineffective, the teacher will contact the parents through a phone call and record action on the office referral form.
- D. **ADMINISTRATIVE REFERRAL PENDING DEVELOPMENT OF A PLAN OF ACTION:** When the assigning of a disciplinary action by the teacher and the contact with parents has proven ineffective in correcting classroom behavior problems, the student will be referred to the Assistant Principal. The Assistant Principal will outline appropriate classroom behavior, and the student will develop a plan to correct inappropriate behavior. **Under these circumstances, the student may be withheld from class until he/she has developed this plan.** Further disciplinary action, ranging from detention to short-term suspension may be applied. The plan will be developed in conference with

teacher, administrator, counselor, student and parents. Disciplinary plan of action will be recorded on the office referral form.

- E. **CLASS CLOSURE PENDING PARENT CONFERENCE:** This action may be taken to affect any number of classes. A student whose classes are closed pending a parent conference may be directed to a study hall. In cases where parents are unable to meet with school officials expeditiously, they may make an appointment and the student may be returned to class pending the result of the scheduled conference.
- F. **IMMEDIATE ADMINISTRATIVE REFFERAL:** Any student whose severe actions prohibit the continuation of the instructional process will be immediately directed to the Assistant Principal. The student will not return to class until the teacher and Assistant Principal confer on what disciplinary action, ranging from detention to short-term suspension, is necessary. A written report on the student's behavior will be filed in the Assistant Principal's office.
- G. **CLASS CLOSURE WITH LOSS OF CREDIT:** This action may be taken to affect one or more classes. Students who are affected by this action may be placed in mandatory I.S.S. In all cases, students removed from class will lose credit for the semester in which the action occurs.
- H. **SHORT-TERM SUSPENSION:** This action may be taken by the local school administration. A short-term suspension up to (10 school days) may not occur until after a student has been given an informal hearing. The school administration may select in school suspension as an alternative. Exceptions to this practice occur in cases of summary suspension. Students suspended off campus are ineligible to practice/participate or compete in any school activity for the duration of the suspension.
- I. **LONG- TERM SUSPENSION:** This is a suspension of ten (10) days or more, including one or more semesters. The suspension may be recommended by the local administration, but only imposed by the Superintendent. All long-term suspensions may be appealed to the Governing Board.
- J. **EXPULSION:** All conduct, which will result in expulsion, requires a formal hearing before the Governing Board. The student will be allowed all rights as in a formal suspension hearing. No student shall be expelled unless the Governing Board has determined that such punishment is applicable after the formal hearing.
- K. **RESTITUTION:** A student responsible for destruction or theft of school property will be required to pay for its repair, replacement, and labor costs.
- L. **SATURDAY SCHOOL:** This action may be taken by the local school administration. Saturday School offers the administrator an alternative consequence for unacceptable behavior and does not affect the student's regular classroom attendance.
- M. **WORK HOURS:** This action may be used as an alternative consequence for unacceptable behavior and does not affect the student's classroom attendance. Work hours either on or off-campus may be required of a student without financial remuneration.
- N. **WRITTEN REPORT:** This action may be taken in place of suspension or in addition to suspension when the administrator determines that it may assist in desired behavioral changes.
- O. **SUSPENSION OF BUS PRIVILEGES:** In each instance a minimum and a maximum action will be

taken as well as an action for the first occurrence and repeated occurrences.

#### **DUE PROCESS AND APPEALS**

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the Mammoth / San Manuel School District. Every student is entitled to due process before he or she may be suspended or expelled within the following guidelines.

#### **DUE PROCESS POLICY**

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within five school days.

#### **SUSPENSION**

1. When a student has been referred to an administrator for a violation of school regulations, the administrator must first determine the nature of the violation and the possible disciplinary action to be imposed if the charges are found to be accurate. The administrator must decide whether the alleged violation would subject the student to the possibility of short-term suspension (one to 10 days) or to long-term suspension (more than 10 days).
2. If responsibilities for the alleged violation could result in a short-term suspension, the student will have an informal hearing with the administrator to determine whether the charges were accurate. The student will be informed of charges against him/her. The hearing will consist of interviews with appropriate witnesses, interviews with the student and an investigation into the facts. After the hearing, the administrator will either suspend the student for up to ten days or exonerate the student. A record of the hearing shall be kept and parents/guardians shall be notified.
3. The student will be allowed to remain in school until after the informal hearing unless the student poses a clear and present danger to himself or others or the school property, in which case, upon being charged he/she may be suspended summarily and the informal hearing conducted within ten school days of the violation.
4. If the offense is one that could result in a long-term suspension, the administrator must set up a formal hearing with the Superintendent. If the student poses a clear and present danger to himself/herself or to others or to school property he/she, upon being charged, must be suspended summarily and a formal hearing must be conducted, as expeditiously as possible, but within ten school days of the violation.
5. A formal hearing consists of the following minimum requirements:
  - A. A statement of the charges and the rules or regulation violated.
  - B. The extent of the punishment to be considered.
  - C. The date, time and place of the formal hearing.
  - D. That the student may present witnesses.  
That the student may be represented by counsel.
  - F. If it is decided that the hearing is to be held in executive (closed) session, a statement of the right of the parents or guardian (or an emancipated pupil) to indicate their objection to the decision to hold the hearing in executive (closed) session. Such objections must be made in writing to the Governing Board, in cases of expulsion, or to the Superintendent.
6. After the hearing, the hearing officer will render his/her decision within one school day.

## **APPEAL PROCEDURES**

If a parent/guardian wishes to appeal a decision rendered by the Superintendent on long-term suspension, a written appeal must be filed with the Board through a letter to the Superintendent within 5 days after receiving written notice of long-term suspension. The Board shall review all documents relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/parent guardian during the appeal procedure before the Governing Board.

## **EXPULSION**

1. All conduct, which may result in expulsion, requires a formal hearing before the Governing Board. The student will be allowed all rights included in the formal hearing portion of this policy.

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

3. **Provision for students in handicapped programs.** The Education of all Handicapped Children Act prohibits a school district from expelling a handicapped student until the Individualized Education Program (IEP) Team has met. If the IEP Team determines that the student's misconduct was not caused by the handicapping condition, a handicapped student may be expelled and the district may cease all educational services.

## **STUDENT INTERACTION WITH DISTRICT EMPLOYEES**

Students of the Mammoth / San Manuel School district are to demonstrate respect for district employees at all times, both on and off school property.

In any occurrences which have a demonstrated relationship to the Mammoth / San Manuel School District, all district policies and rules which pertain to the treatment of employees by students of the district are in effect.

## **DISSEMINATION OF STUDENT DIRECTORY INFORMATION**

It shall be the policy of the Board of Education of the Mammoth / San Manuel School District to permit its schools to compile non-confidential student directory information such as student's name, address, awards, honors, athletic participation date, information for the school annual and other general data which seem appropriate to school curricular and extra-curricular activities.

Written public notice in student handbooks and other appropriate school publications shall notify parents, guardians, and students over 18 that information about a student may be excluded from student directories upon written request, such requests must be in writing indicating which data are to be excluded, and filed in the office of student records at the time of registration.

The releasing of directory information to any commercial, business, or private agency that may have profit motive in mind is prohibited unless specific approval of the Board of Education is granted.

The District does not provide directory information.

All junior names will routinely be provided to the military recruiting services, unless juniors specifically request deletion of their names.

## **SEXUAL HARASSMENT BOARD POLICY ACA**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff and students, are to conduct themselves at all times so as to provide an atmosphere free

from sexual harassment. Any person, who engages in sexual harassment, while acting as a member of the school community or while on school property, will be in violation of this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education: or

Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed. Within the educational environment; implying or suggesting that a poor performance evaluation will be prepared; actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.

Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering or granting favors or educational or employment benefits such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the Superintendent or his designee(s).

A substantiated charge against an employee of the District shall subject such staff member to disciplinary action, which may include warning, censure, suspension, or dismissal. Any employee who knows of such conduct must report it to the Superintendent or designee or shall be subject to the above listed discipline.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential to the extent possible.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS' RIGHTS AND RESPONSIBILITIES. POLICY KBBA (PARENTS RIGHTS AND RESPONSIBILITIES - CUSTODIAL AND NON-CUSTODIAL)**

A. When parents of a student are estranged, separated, or divorced, building personnel will uphold the parents' rights.

1. Both parents have the right to:
  - a. View the child's school records
  - b. Receive school progress reports
  - c. Visit the child briefly at school
  - d. Participate in parent/teacher conferences.

The only exception to a. through d. is when a court order (provided by the custodial parent) restricts any of the above listed rights for the non-custodial parent.

2. **Custodial Parent.** The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

**B. Release of Student to Parent.** While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

**C. Parent Responsibilities.**

1. The custodial parent has the responsibility to:

- (a) Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
- (b) Provide a copy of any legal document, which restricts the rights of the non-custodial parent.

2. The non-custodial parent is to inform the office of a phone number and/or address where he/she may be contacted regarding student progress/problems.

**San Manuel Jr./Sr. High School**

**Parent Compact**

In compliance with IASI (Improving America's School Act of 1994), Title I, Part A, Section 1118, San Manuel Junior/Senior High has developed the following PARENT COMPACT.

San Manuel Junior/Senior High School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet the States challenging student performance standards.

With the goal of establishing ongoing, good communication between teachers and parents, San Manuel Jr./Sr. High School values parents as partners in the effort to improve and help students achieve high academic standards. Parents are responsible for supporting their children's learning by:

- Monitoring attendance
- Homework completion
- Participating, as appropriate in decisions relating to the education of their child.
- Encouraging the positive use of extracurricular time.

Thank you for being a valued partner in your child's education.

In Compliance with IASA (Improving America's School Act of 1994), Title I, part a, section 112, San Manuel Junior / Senior High will identify eligible children as children who are failing, or most at risk of failing, to meet the State's challenging student performance standards. The eligible students will be identified within the school on the basis of multiple, educationally related, objective criteria established by the LEA and supplemented by the school.

These criteria will include, but will not be limited to:

- Children who are economically disadvantaged
- Children with disabilities
- Migrant Children
- Limited English proficient children (LEP)
- Performance below the Measurement of Adequate Progress (MAP) on the State's Performance standards

- Galileo or other benchmark assessments
- Homeless Children
- Neglected or delinquent children
- Students at risk of dropping out
- Students who have been in Head Start in the preceding years

**This will include, but will not be limited to:**

- **Instruction by highly qualified staff**
- **Use of the Board Adopted Curriculum**
- **Annual parent-teacher conferences**
- **Frequent progress reports**
- **Reasonable access to staff**
- **Computer assisted instruction**

**Policy Notification Statement:**

It is the policy of Mammoth-San Manuel Public Schools not to discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, political affiliation, or veteran status in the educational programs activities or employment policies as required by federal and state laws. The district abides by federal and state laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the Americans Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the district's Equal Opportunity Specialist/Superintendent, District Office, San Manuel, Arizona 85631, (520) 385-2337 or to the Director of the Office of Civil Rights, U.S. Department of Education, Federal Office Bldg., 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582.

**La Declaracion De Notificacion De Plitica:**

**Es la politica de Mammoth-San Manuel**

**Escuelas Publicas para no diferenciar en basea la raza, el color, la religion, el genero, la edad, el origen nacional, la invalidez, matrimonial, el estado, afiliacion politica, o el estado veteranon en sus programas educativos, actividades, o politicas del empleo como requerido por las leyes federales y estatales. El distrito cumple las leyes federales y estatales con respecto a las personas con las invalideces. Si usted tiene una necesidad especial, se haran los alojamientos razonables de acuerdo con los Americanos con las Invalideces Actue de 1990. Las preguntas con respecto a la complacencia con cualquiera del anterior puede dirigirse al la oportunidad Igual del distrito Specialist/Superintendent, la Oficina del Distrito, San Manuel, AZ. 85631, (520) 385-2337 o al Director de la Oficina de Derechos Civiles, Seccion Americana de Educacion, la Oficina Federal Bldg., Ste. 310, Denver, CO 80204-3582**

**San Manuel High School**

**Annual Notification to Parents**

**Regarding Confidentiality of Student Education Records.**

**The Family Educational Rights and Privacy Act (Ferpa)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend

the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest:

- A School official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
- Other schools to which a student is seeking to enroll;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued a subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

**The Individual with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the

destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, D.C. 20202-5901**

Arizona Department of Education

Exceptional Student Services

1535 W. Jefferson, BIN 24

Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at [www.ade.az.gov/ess/resources](http://www.ade.az.gov/ess/resources) under forms. For assistance in obtaining this notice in other languages, contact the ADE/

ESS at the above phone/address.

#### **Notificacion Annual a los Padres con respecto a la Confidencialidad de los Expedientes Academicos de los Estudiantes**

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos, de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos, pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son "estudiantes elegibles.."

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un periodo de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar, copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela todavía no corrige el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presente su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
- Autoridades escolares con interés educacional legítimo  
Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;  
Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con



- una responsabilidad profesional para la escuela;
- Otras escuelas en las que el estudiante está solicitando inscripción;
- Autoridades especificadas para propósitos de auditoría o evaluación
- Partes competentes en relación a asistencia de financiamiento para un estudiante;
- Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- Organizaciones de acreditación;
- Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- Oficiales competentes en casos de emergencias de salud y seguridad; y
- Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de "directorio" tales como nombre del estudiante, dirección número de teléfono, fecha y lugar de nacimiento honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento. La ley de la educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS al (602) 542-4013 O puede usted contactarr.

## ATHLETICS AND SPORTS

### **Students must be in good standing to remain eligible for sports.**

An interscholastic athletic program is available to all students of San Manuel Jr./Sr. High School. Programs available to boys are football, cross-country, basketball, wrestling, baseball, and track. Girls may avail themselves of volleyball, softball, cross-country, track and basketball.

Participation in one or more of these activities offers a student an opportunity to develop physical skills, proper attitudes and lasting friendships. Participation is an investment in your future.

### **ATHLETIC ELIGIBILITY**

All interscholastic activities in grades six through twelve that are (1) of a competitive nature and involve more than one (1) school where a championship, winner or rating is determined and (2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permits.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each three (3) to four (4) – week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- A student who is failing one (1) or more classes will be ineligible for a minimum of one (1) week. When the student is passing all classes at the end of the week of ineligibility, the student will regain eligibility. If the student is not passing all classes, the student will remain ineligible until the student has passing grades in all classes. The period of ineligibility must coincide with an instructional week.
- The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation. See District Policy J-4550eJJJ
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
  - Ineligibility is pending.
  - Ineligibility is determined to be necessary.
  - Student work is to be completed and turned in by 3:00 p.m. Friday before the grade check. Teachers will have until 8:00 a.m. the following Monday to input grades in preparation for grade check on Monday.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility. After each grade check interval each student will be checked in each class for grade status. (The student will be notified in writing of the classes in which failing grades are submitted by the teachers, the period of ineligibility, and the times available for help after school in each class where a failing grade has been given, including the standards/reasons that led to the failure.)

Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students; individual education programs.

The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

To be eligible to participate in extra-curricular activities:

1. Students in their first through sixth semester (freshman through junior year), must be enrolled in a minimum of seven (7) credit earning classes.
2. Students in their seventh and eighth semester (senior year). Must be enrolled in a minimum of four (4) credit earning classes.
3. Students shall be required to earn passing grades in each class in which they are enrolled.
4. If failing at that time, ineligibility will last a minimum of 1 week.
5. A student/athlete may drop a class up to 4 weeks into the Semester without loss of eligibility.

In addition to being scholastically eligible, athletic participants must have on file at the front office:

Athletic physical card, which includes:

1. Physical exam information
2. Parent/Guardian consent – proof of insurance.
3. Athletic Participation Fee.

No equipment will be issued until conditions 1,2,3 are met. Students who miss the major portion of a

school day are ineligible to participate in athletic events for that day or evening without special consent from the Athletic Director.

If a student is dropped from a class for disciplinary reasons that class grade will be an F, making that student ineligible.

**ATHLETIC EQUIPMENT**

The coach keeps a Record of all athletic equipment issued to students. It is the responsibility of each student to check the equipment in at the end of the sport season or if dropping out of the sport activity.

Students will be charged for all athletic equipment assigned to them, but not checked in.

Specific item number issues athletic equipment. The exact piece of equipment issued must be returned.

Remember, you cannot participate in another sport until you have turned in all equipment from the previous sport.

**ADMISSION TO SCHOOL SPONSORED EVENTS**

In order to help defray the costs of operating an athletic and activity program, it is necessary to charge admission to these events.

The admission price for athletic events, musical events, dances or dramatic productions will be announced through the student newspaper.

The sports activities offered are as follows:

**7<sup>TH</sup>, 8<sup>TH</sup> GRADES                      9,10,11, 12<sup>TH</sup> GRADES**

**Fall Sports                                      Fall Sports**

<b>Football</b>	<b>Football</b>
<b>Volleyball</b>	<b>Volleyball</b>
<b>Cheers</b>	<b>Cross Country</b>
	<b>Cheers</b>
	<b>Swim Team</b>

**Winter                                              Winter**

<b>Boys Basketball</b>	<b>Boys Basketball</b>
<b>Girls Basketball</b>	<b>Girls Basketball</b>
<b>Wrestling</b>	<b>Wrestling</b>
<b>Cheers</b>	<b>Cheers</b>

**Spring                                              Spring**

<b>Baseball</b>	<b>Baseball</b>
<b>Softball</b>	<b>Softball</b>
<b>Track</b>	<b>Track</b>

**SAN MANUEL JR./SR HIGH SCHOOL ATHLETIC HANDBOOK**

**Athletic Code**

Unless there is a satisfactory reason, all players shall report for practice the day that the first call is made for that sport. Excuse from practice may be granted by the head coach of the squad. Under normal circumstances, all athletes are expected to be in school all day the day of games and the day after each game. This includes a Friday game, Monday attendance, as well as during school breaks.

Insubordination and poor attitude will not be tolerated at any time. Each participant shall be responsible for his/her actions on the field, court, on campus, in games, at practice sessions and in the community. Members of athletic teams are reminded that they represent the high school and community, and

that it is their responsibility for maintaining conduct at all times that is a credit not only to themselves, but to their school and community.

Sportsmanship and moral ethics are to be exemplified at all times in relations with other schools and with officials.

Coaches should be ethical in competing for the services of a student athlete. If a coach puts undue pressure on students, the Athletic Director shall hold him responsible for his/her actions.

Each athlete must have an equipment release form signed by their last coach in order to practice for the new sport. This also includes any equipment still out from a spring sport. (i.e. no equipment will be issued for football, volleyball etc., if you have not turned in all equipment from the previous year.)

*No awards will be given unless all equipment is properly turned in.*

**Drugs / Alcohol / Tobacco**

Use and/or possession of drugs / alcohol or tobacco by a student athlete is prohibited. The consequences for use or possession are:

- 1.A student/athlete who is in violation of San Manuel’s policy will be dismissed from the team and forfeit all awards.
2. A student/athlete that is using or has used drugs, alcohol or tobacco during the current season may turn themselves in to a coach or school official for help, one time only.

\* The student/athlete would then be turned over to the high school counseling services. All information pertaining to the referral is confidential.

**Training Rules**

1. **School attendance: Athletes are required to be in school all day the day of games and the day after a contest. The only excuse accepted will be a physician’s excuse.** This includes school breaks and weekends. i.e. Friday event, Monday in school
2. **Dress and travel:** Athletes are expected to dress neatly on all trips and remain together as a group, ride the players’ bus to and from the site of the game unless parent makes personal contact with the head coach and receives approval from the Athletic Director. Then, after the contest the athlete will be released to a parent or legal guardian only, with proper written documentation.
3. **Conduct and attitude:** A team member who fails to live up to training standards or who shows conduct or poor attitude contrary to the best interests of the team and school will be dropped from the team upon action by a coach or Athletic Director.
4. **Equipment:** All equipment must be turned in before an athlete can receive awards or participate in another sport. Your equipment release form must be signed by your coach prior to receiving any equipment for another sport.
5. **I.S.S. / Saturday School:** No student will be released from I.S.S. / Saturday School to travel to a game. If the bus leaves during the school day, athletes assigned to I.S.S. will not be allowed to participate in that game. Students who are O.S.S. may not participate.
6. **Unsportsmanlike conduct:** A display of unsportsmanlike conduct towards an opponent, coach or official, or the use of profanity will result in counseling and disciplinary actions by the head coach up to, and including, dismissal from the team and parents will be liable for their actions.
7. **Theft and destruction:** Theft and/or destruction of any school or individuals’ equipment or property is not

to be tolerated. The athlete will be dismissed from the team and parents will be liable for their actions.

8. Completion of sport: Successful completion of the sports season is required in order for the student to be eligible for a letter or other team awards. (Exception – injury that limits participation). No awards shall be given to any student suspended for the remainder of the season for athletic code or training rules violations.

If a student quits a sport after cuts take place or after the first contest of the season, The student will not be eligible to join or practice in another sport until the conclusion of the team's season. Defined as the last contest of the current season- regular season or state playoff game in which that team is participating.

9. All required forms must be cleared through the high school office prior to attending any practices. These papers are as follows: physical paper, participation fee paid, parent permission slip, release from previous sport season- proof of insurance coverage. Participation fees are as follows:

1<sup>st</sup> sport = \$30.00

2<sup>nd</sup> sport = \$25.00

3<sup>rd</sup> sport = \$20.00

\* Athletic Council is made up of the head coaches and the athletic director during the ongoing seasons.

#### **Release Time**

##### **ALL AWAY GAMES**

If athletes dress at the away school, they will be released from class 5 minutes prior to departure. If athletes dress before departure, they will be released 10 minutes in advance.

#### **Code of Conduct for Athletes**

Every student should have the opportunity to participate in an interscholastic athletic program. It is indeed an honor and a privilege to represent his or her school in athletic competition. The eyes of the student body and the community are focused on the team and its members. It is imperative that all students make an effort.

1. To respect the purposes of the school by conducting themselves as good citizens, athletes and students.
2. To be a part of the team and perform for the betterment of the team.
3. To be loyal to the school and it's coaching staff.
4. To condition themselves properly so that they can safely and adequately meet the physical demands of the sport.
5. To follow training and practice rules that are established for each sport by the coach.
6. To abide by and respect all decisions of officials.
7. To support all school activities.

#### **Discipline of athletes**

Discipline of athletes shall be in accordance with general school policies and athletic rules for all students.

Student athletes assigned to I.S.S. will not be released early to attend away games and will not be allowed to participate in those games.

Student athletes who have been suspended from school shall receive the following athletic discipline from the athletic staff:

1. The student shall not be allowed to practice during the term of suspension.
2. The student shall not be allowed to participate in any athletic event during the term of suspension.

The length of time of disciplinary action shall be measured for the time of being discharged from school until 8:15 of the day the student is to return to the classroom. Any further disciplinary action toward the student shall rest in the hands of the coach involved and/or the High School Athletic Council.

When a coach uses reasonable and professional judgment in enforcing policies and rules, he can expect support from his colleagues, the school administrative staff, the central administrative staff, and the Board of Education.

#### **PREVIOUS SEMESTER RECORD:**

An incoming freshman will be automatically eligible for the first grading period of competition. Summer school credit will count toward previous semester credit in determination of eligibility for a fall sport.

#### **TEAM MEMBERSHIP**

1. The head coach shall keep a record of attendance for all participants.
2. The head coach and all assistants shall award varsity, junior varsity and freshman awards at the conclusion of each season.
3. The head coach shall file a report of award winners in the Athletic Director's office. Conference and state honors shall be indicated by the recipients' names.
4. The scores of all athletic contests shall be recorded in the athletic directors office.

#### **COMPETITION ON SCHOOL TEAM SPORTS ONLY: Applies to Junior High and High School.**

A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition. For purpose of this rule and the interscholastic season of competition shall begin with the first regularly scheduled practice and conclude with that particular team's final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport up to a maximum of one calendar year.

A student competing as an individual and in his/her name shall not be coached by, transported by, financed by, or chaperoned by the school or school personnel. He/she shall not be identified as a representative of the school. He/she shall not use any school equipment when competing. All-star games are the exception.

#### **QUALIFICATIONS FOR AN ATHLETIC AWARD**

Athletic awards for San Manuel High School are determined by the actual playing time of the student and by his attitude and behavior not only during the actual game competition but at all times. The coach of each sport shall establish the requisites to be eligible for a letter. Requirements for a letter in any given sport must be written and distributed to each perspective athlete prior to the first contest. A copy of the requirements for a letter in any given sport must also be presented to the building principal and/or the coordinator of

student activities. In addition the following requirements shall be in force:

1. Eligibility rules as stated in the A.I.A. rules and regulations and those adopted by the San Manuel Board of Education are to be complied with.
2. A player will compete for the full season unless injury or crucial family matter arises.
3. In exceptional cases, as determined by the coach, an award may be refused or awarded regardless of the candidate's time.

#### **AWARDS**

Students shall not accept nor have accepted any award (merchandise, memberships, privileges, services, or money) for athletic performances, except meals and/or trophy awards, which cost not more than forty dollars. Students violating this rule shall not be reinstated for at least one full semester after the violation.

A school may, if it desires present one or more emblematic awards to athletes, provided the cost of each does not exceed the maximum amount allowed (\$40.00).

#### **PUBLICITY:**

An efficiently administered publicity program is a basic essential for promoting an athletic contest. Because of strong community interest all members of the Athletic department should do everything in their power to build good relationships with the news media.

School Year 2016 - 2017  
Eligibility Grade Check Dates  
San Manuel Junior / Senior High School

8/29/16	<b>3 Week follow-up grade check</b> for those with F's at the end of the school 2015-2016 & <b>1<sup>st</sup> grade check</b> of the school year 2016-2017
9/19/16	<b>Eligibility Grade Check</b>
10/10/16	<b>Eligibility Grade Check</b> and end of 1 <sup>st</sup> quarter
10/31/16	<b>Eligibility Grade Check</b>
11/21/16	<b>Eligibility Grade Check</b>
12/16/16	<b>Eligibility Grade Check</b> and End of 1 <sup>st</sup> Semester
1/23/17	<b>Eligibility Grade Check</b>
2/13/17	<b>Eligibility Grade Check</b>
3/6/17	<b>Eligibility Grade Check</b> and end of 3 <sup>rd</sup> quarter
3/27/17	<b>Eligibility Grade Check</b>
4/17/17	<b>Eligibility Grade Check</b>
5/18/17	<b>Eligibility Grade Check</b> and end of 2 <sup>nd</sup> Semester (2 <sup>nd</sup> semester F's carry over to 1 <sup>st</sup> semester school year 2017-2018 unless satisfactory completion of Summer School.