

SUPERIOR JR/SR HIGH SCHOOL



STUDENT HANDBOOK 2016 - 2017

The Superior Unified School District does not discriminate in employment, educational programs, services, or activities based on race, color, religion, national origin, age sex, or disability in accordance with state and federal laws.

**SUPERIOR JR. HIGH AND HIGH SCHOOL
STUDENT HANDBOOK 2016 - 2017**

**SUPERIOR JR/SR HIGH SCHOOL
PARENT-STUDENT HANDBOOK VERIFICATION
STUDENT DISCIPLINE POLICY
ACCEPTABLE INTERNET USAGE AGREEMENT**

Date: _____

My signature at the bottom of this page verifies information as follows:

- Receipt of Parent-Student Handbook
- Receipt of Student Rights and Responsibilities
- Permission for my child to access computer services
- Acceptance/Denial of Talent Release

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of Internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent/Guardian name (printed or typed) _____

PARENT/GUARDIAN SIGNATURE _____

Name of Student: _____

Grade: _____

Date: _____

As a user of the Superior Unified Schools' computer network, I hereby agree to comply with the state rules-communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

STUDENT SIGNATURE: _____

Superior Schools must have parental permission to videotape, photograph, make a voice recording or motion picture of you, or your minor child, to be used in connection with a website, newspaper, educational television program or subsequent visual or audio presentations.

These programs and presentations are exclusive property of Superior Unified Schools and do not entitle a parent or child compensation or remuneration for individual participation.

() Yes, I give my permission

() No, I do not give my permission

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SCHOOL POLICIES

WELCOME

We welcome you to Superior Junior/Senior High School. We want this year to be the most meaningful and exciting year of your education thus far. What you accomplish this year depends upon the effort that you exert.

Superior has a tradition of academic and athletic excellence. Become a part of this proud tradition and contribute to the Panther legacy that includes many state champions, outstanding scholars and leaders in the community, state, nation and world.

Rules are established for the greater good of our school society. This handbook is designed to help you become familiar with some of the things that are expected of you as a student. Remember that you have certain responsibilities that only you can handle.

Students should respect the authority of the school and community. Students, teachers and staff have the right to expect courtesy and cooperation. Our rules are few and made for the benefit of all so that each student is allowed to receive the best education possible.

Take pride in yourself and your school!

William Duarte
Principal

VISION

Superior Values



Once a Panther, Always a Panther

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TEACHER RESPONSIBILITIES

Teachers should conduct themselves professionally and be positive examples for students to emulate. Teachers should:

1. Provide students with a professional example along with the best educational presentation and the best possible knowledge of content.
2. Provide a logical and structured program of study.
3. Be honest, just and fair to all students.
4. Show as much consideration and respect to students as their age and maturity allows.
5. Show personal interest in students as individuals.
6. Protect and shield students from abuse and harassment.
7. Praise and discipline students as the situation deems appropriate.
8. Assign clear and meaningful homework.
9. Provide prompt, accurate feedback and evaluation of student work.
10. Challenge all students according to their individual academic levels.
11. Recognize good work and publicize it when appropriate.

STUDENT RESPONSIBILITIES

Students are expected to always conduct themselves in a manner that will bring credit to them, their parents, and this school. Students should:

- Attend class regularly and be on time.
- Be prepared for class.
- Follow all reasonable/lawful faculty and staff instructions.
- Show courtesy and respect to everyone.
- Treat school property with care.
- Respect other student's property.
- Dress, work and prepare for success.
- Identify himself/herself immediately upon the request of school personnel.

PARENT/GUARDIAN RESPONSIBILITIES

Parents should support their student's efforts to attend school and participate productively in learning activities. They should:

- See that the student attends class regularly and on time.
- Parents please ensure students are prepared for school.
- See that the student is prepared for class.
- Check school website weekly for updates.
- Check school marquee daily for updates.
- Make sure your student knows and follows the student handbook rules, especially dress code and personal electronic devices.

- Feel free to contact your child's teacher at anytime regarding their progress. You do not have to wait until progress reports or grades.
- Cooperate in enforcing rules and school investigations.
- Stress the importance of learning and attendance.
- Model courtesy and respect for school officials.
- Follow school procedures and routines that apply to parents.
- Monitor their student's progress, attendance and behavior by reading school reports, attending conferences and monitoring the same online.
- See that their student dresses, works and prepares for success.

NOTE: For your convenience, subjects covered in this handbook are covered alphabetically.

This handbook is important to your success at school. Keep it in your binder.

ADDING OR DROPPING CLASSES

Be very careful when selecting classes at the time of registration to make sure that you have chosen the courses you want. Parents may apply for a change in classes for their student by completing a course change form obtained from the counseling office. **This form must be submitted within the first five (5) days of the semester.** It is important to understand that after the first five (5) days at the beginning of a semester, a parent cannot request to change their student(s) to another class or to drop a class. Schedule changes after five (5) days will only be made under the following circumstances. The student:

- Needs the new course in order to graduate on time
- Is changing to a different level of the same course
- Has mistakenly enrolled in a course for which he/she have already received credit
- Is assigned to a special program

Schedule changes will NOT be permitted due to: teacher preference, interest level, volume of work, take the class on the *Internet instead of at school or for any reason except those stated above. Should difficulties arise with a particular class or teacher, students and parents are advised to meet with the teacher outside of class time to discuss their concerns. If you do not feel the concern has been remedied after talking with the teacher, contact the counselor or principal to request a formal conference.

*Online classes are primarily to be used for juniors and seniors that are behind in credits (credit recovery) and cannot take the place of a class that the student is already enrolled in. Online classes must be finished by the end of each semester and students enrolled in online classes must sign a contract with the counselor. There is a \$25 fee for every online course taken. Parents may request a waiver of this fee if hardships necessitate it. This request should be in writing and addressed to the principal.

WITHDRAWAL FROM CLASSES

All class changes must be requested in writing to the counselor prior to the 5th day of class in the semester. Schedule change forms may be obtained from the counselor. Students that stop attending class after the 5th day of classes without parental consent and administrative permission will be issued an "F" for said class. Parents may request a schedule change in writing after the 5th day of class in which case the following procedure will apply:

1. The counselor explains that an "F" will be given and a schedule change form will be issued.
2. Parents should read and need to sign the form.
3. The principal must sign the form.
4. If the student does not repeat the class prior to graduation or transferring to another school, the "F" will become a permanent part of the transcript.
5. A parent may not invoke this procedure after a student has stopped attending class in order to prevent the student from receiving a failing grade.

RE-TAKING OF CLASSES TO IMPROVE A GRADE

Students may only re-take a class once for a better grade unless the class is required for S.H.S. graduation or entrance into a college or university. Only required classes may be repeated when the semester or final original grade for said class was unsatisfactory. Unsatisfactory grades are hereby defined as D's and F's for letter grades or 69% or lower if numerical grades are used.

ADMISSION REQUIREMENTS

In order to enroll in school the following items must be provided:

1. Immunization records.
2. A legal copy of the pupil's birth certificate.
3. Arizona residency documentation.
4. In the event that the parent is not the guardian enrolling the student, the guardian must present a letter from the authorized representative of an agency having custody of the pupil indicating that the guardian has been granted custody by the agency as prescribed by law.

ALERT RECALL

In an effort to provide the safest environment possible for students, Superior Unified School District has subscribed to a website that is dedicated for users to report negative activities and remain totally anonymous.

Accessible to students, parents and community members, this website is designed to empower students to report suspected negative behaviors occurring on their campus. The user is not identified in any way thereby eliminating repercussions.

When an alert is initiated it takes less than 30 seconds for the message to be evaluated and sent to the proper school authority. By whatever medium used (email, telephone, text messaging), the school designee is notified and a plan is implemented. Negative behavior could include, but not limited to, bullying, drugs, weapons, bomb threats, gang actions and theft.

Endorsed by the Arizona Community College Board and the Town of Superior, ALERT RECALL is a mechanism that can keep our campuses, our students and our communities safe. The website address is: www.altertre recall.com.

ASSEMBLIES AND PROGRAMS

Assemblies and programs contribute in various ways to the purpose of education. Students should be courteous, be quiet and pay appropriate attention to all speakers and performers. They should not hamper the enjoyment of others in the audience. Complete attention to the program denotes refinement of character and personality. Students are not permitted to leave assemblies or programs until excused by the student body president or person presiding. Attendance at such events is a privilege. Misbehavior may result in the loss of said privilege at future events.

ATTENDANCE

The education of your children is our number one priority; it is crucial that they attend regularly to fully benefit from the instructional process. Absences will affect pupil achievement. The most competent, prepared teacher using the best programs and materials cannot instruct students who are absent. Parents can help their children by scheduling appointments at other times than school hours when possible.

Recognition and incentives will be provided for students having perfect attendance each quarter. Students with perfect attendance in a class and who have a passing grade are exempt from the semester exam in that class. Students with two or fewer absences and a 90% or higher average are also exempt from semester exams.

Students at times, may experience temporary situations that cause them to be absent for extended periods of time, such as surgeries, injuries or chronic illness. Students with chronic illnesses lasting three or more days need to provide a doctor's excuse. It is vital that parents contact the school office to inquire about accommodations for these situations.

After **(3)** absences, the attendance clerk will notify the principal, and a doctor's excuse will be required. After **10** unexcused absences throughout the year, students / parents will be referred to court.

Students who have nine unexcused absences per semester will lose credit or fail the course. **By law** no student may exceed **18** absences during the school year in order to pass.

Definitions of excused absences: illness, medical reasons, and 3 days for a death in the immediate family (parents, siblings, grandparents, uncles, or aunts). A parent/guardian must call prior to or on the day of the absence. Other excuses will be judged on an individual basis by the administration (grades, discipline, attendance, etc. will be taken into consideration).

If a parent/guardian does not contact the office to report a student's absence by 3:30PM on the day of the absence, the student will be considered truant and disciplinary action will be taken. Students who oversleep or miss the bus will be considered truant. Parents may not excuse absences which they had not personal knowledge. Students will not be allowed to make up class work missed for truancy.

J-0500 © JE STUDENT ATTENDANCE

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for

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the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Parents have the responsibility to inform the school of absences caused by illness or other unusual circumstances the day of the absence. Parent/ guardians should notify the school regarding absences for medical appointments, court appointments, etc. before the day of the absence if possible. Parent/guardians may call the high school office at (520) 689-3102 during office hours (7:00 A.M. – 4:30P.M.). The following guidelines regarding absences will be followed:

1. Recognition and incentives will be provided for students having perfect attendance each quarter. [Students with perfect attendance in a class and a passing grade are exempt from the semester exam in that class.] Students with two or fewer absences and a 90% or higher average are also exempt from semester exams.
2. Students who have exceeded 10 absences from a semester class will have to provide documentation, doctor's excuse, for all absences for that semester. After 10 Consecutive days of absences per semester, the state requires schools to automatically withdraw the student.
3. Student arriving 20 or more minutes late to class shall be marked absent.
4. Parents should note attendance data on progress reports, report cards or online.
5. Excused Absences will be granted because of personal illness, medical reasons, and 3 days for a death in the immediate family (parents, siblings, grandparents, uncles, aunts) or court. In order for an absence not to be a truancy, a parent/guardian must call prior to or on the day of the absence. Other excuses will be judged on an individual basis by the administration, grades, discipline, attendance, etc. will be taken into consideration. Students who oversleep or miss the bus will be considered as truanies. Parents should call when a student is going to come in late so the student's absence will not be considered truancy. A student will not be allowed to make/up class work missed for truancy.
6. If a parent/guardian does not contact the office to report a student's absence by 3:30 PM on the day of the absence, the student will be considered truant and disciplinary action may be taken. Parents may not excuse absences of which they had no personal knowledge until after the absence.
7. Students are **not** permitted to leave school grounds at any time during the school day without permission from the office and their parent/guardians. If a student needs to leave during the normal school day for an appointment, regardless of the student's age, a parent/guardian must come into the office and sign that student out. If a student becomes ill or has a problem and needs to leave campus, he/she **must** come to the office. If a student leaves campus without permission from office personnel, he/she will be considered truant.
8. Students are required to make up all schoolwork assigned due to absences or suspensions. It is the student's responsibility to obtain the missed assignments. Upon returning to school, students must submit make up work within the same number of days they were absent plus one day. For instance, if a student has an absence on Monday and returns to school on Tuesday, all work for Monday is due by the end of the day on Wednesday. Teachers may extend this time for making up exams provided the student makes the arrangements for the make-up exam within the days allowed by this policy. Work not made up in time will not be accepted. The same policy applies to work assigned during at-home suspensions.

Chronic Tardies:

Look at Board Policy on attendance – what is the difference between excused and unexcused absences and tardies.

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Students and parents should make every effort to avoid tardiness. If it is necessary for a student to be late for school, parents must accompany him/her to the school office and obtain a pass. She/he will not be allowed in his/her classroom without this pass. Three tardies equal one unexcused absence. Excessive tardies (three or more) will result in disciplinary action.

Disciplinary Actions:

- Meeting with parent, teacher, principal and truancy officer.
- Home visit will be made.
 - Parent/family member will be required to come to the school
 - Detention
 - Referral
 - Referral tot legal authorities that may result in monetary fines or community service
 - Loss of Credit

AUTOMOBILES AT SCHOOL

Students driving vehicles to school are expected to abide by state, city, and school traffic laws. Students must park in the student parking lot located at the West side of the school. The student parking lot is off-limits during school hours. Students are not allowed to sit in cars in the parking lot nor return to their cars during the school day without permission from the office. Students must not park in the visitor area located north of the school or in the staff parking lot North of the school. Parking on campus is a privilege. Students driving on campus must have a valid driver’s license, proof of insurance and obtain a parking permit from the office. Driving or parking privileges may be revoked at any time by the principal for just cause.

BELL SCHEDULE (Regular Day)

<u>Jr High</u>		<u>High School</u>	
7:27 -	Warning Bell	7:27	Warning Bell
7:30 - 8:20	Zero Hour	7:30 – 8:20	Zero Hour
8:20 - 9:30	1 st Period	8:20 – 9:30	1 st Period
9:33 - 10:33	2 nd Period	9:33 – 10:33	2 nd Period
10:36 - 11:36	3 rd Period	10:36 – 11:36	3 rd Period
11:36 - 12:06	LUNCH	11:39 – 12:39	4 th Period
12:09 - 1:09	4 th Period	12:39 – 1:09	LUNCH
1:12 - 2:12	5 th Period	1:12 – 2:12	5 th Period
2:15 - 3:15	6 th Period	2:15 – 3:15	6 th Period

BOOK AND MATERIALS REPLACEMENT – COST POLICY

Students and their parents/guardians will be held responsible for proper care of books and school property. Books must be cared for, kept clean and unmarked. Parents/guardians will be

required to pay for any damage to school property. Student transcripts may be withheld until debts and fees are paid.

BUS RULES

Students riding the bus are to obey the driver and sponsor at all times. Students riding school vehicles to any activity must return on that vehicle unless parents have made prior arrangements in person and have submitted written permission to school officials.

Each student who rides the school bus is entitled to a safe and comfortable ride to and from school. Riding the school bus is a privilege, not a right, granted to students under conditions set forth by the Governing Board and the regulations of the State of Arizona Department of Transportation. Violation of any rule may result in suspension of riding privileges and restitution of damages if any are involved. The following rules apply to all riders:

1. Be on time at the bus stop.
2. Remain seated while bus is in motion.
3. Promptly obey the instructions of the driver.
4. Wait until the bus comes to a complete stop and the door is opened before attempting to get off of the bus.
5. No part of one's body is to extend out the window. Do not extend or throw anything out of a window.
6. Emergency doors, exit controls, and safety equipment are to be used only in emergencies.
7. There is to be no fighting, unnecessary noise, or boisterous conduct which may distract the driver.
8. Do not cross the road from behind the bus.
9. Before crossing the road look both ways.
10. Aisles are to be kept clear of legs, feet and other objects.
11. Students shall not deny other students the right to sit in a seat.
12. No student will be allowed to depart a school bus except at the normal stop unless written permission has been granted by the parent/guardian and the school office.

CALENDAR

HOLIDAYS (SCHOOL CLOSED)

Labor Day:	Sept. 5
Fall Break	Oct. 10 th - Oct. 14 th
Veterans Day:	Nov. 11
Thanksgiving:	Nov. 23 - Nov. 25
Winter Break:	Dec. 19 th , 2016 - Jan. 3 rd , 2017
Civil Rights Day:	Jan. 16
Presidents' Day:	Feb. 17 - Feb. 20
Spring Break:	Mar. 10 - Mar. 17
Spring Holiday:	Apr. 14 - Apr. 17

TEACHER COLLABORATION DAYS (Early Release for Students)

August 31st
September 21st
October 6th & 7th
October 26th
December 16th

January 25th
February 22nd
March 9th & 29th
April 26th
May 26th

BELL SCHEDULE (Teacher Collaboration Days)

Jr High

7:27	Warning Bell
7:30 - 8:20	Zero Hour
8:20 - 8:55	1 st Period
8:58 - 9:33	2 nd Period
9:36 - 10:11	3 rd Period
10:14 - 10:49	4 th Period
10:51 - 11:26	5 th Period
11:29 - 12:04	Lunch
12:07 - 12:42	6 th Period

High School

7:27	Warning Bell
7:30 - 8:20	Zero Hour
8:20 - 8:55	1 st Period
8:58 - 9:33	2 nd Period
9:36 - 10:11	3 rd Period
10:14 - 10:49	4 th Period
10:51 - 11:26	5 th Period
11:29 - 12:04	6 th Period
12:07 - 12:42	Lunch

CLOSED CAMPUS

The junior high and high school are closed campuses, regardless of age. Students are not allowed to leave without checking out through the office. If a student must leave the campus for any reason, an authorized adult must sign them out and in.

COMPLAINT PROCEDURE

If parents have a complaint or disagreement concerning the school, the following guidelines have been established to facilitate the resolution of the problem.

1. Contact the office and arrange for a meeting directly with the teacher or staff member with whom the problem exists.
2. After said meeting, if the problem is not resolved, you may arrange a meeting with the principal. The principal will resolve or mediate the disagreement. A written complaint may be requested at this point.

DRESS CODE

Dress Code Consequences

Any student violating this policy is subject to disciplinary action including, but not limited to; warning, parent conference, after-school detention, community service, in-school suspension, or off-campus suspension. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school, student, or parent.

First Offense: Student will be sent to their administrator. Clothing will be issued to remedy the violation. The warning violation will be logged.

Second Offense: Student will be sent to their administrator. The administrator will call home and clothing will be issued to remedy the violation. Violation will be logged. Consequences will be issued invoking lunch detention, and / or in school suspension.

Third Offense: Student will be sent to their administrator. The administrator will call home. Clothing will be issued to remedy the violation. Violation will be logged. Consequences will be issued invoking lunch detention, in school suspension, and /or out of school suspension.

Dress Code General Standards

Personal appearance and dress are the responsibility of the student and the student's parent or guardian.

Students will not dress or groom themselves in a manner that, in the judgment of the school administrator and teachers, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counterproductive to the district's educational objectives.

Students will refrain from displaying tattoos or wearing clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:

- a message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors
- a message that advocates or promotes violence or terror
- a message that is sexually suggestive, vulgar, obscene or plainly offensive
- a message that would cause a reasonable person, as a student or staff member, to feel threatened, intimidated or harassed because of the person's race, ethnicity, religion, gender or sexual orientation
- a message expressing gang membership, affiliation or support
- The foregoing standards regarding "message" clothing will be interpreted and applied by school administrators in a manner that avoids infringement of a student's First Amendment rights.

Students that do not adhere to the dress code will be given a standard set of clothes to wear for the remainder of the day. The clothing will be turned in at the end of the school day.

Dress Standards

Without limiting the general dress code standards, students must comply with the following standards at school and school events:

GENERAL

- Clothing must cover the abdomen, back, buttocks, chest and genital areas.
- See-through clothing is prohibited.

PANTS/SHORTS/SKIRTS/BOTTOMS

- Jeans, pants, trousers, and shorts must be worn at the waist area. **No sagging or hanging pants/shorts are allowed.**
- Skin-tight outer clothing, such as spandex/bicycle shorts, is prohibited unless it is worn for a school-sponsored extracurricular activity (for example, cheer or wrestling).
- Pajamas and other sleepwear are prohibited.
- Shorts must have at least a **4 inch inseam.**
- Dresses and skirts must extend at least **1 inch** beyond the tip of the student's fingers.

SHIRTS/TOPS

- Tube/Halter/Strapless tops, tank tops, spaghetti straps (cami), or racer back tops are prohibited. Sleeveless tops begin at the neck and end at the shoulder with no bra straps showing.
- A-Line shirts or muscle shirts are prohibited for MALES.
- Tops that expose cleavage are prohibited. **When standing, tops must completely cover the midriff to the skirt, shorts or pants.**

FOOTWEAR

- Footwear must be worn at all times. Shoes, such as "wheels in the heels," that pose safety hazards and shoes, such as cleats, that may damage flooring are prohibited.
- House slippers are prohibited.
- PE, CTE, and other school activities may require special footwear.

ACCESSORIES/OTHER APPAREL

- Bandannas, hairnets and do-rags are prohibited.
- Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.
- Sunglasses may be worn indoors only if there is a medical need to wear them.

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- Hats or other head apparel may not be worn inside school buildings unless for religious, medical or safety purposes. Students will not be prohibited or discouraged from wearing hats or other clothing designed to reduce sun exposure while outdoors.
- Safety dress requirements for specific classes must be followed.
- Clothing or attire by which an adolescent female student does not wear a bra or underwear, wears a bra or other garments as outerwear, or wears clothing in a manner such that underwear is visible through outerwear is prohibited.
- Clothing or attire by which an adolescent male student does not wear underwear, wears underwear as outerwear, or wears trousers or shorts so that underwear is visible is prohibited.
- Trench coats and other oversized clothing that can conceal contraband are prohibited.

Grooming Standards

Without limiting the general dress code standards, students must comply with the following standards at school and school events:

- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff.
- Secondary students may use cosmetics. Heavy mascara and other use of cosmetics that give the student a disturbing or distracting appearance is prohibited. Face paint is prohibited.

Examples of What is Prohibited



Tank Top



Midriff



Tank Top



Spaghetti/Cami



Racerback



Tube/Halter/Strapless



Cleavage



Under 4" inseam

Examples of What is Allowed



Sleeves



Shorts w/ 4" inseam



Sleeveless



Cami w/ Coverup

EDUCATION RECORDS

Superior School District's Governing Board has established written policies regarding the collection, storage, retrieval, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and student's rights to privacy. These policies and procedures are in compliance with the Education Rights and Privacy Act (FERPA); Title 20, United States Code, Sections 1232g and 1232h, and the Federal Regulations (34 CFR300.560-300.574) issued pursuant to such act; and Arizona Revised Statutes, Title 15, Section 141.

For a more complete explanation of your rights under FERPA, please refer to the school district's web site at www.superiorusd.org or contact the Special Services office at 689-3105.

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's special education records should contact the Special Education Director for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not possible for them to inspect and review the records at the school. Charges for the copies of records will be actual cost of copying.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If at any time an agreement between the principal and parent cannot be reached, you may contact the district Superintendent and request a hearing.

Copies of the district Student Education Record Confidentiality policies and Procedures may be reviewed in the principal's office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C

FINAL EXAMS

Students must take final exams for every course. Students who have an average of 90% or higher for the two terms in a class and who have fewer than 3 absences are exempt from the semester exam. Students are also exempt if they have perfect attendance and are passing the class.

FIRE DRILLS/SAFETY DRILLS

Fire and safety drills will take place at regular intervals and are an important safety precaution. Students must stay quiet and behave in an orderly manner during drills. They must obey instructions promptly and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

FOOD, GUM AND DRINKS

Students are not allowed to have food, gum and/or drinks (except for water) in the carpeted areas and the gymnasium of the school. Help us keep our school clean and neat. It reflects our personal standards of cleanliness and courtesy.

GRADING

GRADING PERIODS

1 ST	Nine Week Period:	August 3 rd – October 7th
2 nd	Nine Week Period—1st Semester:	October 17 th – December 16th
3 rd	Nine Week Period	January 4 th – March 9 th
4 th	Nine Week Period—2 nd Semester:	March 20 th – May 26th

PROGRESS REPORTS

Parents are encouraged to stay in contact with teachers regarding their student's progress. Students will receive progress reports midway through each quarter. It is the responsibility of the student to deliver a copy of their progress report to his/her parents.

1 st Report:	September 2 nd	3 rd Report:	February 3 rd
2 nd Report:	November 10 th	4 th Report:	April 21 st

REPORT CARDS

Report cards will be issued at the end of each nine-week grading period as a means of indicating the student's academic standing. Parents are always welcome and encouraged check their child's progress and grades and to visit the school and meet with our faculty and guidance counselor.

Grades are reported on a five-point scale (A, B, C, D, and F) as follows:

A=Superior	4.0	90%	-	100%
B=Above Average	3.0	80%	-	89%
C=Average	2.0	70%	-	79%
D=Below Average	1.0	60%	-	69%
F=Failing	0	59% or less		(No credit will be received)

HALL PASSES

Students are not permitted in the halls during class periods unless a faculty member or staff member accompanies the student or unless they have an authorized hall pass from a staff member. The use of hall passes is intended to be limited. Students should get drinks and use the restrooms before school, during lunch or during passing times.

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate from Superior High School and participate in graduation ceremonies a student must meet all state and district requirements. Classes graduating in 2013 and beyond must earn 22 credits in order to graduate including 4 English credits, 4 Math credits, 3 Science credits, 3 Social Studies credits, 2 CTE/Fine Art credit, .5 health credit, .5 PE credit and 5 elective credits.

In order to graduate from Superior High School and participate in graduation ceremonies a student must pass all required Arizona Testing (AzMerit and Civic) based on state requirements and earn 22 credits including the following required credits:

<u># Credits</u>	<u>Subject</u>
4	English
4	Math
3	Science
1	CTE
1	U.S. History
1	Career Exploration
1	World History/World Geography
.5	Economics
.5	Health
.5	General P.E.
.5	U.S. Government
<u>5</u>	Electives
22	Total Required Credits

Students seeking admission to a four-year university should earn two credits of foreign language. Check with universities for additional requirements.

Students must have a full schedule (7 classes/day) until all portions of AIMS have been passed. Only seniors who have passed all portions of the AIMS and have earned enough credits for graduation are allowed to take fewer than seven classes a day. Juniors who have passed all sections of the AIMS and show evidence of employment may request permission from the principal to work part time and take fewer than seven classes a day if they can do so and still earn the required credits for graduation by the end of their senior year of school.

All fees, fines, or debts to the school must be paid and any school equipment issued returned in order to participate in graduation ceremonies. Transcripts can be withheld if unacceptable behavior occurs during graduation. They may also be withheld if fines, fees or equipment have not been cleared.

A credit is earned when a student successfully completes a course meeting five times a week for one school year (36 weeks) or equivalent. The term "credit" and "unit" are used interchangeably. The smallest amount of credit assigned for a course is .25 (1/4) of a credit.

Additional information concerning graduation requirements may be obtained from your counselor. Please be aware you are responsible for making sure you are fulfilling the requirements for graduation from Superior High School and meeting requirements for entry into higher education programs.

The Arizona School Board of Education has determined that The class of 2016 will need to earn 22 credits in order to graduate including (4) math credits of which three should be Algebra I, Geometry, Algebra II and/or Integrated Math I,II,III.

STUDENTS: IT IS YOUR RESPONSIBILITY TO PERIODICALLY CHECK YOUR TRANSCRIPT WITH THE COUNSELOR OR OFFICE PERSONNEL REGARDING ITS ACCURACY.

CLASS RANKING

Class ranking is determined at the end of each semester. The class ranking conducted at the end of the seventh semester of high school will be used to determine the high school class valedictorian and salutatorian. The student with the highest grade point average (GPA) at the end of the seventh semester is considered the valedictorian and the student with the second highest GPA, the salutatorian. In the event of a tie, the student with the most credits will be selected as the valedictorian or salutatorian. If the students have the same GPA and the same number of credits, then two valedictorians or salutatorians will be declared. Only grade level or higher classes are used when calculating GPA. Classes graded "pass" or "fail" are not used in calculating GPA but are used in counting credits. Students graduating with a 3.5 or higher GPA graduate with honors.

EARLY GRADUATION

Each student who will meets all graduation requirements before the semester in which he/she is presumed to graduate, may petition the board in writing requesting early matriculation. Students who matriculate early may still participate in all graduation ceremonies with his/her class. No early diplomas will be awarded or graduation ceremonies will be held. A student who graduates early will have his/her transcript marked accordingly and will receive his/her diploma with the next graduating class. Students graduating early are not eligible to be valedictorian or salutatorian but are calculated in class ranking and honors.

HIGH SCHOOL DUAL CREDIT

Graduation requirements established by the Governing Board may be met by a pupil who passes courses in the required or elective subjects at a community college or university, if the course is at a higher level than the course taught in the high school.

The student desiring to take college or university courses should be meet the requirements of the college or university and demonstrate by past academic performance that he/she is an "able and

ambitious student.” The student must obtain permission from the principal or counselor prior to taking the course for dual credit.

Dual credit college or university coursework that is not offered at the school shall not count toward the required number of classes needed to make a student a “full-time” high school student. These courses will not count toward activity or athletic eligibility.

Normally, high school students will be limited to no more than 6 credit hours of college or university coursework per semester. An exception to this rule may be requested in writing to the principal.

Students retain the option of not having unsatisfactory college or university coursework credited toward high school graduation. Credit will not be granted for failing work and it is recommended that work which is below average (grade of ‘D’ or equivalent) not be credited toward high school completion unless absolutely necessary for graduation purposes.

In order to record college or university coursework onto a student’s high school transcript, the student must submit a grade slip, official letter, or transcript from the college or university to the high school counselor or principal. If the student is a graduating senior, this course completion documentation must be received no later than five school days before the graduation exercise or ceremony.

HIGH SCHOOL CORRESPONDENCE COURSES

Correspondence courses may be taken toward graduation requirements if arranged by your counselor and approved by the principal. The correspondence school must be approved by a certified accrediting agency such as the North Central Association of Secondary Schools and Colleges. LABORATORY SCIENCE AND VOCATIONAL LABORATORY COURSES (for example: Home Economics) WILL NOT BE ACCEPTED BY CORRESPONDENCE.

In addition, no credit will be given for a course unless the prerequisites for the course are satisfied. A MAXIMUM OF FOUR (4) CREDITS OF CORRESPONDENCE WORK MAY BE APPLIED TOWARD GRADUATION.

Correspondence courses do not count toward the four courses needed to make a student a “full time” student and will not count toward activity or athletic eligibility. Correspondence courses for a prospective graduating senior must be completed and the school notified by the correspondence school not later than five school days before the graduation ceremonies.

NOTE: Most correspondence schools have an April 15 deadline for seniors to complete all correspondence work (including the final exam).

HONOR ROLL

The Honor Roll is published at the end of each grading period. A grade point average of 85% or better is required for listing on the Honor Roll.

INSURANCE

Students are encouraged to purchase the accident insurance offered through the school. Information regarding the insurance coverage will be made available during the first week of school. Parents should remember the following:

1. The school cannot be financially responsible for injuries incurred on school grounds.
2. Any student who wishes to participate in a school-sponsored trip or activity including athletics must either be covered by the insurance purchased through the school or by family insurance before the student will be permitted to participate.
3. If insurance is not affordable, please contact the principal for assistance.

MEDIA CENTER

The media center is equipped for student and teacher use. The center is available to students before and after school as well as during lunch. Students must obtain a pass from the office to go to the center during those times. Teachers must schedule in advance to take their classes to the center during classes. All items checked out will be the responsibility of the user. No materials may be checked out until all previous materials are returned and paid.

HEALTH OFFICE

The school nurse is available at all times during the school day to give students aid. Students who need to see the nurse should ask their teacher's permission. The teacher will then call the office. Once the nurse is available to see the student, the office will call the teacher to send the student. In emergency situations or in case of obvious illness, the teacher may send the student to the office immediately with a pass. Students who are sick must not leave the campus without checking out through the office.

PARENT VOLUNTEERS

Parent volunteers are welcome to become actively involved with the education of their children at our school. Please stop in and discuss your involvement with the principal or counselor.

PERSONAL ELECTRONIC DEVICES

I-pods, CD players, cell phones, radios, pagers, cameras and other personal electronic devices (PEDs) **must not** disrupt instruction and learning environment! While it is becoming increasingly popular for students to post material on web sites such as, facebook, instagram, snapchat and twitter. Be aware that if material posted, either at home or at school, is viewed as harassment or disruptive to the educational environment, students will be subject to disciplinary action. Consequences will be invoked. **Parents should not call or text their students cell phone during the school day.** Doing so disrupts learning and instruction. In case of an emergency, the parent should call the school office. The student will then be called down to call the parent.

PEDs may be confiscated by any staff member. The staff member will turn the PED into the office, and it will be returned to the owner at a later date. The first offense, the student may pick up his/her device in the office after school, for the second offense, a parent must pick up the device, for

the third offense, the device will remain in the office until the end of the current nine weeks; and the fourth offense, the device will remain in the office until school is dismissed for the year. The school assumes no responsibility for the loss or theft of such articles. Failure to surrender a personal electronic device upon the request of any staff member will result in two (2) hours of detention.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate and open public displays of affection (PDA) are unacceptable on campus during school hours and at school activities. Holding hands is the only accepted way to display one's affection at school.

Any student violating this policy is subject to disciplinary action including, but not limited to; warning, parent conference, after-school detention, community service, in-school suspension, or off-campus suspension.

First Offense: Student will be sent to their administrator. The warning violation will be logged.

Second Offense: Student will be sent to their administrator. The administrator will call home. Violation will be logged. Consequences will be issued invoking lunch detention, and / or in school suspension.

Third Offense: Student will be sent to their administrator. The administrator will call home. Violation will be logged. Consequences will be issued invoking lunch detention, in school suspension, and /or out of school suspension.

SIGNS AND POSTERS

Before signs and posters can be displayed anywhere on campus, the principal or his/her delegate must approve them. Present them to a secretary for approval and then follow the guidelines below:

1. Do not place signs on windows or bulletin boards unless approval is obtained from the teacher of the room.
2. Do not tape signs to painted surfaces with tape other than masking tape.
3. Remove all signs and posters as soon as they are no longer needed, including all tape or staples used for fastening.

SCHOOL MEAL PROGRAM

Our school offers students nutritionally balanced meals. Information regarding school meals with milk or milk for those who bring lunches will be given to students. Free or reduced lunches are available for those who qualify. Students are not allowed out of the designated eating areas during meals unless they have a pass.

SEARCH AND SEIZURES

The right to be free from unreasonable searches and seizure of property is guaranteed by the Fourth Amendment of the Constitution. This individual right is balanced by the school's responsibility to protect the health, safety, and welfare of all students.

If there is reasonable suspicion that some property or material that is prohibited, detrimental to the health, safety or welfare of the students is on school property, then lockers, desks and storage areas may be inspected with or without notice by school personnel. Backpacks and persons may also be searched with reasonable suspicion.

The following rules shall apply to searches and seizures:

Searches

1. General searches of school property may be conducted at any time for the health, safety, and welfare of the school.
2. Searches may also include backpacks, purses, or any container in the possession of the student. Students may be asked to empty the contents of any article of clothing. Authorized school personnel may request that outer garments, such as coats, be removed for inspection. In rare and severe instances, searches may be more intrusive.

Seizures

1. Illegal items (for example: firearms, weapons, fireworks) or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities.
2. Items that are used to disrupt or interfere with the educational process including personal electronic devices will be removed from the student's possession.

The school has the authority to patrol the parking lot and automobiles may be searched without notice, without student consent and without a search warrant if there is reasonable suspicion that illegal or unauthorized materials may be contained inside. Law enforcement officials may be notified.

STUDENT ACTIVITIES/ORGANIZATIONS

Students must be current with the required total credits per their cohort (grade level) to participate in any extracurricular activities. See your counselor to determine eligibility.

STUDENT COUNCIL

The Superior Jr/Sr High School Student Councils are organizations of students elected by the student body. They serve as the official representatives of the students. The Superior Junior High Student Council is elected at the beginning of each new school year. The senior high elects its officers at the end of the school year for the following year.

Four officers comprise the student councils. These are a President, Vice-President, Secretary, and Treasurer elected by the students. One elected representative from each class and the class president are also on the Student Council. The council members also select two additional officers: a parliamentarian and historian.

CLUBS

There are many organizations students are encouraged to join. Participation in these activities enriches the student's education experience and makes school enjoyable. Studies show that students who are involved in school activities perform better academically and on standardized tests. Some high school clubs require enrollment in particular subject areas or participation in athletic activities. Participation in a class, club or organization is subject to grade eligibility. Ask your teachers regarding clubs and organizations.

ACTIVITY REQUEST POLICY (Student Organizations, Clubs)

1. All organized clubs and classes must provide an activity request for every activity.
2. Activity request forms must be obtained from the Student Council and returned to them for approval during a regularly scheduled meeting after which they will be submitted to the principal. They must be approved by the principal one week before the activity. The principal will make final approval.
3. All funds raised must be deposited to the appropriate student activity account in the office. **DO NOT KEEP MONEY IN YOUR CLASSROOM.**
4. All requests to expend deposited funds will be made in the office.
5. If this procedure is not followed, the sponsor will be made responsible for payment.

SCHOOL DANCES

1. Times: Requests must be made to the principal at least two (2) weeks before a scheduled dance.
2. Sponsors: There must be two (2) faculty sponsors.
3. Guest List High School: Guests must be high school students or recent graduates of Superior High School. Guests names must be entered on a list in the office and receive prior approval by the Principal. (Note: only Superior Junior High students may attend junior high dances.)
4. Dress must be appropriate.
5. All high school dances must end by midnight. Junior high dances shall not extend beyond 9:00 pm.
6. Once a student leaves a dance, they may not re-enter the dance and must immediately leave the school grounds.
7. Students who have been suspended or who have dropped from school will not be allowed to attend, unless the principal grants special permission.
8. No inappropriate or suggestive dancing will be allowed.
9. No simulated sex acts (including, but not limited to, genital touching or pelvic thrusting).
10. No bending over or squatting down to the floor.
11. All students must be upright at all times with both feet on the floor.

12. No straddling legs or wrapping legs around another person or object.
13. No front to back dancing.
14. No “sandwiches” dancing with sex act of three with one in middle.
15. No dancing, which could cause harm to one’s self or others (“slam dancing” or “moshing”).

If a student violates the dance policy, the student will be warned. If a student violates the dance policy a second time, they will be immediately removed from the dance and may be prohibited from future dances or activities. No refunds will be made if a student is removed. School administration or faculty will make the final decision of what is “inappropriate”.

FIELD TRIPS

The school will notify parents of these activities and permission forms will be sent home with each participating student identifying pertinent details regarding the field trip. No student, regardless of age, will be permitted to go on a field trip unless they have a permission form signed by their parents or guardian and returned to the school by the indicated deadline. Students are expected to be on their best behavior when they are guests at any place they visit. While on the field trip, all school rules are in effect and will be enforced. If a student is failing a class, the teacher may request that a student not be allowed to go on a field trip if they would miss the class that he/she is failing.

STUDENT ATHLETICS

Students must be current with the required total credits per their cohort (grade level) to participate in any extracurricular activities. See your counselor to determine eligibility.

Each coach has a copy of a complete and detailed Athletic Handbook. Each Head Coach shall give all athletes an orientation of policies and regulations.

- All students will be responsible for any equipment checked out to them.
- Athletes may not practice or compete if they have been absent during that school day.
- Any behavior, which is a negative reflection on the school and community, will not be tolerated and may result in removal from athletic activities.

REQUIRED DOCUMENTATION FOR ELIGIBILITY

No student may go out for, try out for, or play any sport until he or she submits the following:

1. A copy of a certified birth certificate must be on file in the Principal’s office.
2. A physical examination form filled out by a doctor must be on file in the Principal’s office.
3. Proof of insurance must be on file in the Principal’s office.
4. Parent permission must be on file in the Principal’s office.

AGE

If a student becomes nineteen (19) years of age AFTER September 1st, the student is eligible to compete for the remainder of that school year.

If the student becomes nineteen (19) years of age BEFORE September 1st, the student is NOT ELIGIBLE for any part of the school year.

ACADEMIC ELIGIBILITY

To play on any team or in any competitive activity, students must be academically eligible. The same applies for field trips where a student will miss a class other than the class that is sponsoring the field trip (more than one class period). The student must be enrolled in a minimum of five (5) classes during the first seven (7) semesters (four classes during the last semester of the senior year) and passing in all classes. The warning list comes out the second and fourth Friday of each month and is prepared by the Athletic Director's Office.

- Faculty will submit academic-warning lists on the second and fourth Fridays of each month. If classes are not held on said Fridays, the list will be turned in the following Monday.
- If a student's name appears on two consecutive warning lists, said student will be ineligible for the next two weeks.
- The list will be compiled and distributed to each coach/teacher involved in the sport/activity. The coach/teacher must inform the student and have him/her sign for the letter. Failure to comply with the procedure will be considered insubordination.
- Junior high and high school students should be responsible for their actions. Parental notification, though suggested, is not required for a student to be ineligible.
- If any student receives a failing grade in any class for the 1st or 3rd term or for the fall semester, the student will be ineligible for a two week period following that term or semester. All students are eligible academically at the beginning of the year.
- Teachers are available to students on the warning list for assistance before and after school. Students are encouraged to seek out the teachers. If a teacher does not make himself/herself available after a student seeks assistance, the student should report to the principal for assistance.
- Students marked ineligible for two consecutive "Ineligibility" periods will automatically be dropped from the team for the season.
- The school may hold any student receiving referrals for unsatisfactory conduct out of competition and/or practice.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is conducive to the educational process. Students are expected to attend school regularly with limited absences. They are to follow the directions of school employees and identify themselves when requested. They are to obey classroom, school, district and state rules, regulations and laws. They are to complete all classroom tasks in a timely fashion and as directed.

It is especially important that students understand that legally the school staff is responsible for the conduct of students during the school hours or while on the school campus or at any school function. As such, the student is expected to follow the directions provided by all staff members during any of these times of responsibility. Any action that is detrimental to the best interests of the student body, the school or the community will warrant disciplinary action.

Students will be responsible for transporting any school correspondence, from school to home and from home to school, i.e. report cards, progress reports, test scores, etc.

Any of the following acts on or within 500 feet of the school will be grounds for disciplinary action that may include out-of-school suspension, or recommendation for expulsion:

1. The use, possession or sale of alcohol, narcotics or dangerous drugs.
2. Smoking on campus or fringe areas.
3. Damaging or defacing school buildings, property or equipment.
4. Profanity or abusive language.
5. Insubordination or failing to comply with a reasonable request of a staff member.
6. Stealing or illegal use of the property of others.
7. Extortion.
8. Bullying, hazing or harassment.
9. Fighting or involvement in acts of violence.
10. Possession or use of weapons or other articles designed to cause bodily harm or disrupt the educational process.
11. Any act which disrupts the normal school process.

DUE PROCESS FOR A STUDENT

Any student whose conduct may warrant suspension or expulsion will be provided due process. This is a legal safeguard that protects the rights of students and their parents and is constitutionally guaranteed.

Due process steps include:

- Oral or written notice of the charges presented to the student;
- An opportunity to present the student's side of the story in an informal hearing or meeting;
- The allowance, for safety considerations, for a student to be removed from the school prior to an informal hearing with that hearing to follow as soon as practical;
- Adequate notification and an opportunity for a fair hearing;
- Notification of parents about suspension of student;
- That parents will be informed in writing of all suspensions, and that they have the right to a conference with the principal;
- That if parents are not satisfied with any school official's decision involving long-term suspension (more than 10 days) or expulsion, they are entitled to request a review by the school official's immediate supervisor. Minor consequences and short-term suspensions may not be reviewed.
- Formal due process in long-term suspension and expulsion proceedings.

NOTE: The student will not be penalized for homework and class assignments that cannot be made up in the event that disciplinary action is not justified or upheld.

NOTE: The student or family of the student has the right to request an interpreter or translator at any step of the process.

TYPES OF CONSEQUENCES

CONTRACT: A written agreement between the student and the school to change a behavioral problem.

CONFERENCES: Conferences involving students, teacher, administrators and/or parents may count as disciplinary action.

LOSS OF PRIVILEGES: Student privileges such as attending or participating in school activities or events may be taken away.

DETENTION: Detention is assigned by teachers and/or administrators. Detentions may be held in teacher's room or other assigned area before school, during lunch, after school or on Saturday. Failure to show for assigned detention(s) may result in the detention being doubled. Failure to show for doubled detention will result in suspension. The student may be required to perform work or campus beautification tasks while assigned to detention.

WORK ASSIGNMENTS: Work Assignments may be assigned by the principal and may be of a service or academic nature. Work assignments may be used in conjunction with contracts, detentions or suspensions. Examples include, but are not limited to restitution, campus cleanup, volunteer work with community agencies and academic assignments.

REMOVAL FROM SCHOOL-SPONSORED ACTIVITIES: The principal may remove a student from a school-sponsored activity if the principal determines that the student has violated a school policy, rule or regulation (Board Policy JKDA).

SUSPENSION: (Suspension will be out of school.) Suspension is defined as the temporary removal of the student from school and school activities. During an Out of School Suspension, students may not participate in nor attend school activities. Short-term suspension is defined as 1 -10 days of suspension. No appeal is available for short-term suspension (Board Policy JKD).

Long term suspension (11 or more days) are imposed by the school board. To arrange an appeal to a long-term suspension, the parent(s) or student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension (JKD). No appeal is available after the Board decision.

EXPULSION: Expulsion is removal of a student from the school and school activities for more than sixty (60) school days. If the violation is of a severe nature or takes place toward the end of the academic year, the expulsion may be for the following year as well. No appeal is available after the Board decision.

ALTERNATIVE TO SUSPENSION PROGRAM: If such a program is available, the principal may place a student in an alternative to suspension program instead of long term suspension. The student will have to complete said program successfully in order to re-enter the regular school program. Failure to complete the program successfully will result in a recommendation to the school board for a long term suspension and/or expulsion.

The above listed consequences are guidelines. More than one consequence may be applied for a violation. The principal will follow his/her discretion when applying these consequences.

In Arizona schools, communicating a threat is a crime. The legislature passed A.R.S. 13-21-1 which provides that all students who, with the intent to terrify, threaten to cause physical injury or serious damage to property, or intimidates another person, by work or conduct, is guilty of a Class I misdemeanor. If the intent of the threat is to cause the other person to participate in a criminal street gang, the crime becomes a Class 4 felony.

The new law defines the following as threatening behavior:

1. Threatening to commit any of the following while intending to cause, or with reckless disregard for causing, interference with or disruption of an educational institution:
2. Physical injury to a school employee or student attending the school;
3. Damage to any educational institution or its property;
4. Damage to the property of a school employee or student attending the school.

In addition, it is a Class 1 misdemeanor, as well as grounds for expulsion to:

- Knowingly go to or remain on the property of any school either (1) for the purpose of interfering with or disrupting lawful use of school property, or (2) in any manner that actually does deny or interfere with lawful use of the school property.
- Knowingly refuse to obey a lawful order by the administration of a district or school (or a designee) to leave school premises, when the administrator or designee has reasonable grounds to believe that the person ordered to leave has come to school to commit, or is committing interference with or disruption of the use of school property.

In order to comply with the new law, the District will report all threat violations to the police. These threatening behaviors also require that the student may be considered for expulsion.

TEACHER HELP

Teachers are available for help before and after the school day. If you need help and cannot find the teacher, report to the administration for assistance.

VISITORS

School is a place of business. All efforts will be made to avoid interruptions. Visitors must park in the visitors parking area and use the main entrance to come to the office. **Visitors must obtain identification tags from the office to be on campus. Any unauthorized individual on campus may be arrested.** Visitor parking areas are located on the north and east side of the school.

Visitor tags will only be issued to school age visitors if said visitors are considering enrollment. The parents of the prospective student should make prior arrangement with the school for said visitations.

Governing Board

Ms. Mila Besich President
Mrs. Catherine Sommer Clerk
Mrs. Catherine Ramirez Member
Mr. Tony Donlin Member
Mr. Ignacio Magallanez Member

District Administration & Staff

Mr. Stephen Estatico. Superintendent
Ms. Bertha Montano. Exec. Secretary
Ms. Pamela L. Duarte. Business Manager
Mr. Manuel Ramirez John F. Kennedy Principal
Ms. Stella San Miguel Truant Officer
Mr. Michael Diaz-Gonzales Transportation
Ms. Maria Munoz. Special Ed Director
Mr. Luis Cano Maintenance
Ms. Melissa Perez Food Service
Ms. Melanni Garcia Payroll Clerk
Mr. Oscar Gonzalez IT Coordinator

Superior Jr/Sr High School Administration and Staff

Mr. William Duarte. Athletic Director/ Principal
Mrs. April Juarez Jr./Sr. High School Secretary
Ms. Angela Brammer Counselor
Ms. Angie Cardenas Head Custodian
Mr. Ike Lopez Custodian
Mr. Hector Sanchez. Groundskeeper

Superior Jr/Sr High School Teaching Staff

Mr. Michael Collins Chemistry/ Biology/ Science
Mr. William Duarte Weights
Ms. Valerie Garcia-Denogean FACS/CTE Director/JH Life Skills/Health
Mr. Louie Navarro. P.E
Mr. Luis Martinez JH Social Studies/Resource
Mr. Carlos Hurtado JH Math/ Spanish I, II
Ms. Cheryl Lopez JH English
Ms. Sent Manickam. Geometry/ ALG I, II and Pre-Cal
Ms. Christine Martinez. Media /Business/ Earth Science
Ms. Patricia Talley-Garcia. HS English
Mr. Ryan Palmer HS US Govt, History/JH Social Studies/Weight Training
Mrs. Angela Brammer College Prep/ Credit Recovery
Ms. Terry Villaverde FACS

