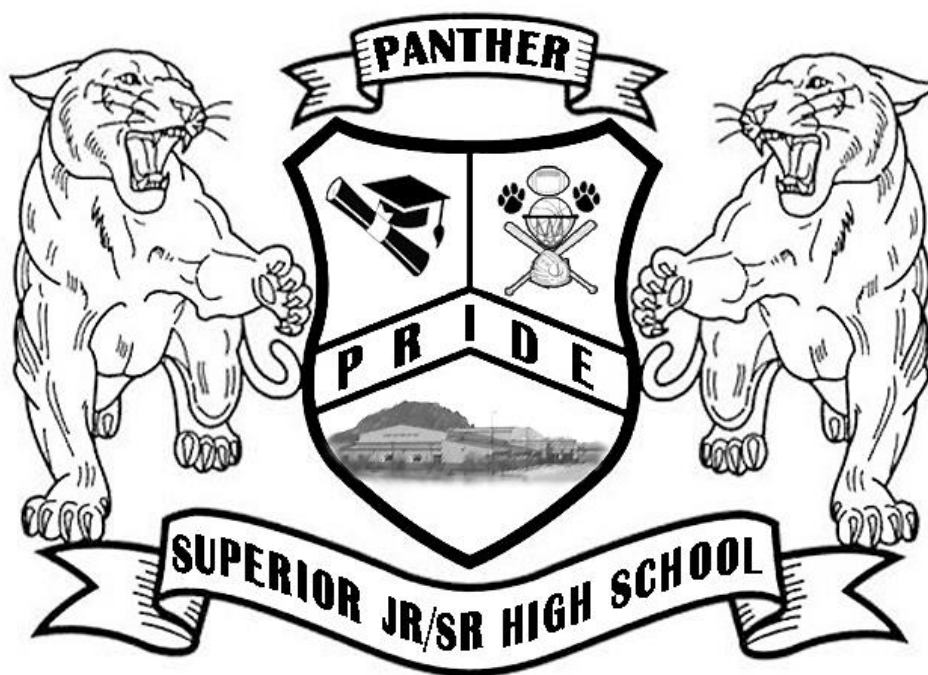


SUPERIOR JR/SR HIGH SCHOOL



STUDENT HANDBOOK 2020-2021

Notification of Nondiscrimination

Superior Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Superior Unified School District's Career and Technical Education department does not discriminate in enrollment or access to any of the available programs. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Superior Unified School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at 1500 Panther Drive, Suite 101, Superior, AZ 85173, or at the contact information listed below.

Cameron Vines
504 Coordinator
Superior USD #15
100 W. Panther Drive
Superior, AZ 85173
[\(520\) 689-3000](tel:5206893000)

William Duarte
Title IX Coordinator
Superior USD #15
100 W. Panther Drive
Superior, AZ 85173
[\(520\) 689-3000](tel:5206893000)

Maria Munoz
Title II Coordinator
Superior USD #15
1500 Panther Dr., Ste 101
Superior, AZ 85173
(520) 689-3105

Notificación Pública Anual de No Discriminación

El Distrito Escolar Unificado Superior no discrimina en base a raza, color, origen nacional, sexo, edad o discapacidad en el ingreso a sus programas, servicios o actividades, en el acceso a ellos, en el trato de personas o en cualquier aspecto de sus operaciones. El departamento de Educación Profesional y Técnica del Distrito Escolar Unificado Superior no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles. La falta de habilidades en el idioma inglés no será una barrera para la admisión o participación en las actividades y programas del distrito. El Distrito Escolar Unificado Superior tampoco discrimina en sus prácticas de contratación o empleo.

Este aviso se proporciona como lo exige el Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975 y la Ley de Americanos con Discapacidades de 1990 .

Preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden ser enviadas al coordinador de cumplimiento designado en 1500 Panther Drive, Suite 101, Superior, AZ 85173, o en la información de contacto que aparece a continuación.

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1500 Panther Dr., Ste 101
Superior, AZ 85173
(520) 689-3105

School documents or information can be translated as needed. For translation services, contact:

Terry Villaverde
100 Panther Drive
Superior, AZ 85173
(520) 689-3000

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 which means follow your responsibilities as a productive student.

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/Athletic Director
Superior Junior/Senior High School

SUPERIOR UNIFIED SCHOOL DISTRICT #15

VISION STATEMENTS



To best support effective student learning Superior Unified School District is a place where:

- we are student centered.
- students feel safe, respected, and encouraged.
- staff is professional, collaborative, communicative, engaging, and positive so that all stakeholders feel welcome, respected, and valued.
- Professional Learning Communities exist as a platform for collaboration and continuous improvement.
- setting and achieving goals is embedded into our school culture which is academically centered with clear, high, and rigorous expectations for teachers and students.
- when goals are met staff and students are celebrated.
- systems & processes are consistent, productive, and explicitly communicated throughout the district to ensure a safe and organized environment.
- the staff go out of their way to engage students and parents to participate in the school and the events happening there – academic or otherwise.
- students are held accountable for learning.
- there is acceptance of everyone but not acceptance of inappropriate behavior.
- we have academic and behavioral safety nets for students.

To best support effective student learning at Superior Unified School District Curriculum is:

- reviewed, improved and updated on a regular basis.
- standardized for each grade level and taught following curriculum maps and using available resources based on the Arizona College and Career Readiness Standards.
- flexible enough to allow for teacher creativity and targeted intervention and enrichment for students that need it.
- rigorous with clear learning objectives and goals that students understand and is relevant for buy-in.
- both vertically and horizontally aligned and articulated with high level of integration.
- applicable to real-life as well as aligned and linked to instruction and assessment.
- Inclusive with summative, formative, and diagnostic assessments.

To best support effective student learning at Superior Unified School District Classroom Instruction must be:

- engaging, purposeful, rigorous, explicit, meaningful, innovative, and creative.
- data driven using both formative and summative assessments.
- built on relationships, respect, and acceptance that motivates, and is engaging to students
- tied to the standards, with clear learning objectives, and has clear direction for success criteria.
- supported by school resources, including technology.
- carried out effectively by the classroom teacher, who constantly refines lessons based on up to date student data and reflective practices.
- enhanced by constant learning by teachers in professional development.
- differentiated to meet students where they are at and increase their knowledge.
- instilling a growth mindset in all, encourages problem solving and critical thinking and ensures time for questions and comments to clarify learning tasks.
- teaching vocabulary and test taking to prepare students for assessments.

- incorporating well-planned lessons at the appropriate level or rigor (e.g., Bloom's taxonomy, Webb's DOK.
- providing clear directions and stated purpose for learning, and ensures time is provided for questions and comments.
- incorporating 21st Century skills

To best support effective student learning at Superior Unified School District Assessment must:

- be varied to meet our diverse student population and show what students know and are able to do. Be engaging and rigorous and relevant.
- be used to inform and transform instruction as needed to meet students' needs. Help students recognize an assessment's value and know how they are being assessed.
- have a common approach to providing assessment information to students and parents in a timely manner to form a partnership in addressing both strengths and needs.
- be purposeful, aligned to the curriculum, embedded into instruction.
- be varied including project-based, summative, formative, and diagnostic.

SUPERIOR UNIFIED SCHOOL DISTRICT #15 MISSION STATEMENT

The mission of the Superior Unified School District is to: (1) educate all students to their fullest potential and, (2) provide the necessary individual skills to become both college and career ready as well as productive citizens.



SCHOOL POLICIES

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.

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, or volume of work. Students will not be allowed to transfer from their class to an *online class 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 \$75 fee per semester 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.

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.

At times, students 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 **7** absences throughout the semester, students/parents will be referred to court. Students who have nine 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. **Medical and court related absences are not counted against the student provided that the student/parent brings in the proper documentation.**

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 of which they had no personal knowledge. Students will not be allowed to make up class work missed for truancy. After 10 Consecutive days of absences per semester, the state requires schools to automatically withdraw the student.

Student arriving 20 or more minutes late to class shall be marked absent. Parents should note attendance data on progress reports, report cards or online.

Students are **not** permitted to leave school grounds at any time during the school day without permission from the office and their parent/guardians. **Phone calls to sign students out will NOT be accepted.** 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. 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.

Students are required to make up all schoolwork missed 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.

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. Parking permits are \$1.00 per vehicle. Driving or parking privileges may be revoked at any time by the principal for just cause.

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. 7 th
Fall Break	Oct. 5 th - Oct. 9 th
Veterans Day:	Nov. 11 th
Thanksgiving:	Nov. 25 th - Nov. 27 th
Winter Break:	Dec. 21 th - Jan. 1 st
Civil Rights Day:	Jan. 18 th
Presidents' Day:	Feb. 12 th - Feb. 15 th
Spring Break:	Mar. 15 th - Mar. 19 th
Spring Holiday:	Apr. 2 nd - Apr. 5 th

TEACHER COLLABORATION DAYS

(Early Release for Students)

October 3rd & 4th
March 12th & 13th

December 18th
May 20th - 22nd

(Late Start for Students)

Every Wednesday, school will begin at 10:00 am for students.

**SUPERIOR JR/SR HIGH SCHOOL
BELL SCHEDULE
2019-2020**

HIGH SCHOOL

JUNIOR HIGH

7:20 - 8:12	ZERO HOUR
8:15 - 9:08	1ST PERIOD
9:12 - 10:09	2ND PERIOD
10:12 - 11:05	3RD PERIOD
11:08 - 12:01	HS 4 TH PERIOD
12:04 - 12:58	HS 5 TH PERIOD
12:58 - 1:28	HS LUNCH
1:32 - 2:23	6TH PERIOD
2:26 - 3:18	PANTHER PREP

7:30 - 8:12	ZERO HOUR
8:15 - 9:08	1ST PERIOD
9:12 - 10:09	2ND PERIOD
10:12 - 11:05	3RD PERIOD
11:08 - 12:01	4 TH PERIOD
12:01 - 12:31	JH LUNCH
12:33 - 1:26	5 TH PERIOD
1:29 - 2:23	6TH PERIOD
2:26 - 3:18	PANTHER PREP

LATE START HS

LATE START JH

9:20 - 9:57	ZERO HOUR
10:00 - 10:37	1st PERIOD
10:40 - 11:22	2ND PERIOD
11:25 - 12:02	3RD PERIOD
12:05 - 12:42	4TH PERIOD
12:45 - 1:22	5 TH PERIOD
1:22 - 1:42	HS LUNCH
1:45 - 2:22	6TH PERIOD
2:25 - 3:16	PANTHER PREP

9:20 - 9:57	ZERO HOUR
10:00 - 10:37	1ST PERIOD
10:40 - 11:22	2ND PERIOD
11:25 - 12:02	3RD PERIOD
12:05 - 12:42	4TH HOUR
12:42 - 1:04	LUNCH
1:07 - 1:42	5TH PERIOD
1:45 - 2:22	6 TH PERIOD
2:25 - 3:16	PANTHER PREP

Early Release Schedule

Zero Hour: 7:37-8:12

1st 8:15-8:50

2nd 8:53-9:33-Announcements

3rd 9:36-10:11

4th 10:14-10:49

5th 10:52-11:27

6th 11:30-12:05

Lunch 12:05-12:35-Combined 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 come into the office and 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 related 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 1/2 inch inseam**.
- Dresses and skirts must reach at least **4 1/2 inches** above the top of the student's knee.
- Ripped jeans are prohibited without leggings worn underneath.

SHIRTS/TOPS

- Tube/Halter/Strapless tops, tank tops, spaghetti straps (cami), or racer back tops are prohibited. Sleeveless tops should begin at the neck and end at the shoulder with no bra straps showing.
- A-Line shirts or muscle shirts are prohibited.
- 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

- Bandanas, 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.
- Hats or other head apparel may be worn inside the main school buildings, but may or may not be worn in the classrooms. Please refer to individual teacher/class rules to determine if hats are allowed in a particular class. 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.

What Not to Wear



Spaghetti Straps



Thin Strap Tank/Cutaway Top/Vest/ Racer Back Tank



Low Cut Tops



Crop Tops



Halter Tops



Off The Shoulder



Sleeveless Tops/Strapless Tops



Rompers



Open Back/Cut Tops



Short Shorts/Skirts



Pajamas



Ripped Jeans/Saggy Pants



Trench Coats



Beaters/ Wide Arm Tanks



Violence Related Jewelry



Body Armor



Bracelets/Belts with Inappropriate or Offensive Sayings



T-Shirts with Inappropriate Messages/Pictures



Please Note: No Hats or Head Coverings Allowed Without Prior Approval From An Administrator



- 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.

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 may be required to take final exams for every course. Teachers reserve the right to give final exams to every student.

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 classrooms and the gymnasium of the school. Help us keep our school clean and neat. It reflects our personal standards of cleanliness and courtesy. Parents bringing food to their child can do so through the school office. Students will not be called out of class to get the food, it will be given to them at their designated lunchtime or after school.

GRADING

GRADING PERIODS

1st Semester: August 17th – December 16th
2nd Semester: January 4th – May 28th

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.

1st Report: August 28th 3rd Report: November 24th 5th Report: March 12th
2nd Report: October 2nd 4th Report: January 22nd 6th Report: April 23th

REPORT CARDS

Report cards will be issued at the end of each Semester 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:

SUPERIOR JUNIOR/SENIOR HIGH SCHOOL GRADING SCALE

GRADE	RANGE	STANDARD COURSES	HONORS/AP DUAL CREDIT
A+	97-100	4.0	5.0
A	93-96	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	0-59	0	0

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, 1 CTE/Fine Art credit, and 7 elective credits.

In order to graduate from Superior High School and participate in graduation ceremonies a student must pass all 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./Arizona History
1	Career Exploration
1	World History/World Geography
.5	Economics
.5	U.S. Government
<u>6</u>	Electives
22	Total Required Credits

In order to graduate, students must also pass their Civics test with a 60% or higher.

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

Students must have a full schedule (6 classes/day). Juniors and Senior who are on track to graduate may take fewer than six classes a day. (Pending principal and counselor approval).

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 2020 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 (1) year of senior math or a total of (4) math credits.

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.

*Transfer students from another school must attend Superior Jr/Sr High School (3) semesters to be ranked with their cohort.

EARLY GRADUATION

Each student who 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: Culinary Arts) 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 purpose of the honor roll program is to recognize and honor secondary students who have attained outstanding academic success and to provide positive reinforcement that inspires all students to strive even harder and perform a highest level in all subjects.

All schools will implement this honor roll system that recognizes students for high academic achievement at the end of each marking period during the school year. Schools are required to recognize students for performance at two levels: Principal's Honor Roll and Honor Roll.

Students qualifying on each level of honor roll will be identified by the Principal and Counselor's Office based on grades entered on student report cards in secondary schools. The following criteria will be used to identify students at each level:

- a. Principal's Honor Roll: Students with at least a 4.0 GPA with no grade on the report card below a "90%".
- b. Honor Roll: Students with at least a 3.0 GPA or higher with no grade lower than a "70"%.

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.

PARENTAL INVOLVEMENT IN EDUCATION

The Superintendent, in consultation with parents, teachers, and administrators, shall develop procedures for parental involvement in the school(s). These shall include:

- A. A plan for parent participation in the school designed to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. The plan shall provide for the administration of a parent-teacher satisfaction survey.
- B. A method by which parents may learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
- C. A procedure by which parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used and request an alternative assignment. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language.
- D. A procedure by which parents or guardians of students enrolled in the District shall have access in advance to the instructional materials, learning materials and activities currently used by, or being considered for use by, the District.
- E. A procedure by which the District shall obtain signed, written consent from a student's parent or guardian before using video, audio or electronic materials that may be inappropriate for the age of the student.
- F. Procedures to prohibit the School District from providing sex education instruction to a student unless the student's parent provides written permission for the student to participate in the sex

education curricula if the School District offers any sex education curricula pursuant to A.R.S. [15-711](#) on the requirement to include instruction to student in grades seven (7) through twelve (12) on laws relating to sexual conduct with a minor or [15-716](#) concerning instruction on immune deficiency syndrome, or pursuant to any rules adopted by the State Board of Education.

G. Procedures by which parents will be notified in advance of and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula.

H. Procedures by which parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, extracurricular clubs, and activities that have been approved by the school.

I. Procedures by which parents may learn about parental rights and responsibilities under the laws of this state, including the following:

1. The right to opt in to a sex education curriculum if one is provided by the District.
2. Open enrollment rights pursuant to A.R.S. [15-816.01](#), relating to the District policies on open enrollment.
3. The right to opt out of assignments pursuant to A.R.S. [1-601](#), Parents Bill of Rights. [See Exhibit KB-EB]
4. The right to opt a child out of immunizations as authorized by A.R.S. [15-873](#), relating to an outbreak of a communicable disease.
5. The promotion requirements prescribed in A.R.S. [15-701](#) for students in grades one (1) through eight (8).
6. The minimum course of study and competency requirements for graduation from high school prescribed in A.R.S. [15-701.01](#).
7. The right to opt out of instruction on the acquired immune deficiency syndrome as provided by A.R.S. [15-716](#).
8. The right to review their child's standardized norm-referenced test results pursuant to A.R.S. [15-743](#).
9. The right to participate in gifted programs pursuant as prescribed by A.R.S. [15-779.01](#).
10. The right to access instructional materials as directed by A.R.S. [15-730](#).
11. The right to receive the school's annual report card pursuant to A.R.S. [15-746](#).
12. The school attendance and age requirements for children prescribed in A.R.S. [15-802](#), [15-803](#) and [15-821](#).
13. The right to public review of courses of study and textbooks in the common schools (preschool programs through grade eight [8]), as prescribed in A.R.S. [15-721](#), and in high schools, prescribed in A.R.S. [15-722](#).

14. The right to be excused from school attendance for religious purposes as described by A.R.S. [15-806](#).
15. Policies related to parental involvement pursuant to A.R.S. [15-102](#) and set out herein.
16. The right to seek membership on school councils pursuant to A.R.S. [15-351](#), describing the purpose, duties, and membership of a school council. [Subject to the exemption of certain school districts exempted as described in A.R.S. [15-352](#).]
17. Information about the student accountability information system (SAIS) as prescribed in section [15-1042](#).
18. The right to access the failing schools tutoring fund pursuant to A.R.S. [15-241](#).

The District plan under this policy may also include:

- A. Making parents aware of this District parental involvement policy, including:
 1. Rights under the Family Educational Rights and Privacy Act (**FERPA**) of 1974, as revised (20 U.S.C. 1232g) relating to access to children's official records.
 2. The parent's right to inspect the District policies and curriculum.
- B. Efforts to encourage the development of parenting skills.
- C. The communication to parents of techniques designed to assist the student's learning experience in the home.
- D. Efforts to encourage access to community and support services for children and families.
- E. The promotion of communication between the school and parents concerning school programs and the academic progress of the parents' children.
- F. Identifying opportunities for parents to participate in and support classroom instruction at the school.
- G. Efforts to support, with appropriate training, parents as shared decision makers and to encourage membership on school councils.
- H. The recognition of the diversity of parents and the development of guidelines that promote widespread parental participation and involvement in the school at various levels.
- I. The development of preparation programs and specialized courses for certificated employees and administrators that promote parental involvement.
- J. The development of strategies and programmatic structures at schools to encourage and enable parents to participate actively in their children's education.
- K. Provide to parents the information in this policy in an electronic form.

Resumés of all current and former instructional personnel shall be maintained and available for inspection by parents and guardians of pupils enrolled. The resumé shall include individual educational and teaching background and experience in a particular academic content subject area.

For the purposes of this policy *parent* means the natural or adoptive parent or legal guardian of a minor child.

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

A. The Superintendent or principal shall:

1. Deliver the requested information to the parent within ten (10) calendar days, or
2. Provide to the parent a written explanation for denial of the requested information.

B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:

1. The parent may submit to the Governing Board a request for the requested information, and
2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

PERSONAL ELECTRONIC DEVICES

I-pods, CD players, cell phones, radios, pagers, cameras, speakers 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 disciplinary action.**

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.

3. In the event a student is subject to a search, the student is required to submit to the search. If a student does not comply with a search they will automatically be issued an out-of-school suspension of 9 days.

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. A student must be enrolled in a minimum of five courses the first six semesters of high school and a minimum as determined by the district during the seventh and eighth semesters. The configuration and method of course delivery shall be as determined by the member school. 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

This year we have implemented a new eligibility policy. The rationale behind this is to increase student achievement in the classroom, as well as hold our students accountable for representing themselves as students in a positive manner. The policy is as follows:

- Students/Teachers/Parent/Guardians will follow the eligibility calendar created by the school
- Calendars will be posted to the website and delivered through social media as well as upon request by parent/guardians and/or students
- There will be a warning list week prior to the final eligibility date in order for students to bring up their grades to passing **65.00% and above**
- Students who carry a grade of **74.99%** or lower in any class will be placed on the warning list 1 week prior to eligibility
- The students will be given a week to assure themselves the grade level will be brought up by the date required for final eligibility
- Students will be called into office to sign correspondence alerting them to being placed on the warning list. One copy will be given to the student to take home to parent/guardians, the other is kept on file in the office verifying their knowledge of receiving correspondence in regards to warning list
- Students will have a week to make sure they are not carrying a grade below 65.00% in order to be eligible. If the grade of 65.00% or better is not met, students will be ineligible for 2 weeks without appeal.

Students and Parent/Guardians are encouraged to login to FamilyLink in order to keep current on their students' grades.

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 or vaping 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.

STUDENT RIGHTS AND RESPONSIBILITIES

This policy sets forth guidelines by which student rights are to be determined consistent with law.

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the District. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this District.

Students who have reached the age of eighteen (18) years possess the full rights of adults and may authorize school matters previously handled by their parents.

The Superintendent shall develop and promulgate administrative procedures consistent with law and Board policy to ensure that student rights under varying conditions are properly described.

Such procedures shall be reviewed annually and updated when required.

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

Mr. Jon Nathan Duarte	President
Ms. Arlynn Godinez	Clerk
Mr. Bruce Armitage	Member
Ms. Mila Besich	Member
Mr. Ignacio Magallanez	Member

District Administration & Staff

Mr. Stephen Estatico.....	Superintendent
Ms. Bertha Montano.....	Exec. Secretary
Ms. Pamela L. Duarte	Business Manager
Mr. Ken Major	John F. Kennedy Principal
Ms. Cameron Vines	Director of Student Achievement
Ms. Stella San Miguel	Truant Officer
Mr. Michael Diaz-Gonzalez.....	Transportation Supervisor
Ms. Maria Munoz	Special Services Coordinator
Mr. Anthony Denogean	Maintenance Supervisor
Ms. Melissa Perez.....	Food Service Supervisor
Ms. Melanni Garcia.....	Payroll Specialist
Mr. Oscar Gonzalez	IT Coordinator
Ms. April Juarez	AzEDS Coordinator

Superior Jr/Sr High School Administration and Staff

Mr. William Duarte..... Athletic Director/ Principal
Mrs. April JuarezJR/SR High School Secretary
Ms. Melanni GarciaJR/SR High School Secretary
Ms. Cameron VinesStudent Achievement Coordinator
Ms. Daisy Romero..... JR/SR High School Receptionist
Mrs. Valerie Garcia-Denogean..... CTE Director
Mr. Ike Lopez Custodian
Mr. Rudy Jimenez Maintenance/Custodian
Ms. Josie Diaz Gonzales Food Service
Ms. Jessica Sanchez.....Food Service

Superior Jr/Sr High School Teaching Staff

Ms. Cameron Vines Credit Recovery
Mr. William Duarte..... Weights/P.E.
Mr. Ken Burke JH Math/ALG I
Mr. Jeff Cox..... ALG II/ Pre Calculus /Geometry/Financial Math
Ms. Tiffany Denogean.....Life Skills/JH P.E./ JH Career Exploration
Ms. Valerie Garcia-DenogeanFOE/JH Social Studies/ECO/Career Development
Ms. Millissa Garner.....Jr/Sr Exceptional Student Services Teacher
Ms. Jacqueline Tiedens.....JH ELA/ENG 9
Ms. Christine MartinezBMAS/Earth Science/Physical Science
Ms. Mary Martha NilanBiology/Physical Science/JH Science
Mr. Manuel Ortega Credit Recovery/PE/Technology
Mr. Ryan Palmer Government/History/PE
Mrs. Patricia Talley-Garcia..... English/Criminal Law
Ms. Terry Villaverde Ed. Prof./Culinary Arts/Hospitality

