

STUDENT HANDBOOK

PIMA JUNIOR HIGH SCHOOL



HOME OF THE ROUGHRIDERS
2020-2021

**PIMA JUNIOR HIGH SCHOOL
HANDBOOK ACKNOWLEDGMENT
2020-2021 SIGN-OFF SHEET**

Parents/guardians must acknowledge receipt of the Student Handbook/Student Code of Conduct, Attendance/Tardy Policy, and the consequences for students who violate District disciplinary policy.

I understand and consent to the responsibilities outlined in the **Student Handbook/Student Code of Conduct and Attendance/Tardy Policy**. I also understand and agree that my child (please print student name) _____ shall be held accountable for the behavior and consequences outlined in this **Student Handbook/Code of Conduct and Attendance/Tardy Policy**, at school sponsored and school related activities, including school sponsored travel and for any school-related misconduct, regardless of time or location. I understand that any student who violates this shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

I also understand that Pima Junior High School is an open campus at lunch time. If parent/guardian consent is given for a student to leave campus during lunch, PJHS or PUSD do not assume responsibility for students once they leave campus. Any incidents or accidents that occur off campus during lunch may be referred to the Pima Police Department.

My son/daughter further agrees to keep this handbook and carry it with him or her while on campus and throughout the school day and year. He/she understands that if he/she loses this handbook, a \$5.00 duplication fee will be charged.

I acknowledge that I have read and understand this student handbook and I will abide by the rules and regulations contained within.

Student Name (Print) _____ Date: _____

Student Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Student and Parent/Guardian must sign this page identifying that they have read this handbook and return it to their English teacher.

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THIS HANDBOOK BELONGS TO:

**PIMA JUNIOR HIGH
STUDENT BODY HANDBOOK**

**ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT
EDUCATION RECORDS**

Dear Parent:

The Governing Board of Pima Unified School District has established written policies regarding the collection, storage, retrieval, use and transfer of student educational records collected and maintained pertinent to the education of all students to ensure confidentiality and to guarantee parents' and student's rights to privacy.

Students' records maintained by the district may include, but are not limited to: identifying data, report cards, transcripts, test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

Records are collected and maintained in the administrative offices of each school under the supervision of the building principal. They are available for review by you and by teachers and staff working with the student. Information is not released to others unless; (1) written consent of the parent permits disclosure, (2) it is directory information and, (3) it can be released under limited circumstances permitted by law.

You have the right to inspect and review all records related to your child, including the listing of persons who have reviewed or have received copies of the information. Parents wishing to review their children's records should contact the school office and arrange an appointment with the principal. Copies of student education records will be made available when it is not practical for you to inspect and review the records at school. A reasonable fee will be charged for copies.

If you believe the 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 to the record. When an agreement between the parent and the principal cannot be reached, you have the right to a hearing. An unbiased hearing officer will be assigned by the school to arbitrate the matter within the guidelines set forth in the district policy.

A copy of the District Student Education Record Confidentiality Policies may be reviewed in the principal's office in each school. Federal law permits a parent to file a complaint with the U.S. Department of Education in Washington, D.C. if you feel the school is violating public school records statutes.

Pima Unified School District follows state and federal law concerning Directory Information. This is considered non-confidential information and may be publicly released without permission of parents.

Directory Information includes data such as: Student's name; date and place of birth; address; telephone number; grade; school of attendance; most recent school attended; diplomas, awards and honors received; participation in officially recognized activities (sports and school events), weight, height, and team number.

IF YOU DO NOT WISH ANY OR ALL OF THE ABOVE INFORMATION RELEASED ABOUT YOUR CHILD, YOU MAY REQUEST NON DISCLOSURE BY NOTIFYING THE SCHOOL IN WRITING WITHIN TEN (10) WORKING DAYS. If this notification is not received, we will assume that your permission is given to use your child's Directory Information as described above.

POSITIVE BEHAVIOR MATRIX

School Location	Behavior 1 Be Respectful	Behavior 2 Be Responsible	Behavior 3 Be safe
Class	Listen. Treat school property with respect. Be courteous to others.	Be on time. Bring materials. Follow directions.	Demonstrate concern for self and others. Pass items hand to hand.
Hallway	Use appropriate volume and language when speaking with others.	Pick up after yourself. Bring it down a notch	Be courteous to fellow students. Be considerate of the space of others in the hallway.
Campus (Outside Areas)	Use positive language with others.	Move quickly to class.	Treat others kindly.
Lunch Areas	Put trash in trash cans. Follow directives from all staff members.	Wait your turn.	Act safely in/out of cafeteria

STATEMENT OF EDUCATIONAL PHILOSOPHY

Pima Junior High School's Philosophy of Education, in support of the District Philosophy, is to extend to all students equally - regardless of race, creed or sex, an opportunity for education. It is through the cooperative effort of the administration, faculty, students, and community that the following will be provided:

- A solid core curriculum
- An opportunity for academic enrichment
- Methods of instruction that vary according to the students' needs
- Extracurricular activities that develop both the body and mind
- A foundation for civic involvement and responsibility

Consistent with our belief in American Democracy, Pima Junior High School desires to offer its students the opportunity to enhance their personal worth and academic growth by granting equal opportunity to every student. The school's curriculum provides students with the chance to discover areas of personal and vocational preference and to build a solid foundation for post-high school activities. Pima Junior High School does not seek to guarantee success but rather to provide students with the opportunity to develop themselves to the limits of their abilities and desires. This opportunity is the result of a cooperative effort between educators, administrators and community members. The aim of each of these cooperating groups is to enable the community's greatest asset; it's young people, to develop positive citizenship, good moral attitudes and a solid academic foundation. Education helps students prepare to succeed in life through learning to solve problems, to think creatively, to be tolerant of others and to maintain a healthy sense of self-worth. These ideals will be met as educators establish a climate conducive to learning and when students strive to take full advantage of their opportunities.

MISSION STATEMENT

Our mission is to provide a quality education for all students, in a safe and nurturing environment, in partnership with parents and our community.

STATE TESTING DATES

TO BE ANNOUNCED

Governing Board

President: Troy Thygerson
Member: Shawn Wright
Member: J.J. Alder
Member: Melissa Batty
Member: Clint Colvin

Administration

Superintendent: Sean Rickert
JH Principal: Eddy Carlton
JH Athletic Director: Eddy Carlton
JH STUCO Advisor: Bonni James
Testing Coordinator: Eddy Carlton

8th Grade Class Officers

President: Tuddy Smart
Vice President: Savannah Chamberlain
Secretary: Kyli Mattice

7th Grade Class Officers

President: Toby Bryce
Vice President: Mac Bryce
Secretary: Ava Rhinehart

JUNIOR HIGH STUDENT COUNCIL

The Student Council is the student government organization of Pima Junior High School, consisting of the Presidents, Vice Presidents, and Secretaries of the 7th and 8th grade. One representative of each club and organization may also serve on the Council. The Council meets during lunch period every several weeks as needed. The activities of organizations and clubs are regulated and coordinated by the Student Council. The Council grants club charters and participates in the control of their finances. Clubs wishing to schedule activities, such as dances and fundraisers, must petition the Council to have the event approved at least 2 weeks in advance of the start date. No solicitation of funds, sales, and circulation of petitions or drives may be carried out in the school without the approval of the Student Council and the Administration. The rule applies to all school organizations as well as to individual students. The principal will oversee the Junior High School Student Council’s operations.

ACTIVITY SPONSORS LISTING

Junior High Student Council
Junior High Knowledge Bowl
Yearbook

Mrs. Bonni James
Mrs. Patti Kempton
Mrs. Ashley Scorse

PRINCIPAL’S SITE COUNCIL

Besides the School's Student Government Program, there is another way for students to influence and have input on the procedures, policies, and programs of the school. The Junior High Site Council will consist of the 8th Grade class president and the 7th grade class president, along with other students, teachers and parents. They will have an equal voice with all others on the Council in offering suggestions and advice on how to improve Pima Junior High School.

JUNIOR HIGH BELL SCHEDULE

1 st Period	7:45 – 8:30
2 nd Period	8:35 - 9:20
3 rd Period	9:25 - 10:10
4 th Period	10:15 - 11:00
5 th Period	11:05 - 11:50
Lunch	11:50 – 12:20
6 th Period	12:25 – 1:09
7 th Period	1:14 – 1:58
8 th Period	2:03 – 2:47
9 th Period	2:52 – 3:36

STUDENT FEES

Student Registration Fees: No Charge

Book Fees: No Charge. However, students will be charged for damaged or lost textbooks. Fines are also assessed for “overdue” library books.

Course or Class Fees: No Charge

Activity Cards:

Students – Grades 1–12	\$45.00	
Adults	\$50.00	
Family Pass*	\$140.00	*Immediate family living in the same home only.
Duplicate Card	\$5.00	

This card admits the cardholder to all Pima School sponsored athletic events except tournaments.

Junior High Athletic Admissions without a card are:

Students	\$ 2.00
Adults	\$ 3.00
Senior Citizens (65+) and pre-kindergarten	No Charge

Activity Cards must be presented for each admission. If cardholders fail to have their card in their possession at the time of admission, they must pay the full cost of admission.

Participation Fees:

Grades 9–12	\$ 75.00 per activity, not to exceed \$225 for school year.
Grades 5–8	\$ 60.00 per activity, not to exceed \$180 for school year.
Same fees apply to students not enrolled in Pima Unified School District.	

The fees apply to all athletic activities, knowledge bowl, and any other activity wherein any school funds are expended for travel.

Junior High Yearbook Fee:

\$20.00 before the end of pre-selling. \$25.00 thereafter. Prices subject to change.

Junior High Band Fee:

A fee of \$10 will be assessed to students that use district owned band instruments. This fee will be used for the reconditioning of district owned instruments.

Materials Fees:

Classes in which students make projects such as welding, wood shop, art, and culinary arts may require students to purchase the materials necessary for the completion of a project.

PURCHASES

To spend student activity funds, this procedure is to be followed:

1. An officer or the sponsor may request a requisition form from the Business Manager.
2. The Business Manager will prepare the purchase order only when the organization has a meeting and votes to spend specific funds for a specific purpose. The minutes authorizing the expenditure will be attached to the requisition request and estimated amounts and all required signatures (i.e. club officers, sponsors, and principals) must be completed prior to the requisition being processed.
3. Requisitions must fully explain the specifics as to the purpose of the expenditure before a requisition is authorized for processing.
4. The purchase order is then issued either to the vendor or given to the representative for the club.
5. Allow at least three (3) days for purchase orders to be processed.
6. If the club representative takes the purchase order to the vendor a receipt must be obtained and brought to the Business Manager.

Payment from an activity account will be refused except under the conditions stated above, per Arizona State Law regarding the disbursement of Activity Account Funds.

SCHOOL MEAL PROGRAMS

Breakfast and lunch are provided everyday for a predetermined cost. **Also, the school participates in the Federal Free and Reduced Lunch program for those qualified.**

Breakfast - TBA Lunch - TBA Prices Subject to Change

ACADEMICS

Grades and Grading

Junior High grades are computed at the end of each quarter. Quarter grades will not exceed 100%. Transfer students who enroll at Pima Junior High with no percentages will be awarded 95%-A; 85%-B; 75%-C; 65%-D; and, 55%-F.

GRADING

- “A” **A=90-100%:** Surpasses requirements of instructor; shows independent resourcefulness; positive benefit to class; advancing all group activities.
- “B” **B=80-89%:** Meets all requirements of the instructor; satisfactory when stimulated by some achievement; shows progress under direction.
- “C” **C=70-79%:** Does not comply with all requirements; somewhat neutral but not too objectionable; passable most of the time.
- “D” **D=60-69%:** Not meeting or filling class work and assignments; lacking and deficient; indifferent and frequently objectionable, fair when detectable.
- “F” **F=59%:** Work not meeting requirements and unsatisfactory when completed.
- “I” (Incomplete): Classroom work was not sufficient to be graded and resulting in no credit for class. **“I” is calculated in GPA as 0.0**
- “P” (Passing). **Calculated in GPA as exempt**
- “NC” **NC=0%:** No Credit given for the course (per semester). Usually from excessive absences (see absence policy). NC is calculated in GPA as 0.0.

SCHEDULE CHANGE POLICY

All requests for schedule changes after the first day of school must be made in person by the legal guardian/parent to the appropriate administrator within the first 3 days of the school year. Schedule changes after the first week of the semester are not allowed.

Schedule changes for the 2nd semester must be initiated before the end of 1st semester. Schedule changes will not be made after the first day of the 2nd semester.

CHANGE OF ADDRESS

Students should notify the office immediately of address or phone number changes.

WITHDRAWAL FROM SCHOOL

Final clearance for withdrawal will be given when the forms are completed and a parent’s permission notice is recorded. “Withdrawal grades” are used only to transfer to another school. **THESE ARE NOT FINAL GRADES.** Students who return to Pima Junior High and still owe fines will not be allowed to enroll until all fees are paid.

LEAVING SCHOOL EARLY AT THE END OF A QUARTER

Students are encouraged to complete entire quarters. Sometimes circumstances dictate that a student must leave before a quarter is completed. Leaving early might cause a lower grade, even a failing one. Special circumstances are judged on an individual basis.

TRANSCRIPTS AND STUDENT RECORDS

Student records are retained for future use by the school. All transcripts are mailed directly from school to school through the office. They are confidential. They contain personal information. Student records are available under the following circumstances:

1. When used by the professional staff of the school district in which the student is in attendance.
2. When requested by a school district, employer, or institution if approved by the parent or guardian of the student.
3. When requested by a State or Federal agency as long as the records do not identify the student.
4. When requested by a parent or guardian with confirmed identity.
5. When requested by a student over the age of eighteen (18).
6. A transcript request form must be filled out before the school will send transcripts to any outside agency.

GUIDANCE AND COUNSELING

The guidance and counseling program helps students with personal and educational matters. Students are urged to use the services of the counselor to help answer questions, resolve personal conflicts, and improve school adjustment. If there is a crisis, the school has specially trained teams and personnel to serve the students' needs. Make the effort; contact your counselor.

PROMOTION/RETENTION – 7TH AND 8TH GRADE

Criteria for promotion from 7th and 8th grades will be available in the junior high office.

HONOR ROLL

Junior High School “Honor Roll” requires that a student have a simple GPA of 90% or higher. Honor Roll will be calculated at the end of each semester.

ATTENDANCE POLICY

The ultimate responsibility for school attendance rests with students and parents, with the school assisting them. The school expects parents/guardians to call the attendance office each day a student is absent. The school will make reasonable efforts to inform parents/guardians of student absenteeism. Because regular school attendance is basic to student success, students should miss school only when it is absolutely necessary.

Classification of Absences/Definition

Absence – An absence is considered to be non-attendance in an assigned class or activity. Arriving to class more than ten (10) minutes late without an acceptable pass will be considered an absent. Parent phone calls or letters are expected; however, such contacts are not considered documentation for an excused absence.

Students who miss class due to an extracurricular event are **REQUIRED TO MEET ALL DEADLINES FOR THEIR DAILY ASSIGNMENTS**. This means that students should turn in any assignments that are **due prior to leaving**. Missed assignments are **due as per absence policy**. If there is a test or quiz the day of an extracurricular event, it is the **student’s responsibility to arrange a make-up time with the teacher**.

Ditching /Truancy – Arizona Revised Statutes define ‘truant’ as an unexcused absence for one (1) or more class periods during the school day. A ‘habitually truant’ child is one that is truant for at least five (5) school days during the school year (ARS 15-803). A student that is not in attendance to regular class or activity is considered ditching or truant from class. A parent may not excuse a student to miss a class to do other things such as type a paper or work in woodshop. If it becomes necessary for a student to leave school because of an emergency, the **PARENT** must sign the student out in the office. Students are expected to be in class regularly. Should a student choose to ditch a class he/she will be subject to school discipline.

SIGN OUT PROCEDURES FOR LEAVING CAMPUS OR SCHOOL

If students leave school during school hours, their parent/guardian must **sign them out/in at the office**. The office will contact the school nurse for anyone who becomes ill during the school day. Failure to sign out properly may be considered ditching, resulting in school discipline. Students who are sick may not sign themselves out; the school nurse must first check them and then contact parents regarding early dismissal.

Excessive Absences

Arizona state law requires that a student attend classes at least 90% of the time, which means a student should not miss more than about 8 days per semester. We recognize that extenuating circumstances sometimes occur based on the following situations:

- A doctor's appointment (dentist, optometrist, medical, etc.) or hospitalization. The student must have official documentation from the doctor.
- Family emergencies or funerals/bereavement.
- Special situations which require the student to accompany the family for an extended period, or other situations that involve the student being gone for an extended period, all of which are approved in advance by the administration.

Pima Junior High reserves the right to retain a student to repeat the current school year based on excessive absences. If necessary, a hearing committee of school administration and faculty members will consider appeals/petitions regarding consideration of "extenuating circumstances." A decision will be rendered at the end of the school year.

Excused Absences – Excused absences are as follows:

- Medical appointment – parents should attempt to schedule medical and dental appointments after school hours. Otherwise, students will be excused upon presentation of a medical note. Documentation should be presented within 48 hours of the student's return to school. A student with a chronic illness must have a doctor's note explaining the illness and expected behavior in class and the estimated amount of absence. Parents should contact the school if a long-term absence is expected, and they need schoolwork for the student. A student that has been sent home from school by the school nurse shall be excused.
- Bereavement – students are excused for bereavement purposes of an immediate family member.
- Court – students are excused to attend court as a witness. A letter from the court clerk provides adequate documentation.
- Family emergency – parents should contact the school and follow up with a letter explaining the nature of the emergency.
- Observance of a major religious holiday of the families' faith. The school will need a letter explaining the holiday.
- **School-related absences (S and N) will not count against perfect attendance.**
- Students who are involved in community or faith-based organizations may be excused from school with approval from the principal. (For example: Boy Scouts, Girl Scouts, SEAHBS, Boys' & Girls' Club, etc.).
- Weddings of parents or siblings.

Unexcused Absence - Examples of unexcused include, but are not limited to: family vacation, hunting trips, court appearances as a defendant, student employment, **and illness when not seen by a medical doctor.**

Tardy Policy

Students not in class when the bell rings, will be considered tardy for that class period. **Students tardy to any class must report to the office** so the proper attendance code can be entered. They will then be given a note from the office to report back to class.

Students arriving **more than ten (10) minutes** late to class will be counted **absent** (unexcused) for that period.

Students who are habitually tardy will be subject to the following school discipline:

3-5 Tardies = Parent notification and 1 after school detention or 2 lunch detentions

6-8 Tardies = 1 Day of ISS, and one day of ISS for each tardy thereafter per semester

9 -11 Tardies = 2 days of ISS with teacher's discretion of allowing credit for homework missed those days.

12 Tardies = student will not be able to participate in any extracurricular activities for the rest of the semester and term of OSS will be determined by Principal

Perfect Attendance: By definition, perfect attendance is being in all classes every day of school, unless excused by the school nurse or on a school related trip.

Out of School Suspension (OSS) - Out-of-School Suspension is considered an unexcused absence. The student may do the make up work missed, but it is left to the discretion of each teacher to reward credit for the assignment(s). **A student on out-of-school suspension is not allowed on campus during the suspension, nor can they participate in ANY school function until they return from suspension.**

School Activity (S) – When a student is involved in a school-sanctioned activity during a regular school day, the absence will be counted as excused.

DRESS CODE

All students will dress neatly and appropriately. The students, teachers, parents, and administration recognize that everyone feels more at ease when properly dressed and groomed. To maintain an appropriate learning environment, the dress code shall be:

1. Shoes must be worn at all times. **Bedroom slippers and pajama pants may not be worn. No tails attached to pants.**
2. Hats, caps, bandanas, hoods, sunglasses or any headgear shall not be worn in school buildings during school hours. Hats and sunglasses worn in school buildings will be confiscated on each offense and returned at the end of the school day. If violations persist, hats or sunglasses may be held for parent pickup.
3. No attire that suggests identification or affiliation with gangs, cults, or drug cultures shall be worn at school or school activities.
4. No clothing, jewelry, or printing on attire that emphasizes drugs, alcohol, tobacco, violence, sex, nudity, and vulgar or suggestive statements shall not be worn.
5. Spaghetti straps, tank tops, see-through blouses, bare midriff, crop tops, plunging necklines or muscle shirts are not allowed. As a general rule, shoulders and cleavage must be covered.
6. Young ladies may wear shorter tops that reveal the waistband as long as there is an undershirt that is tucked in. (Rule of thumb – while standing straight up, extend both arms fully upward, if the midriff area is still covered, the top is sufficiently long enough.)
7. Excessively baggy or saggy pants are not allowed. Pants must be worn on the natural hip area (measured at the hipbone).
8. No underwear should show, including bra straps and waistbands.
9. Shorts and Skirts should be at least mid thigh. Pants should not have “holes” higher than mid thigh.
10. Chains as belts, or hanging from the hip are not permitted. Belts should be kept in the belt loop.
11. **P.E. classes** are required to wear athletic clothing. Shirts must be worn at all times—including extracurricular practices.

12. The Dress Code applies at 8th grade promotion. Each student will be required to wear a class T-Shirt and Jeans to the promotion ceremony. The jeans are to have no shreds or holes. Students that do not comply with the promotion dress code will be sent away and will not be allowed to participate in the promotion ceremony.

Students are also considered in violation of the dress code if their appearance or dress has some disruptive impact on the discipline, health, safety or cleanliness of the student, or educational function of the school or classroom. **Reminder:** Dress codes apply to students at all school activities and events. The dress code applies to all extracurricular travel. Any and all dress codes may be altered or canceled at any time during the school year. The dress code is in effect while students are on campus during school hours.

CONSEQUENCES OF DRESS CODE VIOLATIONS

1st Offense: Warning and phone call home. Students must change inappropriate attire. Hats and sunglasses will be confiscated on 1st offense.

2nd Offense: For each additional offense, students must change inappropriate attire and receive ten additional discipline points.

STUDENT CONDUCT

School Manners

Good manners are an important step toward success in life. Good manners are based on kindness and consideration toward others. The student can easily acquire the habit of proper school conduct by learning what is acceptable behavior and language, and then practicing those behaviors in daily contact with other students and all school personnel. The following modes of behavior should be considered carefully by all students:

- Show respect by being on time, listening attentively, and sitting quietly.
- Avoid being disruptive.
- Do not read or touch anything on a teacher's desk.
- Do not laugh at or ridicule another student.

STUDENT CODE OF CONDUCT

The consequences for violations set forth under the "Student Code of Conduct" shall be administered according to these rules and regulations, applying due process procedures, and taking into consideration the seriousness of the offense and the potential rehabilitation of the student offender.

The superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, and affecting the school order. In addition, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities. Students who violate these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution.

Depending upon the nature of the violation, student discipline may be progressive. Generally, a student's first violation will merit a lighter penalty. All relevant factors will be taken into account to determine consequences and the seriousness of them.

PERMISSIBLE PENALTIES

- √ Use of Police: Cooperation with law enforcement is desirable, keeping in mind the rights of pupils and parents. This cooperation must recognize the function of the school, the Constitution of the United States and the laws of Arizona, and the potential enrichment that law enforcement can make in the education program.
- √ Interviews/interrogations: If a police officer requests to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will

be asked if they wish the student to be interviewed and if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when a child protective services worker pursuant to ARS 8-224 and 8-546.01 conducts the interview. (Board Policy JIH). If parent(s) cannot be reached, the peace officer should request to contact the parent(s) and make arrangements to question the student at another time and place.

- ✓ Arrest: If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parent or guardian. The arresting officer will be asked to complete and sign a "Form for Signature of Arresting Officer". School personnel shall make every reasonable effort to notify parents that their child has been taken into custody. The personnel of the District shall cooperate fully with the police. Local law enforcement shall be notified by the Superintendent regarding any suspected crimes against persons or property and potential threats to safety or security of pupils, teachers or administrators. The authority of the Superintendent to establish regulations covering students may be delegated to principals.
- ✓ Verbal Warning: Verbal warning to student(s) of violation, subsequent violations may result in insubordination.
- ✓ Written Warning: Usually in the form of a referral to the office that a student has committed a violation.
- ✓ Written Notification to parents: In the form of a referral and/or letter of student violation and action taken.
- ✓ Conference with Student and/or Parent: Talking out the problem for resolution
- ✓ Probation: Term within which student has opportunity to show proper action, the violation of which will result in certain consequences.
- ✓ Detention: Time spent before or after school or during lunch as a consequence.
- ✓ Suspension from Transportation: Violation of bus/transportation rules. Students will have to furnish their own ride to and from school.
- ✓ Suspension from Athletic Participation: Students will not be able to participate in athletics as a consequence.
- ✓ Suspension from Social or Extracurricular activities: Students will not be able to participate in dances, concerts, and /or other non-academic activities.
- ✓ Suspension of other Privileges.
- ✓ Exclusion from a particular class.
- ✓ Involuntary Transfer.
- ✓ In-School suspension (ISS). Placed in ISS room for one or more class periods.
- ✓ Out-of-School Suspension (OSS): Suspended out of school for up to ten (10) days all of which are unexcused absences. **Note: Suspended students are not allowed on campus nor can they attend any school function until date of return.**
- ✓ Expulsion: The permanent exclusion of a student from school and school activities unless the Governing Board reinstates the student's privileges to attend school.
- ✓ Alternative Educational Program.
- ✓ Referrals to police and /or juvenile authorities.

Suspension for Nine (9) Days or Less (SHORT-TERM): A student suspended for nine (9) days or less has the right to be given either oral or written notice of the charges, an explanation of the evidence, and an opportunity to present his/her version of the incident. Notice of the charges and an opportunity to be heard will generally precede the student's removal from school, but prior notice and hearing is not required, especially where the student's presence endangers persons or property or threatens disruption of the academic process. In the event suspension occurs before an opportunity to be heard, the notice and hearing shall follow as soon as practicable. A campus administrator shall conduct the hearing. A student's parents or guardian shall be notified as soon as possible following the imposition of punishment. The Superintendent or administrator imposing the suspension shall report every suspension to the Governing Board. **NOTE: students serving OSS are not allowed on campus nor can they attend ANY school function until the date of return.**

Suspension for Ten (10) Days or More (LONG-TERM/EXPULSION): In all cases where the administration recommends a suspension of more than ten (10) days or the expulsion of a student, the parent/legal guardians have the right to appeal. When the parent requests a hearing to contest the recommendation of a campus administrator, the Superintendent or hearing officer will conduct the review.

Alternative Placement (In Lieu of Long Term Suspension): If seats are available at the Gila Valley Learning Center, students facing long term suspension may be enrolled at that site. A determination will be made by site and district administration on a case by case basis.

VIOLATIONS AND CONSEQUENCES

POSITIVE AND SAFE ENVIRONMENT
PIMA JR. HIGH

DISCIPLINE POINTS

Students at Pima Jr. High School are treated as young adults and held responsible for their behavior. We believe that all students will be successful as they follow the school rules. If a problem should occur, parents, teachers, administrators, and police may be involved in conferencing and advising the student. The following policy has been developed to create and maintain a positive and safe environment. Students who receive disciplinary referrals will be assigned *discipline points* for each infraction.

When students accumulate 100 discipline points during one semester, they may lose the privilege of continuing as a student in good standing at Pima Jr. High School and will have the following options:

- Referral to the Superintendent for possible long-term suspension.
- Referral to the Governing Board for possible expulsion from Pima Unified School District.
- Withdraw from Pima Jr. High School.

Discipline Point System at Pima Jr. High School.

Category 1

<u>Bicycles, Skateboards, scooters, rollerblades</u>	<u>6</u>	<u>6</u>	<u>9</u>	<u>12</u>	<u>15</u>
<u>Public display of affection</u>	<u>6</u>	<u>6</u>	<u>9</u>	<u>12</u>	<u>15</u>
<u>Possession of a laser pointer</u>	<u>6</u>	<u>6</u>	<u>9</u>	<u>12</u>	<u>15</u>

Category 2

<u>Dress code violation (1st offense—warning)</u>	<u>10</u>	<u>10</u>	<u>12</u>	<u>15</u>	<u>20</u>
<u>Bus conduct</u>	<u>10</u>	<u>10</u>	<u>12</u>	<u>15</u>	<u>20</u>
<u>Horseplay/ Injury prone or unsafe behavior</u>	<u>10</u>	<u>10</u>	<u>12</u>	<u>15</u>	<u>20</u>
<u>Food in the Classroom</u>	<u>10</u>	<u>10</u>	<u>12</u>	<u>15</u>	<u>20</u>
<u>Electronic device/Disruptive object</u>	<u>10</u>	<u>10</u>	<u>12</u>	<u>15</u>	<u>20</u>

Category 3

<u>Disruptive behavior</u>	<u>15</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>30</u>
<u>Forgery</u>	<u>15</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>30</u>

<u>Defacing school property</u>	<u>15</u>	<u>15</u>	<u>20</u>	<u>25</u>	<u>30</u>
<u>Category 4</u>					
<u>Defiance, disrespect, insubordination</u>		<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>
<u>35</u>					
<u>Fighting (Defender)</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>25</u>
<u>Refusing to comply with a request</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Detention no-show</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Misuse of computers</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Profanity, vulgarity & obscene gestures</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Violation of Statutes</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Horseplay resulting in an injury</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Cheating (See definition)</u>	<u>20</u>	<u>20</u>	<u>25</u>	<u>30</u>	<u>35</u>
<u>Category 5</u>					
<u>Possession/distribution of pornographic material</u>	<u>25</u>	<u>25</u>	<u>30</u>	<u>30</u>	<u>35</u>
<u>Theft/vandalism</u>	<u>25</u>	<u>25</u>	<u>30</u>	<u>30</u>	<u>35</u>
<u>On campus without permission</u>	<u>25</u>	<u>25</u>	<u>30</u>	<u>30</u>	<u>35</u>
<u>Truancy/Ditching</u>	<u>25</u>	<u>25</u>	<u>30</u>	<u>30</u>	<u>35</u>
<u>Category 6</u>					
<u>Fighting (Aggressor)</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>40</u>
<u>Threats, verbal abuse or written abuse</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>40</u>
<u>Indecent exposure</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>40</u>
<u>Bullying, Harassment, sexual harassment</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>40</u>
<u>Tobacco violation</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>	<u>40</u>
<u>Category 7</u>					
<u>False fire alarm/911 call</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Under the influence of a controlled substance</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Alcohol violation</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Arson</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Possession of a knife (Any type)</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Physical assault of a student</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>	<u>50</u>
<u>Category 8</u>					
<u>Bomb threat</u>	<u>100</u>				

<u>Severe vandalism</u>	<u>100</u>
<u>Possession of a controlled substance or drug paraphernalia</u>	<u>100</u>
<u>Possession of an explosive</u>	<u>100</u>
<u>Physical assault of a district employee</u>	<u>100</u>
<u>Possession of a weapon, dangerous device or a firearm</u>	<u>100</u>

NOTE:

All Category 5 infractions also include minimum 1 day out of school suspension in addition to points.

All Category 6 and 7 infractions also include minimum 3 days out of school suspension in addition to points.

POINTS OF CLARIFICATION

All procedures are in accordance with Pima Unified School District Board Policy.

Any act that violates the law or is not specifically covered in these policies will be dealt with by the administration.

Any extreme violations, in any category, will be dealt with more severely than the policy prescribes. Police may be notified.

Parents will be notified when their student has a total of 30 points.

Students having a total of 35 points or more will not be allowed to participate in activities designed to reward good behavior, such as dances.

Students having a total of 70 points or more will not be allowed to participate in any extracurricular activities.

Students may have a total of 16 total points removed during each semester by doing the following:

ATTENDANCE: A student may have 10 discipline points removed for three weeks with no more than one absence & one tardy in all classes (combined).

GOOD CONDUCT/BEHAVIOR: A student may have 6 discipline points removed by going four weeks without a referral to the office.

Appeals to this process are made through the Superintendent.

CONSEQUENCES FOR POINT ACCUMULATION

Number of Points	Consequence	Number of Points	Consequence
1-10 Pts	warning	55-66 Pts	1 Day OSS
11-16 Pts	1 Detention	66-77 Pts	2 Days OSS
17-24 Pts	3 Detentions	78-89 Pts	4 Days OSS
25-34 Pts	1 Day ISS	90-99 Pts	8 Days OSS
35-44 Pts	2 Days ISS	100 + Pts	Referral for long term suspension
45-54 Pts	3 Days ISS		

Definitions of Student Conduct Violations

Physical assault of a staff member: Hitting, striking, or any physical assault of a staff member is prohibited.

Sale, Distribution, Purchase of Drugs or Alcohol, Possession of Drugs or Alcohol, and Under the Influence of Drugs or Alcohol: The sale, distribution or purchase of narcotics, dangerous drugs, marijuana, ‘look-alike drugs’, harmful chemicals, anabolic steroids, prescription drugs, paraphernalia, abuse of non-prescription drugs, alcohol, or other illegal substances while under school jurisdiction is prohibited, and constitutes a clear and present danger to the user or possessor of these substances.

Weapons: Possession and/or use of a dangerous weapon while under school jurisdiction is prohibited. Dangerous weapons shall include, but are not limited to guns, knives, chains, clubs, brass knuckles, or any other device that is defined as, or is held to be, a dangerous weapon under Federal or State law. Look-alike weapons are prohibited. Possession or use of a firearm is a mandatory, minimum, one-year suspension.

Knives: Possession of any type of knife (including pocket knives, regardless of size) shall be a category 7 violation with a minimum three days OSS and 50 discipline points.

Physical assault of a student: The physical assault of a student is prohibited.

Arson: Any attempt or successful act to start a fire is prohibited.

Extortion: Threat or use of force to take something of value from another is prohibited.

Tobacco: Possession or use of cigarettes, cigars, chewing tobacco, or any other form of tobacco for students under school jurisdiction is prohibited. Minors who have tobacco in their possession are guilty of an incorrigible act (ARS 13-3622). Using or possessing tobacco products on school grounds (buildings, parking lots, fields and vehicles) or at campus school sponsored events is a delinquent act for minors. (ARS 36-798). PUSD considers Vaporizer (Vape) Pens/ Juuls to be the same category as tobacco. Possession or use of vape pens or their paraphernalia will result in the same consequences as possession or use of tobacco products.

Fighting: Fighting, challenging to fight, instigating a fight, or threatening another student while under school jurisdiction is prohibited. Consequences for the aggressor and the defender will be differentiated. There is never an acceptable time to fight or put hands on another student at school. Students who choose to fight at school will receive discipline accordingly.

Fireworks: The possession or use of fireworks or any explosive device is prohibited.

Theft: The stealing of personal or school property while under school jurisdiction is prohibited. Restitution is required for theft.

Vandalism: Students are to take proper care of all school buildings, school buses, and school equipment. Marking or defacing walls, desks, floors, books, school buses, school bus seats, and other acts of vandalism are prohibited, and students will be liable for payment, replacement, or repair of the damaged property (ARS 15-842)

Written or Verbal Abuse: Written or verbal abuse is prohibited (A.R.S. 15-507). Verbal abuse includes threats or any kind of harassment at any time.

On Campus without Permission: Students from one school may not be on another school campus while it is in session without the permission of the administration. Suspended, expelled, or former students may not be on any campus without permission. **Students with a “shortened” schedule must leave campus after their last class.**

Violation of Statutes: Any act during school hours which is a violation of any local, state, or federal statute, is considered a CATEGORY 4 VIOLATION unless covered elsewhere in this document.

Defiance of Authority: Open defiance of authority is prohibited.

Excessive Absences: Excessive undocumented absenteeism is prohibited.

Violation of Technology Agreement: Visiting inappropriate websites is prohibited.

Bullying, Student Violence, Harassment, Intimidation:

Bullying: The Governing Board of Pima Schools believes every student has the right to be educated in a positive, safe, caring, and respectful environment, which maximizes student achievement, fosters student growth, and builds a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form

will not be tolerated.

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- physically harms a student, damages a student's property, or places a student in reasonable fear of harm or damage to property;
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
- occurs when there is a real or perceived imbalance of power or strength; or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying;
- exposure to social exclusion or ostracism;
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting; and
- damage to or theft of personal property.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the discipline set out in applicable District policies and administrative regulations.

Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

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

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student

or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the schools staff to a student or to another staff member, or when made by a student to another student, where, such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.

Hazing/Initiations: Hazing activity towards any student, in any form, is prohibited. Such activity is degrading, can cause antisocial behavior, and is potentially dangerous. This policy applies to club and athletic initiations as well as to general school conduct.

Disruptive Behavior: Behavior in the classroom, on the campus, or at any school function that is disruptive or interferes with the educational process and/or with the rights of others is prohibited.

Forgery: Falsely and fraudulently making or altering a document.

Insubordination: Disrespect towards a staff member or failure to comply with a reasonable request of a staff member is prohibited.

Profanity: Profanity or abusive language in any language is prohibited.

Throwing Objects: Throwing of water, water balloons, food, ice, pencil, erasers, pens, or any other object is prohibited.

Truancy/Ditching: Absences from class without the knowledge or permission of the parent/guardian and school office is prohibited. Leaving campus without permission is considered truancy. Habitual truancy may be considered excessive absence.

Bus Conduct: Students must promote the safety of all passengers by remaining in their seats except when boarding or exiting. Students will show respect to the driver and other passengers and follow all instructions given by the bus driver. Students, while on a school bus, will be directly responsible to the bus driver. Disorderly conduct will result in a discipline referral. Bus expectations are:

- Remain seated while the bus is moving.
- Keep head and arms inside the bus.
- Walk in front of the bus when crossing the street.
- Remain quiet enough that instructions from the driver can be heard at all times.
- Refrain from the use of profane language
- Refrain from throwing objects

Disruptive Objects: Disruptive objects will be confiscated from students and returned to parents/guardians.

Gambling: Gambling (i.e. coin flipping, matching, playing cards for money, pools, etc.) is prohibited.

Horseplay/Injury-prone or Unsafe Behavior: Behavior, such as, but not limited to, pushing, shoving, climbing on buildings, riding skateboards/scooters/bicycles is prohibited.

Bicycles, Skateboards, Traffic violations: Any traffic violation, joy riding or cruising around the District campus in or on cars, motorcycles, scooters, skateboards, roller-skate/blades, bicycles or any other type of vehicle is prohibited during the school day. This applies to drivers and passengers. Skateboards, scooters, roller-skates/blades, bicycles are prohibited at all times on District property. Students may ride their bicycles scooters or skateboards to and from school, but once they arrive on campus, these forms of transportation are to be locked up immediately at the bicycle rack. Bicycles, skateboards, scooters and roller-skate/blades are not allowed in the school buildings.

Loitering: Loitering on the school grounds or upon land adjacent to the school grounds, before, during or after normal school hours is prohibited.

Show of Affection: Hugging, kissing, or other form of public display of affection is prohibited. Holding hands is permissible.

Cheating: Cheating is prohibited. Plagiarism is a form of cheating. Students caught cheating on tests or assignments will receive an “Zero” as their grade for that assignment. The student will be referred to the office for further disciplinary action.

Travel Violations

Penalties: Students who violate the PIMA code of Conduct while on a school-sanctioned trip will receive the same consequences listed in the discipline points system. Any of the following penalties may also occur:

- The coach or sponsor will determine if the offending student will be allowed to further participate in the activity, and an administrator will immediately be notified to determine whether the trip/activity is to continue.
- If needed, the club, team, or individual student may not be allowed to participate in any further school sanctioned trips or activities for up to two (2) calendar years until permission is requested and/or granted by the campus administration. Students will be held accountable for any damages incurred.

PIMA UNIFIED SCHOOL DISTRICT TRANSPORTATION GUIDELINES

It is our mission to provide safe and sanitary transportation to all passengers using district vehicles for any reason.

BUS RULES

Morning and Afternoon routes

1. Children are expected to be waiting at the stop on time. We ask that children try to be at least five minutes early to the bus stop.*
2. ALWAYS stand back from the curb
3. ALWAYS wait to board the bus until it has come to a complete stop
4. ALWAYS cross at least 10 feet in front of the bus. NEVER cross without the driver telling you to cross. NEVER cross behind the bus.
5. ALWAYS obey the bus driver’s instructions and seating chart(when applicable).
6. NEVER bring food or drinks on the bus, with the exception of water bottles with a screw top lid. Anyone found to have food or drinks on the bus will be asked to dispose of them immediately. Lunch boxes are to remain closed and in backpacks if possible. If breakfast is sent with a child, it is to be consumed before they board the bus, or kept in their backpack for the duration of the route.
7. Remain properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.

8. Keep the aisles/emergency exits clear of all objects.
9. Keep your head, hands, feet and objects to yourself and inside the bus.
10. Talk quietly, and use respectful language – NO PROFANITY.
11. NEVER mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible
12. NEVER bring animals, insects, skate boards, glass containers, weapons, tobacco, alcohol, drugs or balloons on the bus. Balls and bats need to be in a backpack or a ball bag, not in a plastic bag. Music instruments need to be held in your lap.
13. NEVER crawl under the bus!

*The potential for unsafe situations increases dramatically if children are arriving late to the stop, especially if other children are already boarding. If a driver is paying attention to the children boarding the bus, as they should, their focus might not be on a child who is running to catch the bus before it leaves. In order to completely avoid such situations, Please make it a habit of being to the bus stop before expected pick up time.

As it is our goal to safely transport all students, Please be aware of the following:

-PUSD bus drivers are trained to allow students off the bus at the school or designated stops only. If a student is to be dropped off somewhere other than their normal designated stop, a parent or guardian MUST contact the school before the afternoon route, and the school will issue an official bus pass indicating the change in stop. Written notes from parents, or phone calls to the bus driver will not be accepted, only official bus passes.

-For safety reasons, PUSD bus drivers have been instructed to not stop for vehicles attempting to flag them down. Do not attempt to stop the bus while on route. Arrange to meet it at the designated stop or the school.

-For safety reasons, do not attempt to board the bus unless it has been cleared through the School and Transportation Department. Even though we are a small district, not every driver knows every relative of every child. If you have an issue that needs to be communicated to a bus driver please contact the school administration and the issue will be addressed.

Field/Sports Trips

THE BUS DRIVER IS IN CHARGE.

COACHES, TEACHERS, and other CHAPERONES are expected to be aware of the rules and manage the passengers on any trip they are chaperoning, allowing the driver to focus on safely operating the bus. The bus driver will remind the chaperones of the rules if needed.

CHAPERONES ARE NOT EXCEPTIONS TO THE RULES

RULES

1. Remain properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
2. Keep the aisles/emergency exits clear of all objects.
3. ALWAYS keep your head, hands, feet and objects to yourself and inside the bus.
4. Talk quietly, use respectful language – NO PROFANITY.
5. ALWAYS use earphones when listening to music. Portable speakers are NOT allowed.
6. Cleated Shoes are NEVER allowed to be worn on the bus.
7. When traveling at night, devices are to be kept at a lower brightness and below the seat backs to avoid distracting the driver
8. FOOD and DRINK is only allowed on longer trips under the following guidelines
 - a. Only drinks with a screw top lid will be permitted
 - b. NO Leftovers. Finish food before leaving the restaurant. THIS INCLUDES ICE CREAM
 - c. NO SUNFLOWER SEEDS. NO EXCEPTIONS
9. All garbage MUST be placed in the trash can provided.

-The group being transported is responsible for making sure all garbage is removed from the bus at the conclusion of the trip. The bus driver will perform a visual inspection and give the ok to the chaperones before they leave.

-There shall be no less than 2 chaperones per field/sports trip. Chaperones MUST place themselves throughout the bus.

-When transporting male/female athletes/students in the same vehicle, they MUST be separated to the front/back of the bus with at least 1 chaperone in between.

White Fleet(Midbusses/Suburbans)

Be aware of vehicle height restrictions. Avoid the use of covered parking.

Be aware of normal vehicle functions ie vandal locks, sleeping child checks, student door use...

Be aware of Passenger Capacity.

EXTRA CHAIRS ARE NOT TO BE ADDED UNDER ANY CIRCUMSTANCE

1. Remain properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
2. Keep the aisles/emergency exits clear of all objects.
3. ALWAYS use seat belts
4. ALWAYS keep your head, hands, feet and objects to yourself and inside the bus.
5. Talk quietly, use respectful language – NO PROFANITY.
6. NEVER wear CLEATS on the bus.

7. The group that uses the vehicle is responsible for making sure the trash is kept in the trash cans provided.
8. NO SUNFLOWER SEEDS. The ONLY exception is if the driver is using them to stay alert while driving at night.

We aim to keep all of our vehicles as sanitary as possible. Be aware that these vehicles are often sent out in the morning after being used the night before and it is extremely difficult to remove some of the messes we find.

In order to maintain cleanliness each vehicle is equipped with a broom, trash can, extra liners, and a roll of paper towels.

Upon returning the vehicle to the bus yard, the driver will complete a checklist that is to be signed and returned with the transportation packet.

If the vehicle is returned in an unsanitary condition, it will be reported to the district by the transportation department, and the responsible parties will be charged a minimum \$100 cleaning fee.

Student Printed Name _____ Date _____

Student Signature _____

Parent Name _____ Date _____

Parent Signature _____

Coach/Sponsor Name _____ Date _____

Signature _____

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a complaint or grievance regarding the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

A complaint/grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

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

Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

INDUSTRIAL ARTS CLASSES

All students participating in industrial arts classes are required by Arizona State Law (A.R.S. 15-151) to wear safety glasses at appropriate times. The law states: every student, teacher, and visitor in public and private schools, community colleges, colleges and universities shall wear appropriate eye protective wear while participating in or when observing vocational, technical, industrial arts, art or laboratory science activities involving exposure to:

- Molten metals or other molten materials
- Cutting, shaping, and grinding of materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Welding fabrication processes
- Explosive materials
- Caustic solutions
- Radioactive materials

FIRE/EVACUATION DRILLS

Upon hearing the fire alarm signal, students will vacate the rooms using procedures posted in each classroom. Fire/evacuation drills are to be taken seriously at all times, with all movement being done in a neat and orderly manner. Students will be notified when and where to return upon completion of the drill. **Tampering with the Fire Alarm System or Equipment** is a Category 7 violation. Arizona Revised Statutes states this as a misdemeanor. In every case, the law will be followed in addition to District Policy.

HALL PASSES

Anytime students need to be out of a class, they must have a properly signed hall pass with the date and time. No student should be in the halls or out of class without such a pass. The “hall pass” is good for only one student at a time. **Hallways are closed to students during lunchtime.**

TELEPHONE

Student use of office phones will be permitted at the discretion of the office. Parents are encouraged not to call their child during school hours except in cases of emergency.

FOOD AND DRINK IN BUILDINGS

Students are not to have any food in the buildings. The only exception to this rule is when a student has an official club meeting held in a classroom during the lunch period. Clear containers of water with twist off tops are permitted. **No Styrofoam cups or open cans** allowed in school (hallways, classrooms, restrooms).

INTERNET

To utilize the internet services at the school, whether in the Library, in classrooms, or any other school facility; **a student must have on file with the school a signed agreement form with both the student’s and their parent’s/guardian’s signature.** This agreement specifies the rules and conditions under which the Internet may be used. These rules apply equally to all school staff members as well as to all students. Violations of these rules will result in Disciplinary actions and a loss of Internet privileges.

LOST AND FOUND

If students lose items, they should check with the office. It is helpful to print the owner's name inside book covers and on articles of clothing (coats, tennis shoes, etc.) and other valuables. Unclaimed articles will be discarded at the end of each semester.

VISITORS ON CAMPUS

The school makes every effort to avoid interruptions. Consequently, student visitors are *not allowed* on campus. **PARENTS, VISITORS, OR VISITING PERSONNEL ARE ENCOURAGED TO VISIT THE SCHOOL AT ANY TIME PROVIDED THEY CHECK IN AT THE OFFICE.** As a protection to students, the State Law discourages persons from loitering on or near school grounds.

LOST AND DAMAGED MATERIALS

Students are required to pay replacement costs for lost or damaged property and books owned by the district. Each textbook and workbook will have a number on it. Students are responsible for these books. If they are lost, stolen, or damaged, the student must pay for them. If a textbook is missing, inform the teacher and make arrangements for payment. Students will be issued receipts, which they are to show to their classroom teacher in order to have another book issued.

At the end of the year students will be assessed charges if they have damaged their textbooks beyond what is considered normal wear and tear. Abuse of textbooks will result in charges for replacement.

When students are given books by their teachers, they will sign a form that indicates the condition of the textbook when it was checked out.

OTHER INFORMATION

MAKE UP WORK

Assignments missed due to truancies or out of school suspension may not be made up for credit. A student has an equal number of days in which to make up the missed assignments as the number of days absent. Assignments with a due date (research papers, tests, etc.) will need to be turned in by the due date. Students who are in lockout will not be allowed to earn credit for assignments missed that period. Students who are assigned to In-School Suspension must ask teachers for that day's assignments.

It is the students' responsibility to get make up work upon return from an absence. It is the students' responsibility to be informed of their academic progress in each class.

AFTER SCHOOL HOMEWORK and TUTORING

Students who need additional help with daily assignments may utilize after school tutoring for help or may be assigned by their teacher to stay after school for at least thirty minutes to complete the assignment. Students who are receiving a failing grade in any class may be assigned to stay after school for 30 minutes each day for tutoring until the grade is passing.

HONESTY AND INTEGRITY

Any action that may be construed as dishonest or cheating is a serious matter. Each violation will be handled on an individual basis and in a grave manner, with severe consequences to be expected.

HEALTH ISSUES

Nurse's Office (Located in the Elementary School)

Only first aid is given at school. In cases of emergency, the parents/guardians will be contacted. Any medication which students must take under doctor's direction during school hours must be registered with the school nurse.

Illness during the School Day

If students become ill during the day, they are to get a pass from the teacher to the Nurse's office. If necessary, parents will be called or the nurse will take the student home. A prolonged stay in the restroom is considered truancy; students must go to the Nurse's Office if ill. If a student leaves campus for any reason, ***and does not have school and parental permission***, the absence will be considered ***truancy***.

Injuries

If a student is injured while participating in a supervised activity, he should report the injury immediately to the supervising teacher.

Immunization

The school will follow the state law in regard to the health regulations relating to immunization and school attendance.

INSURANCE

Student Insurance will be made available to all students in the Pima Public Schools at their own expense. The district does not carry student accidental or medical insurance. The school offers a plan to all students for full and school time coverage. The description of coverage for the voluntary plan is available in the office.

Athletic Insurance – All students must provide proof of medical insurance in order to participate in interscholastic athletics.

PE LOCKERS

PE lockers are school property. They are provided for student convenience. The school is not responsible for items in lockers. Students must always close ***and lock*** their lockers. ***DO NOT SHARE LOCKERS OR LOCKER COMBINATIONS. DO NOT LEAVE VALUABLES IN THE PE LOCKER ROOMS.*** The school is not responsible for theft from the PE locker rooms. The school may inspect lockers at any time. The student assigned to a locker will be assessed charges for damages to that locker. Do not write on the inside or outside of any locker. Do not place stickers/ decals or any offensive material in or on any locker. The charge for repainting a locker that has been damaged by writing, intentional scratches, or adhesive materials will be \$35.00 per incident.

CLUBS AND ORGANIZATIONS

The activities of Clubs and organizations are regulated and coordinated by the Student Council. The school board approves new clubs. Clubs wishing to schedule activities, such as dances and fundraising sales must petition the Council to have the event entered on the School Calendar. No solicitation of funds, sales, circulation of petitions or drives, may be carried out in the school without the approval of the Student Council and the administration. The rule applies to all school organizations as well as individual students.

JUNIOR HIGH DANCES

The Student Council and the administration must approve all dances in advance. A detailed account of who, what, and where must be submitted at least two (2) weeks prior to the activity. General rules for dances include:

1. Hours for dances are from 6:30 p.m. until 8:30 p.m. unless otherwise authorized.
2. Clothing styles will depend on the type of dance being held. School **DRESS CODE** shall be in effect at **ALL DANCES**.

3. Students absent from school the day of dance are not allowed to participate unless they have a doctor's okay, if the absence is due to health reasons.
4. Upon leaving the dance, students will not be permitted to return.
5. Students from other schools may not attend dances without a Guest Pass obtained ahead of time from the office. All requests must be submitted for approval during school hours. No clearances for guests will be issued at the door on the night of the dance.
6. Passes will NOT be issued to the following:
 - a. Expelled or suspended students from any school.
 - b. Students who have quit school during the current school year.
 - c. Any person 15 years of age or older.
 - d. Any person who has been asked to leave a dance for an infraction of rules and regulation previously.
 - e. Any person not approved by the Administration.
 - f. Any student who is currently in sixth grade or below.

STUDENT RELATIONS/PUBLIC DISPLAY OF AFFECTION

Students will refrain from kissing, hugging, or other inappropriate school conduct at any location on the school premises. This is considered *Public Display of Affection*. Holding hands is permitted.

FIGHTING

The consequences for fighting are spelled out clearly in the student code of conduct. The school believes that fighting is an unacceptable manner with which to resolve conflicts.

Students involved in a physical fight will receive suspensions. The school does not take sides, but will do its best to determine responsibility and assign punishment accordingly. Generally, the student trying to avoid a physical fight will receive a lesser consequence. The consequences for the aggressor and the defender in a fight are listed in the handbook.

DRUG LAW

The Arizona Legislature passed a drug law in August of 1987. If you are within 300 feet of school property and possess, use, or sell illegal substances, the following may occur:

- If you are 18 years of age or older, you will be tried as an adult. In some cases, even if you are under 18 years of age, you may be tried as an adult.
- If you are tried as an adult and convicted, the conviction is a felony, which requires a minimum mandatory prison sentence of three (3) years and nine (9) months and a minimum mandatory fine of \$2,000.00. If you are tried as a minor and convicted, you may be placed in the custody of the Arizona Department of Corrections until you are 18 years of age.
- If you have a driver's license and are convicted of a drug offense, the judge must suspend your license until you are 18 years of age. If you do not have a driver's license and are convicted of a drug offense, the judge will not allow one to be issued until you are 18 years of age.
- These are mandatory provisions of Arizona's drug law. The judge has no discretion to impose less than the mandatory prison sentence and fines.

LAW ENFORCEMENT OFFICERS ON CAMPUS

Cooperation with law enforcement agencies is desirable, keeping in mind the rights of pupils and parents.

Interviews: Student interviews by law enforcement officers who show proper identification will be permitted during the school day after parent notification. Efforts will be made to notify the parent or guardian. If an interview is conducted on the school premises, the principal or his representative may be present during the interview.

Arrests: Custody and/or arrest may be performed by a police officer after showing proper identification and credentials.

ELECTRONIC DEVICES

Personal Electronic Devices:

Electronic equipment will be allowed in the classroom only at the teacher's discretion. Use of these items without permission will result in the device being confiscated.

Cell Phones:

Cell phones should not interfere with instructional time. Use of a cell phone without permission will result in the device being confiscated.

- **If these devices interfere with instruction, they will be confiscated.**
- **If lost or stolen, the school will not be responsible**

For each offense the student will receive discipline points according to the discipline points system, and a parent may pick up the device at the end of the school day.

Additionally, each classroom teacher will have a classroom policy regarding cell phones and electronic devices. It is expected that students will adhere to these classroom policies.

PIMA JUNIOR HIGH STUDENT RECOGNITION PROGRAM

HONOR ROLL AWARD FOR THE YEAR: Each student who makes the Honor Roll both semesters will be recognized.

STUDENT/ATHLETE OF THE MONTH: One boy and one girl will be nominated monthly by faculty and coaches. Student names will be displayed in the front office.

PERFECT ATTENDANCE FOR THE ENTIRE YEAR: Qualify – No absences for the entire year in all classes the student is enrolled. An excused absence is still an absence. Only school related activities and nurse excused absences are the exceptions. Students who achieve perfect attendance will receive a certificate.

JUNIOR HIGH AWARDS ASSEMBLY: Award Certificates and Special Recognition for all students participating in athletics, music programs, and other activities during the school year will be held at an assembly the final weeks of school.

EIGHTH GRADE PROMOTION: All 8th grade students who promote will participate in the promotion ceremonies and receive a promotion certificate on the last day of the school year.

EXTRACURRICULAR PARTICIPATION

Athletics

The following must be completed to participate in an activity:

1. *Parent Permission Authorization* (including insurance verification)
2. *AIA Physical Examination* form
3. *Mild Traumatic Brain Injury* form
4. *Participation Fee*

NO STUDENT WILL BE PERMITTED TO PRACTICE OR PARTICIPATE IN ANY INTERSCHOLASTIC ATHLETIC CONTEST WITHOUT HAVING ALL OF THE ABOVE ON FILE.

When the student has been cleared to participate, the office will inform the coach.

A participation timeline will be determined by the coach. The student is responsible for knowing when practices begin.

I. RULES OF ELIGIBILITY

- A. Extracurricular activities are those endeavors in grades seven (7) and eight (8), for which no credit is earned in meeting graduation or promotional requirements and are organized, planned or sponsored consistent with district policy.
- B. Eligibility to participate in extracurricular activities during the school year are as follows:
 1. **Junior high students must have at least 70% or higher in all classes to be eligible.**
 2. A grade check will be conducted weekly throughout the sport season. Each grade will be based on a cumulative grading period from the beginning of the quarter to the end. The end of the quarter will establish a new cumulative grading period. Failure to meet the standard will remove the student from participation for the next week. (Monday through Saturday). Eligibility for junior high students taking high school classes will also be calculated..
 3. A student may be removed from the ineligibility list if a teacher elects to remove them due to a clerical error.
 4. Students with Individual Education Plans (IEP) may be allowed additional time to turn in assignments that could affect eligibility.

II. ATTENDANCE POLICY

- A. The coach will deal with unauthorized absences from a practice, game, or performance.
- B. No students will participate in an activity if they are not in attendance at all classes the day of the activity. Unavoidable absence such as family emergencies, funerals, weddings, and other special cases may be reviewed by the building administrator.
- C. If absent because of personal illness, students must attend the last 75% of their classes to participate. Participation must be cleared through the office by a parent before the event.
- D. Saturday Competitions: The above policies will be used for Saturday activities with attendance requirements based on the last day of the school week.
- E. In-school suspension constitutes full school attendance. If students must leave to attend a game before the end of the school day, they must make up the remainder of the assigned in-school suspension.
- F. Students are still responsible for school assignments missed due to school activities.

III. TRAINING AND CONDUCT POLICY

- A. Students must comply with the standards of health, safety and appearance as established by the coach and approved by the building principal at the beginning of each season of the activity.
- B. The coach or sponsor shall inform participants, in writing, of the expectations of health, safety and training in that activity.
- C. During the season of activity, all students will be asked to meet the following expectations:
 1. Will not use or possess tobacco of any kind.
 2. Will not use or possess alcohol of any kind.
 3. Will not be involved in stealing or vandalism of school, community, or private property.
 4. Will not consume, possess, buy, sell, or give away any narcotic or drug that is defined as illegal by law.

Violations of the above will result in dismissal from the team or organization.

IV. TRAVEL

- A. The student will travel with the group to all contests.
- B. The student may be released to a parent after the contest. The student can be released to another adult, only if the parents **have requested it in writing** to the building administration **before the trip takes place**. Phone requests are NOT acceptable. Face-to-face contact must be made between the coach and the person the student is being released to. (Under no circumstances will a student be released to another junior high or high school student).
- C. Upon return from any travel, student pick-up must be made within 15 minutes of arrival. Continued travel for that student may be suspended for future events.

HAZING AND INITIATIONS

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for, or promoted to enrollment, or intending to enroll or be promoted to schools. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the school.

Definitions

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

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

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

Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to allow the hazing or initiation.

In accord with statute, violations of this policy do not include either of the following:

- Customary practices and activities related to athletic events, contests or competitions that are sponsored by an educational institution.

- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Reporting/Complaint Procedure

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrator, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with school policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purposes. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member received the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others

