



## **STUDENT HANDBOOK 2019- 2020**

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## **PAGE UNIFIED SCHOOL DISTRICT VISION**

Page Unified School District is a community of learners who direct our collective actions and resources towards the unique learning needs of every child in order for all students to become college and career ready and successful in a global society.

## **PAGE UNIFIED SCHOOL DISTRICT MISSION**

“Our Schools are passionate about the learning-for-all mission and understand that every student matters. We are responsible and accountable for the education of every student that walks through our doors every day.”

## **PAGE UNIFIED SCHOOL DISTRICT MOTTO**

Collectively committed to every student, every day, every minute.

## **PAGE HIGH SCHOOL MISSION**

Every Page High School graduate is college, career, and community ready.

## **PHS BELIEF STATEMENTS**

- Education is a shared responsibility among staff, students, families, and communities.
- Our students’ learning impacts the future of our society.
- People learn to think critically and evaluate information effectively when they are invested in the process.
- Best learning occurs when there is a positive environment.

DISCLAIMER: IT IS INTENDED THAT ALL PAGE UNIFIED SCHOOL DISTRICT HANDBOOKS COMPLY WITH THE POLICIES ESTABLISHED BY THE GOVERNING BOARD OF THE PAGE UNIFIED SCHOOL DISTRICT. IN THE EVENT THAT ANYTHING IN THIS HANDBOOK CONFLICTS WITH CURRENT DISTRICT POLICY, DISTRICT POLICY WILL PREVAIL.

## KEYS TO SUCCESS

### **PAGE HIGH SCHOOL WILL COMMIT TO THE FOLLOWING:**

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

- Hire highly qualified teachers.
- Provide a safe and respectful environment to increase student learning.
- Create a collaborative community where students learn to apply their knowledge and skills to be successful in life.
- Collectively make effective decisions for our school.
- PHS will schedule parent-teacher conferences bi-annually during which this compact will be discussed as it relates to the individual child's achievement. Parent-teacher conferences will be held in fall and spring.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
  - Parents will be provided with log in and password to access their child grades and attendance via Power Parent.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
- Parents may call teachers after 3 p.m.
- Parents may make appointments with teachers or counselors.
- The Principal will attend two chapter meetings throughout school year. The Principal will invite various staff members to attend.
- Email and telephone numbers of teachers and counselors may be accessed by Power Parent or by contacting school secretary.
- Monthly newsletter will be mailed.

Synervoice software enables the school to make digital messages to inform parents of non-attendance.

- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
- Parents are welcome to attend the school's Site Council meetings and participate in PBIS Tier 1 meetings.
- Parents may request to observe a class or volunteer in a class through the Assistant Principal.

## **PARENT RESPONSIBILITIES**

We, as parents, will support our children's learning in the following ways:

- Talk to your teen on a daily basis about school. Ask your student what they learned in school and do not accept, "nothing" as an answer.
- Expect regular attendance and know PHS attendance policy. If possible, check your child's attendance in Power Parent.
- Expect punctuality to all classes.
- Get to know your child's teachers.
- Attend all parent-teacher conferences with your student.
- Bring questions and concerns to the teacher's attention.
- Identify an appropriate time and place for homework.
- Help your child resolve conflicts in positive ways.
- Promote positive use of child's extracurricular time.
- Promptly read all notices from the school or the school district either received by your child or by mail.

## **STUDENT RESPONSIBILITIES**

We, PHS students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we shall:

- Attend school every day and be punctual.
- Work hard to do our best in achieving goals and advancing our knowledge of the world.
- Respect and cooperate with other students and adults.
- Seek assistance from teachers outside of class time when I need help.

## **ACADEMIC INFORMATION**

### **Academic Lettering**

For the letter, students must meet the following criteria:

- ❖ A transcript with at least three semesters of on-grade academic work with a cumulative GPA of 3.5 or higher with no grade below a C.
- ❖ Enrollment in a minimum of seven classes each year, with no more than one instructional aide class.

Students should note the following considerations:

- ❖ Students receive an academic letter for the first year of qualification.

- ❖ In the years following receipt of the academic letter, students qualify for academic bars if they continue to meet the requirements for the initial letter.
- ❖ Letters and bars will be awarded during the academic awards assembly with recognition in local media.

### **Testing out of a Class**

Students have a right to petition to test out of a class for credit with the permission of the principal. Students must test mastery on all competencies listed for the class as defined by the course and state standards. A credit, not a grade, will be issued in this situation.

### **Dropping a Class**

To drop a course, a student must meet with a counselor within the first two weeks of the semester. After the two week deadline, a Late Class Change Form must be submitted prior to any consideration for changes and drops. The principal will have final approval. Extenuating circumstances will be considered on an individual basis. Generally, class changes will not be accepted after the fourth (4th) week of the semester. With regard to athletic eligibility, if at any point a student drops a class and the grade at the time of the drop is an F, such student will remain academically ineligible for the remainder of the eligibility period or until grade is passing.

### **Release Time**

Release time is a scheduled period for students who wish to attend instruction off Page High School campus or for seniors who are on track to graduate. Generally, students are allowed one (1) release period per year (this includes Release to Catechism, Seminary, College, and Other). “Release Time (Other)” is available only to 12<sup>th</sup> grade students on track to graduate.

Students on release time must leave campus or congregate in the library for studying, unless a scheduled appointment is made with a teacher in advance. Students utilizing the library during release time must remain in the library for the entirety of the release period. Students are not allowed in and out privileges due to the disruptive nature.

### **State Assessments**

Starting with school year 2019-2020, Arizona public school students in high school will take a state assessment when enrolled in the second (2nd) semester of an English Language Arts and Mathematics course during their 10th grade year. This will continue the spring of 2020 and the spring of 2021. Students will not be required to pass the state assessments for graduation, but they must still earn the minimum number of English and Mathematics credits in order to graduate. Students will still take the AIMS Science assessment the year they are enrolled in Biology. This assessment also happens in the spring. Beginning with the 2023 cohort, students will also take a state science assessment their 11th grade year. Beginning with the 2017 Cohort, students are required to take and pass a Civics Exam in order to receive a high school diploma.

### **Honor Roll**

Page High School honor roll consists of three levels:

- Principal’s Honors – 4.0
- High Honors – 3.5
- Honors – 3.0

GPA is calculated each semester for determination. A student cannot have an “F” and must be enrolled as a full-time student.

### **Grading Scale**

A	100-90%	4.0
B	89-80%	3.0
C	79-70%	2.0
D	69-60%	1.0
F	59-0%	0.0

### **Transfer Credit Formula**

Students who earned credit from another accredited institution that has more/less credits per year and more/less graduation credit requirements, may apply the district adopted formula to adjust graduation requirements at Page High School. **The formula is utilized for graduation purposes only.** Details are located in the Page High School Academic Guidelines and Course Offerings Handbook.

### **Online Learning**

Students interested in distance learning or transferring credits should follow guidelines provided in the Page High School Academic Guidelines and Course Offerings Handbook.

### **Gifted Education**

“Gifted” means a child who is of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and needs special instruction or special ancillary services, or both, to achieve at levels commensurate with the child’s intellect and ability. Arizona Revised Statutes Article 4.1, 15-799.

Page Unified School District administers state approved tests for grades k-12 given throughout the school year. Students who score at or above the 97th percentile on national norms in any one of the three areas—verbal, quantitative, or non-verbal will be served. Students can only test once every 12 months. Students themselves, parents, teachers, and administrators may nominate students for gifted testing.

Contact the Gifted office for further information, (928) 608-4386.

## **ATTENDANCE POLICY**

Consistent attendance at school is essential for continued learning. Arizona Law charges the parent/guardian with the responsibility for the student's consistent school attendance (A.R.S. 15-802, 15-804, 15-805).

Page High School will accomplish all it can to hold students accountable and to keep parents informed of student truancy through effective two-way communication. A parent/guardian should communicate with the school on or before the day a student must be absent. This communication will help the attendance office to accurately complete daily attendance counts and ensure that truancy is reported in a timely manner. When a student returns to school, following an absence, any written explanation from the parent/guardian, including a doctor's excuse, should be dropped off at the attendance desk; notes to explain a student's absence should include the day of the absence and a daytime phone number where the parent/guardian can be reached. For an illness keeping a student out of school more than 2 days, a doctor's excuse should be submitted to the attendance clerk.

Page High School complies with the Arizona Department of Education's ten-day drop rule. Please be advised that a student's enrollment will be dropped if he/she misses ten or more consecutive days without a valid excuse. The staff will re-enroll your child upon returning to school with a parent/guardian. Please be aware that dropping enrollment is not intended to be punitive; it is a legal accounting procedure the district is required to observe.

### **Arranging for extended absence**

If a student will miss school for an extended period of time, which could lead to excessive absences, prior approval from the assistant principal will be required. The assistant principal will determine how the student's attendance will be marked as well as facilitate a plan with the family to ensure the absences do not adversely affect the student's education. An example might be an occasion when a family has planned travel that could cause a student to be absent for more than 9 school days.

### **Making-up missed work due to absence**

Students are expected to be in class unless an absence is unavoidable. Students who know in advance that they must miss a class should inform their teachers and get work prior to the absence. When an absence occurs without prior warning, students should see teachers as soon as possible after returning. If an absence is planned, work can be collected in the office for pick-up prior to the absence. Students will be expected to make-up ALL missed assignments/tests. The Day-For-A-Day policy will be in effect.

### **Signing out a student**

When signing out a student during the school day, a parent/guardian or designated emergency contact must be present with ID. This requires the parent/guardian or designated emergency contact to physically walk into the

attendance office, show ID, and sign out the student. No over-the-phone sign outs will be allowed. The only exception to this procedure is if prior notice is given to the attendance clerk. In order to meet the expectations for giving prior notice, the following procedure must be followed:

- Before 8:00, student submits note or parent calls 608-4135 to communicate need for signing out to the attendance clerk.
- Attendance clerk will issue the student a pass to use later in the school day to leave class.
- Student will show the classroom teacher the pass in order to be released from class at allowed time.
- Student will go to attendance office to sign out and receive an off-campus pass.
- On the next school day (or upon signing back in), the student should give the attendance clerk any documentation provided to excuse the time away from school.

**No sign outs will be allowed after 2:45 Monday-Thursday and 1:15 on Fridays as stated in the PHS enrollment packet.**

Please update emergency contacts often. All updates to contact information should be made through the attendance clerk (608- 4135).

Once again, regular school attendance promotes learning and achievement.

The following could be used for intervention/remediation due to excessive absences:

- After-school tutoring
  - Offered Monday-Thursday: 3:10-4:30
- Summer school
  - Offered the month of June each summer
- Additional academic courses in lieu of elective courses

Special Education students and English Language Learners will be referred to the school's intervention teams. The principal will have the authority to make exceptions to this policy. Any retention decision may be appealed to the governing board, as per policy.

Students who receive perfect attendance will be recognized each semester during school hours. Only school related business or activities are acceptable absences to qualify for perfect attendance.

A student's attendance will be marked in the following manner depending on the reason for the absence:

Excused (EXC):

- absence is verified by a medical doctor or medicine man
- death in immediate family (documentation is program from service)
- family emergency
- school-related (ACT)
- court (LEG)

Verified Absence (VER):

- student misses a class

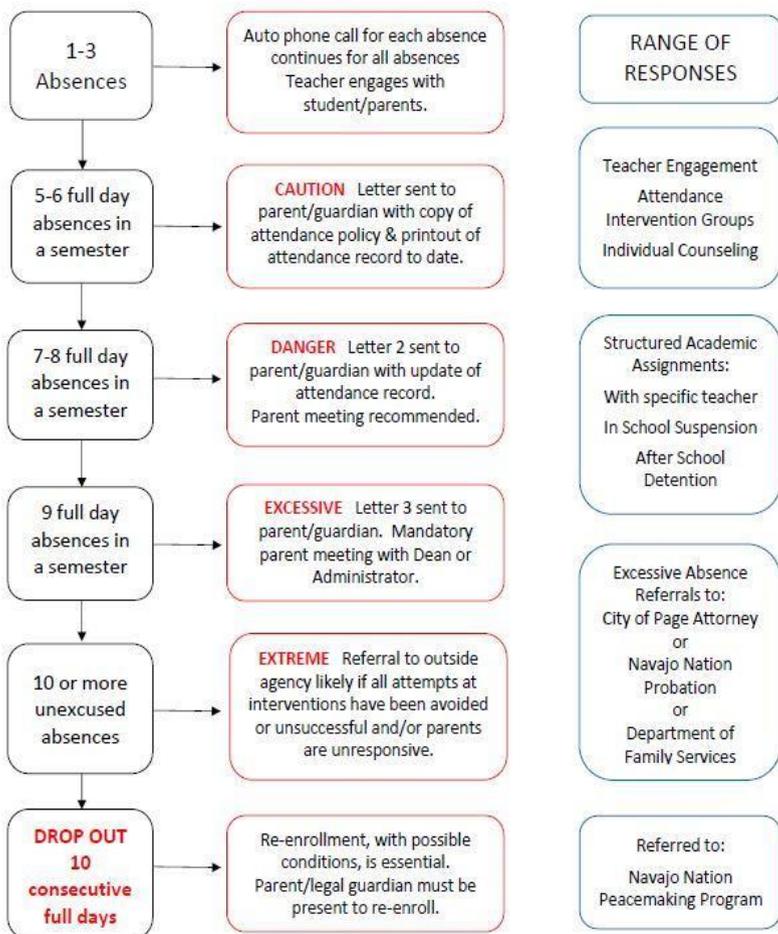
- parent/guardian calls the attendance office or writes and signs a note explaining the absence

Truant (TRU):

- student misses class
- absence is not verified by a parent/guardian

## PUSD Attendance Procedures: *Response to Absences*

Absence Count = UNV + TRU + VER (Does not include EXC, ACT, ONC)



### **Tardy to class or school**

Every instructional minute counts and student tardiness interferes with the learning process. Please be respectful of your teacher and fellow classmates and be on time to class. Students carrying a pass to class after the tardy bell rings will be marked present. Students who arrive to class 15 minutes or more after the bell rings will be considered and marked as Excessively Tardy. If a student is more than 30 minutes late, students will be marked as Excessively Tardy and reported to the Dean and Assistant Principal – their consequence will equal a truancy. Specific tardy procedures are as follows.

<u>TARDY #</u>	<u>CONSEQUENCE(S)</u>
1-2	Teacher records the tardy (include the tardy #), communicates expectation to the student (re-teach), and utilizes classroom management procedures to reinforce expectation
3-4	Referral (tardy ODR) to Dean’s office. Student assigned to lunch detention to complete a reflection sheet.
5	Referral (tardy ODR) to Dean’s office. Student assigned to After-School Detention (ASD) to complete reflection sheet and to make-up missing academics. Parents notified by the Dean.
6	Referral (tardy ODR) to Dean’s office. Student assigned to After School Detention (ASD) to complete reflection sheet and to make up missing academics. Parents notified by the Dean. Student referred to counselor for time management sessions.
7+	Referral (tardy ODR) to Dean’s office. Student meets with teacher, parents, counselor, and dean to formulate an intervention plan.

**The tardy count starts at zero at the beginning of each semester.**

### **ACCOUNTABILITY SYSTEM**

**PAGE HIGH SCHOOL P.R.I.D.E.**

Page High School utilizes Positive Behavior Support system. This is a district-wide approach that develops positive reinforcements to promote positive behaviors. Page High School will define, teach, and reinforce these expectations and behaviors for all students. The Behavior Expectation Matrix defines the behaviors Page High School expects from all of our students. Our goal is to have our students display P.R.I.D.E. in everything they do at Page High School and in the community.

	<b>Classroom</b>	<b>Hallways/Common Areas</b>	<b>Extra-curricular Activities/Clubs</b>	<b>Bus</b>
<b>Positive</b>	<ul style="list-style-type: none"> <li>Encourage others</li> <li>Use good manners</li> <li>Collaborate</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and behaviors</li> <li>Use "Please," "Thank you," "Excuse me"</li> </ul>	<ul style="list-style-type: none"> <li>Cheer whether we win or lose</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language at all times</li> <li>Use inside voices</li> </ul>
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Keep your work area clean</li> <li>Respect others and their property</li> </ul>	<ul style="list-style-type: none"> <li>Be tolerant of others</li> <li>Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Support all programs</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>No eating on the bus</li> </ul>
<b>Involved</b>	<ul style="list-style-type: none"> <li>Ask/Answer questions</li> <li>Actively participate</li> <li>Work bell-to-bell</li> </ul>	<ul style="list-style-type: none"> <li>Use break time appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Attend competitions</li> <li>Join activities</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions the first time</li> <li>Assist with younger students</li> </ul>
<b>Determined</b>	<ul style="list-style-type: none"> <li>Come prepared</li> <li>Be present and on time</li> <li>Complete practice work</li> </ul>	<ul style="list-style-type: none"> <li>Continue progress toward next class</li> </ul>	<ul style="list-style-type: none"> <li>Finish what you start</li> <li>Maintain eligibility</li> </ul>	<ul style="list-style-type: none"> <li>Be at the bus stop 10 minutes early, load in single file</li> <li>Keep your book bag under the seat</li> </ul>
<b>Excellent</b>	<ul style="list-style-type: none"> <li>Being a positive role model</li> <li>Completing quality work</li> </ul>	<ul style="list-style-type: none"> <li>Think of others before yourself</li> <li>Dress for Red Black Fridays and Spirit Week</li> </ul>	<ul style="list-style-type: none"> <li>Cheer loudly</li> <li>Dress red/black at games</li> </ul>	<ul style="list-style-type: none"> <li>Use bus time as study time</li> <li>Bottom to bottom, back to back, feet on the floor</li> </ul>

Each teacher will deal with general classroom disruption **through effective classroom management, positive interventions and support that centers on the re-teaching of behavioral expectations. It is expected that parents/guardians and/or school counselors will be involved when problem behaviors continue.** Only when the action taken by the teacher is ineffective, should the student be referred to the principal or his/her designee and the discipline system.

Any violation that disrupts the educational system of the school or may harm or endanger the safety or well-being of a student but is not listed in the disciplinary system, will be enforced at the discretion of the principal or designee. It is the sole responsibility of the principal or designee to investigate and determine the level of discipline to be applied.

**Possible Behavior Responses and Interventions:**

Page High School will make every effort to support the student in minimizing reoccurrence of negative behaviors through Positive Behavioral Interventions and Supports. Different interventions and supports which may be incurred are:

- **P.R.I.D.E. Group-** Specific re-teaching of our school-wide behavior expectations in a small group or individual setting specific to the discipline infraction
- **Social Skills Group-** The teaching of social skills for students who need additional support in handling specific social issues and/or acting appropriate in social situations
- **Substance Groups:** The teaching of substance awareness and preventions. Groups are held with counselors or by outside agencies.
- **Academic Skills-** This intervention targets students with low grades and teaches organization and provides academic support by meeting with students individually or in a group check-in on academic progress.
- **Individual/Group Counseling-** Group and/or individual counseling on specific issues. This counseling may occur with PUSD trained personnel or may be referred out to outside professional services.
- **Check-in & Check-out-** Extra support for students having troubles following school-wide expectations. Students check-in with a staff member in the morning and at the end of the day. Each teacher during the day provides feedback to the student on their CICO sheet.
- **Behavior Plan-** Creation of a plan to address specific behaviors of an individual student. The creation of the behavior plan involves, teachers, counselors, administration and other staff to address behaviors of concern.
- **Conflict resolution/mediation-** counseling involving groups of students or individuals who are having conflict between them to resolve the personal or group conflict.



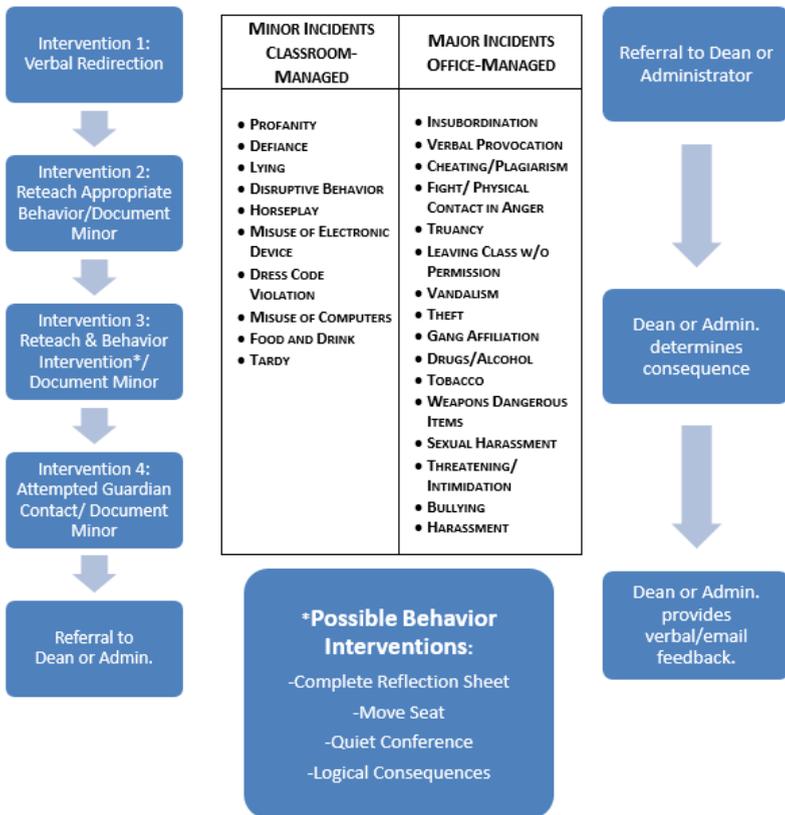
## STUDENT BEHAVIOR ACCOUNTABILITY PROCESS



Classroom

How is the behavior managed?

Office



### Office Referrals – Continued misbehavior

Any staff member (such as a teacher, bus driver, librarian, custodian, etc.) may submit an office discipline referral to the office if a student is involved in a major incident or minor incidents continue after interventions are put in place. The referral should describe in detail the problem behavior and include both the signature of the referring staff member and the student. An administrator or

designee will talk with the student to hear the student's side of the story, then decide what consequence and/or intervention and support the student needs to restore them back to the learning environment. The consequence(s) will depend on the rule broken, any patterns of behavior, and previous actions taken.

Disciplinary actions may occur at any of the levels listed below, depending upon the severity of the infraction.

Below are listed possible actions that may be taken.

**1. After-School Detention (ASD):**

- Students may be assigned Monday through Thursday
- Students will be required to attend from 3:10 p.m. to 5:50 p.m.
- Students may ride the 6:00 bus home.
- Students will complete homework and/or quietly read during this time.
- *If a student does not show up for their assigned ASD, an additional day may be added to the time to be served. Also, These students may be referred to the In School Suspension Program.*

**2. In School Suspension (ISS)** – This program is an alternative to out of school suspension. Students will be expected to follow all of the ISS Room rules and continue academic progress. Failure to comply with the rules will result in extra days or out of school suspension.

**3. Lunch-time Detention** – A student can lose the privilege to off-campus lunch. The student will report to ISS for the duration of lunch time.

**4. Short-term Suspension (OCS)** - A student may be suspended off campus for a period not to exceed ten (10) school days. Students suspended off campus are ineligible to practice/participate or compete in any school activity and may not be present on campus or at school events during the suspension. Beyond the principal, there is no appeal from a short-term suspension. Suspensions will be served consecutively.

**5. Long-term Suspension (OCS)** - Suspension exceeding ten (10) days. The administrator or designee must set up a formal hearing before a hearing officer who is appointed by the school board. After the hearing, the officer will render his/her decision within one school day. The decision must be written and sent to the parents of the student and to the superintendent. The suspension must be reported to the school board within five days.

**6. Expulsion** – A student expulsion may be imposed only by the school board and requires a formal hearing. Expulsion is the permanent loss of the right to attend ANY state education institution for a minimum of 2 complete semesters. Only the school board may reverse an expulsion, upon appeal of the expelled student after completion of the semester in which the expulsion occurred plus 2 complete semesters.

**7. Alternative Center for Educational Success (ACES).** – This is an out-of-school, in-district alternative to long-term suspension. Students long term suspended off campus may be placed in ACES and will be provided an opportunity to continue their academic progress, gain community service, and participate in various counseling interventions. When a student completes an alternative suspension, they are given a transition plan which includes consequences for recidivism.

8. **Police Involvement** - When a law is broken the police will be contacted. School related conduct resulting in an arrest may also warrant a suspension or expulsion from school.

9. **Suspension of Bus Privileges** – Students who violate school rules while riding the bus may lose bus privileges or be suspended.

Page Unified School District has zero tolerance for gang activity. Gang dress, graffiti, talk, drawings, etc. will be documented and students identified. If any discipline activity is tied to gangs in any way, the consequence tied to the activity will be assessed. (Board Policy JICF).

Problem areas marked with one asterisk (\*) violate Arizona Revised Statutes and will be reported to the Arizona Department of Education for tracking purposes. Areas marked with two asterisks (\*\*) are to be reported to police agencies. The police may be called to investigate serious violations. If this occurs, school officials will make every effort to notify parents or guardians. Any actions taken by law enforcement officials will be in addition to action taken by the school.

Students with multiple (3 or more) offenses necessitating a district hearing during his or her career with Page Unified School District are at risk of long term suspension (up to one year) or an expulsion with an opportunity for appeal at the end of 2 complete semesters. Other activities, due to severity in nature, may warrant an expulsion hearing on a first incident. (Board Policy JKE)

Expulsion hearings are requested for serious incidents. A recommendation to expel shall be made by the Superintendent. The authority to expel rests solely with the school board. Expulsion is the permanent exclusion of a student from school and school activities. The student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two (2) additional semesters). (Board Policy JKE)

It is the responsibility of all school employees to report all suspected instances of the use, possession, or sale of alcohol/drugs. Distribution, possession, and/or under the influence of drugs is prohibited by district policy (JICH-R). Research and studies have shown that a student can be considered “under the influence” of drugs, including marijuana, for up to 36 hours and are then subject to school discipline.

Discipline proceedings will generally involve incidents that occur on Page High School campus and property (this includes property inside and outside of the gates and school vehicles), during school hours, and school related activities and field trips. Students and parents should be aware of the extent of authority of school officials in relation to off-campus conduct. School boards and their agents can govern conduct which can be shown to be detrimental to the operation of schools. The effect on the schools, rather than where an incident occurs, determines the scope of school officials’ authority. The right to punish for offenses off school property is based upon, not the time or place of the offense, but its effect upon morale and efficiency of the school. Page High School will work hard to protect its interests while protecting the rights of parents and students, with safety and well-being guiding its decision-making.

## **OTHER BUSINESS AND INFORMATION**

### **Fee Schedule**

Student Fee	\$5.00
Athletic Fee	\$25.00
Co-curricular Fee (Band, WGI, Choir, Drama, Orch)	\$25.00
Replacement ID badge	\$5.00
National Honor Society	\$5.00
Parking Pass	\$5.00
PSAT Exam	\$16.00
PreACT Exam	\$12.00
AP Exam	\$94.00
HOSA Nursing Fee	\$16.00
Skills USA Fees	\$20.00
Transition School to Work (TSW) Fee	\$2.00
Multimedia Field Trip	\$10.00
Coconino County Community College Dual Enrollment Classes	\$20.00/college credit
AP Language and Composition (3 college credits)	\$60.00
AP Literature and Composition (3 college credits)	\$60.00
Pre-Calculus (5 college credits)	\$100.00
AP Calculus (5 college credits)	\$100.00
Anatomy/Physiology (4 college credits)	\$80.00

## **Students' rights**

Students have the right to a quality education in a clean, safe environment. Page High School prides itself in the diversity and quality of learning opportunities available to students that provides students a comfortable place to advance their education while maintaining a mutual respect for the rights of others.

### **DISTRICT POLICY ACCESS**

All Page Unified School District policies are available for public access at [www.azsba.org](http://www.azsba.org). Once you are at the site choose the following steps:

- Hover over "POLICY" tab.
- Click "Policybridge."
- Under "View school district policies on policybridge," click PolicyBridge."
- Scroll down the left menu to "Page Unified School District No. 8."
- Open the arrow next to "Page Unified School District No. 8."

Determine which section is applicable to the desirable information.

### **Rights under Due Process**

Due process is the students' right to be clearly informed about any rules for which they will be held accountable, to be informed of any charges which may be made against them, and to ask for consideration of special circumstances. It is also the students' right to appeal a disciplinary action taken against them by the school.

Students may appeal a disciplinary decision in writing to the principal or designee. The principal is the final level of appeal for any disciplinary decision involving restriction of privileges, restitution, disqualification of tests or assignments, A.S.D., suspension of bus privileges, or short-term suspensions (10 days or less).

All students have the right to a free and appropriate education. If students find themselves in the unfortunate position of losing that right, they are entitled to due process. Due process means school officials must follow certain procedures before taking appropriate disciplinary action. Students must also follow certain procedures if they do not agree with the actions of the school.

If students become involved in situations in which a suspension or expulsion may result, both the students and their parents should be aware of due process rights.

### **Student Concerns, Complaints, and Grievances**

A student may present a complaint or grievance regarding one or more of 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.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Concern for the student's personal safety.

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, disclose it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Refer to Board Policy JII-EB for further information.

### **Student Interrogations, Searches, and Arrests Policy JIIH Interviews**

Arizona State Statutes permit great latitude in investigation of child abuse and abandonment by The Department of Child Services (DCS) and peace officers (PO). This latitude includes interviewing the child, siblings and others who live with the child, in the school setting, without parent/guardian, or school personnel present and, if necessary, taking the child or children into temporary custody.

When a student is taken into protective (temporary) custody on campus by law enforcement (DCS or PO), it is the responsibility of the school to request the identification and the authority of the person taking the student into custody. If the person refuses to respond with the proper information, it would be appropriate for the school to call local law enforcement officials with whom they may be familiar. It is the responsibility of the school to establish the identity of any person taking custody of a child from the school.

In instances that do not involve child abuse or abandonment, or in circumstances other than abuse and abandonment where law enforcement enters the campus intending to interview a student without a search warrant, subpoena or probable cause to arrest the child and not at the request of the school, the school will make a reasonable effort to contact the parent(s)/guardian.

School officials are not required to comply with unconditional demands from parents for prior notice of, or consent to, police or discipline interviews of a student. This issue may appropriately be addressed in school policies.

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

### **Law Enforcement Invited on Campus**

For the safety and protection of other students in the custodial environment, the school has authority to permit investigatory interviews without contacting the parent. Law enforcement would also be called due to the requirements of statute for reporting criminal activity, weapons, drugs and other serious incidents. If public safety or the safety of other students is in question, there shall be no requirement to notify parents of the interview.

School Resource Officer (SRO) interviews and actions require different analysis. The SRO is on school campus by agreement with a law enforcement agency. In general, the SRO falls under an invited peace officer because the school has requested the presence of the officer due to concern for the continued safety of students. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

If DCS or a peace officer enters the campus to interview a student attending the school, the school administrator will be notified. Parents will be contacted and will be asked if they wish the student to be interviewed, except in the instance related to criminal activity on the part of the parent/guardian or incidents of abuse or abandonment.

### **Searches**

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from district counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

As a component of the District's program to provide a safe environment for students, staff, and visitors, the District may, in conjunction with the Page Police Department or other law enforcement agency, use specially trained canines to conduct searches for contraband, controlled, illegal, or dangerous items.

The following protocols will be followed for conducting a canine search:

- A search may encompass any District property or facility including, but not limited to, student lockers and student parking lots as well as unattended student property. No student will be subjected to a search of this or her person unless the school administrator has a reasonable suspicion that the student has contraband, illegal, controlled, or dangerous items.
- Random classroom searches may be conducted. Students will be directed to leave personal belongings behind and exit the classroom. The search dog will survey the empty classroom and personal belongings left by students.
- Searches will be conducted only in presence of school personnel.

## **Privacy Rights**

Students possess the right of privacy of person as well as the freedom from unreasonable search and seizure of property. This right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.

Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reason to believe that a violation of a law or school rule has occurred on school property. **This search of school property may be made without the student present.**
2. School officials may seize illegal items, such as firearms, explosive devices, weapons, drugs, or other possessions reasonably determined to cause or possibly cause a threat to the safety and security of others—or to cause or possibly cause an interference with school activities.
3. Items, which are used to disrupt or interfere with the educational process, may be removed from a student's person.
4. A student's person may be searched by school employees when there is reason to believe that the student has, on his/her person, illegal items or other items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.
6. School employees may search motor vehicles parked on school property when there is reason to believe the health, safety or welfare of students might be in jeopardy.
7. In the interest of student health, safety, and welfare the school may and will use dogs trained in the detection of illegal drugs, explosives, and incendiary devices. The dogs will be used to check lockers, vehicles in any school parking lot, and other items on any school property and/or school event.

## **Arrest**

Should a police officer express the intent to take a student into custody, the school personnel should cooperate with the officer to locate and provide access to the student. A police officer may take a juvenile into temporary custody for incorrigibility, a felony, a breach of peace, or as a runaway in accord with A.R.S. 8-303. Additionally, should the officer have a warrant or a subpoena, the officer should be provided immediate access to the student upon proper identification. It is appropriate to ascertain the identity and authority of the officer, requesting a signature on the "arresting officer" form as necessary.

## **Incidents of Abuse**

Page Unified School District policy is to protect children from abuse no matter who inflicts it. PUSD teachers and staff will report suspected incidents of

abuse. “Any person who causes a child...to suffer physical injury or abuse” where the injury was inflicted intentionally, knowingly, recklessly, or with criminal negligence is guilty of abuse (ARS 13-3623(B)).

Page High School has a designated coordinator for communication of suspected abuse. If you are a victim or suspect a victim in our school, please contact PHS counselor, Jennie Jones, at 608-4159; Student Support Services Coordinator, Tashina Williams, at 608-4152; or Principal, Anne Martin, at 608-4148.

### **Report Bullying**

The Anonymous Bully Hotline phone number is posted throughout the campus for students to contact to report bullying. The number is 928-851-6318. Page High School is committed to the protection and safety of each of its students. It is the expectation of each student to help us protect the emotional and physical safety of every other student.

Any student who witnesses or is included in an incident of bullying, harassment or other forms of intimidation is expected to help in stopping, minimizing, or eliminating the act. Failure to intervene may result in disciplinary action. Students who receive acts or words of harassment, bullying or intimidation should immediately leave the location and report the act or behavior to a trusted PHS staff member, counselor, dean, or administrator.

Each incident will be investigated and Page High School will implement the necessary safeguards and or consequences to eliminate recurrence. Anonymity and confidentiality can and will be maintained throughout the process.

### **Cafeteria Use/Meal Programs**

Page High School cafeteria serves breakfast and lunch daily. The high school lunch program uses the student's ID number in place of a breakfast/lunch ticket.

Breakfast:	\$ 1.85 for full paid students a day \$.30 for reduced students daily
Lunch:	\$ 3.00 for full paid students a day \$.40 for reduced students daily
Milk:	\$ .60 when purchased separately
Orange Juice:	\$ .60 when purchased separately

**\*\*Prices are subject to change\*\***

Meals may be paid for in the cafeteria before school and during lunch. If paid with a check, you must have Driver's License Number, with expiration date, telephone number, and current address (the cafeteria cannot accept your check without this information). Please make checks payable to "Page School Cafeteria". There is a \$30.00 fee for all returned checks. Parents may also go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and add money to their student's meal account using a debit or credit card. There is a small fee association with this transaction. Money can take as long as 24 hours to credit your student's account, so plan accordingly. The web site is very easy to use and answers most questions.

Families interested in applying for **FREE** or **REDUCED COST** meals should obtain an application from the cafeteria accounting office. Students who qualify for the lunch program also qualify for breakfast. Qualifying for free or reduced price meals may qualify your student for other grants or program benefits in the school.

All rules and regulations of Page High School are expected to be followed by students while in the cafeteria. Failure to follow rules may result in a disciplinary referral.

### **Meal Charges**

High School students will be allowed one (1) charge. No charges for breakfast meals will be allowed for anyone. No lunch charges will be allowed under any circumstances during the last month of the school year. All charges are to be paid prior to the last day of school.

### **Administering Medicine to Students (Board Policy JLCD)**

For occasions when it is necessary for a student to receive a prescription and/or over-the-counter drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student.
- Drugs must be kept in a locked container in the Nurse's Office.
- When the physician feels it is necessary for the student to carry and self-medicate, they will provide written recommendation.
- The medication must come to the Nurse's Office in prescription container.
- Over-the-counter medication follows the same above rules, but a parent can send written permission for student self-medication.

### **School volunteers**

All parents are invited to volunteer at Page Unified School District, whether you have only a few minutes or more. As parents, grandparents, neighbors and community members, you have ideas, talents and time to share with our students and our schools. It is our belief that volunteer programs are beneficial to everyone involved. These programs also help to foster stronger school/community relationships by creating a common ownership in the success of our schools. They also demonstrate the importance of community service to all involved in the program, especially students. If you wish to volunteer in the district, please check with the District Office to obtain the required paperwork to ensure that it is completed prior to your beginning any volunteer work within the District.

### **Visitors to schools (Pursuant to Policy KI-R)**

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the assistant

principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the assistant principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the assistant principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so, will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

## **GUIDELINES FOR BUS USE**

**Once a student is on the bus, they cannot be taken off.** If there is a change in their travel plans, please inform your student before they leave for school and their school of attendance must be notified. Notes to the bus driver are not accepted. Messages to students to change plans must be received before 2:00 Mondays -Thursdays and by 12:30 on Fridays to make it to the student. If you have an issue with a driver, do not board the bus in a confrontational manner, but rather go around to the driver side window, or call the Transportation Director (982-608-4121) for assistance.

Arizona State Codes R17-9-104 states "During the time of loading or un-loading of passengers at designated school bus loading area at the school, the loading area is restricted to school buses, passengers and school employees assisting in the loading or unloading of passengers. This means that parents and relatives are not allowed in the bus loading area. Please park in the parking lot or wait in the school office for your child.

Page Unified School District transportation is not public transportation; therefore, to prevent overcrowding as well as accountability, all students will be assigned a bus route based on their residential area. Do not transport students to another bus stop to catch the bus.

School bus passenger Rules:

- No food or drinks are allowed (this includes gum). Water is acceptable.
- Classroom behaviors apply.
- Bus driver will assign seats.
- Possession or use of drugs is prohibited.
- Remain properly seated "Bottom to Bottom, Back to Back, Feet to Floor" keeping aisles clear.
- Do not use profane or obscene language.

- Keep all parts of your body inside the bus at all times.
- Talk quietly. Do not yell or make other loud noises.
- Respect the rights, property and safety of others.
- Do not destroy property. You will be responsible for the cost of repairs.
- Fighting will result in immediate revocation of bus riding privileges pending a parent conference.
- Do not distract the bus driver, as you are jeopardizing the safety of others.
- Musical instruments and skateboards must be under your control at all times while not occupying a seat.

**Transportation provided by the School Is a Privilege - Not a Right.**

Student behavior on a school/activity bus should be the same as that in a well-ordered classroom with the exception that students are free to talk in a low voice. Disorderly conduct or refusal to respect the authority of the driver shall be sufficient reason for the student to receive a discipline referral. This includes transportation to and from school, athletic/activity school events, field trips, and the late bus.

When unsafe, inappropriate or unacceptable behavior occurs on the bus, the bus driver will issue a referral and refer the student(s) to the office. School officials will enforce policy when taking the following action:

- On the first incident, the driver will verbally reprimand and explain the violation.
- If the violation is repeated, incident will be investigated and the proper disciplinary actions will be taken.
- Any serious violation may result in an immediate long-term suspension from bus privileges on the first referral.

Major incidences or multiple incidences and referrals can result in suspension or revocation of bus privileges. Students whose transportation privileges have been revoked are still expected to attend school on a regular basis, and it is the parent’s responsibility to provide such transportation. Good citizenship does not stop at the bus door. Reference ARS 15-341 EEAE bus safety/ JIC- student conduct.

**Students who do not attend one or more classes due to truancy may be denied access to bus transportation that day.**

**4:30 Activity Route Detail**

Students who ride the 4:30 bus Route must be with a faculty member after school who will place them on a bus list. Students must be on a proper bus list signed by a faculty member to gain access to the 4:30 bus.

The Page Unified School District offers transportation after school to all eligible students approved to ride, but due to numbers of students riding, the size of the District, and time constraints, we cannot offer the same service as a regular school route.

If your child will be riding the Late Activity Bus for the first time, please familiarize yourself with the following schedules and service areas to facilitate the pickup of your children.

**4:45 PM Departure Times from High School**

**Tutoring and Library only**

**Route #10 Lechee/Coppermine /Cedar Ridge/Late Activity Route Approved**

**Stops**

- Industrial Drive
- Gloria's
- Next Entrance
- Bennets'
- Allison's Mobile Home Park: First entrance, Second Entrance
- NHA Housing: First Entrance
- Stops along Coppermine Road towards Gap
- Stop at MP 505 Old Cedar Ridge Trading Post, turn around at MP 507, drop and proceed to MP 506.5, MP 505 (west side) and return

**Route #11 &/or Route 19 (overload bus)**

**Kaibeto Store Overload, 6:00 PM Route**

**Kaibeto and Crossroads/Inscription House Late Activity Route Approved**

**Stops**

- Stops at Highway Stops along 98, as needed to Kaibeto
- Kaibeto: Kaibeto Store
- Stops at Highway Stops along 98, as needed to Crossroads Store
- Last Stop: Inscription House/Crossroads: Crossroads Store
- Turn around Crossroads Store, return to Page

**Route 12 - Apts in Town/Highway 89, 89A/Bitter Springs/Marble Canyon**

**Late Activity Route Approved Stops**

- Vermillion View
- Whispering Sands
- Ranchettes (Elk and Palomino)
- Stop at Highway, stops along 89 turn right on 89A, bead stand (MP525) for Marble canyon, turn around, stop Bitter Springs Housing's main entrance. Stop at highway, stops on 89 towards Cedar Ridge, turn around at MP 510.8 (Homer residence) and return.

**6:10 PM Departure Times from High School**

**After-School Detention and Athletics Only**

**Route 3 Lechee/Coppermine/Cedar Ridge/Late Activity Route Approved**

**Stops**

- Industrial Drive
- Gloria's
- Next Entrance
- Bennets'
- Allison's Mobile Home Park: First entrance, Second Entrance
- NHA Housing: First Entrance
- Stops along Coppermine Road towards Gap
- Stop at MP 505 Old Cedar Ridge Trading Post, turn around at MP 507, drop and proceed to MP 506.5, MP 505 (west side) and return

#### **Route 4 Kaibeto and Crossroads/Inscription House Late Activity Route Approved**

- Stops at Highway Stops along 98, as needed to Kaibeto
- Kaibeto: Kaibeto Store
- Stops at Highway Stops along 98, as needed to Crossroads Store
- Last Stop: Inscription House/Crossroads: Crossroads Store
- Turn around Crossroads Store, return to Page

#### **Route 12 - Apts in Town/Highway 89, 89A/Bitter Springs/Marble Canyon Late Activity Route Approved Stops**

- Vermillion View
- Whispering Sands
- Ranchettes (Elk and Palomino)
- Stop at Highway, stops along 89 turn right on 89A, bead stand (MP525) for Marble canyon, turn around, stop Bitter Springs Housing's main entrance. Stop at highway, stops on 89 towards Cedar Ridge, turn around at MP 510.8 (Homer residence) and return.

### **EXPECTATIONS FOR SCHOOL ENVIRONMENT**

#### **Locker usage**

Lockers will be assigned to all students. **NO SPECIFIC LOCKER MAY BE REQUESTED.** Lockers remain the property of the school and as such are subject to search. **The student assigned to a locker is considered to be in possession of all contents.** Students should not share combinations or allow others use of their locker. **This responsibility rests on the student assigned to that locker.**

#### **After-school services**

Students enrolled in **Credit Recapture, Extended Day, Tutorial, or Library Use** may stay Monday through Thursday from 3:10 to 4:30 for academic assistance. Students who wish to take advantage of our extended hour services must arrive at the appointed service area by 3:05 P.M., and must remain in that area until 4:30 P.M. because of safety reasons. Late buses run only for students who have signed in and are using after school services.

#### **Parking/Student-drivers**

**Students may park in designated student parking in the CAB parking lot.** Parking in an undesignated area may result in a discipline referral and a student's vehicle may be towed away at student's expense for failure to follow policy and procedures related to motorized vehicles (J-6650 & A.R.S. 15-341). Students are not allowed to park in staff or visitor parking in front of Page High School.

All students driving to school will be required to register their vehicles by providing a copy of their driver's license, license plate number as well as their school ID. Once driver's license and license plate numbers are provided, student

will be given a parking pass. Student must pay a parking pass fee of \$5.00 in order to be issued their parking pass. Students are required to keep their parking pass in a visible location in the front windshield of their vehicles.

Students will not bring any motorized vehicles on any campus in the District other than the high school campus (J-6650 ARS 15-341). Students will not be permitted in the school parking lots during the instructional day (exception-Lunch break). Students are expected to follow all rules of driving and speed requirements in school parking areas. Violation of these may result in a disciplinary referral.

### **Guidelines for Bicycles, Skateboards, Rollerblades and Scooters**

For the safety of all students and to prevent damage to school property, the riding of bicycles, skateboards, rollerblades, and/or scooters is prohibited on campus.

Students are permitted to ride the above modes of transportation to school, but must not ride them on the school campus. During the school day, bicycles and scooters must be chained up to the bike rack.

Students who violate this rule will receive a disciplinary referral. Page Police may be contacted. Such items may be confiscated and released to the parent/guardian.

### **Dress and Grooming Guidelines**

It is expected that Page High school students come to school ready-to-learn; therefore, attire should be appropriate. Appropriate dress sets a tone in the learning environment that allows students to focus on learning and achievement of academic goals. In order to uphold the image of the school as a place of learning, the following dress code has been adopted:

- Shirts with spaghetti straps, low-cut necklines, off-the-shoulder sleeves, or see-through material **will not be allowed.**
- Shirts must cover a person's midriff.
- Shorts and skirts must be **mid-thigh or longer**, which means **shorts must have at least a 5 inch inseam.**
- Tank tops should have **straps that measure 1 inch or wider.**
- Undergarments must always be covered and never visible.
- Hats, beanies, and hoods (up) are permitted on campus. **Upon entering a building, hoods must be taken down.** In the classroom, students should follow a teacher's expectation concerning the wearing of hats and beanies.
- **Shoes must be worn** during the school day and at all school events. Slippers **will not be allowed.**
- Pajama pants **will not be allowed.**
- Well-recognized insignias emphasizing or relating to drugs, alcohol, tobacco, weapons, sex, nudity, or offensive propaganda **will not be allowed** in written or visual form. (e.g. jewelry, backpacks, t-shirts, etc.)
- Dress or markings, which could be interpreted as gang related, **will not be allowed**, including but not limited to tattoos, hats and/or clothing.

- Bandanas of any color or design **will not be allowed**.
- Pants must be worn at the waist. Sagging pants/shorts **will not be allowed**.
- Medallions, religious medals, and beads **are acceptable but may be prohibited** in certain classes by the teacher as a safety precaution.
- School dress code may be enforced at school events.
- Sunglasses are **not allowed** to be worn inside buildings, unless they are prescription glasses.

A student will be considered in violation of this code if appearance or dress does not uphold these professional, ready-to-learn expectations. In some cases, an informal committee of two staff members will determine if the clothing in question is inappropriate. If a student is found to be wearing inappropriate clothing, they will be asked to change.

### **Food and Drink**

Food on campus should be limited to lunch time. During lunch time, food is allowed in Page High School buildings with the expectation that the area remain clean. Page School District has put an extensive amount of work and resources into keeping Page High School clean; therefore, it is important to show respect by cleaning up.

**Only drinks with a sealable lid will be allowed in any Page High School building. The only exception is drinks that are purchased from the cafeteria during lunch time.**

**Energy drinks (Monster, Red Bull, Rockstar, etc.) are not allowed on Page High School property. Energy drinks found on campus (opened or unopened) will be confiscated and discarded.**

Continued violation of the food and drink rules will result in disciplinary action and the privilege may be revoked school-wide.

### **ID Cards**

Each Page High School student shall receive a student ID card at the beginning of the school year. The student must wear proper ID on a lanyard, around their neck during the school day, school sponsored activities or while on campus. Failure to comply will result in a discipline referral.

Student ID is **required** in the following situations:

- While on campus during school hours.
- To enter a school sponsored dance.
- To check out a book at the library.
- To check out textbooks.
- To use computers in the library.
- To receive scores, transcripts, class schedule, and diplomas.
- To receive student discounts.

Lost ID cards must be replaced at the library immediately. Replacement will incur a fee of \$5.00 to be paid at the bookstore.

### Closed Campus

Once students arrive on school district property, including school buses, they are to remain on campus until school releases at 3:00. The only exceptions are:

- Scheduled lunch time.
- Scheduled release time (Seminary, College)

### Ear buds/headphones/personal speakers

Ear buds, headphones and personal speakers are **not allowed on campus**. We understand that students may use these items on the bus or as they walk to school. However, before students enter campus, these items must be put away, out of sight, not in use. Once students leave campus in the afternoon, they are able to use the items again.

### Electronic Devices / Phones

Personal electronic devices may be used during school time (8:00-3:00), **but not as a personal speaker**. It is expected that when entering a classroom, electronic devices are silenced and placed in backpacks, purses, or a designated location. There may be occasions when a teacher asks students to use an electronic device as a learning tool; this is allowable. Continued use of electronic devices for purposes other than as a learning tool may result in confiscation of device and a disciplinary referral. Confiscated devices may be kept by the Dean's Office until returned to the student's parent/guardian.

**Students may not use electronic devices including cell phones during any testing.** Teachers retain the right to collect electronic devices/cell phones during testing and other instructional time.

**Electronic devices and personal listening items can be a disruption to the educational process in the classroom and pose a potential safety hazard around campus.** Emergency communication can be made to and from the school office.

### PHS Dance Rules

All school and district rules, policies and regulations are in place during PHS dances and other activities. Additional guidelines are enforced to maintain an appropriate environment:

- **All students must present current PHS student ID.**
- Clothing cannot be considered obscene.
- Dancing must remain within acceptable boundaries and avoid provocative movement:
  - No pelvic thrusting or mimicking sexual activity.
  - Hands should be kept in appropriate places.
  - Any chaperone has the right to deem any form of dancing inappropriate.
- Once a student enters a dance, they must remain in the dance location. If a student leaves the dance location for any reason, they will not be allowed to re-enter the dance.
- Moshing, flipping, pushing, or slam dancing is not acceptable.

- Offenders may be removed from the dance. They may be asked to not attend the next school dance or banned from attending any dances at Page High School for the rest of the school year.

Allowed dance attendees are as follows:

- Homecoming – Enrolled PHS students and PHS alumnus under the age of 21.
- Prom-11<sup>th</sup> and 12<sup>th</sup> graders and one approved guest enrolled in a high school or a Page High School alumni under the age of 21.
- Attendees to all other dances must be enrolled in Page High School.

### **Annual Notification of Nondiscrimination**

**Page Unified School District** does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. **Page 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: **Robert Varner, Superintendent, 500 South Navajo Drive Page, Arizona, (928) 608-4117 or Beth Jahsman, Director of Educational Services, 500 South Navajo Drive Page, Arizona, (928) 608-4154.**

### **Inclement Weather**

At certain times of inclement or bad weather, PUSD may find it necessary to alter the schools' schedules for safety of students. If you suspect the possibility of this, the following media are available to help us communicate:

- Emergency Weather Hotline – 928-608-4100 (Option 1)
- District Web Page – [www.pageusd8.schoolinsites.com](http://www.pageusd8.schoolinsites.com)
- Radio Stations
  - KPGE 1340
  - KXAZ 93.3

In cases of prolonged inclement weather, the District may cancel school. If a school day is canceled, it may be made-up on a future date, if the required minutes are not met.

### **Military Recruitment Information**

Federal law requires the Page Unified School District to provide names, addresses and telephone numbers of high school students to military recruiters and institutions of higher education that request this information. While we are committed to protecting the confidentiality of our students, we must comply with the law.

If you do not want your child's name and contact information disclosed to military recruiters and/or institutions of higher education, you must click "No" under the "Military and College Recruitment Acknowledgement" question on the online registration form.

### **Directory Information**

Page High School routinely releases directory information such as a student's name and address. Students who request privacy in such matters must make these requests in writing to the school.

### **Property Damage- Liability**

**Student Liability** - Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students who deface or otherwise damage school property may be suspended or expelled from school.

**Parent Liability** - Under Arizona law, parents are liable for damage done to school property by their children. Parents will be notified and charged for the cost of such damage.

### **Student Accident/Emergency Transportation**

A student requiring emergency medical treatment from the Page Emergency Medical Technicians (EMT) may be transported by the Page EMT Squad to a local medical facility. Parents are financially responsible for treatment/transportation.

## **GUIDELINES FOR COMPUTER USE**

The purpose of the computer network is to enhance student education and it should only be used for this purpose. Outside chat rooms are NOT considered appropriate use for the network. Students may not use the computers for private, commercial, political or religious reasons. Computers may not be used for illegal purposes or to access obscene, pornographic or satanic materials. Students who come across inappropriate materials should leave the area immediately and inform the PHS staff.

Please respect the rights and property of others. Do not share the computer you have been assigned with other students. You will be held responsible and possibly lose your computer privileges. You are responsible for making back-up copies of documents critical to you. You are not allowed to save your documents to the hard drive of the computer. Please bring a flash drive of your own to save any information. It is unlawful to copy software from the school computer or load any programs onto the school computers.

E-Mail is provided thru Google for exchanging information for educational uses only. The school computer is not the place for private, personal correspondence.

### **Acceptable Use**

I will use the technology resources to support personal educational objectives within the educational goals and objectives of the school district. I will use electronic information resources for educational purposes only. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. I will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations. I will abide by all copyright regulations.

I will abide by such rules as adopted by Page Unified School District including the Page Unified School District Technology Resources Acceptable Use Policy.

I will not use district technology resources to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

**Network Security**

I will not attempt to harm, modify or destroy hardware or software, or interfere with system security.

I understand that if I am issued a network user account, I may not share that account with anyone or leave my account open or unattended. Accounts and passwords will be kept confidential and not accessible to others. Passwords are required to be changed regularly, using combinations of letters and numbers and avoiding Standard English words and names. I am required to take all responsible precautions to prevent the use of network user accounts by unauthorized persons.

**Network Services**

The District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right that I may otherwise have to such material.

Page Unified School District reserves the right to log the use of all systems and monitor file-server space utilization. Should it become necessary, files may be deleted, accounts may be closed, and access may be denied.

**REGULATION**

**TECHNOLOGY RESOURCES**

**(Movies/Videos/Electronic Materials)**

Movies, videos and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when:

- A. The movie, video or electronic material has been previewed by the teacher or other certificated staff member.
- B. The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown.
- C. The responsible school administrator has approved the use of the movie, video or electronic material prior to its showing.
- D. The teacher or other certificated staff member has provided advance notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown.
- E. When a movie, video or electronic material has a rating the above advance notification will include the rating and the source providing the rating.
- F. A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video or electronic material.

Parents or guardians have the right to have advance access to instructional materials, learning materials and activities currently in use, or being considered for use, in the District.

Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown.

A parent or guardian who objects to any 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, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment.

## Definitions of Violations

Aggression		Recommended Action
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Minor Aggressive Act	Student engages in horseplay or other non-serious but inappropriate physical contact, i.e., poking, [ <i>pulling</i> ] or pushing (not to provoke). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Disorderly Conduct	<u>13-2904. Disorderly conduct; classification</u> A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person: 2. Makes unreasonable noise; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency.	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing

Endangerment	<u>13-1201. Endangerment; classification</u> A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.	After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension (short) Off Campus Suspension (long) District Hearing
Fighting /Boxing	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.	Off Campus Suspension– 3-9 days <b>2<sup>nd</sup> Offense:</b> Off Campus Suspension/ District Hearing
One-sided Fight	Physical contact made with provocation but without reciprocal contact. If contact continues without reciprocation, may be classified as assault.	Off Campus Suspension– 3-9 days <b>2<sup>nd</sup> Offense:</b> Off Campus Suspension/ District Hearing
Assault	<u>A.R.S. §13-1203. Assault;</u> A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.	Off Campus Suspension/ District Hearing Police Referral

Aggravated assault	<u>A.R.S. §13-1204. Aggravated assault</u> ; A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral
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<b>Arson</b>		
Arson of a structure or property	<u>A.R.S. §13-1703. Arson of a structure or property</u> : A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral
Arson of an occupied structure	<u>A.R.S. §13-1704 Arson of an occupied structure</u> A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. <u>A.R.S. §13-1701. 2. Occupied structure</u> means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral

<b>Attendance Policy Violation: Violation of state, school district, or school policy relating to attendance.</b>		
Tardy	Arriving to school or class after the scheduled start time.	Classroom re-teach Lunch Detention After School Detention (ASD) In School Suspension (ISS)
Excessive Absences (VER & UNV)	When a student is not in attendance for a period or an entire day. Excessive absences (verified or unverified) adversely affect academic performance. All absences are monitored and communication with parent will begin with 5 absences and consequences may be incurred with continued accumulation of absences.	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Letter to Parent (5,7,9) Attendance Behavior Contract District Hearing Counseling or other Intervention Referral to City Attorney or Navajo Nation Prosecutor
Truancy	<p>The state of Arizona requirement for school attendance and definitions for truancy are as follows:  <u>A.R.S. §15-803. School attendance; exemptions; definitions</u>  A. It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:</p> <ol style="list-style-type: none"> <li>1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c).</li> <li>2. The child is accompanied by a parent or a person authorized by a parent.</li> <li>3. The child is provided with instruction in a home school.</li> </ol> <p>B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1.</p> <p>C. As used in this section:</p> <ol style="list-style-type: none"> <li>1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.</li> </ol>	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Letter to Parent (5,7,9) Attendance Contract District Hearing Referral to City Attorney or Navajo Nation Prosecutor

	<p>2. "Truant" means an unexcused absence for at least one class period during the day.</p> <p>3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section</p>	
Non Attendance to ASD/ISS/Lunch Detention	Failure to complete disciplinary assignment. Failure to attend ASD, ISS, Lunch Detention or comply with any suspension or other discipline requirements.	After School Detention (ASD) In School Suspension (ISS) Off-Campus Suspension District Hearing
<p><b>Harassment, Threat, and Intimidation</b>  <b>Note:</b> If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. <b>If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.</b></p>		
Harassment, Nonsexual	<p><u>A.R.S. §13-2921. Harassment; classification; definition</u></p> <p>A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person:</p> <ol style="list-style-type: none"> <li>1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.</li> <li>2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist.</li> <li>3. Repeatedly commits an act or acts that harass another person.</li> <li>4. Surveils or causes another person to surveil a person for no legitimate purpose.</li> <li>5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.</li> </ol>	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Bullying (including Cyber-Bullying)	Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)	Administrative Conference In School Suspension (ISS) Off Campus Suspension District Hearing Police Referral

<p>Threat or Intimidation (Major Harassment)</p>	<p>When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202)  <u>A.R.S. §13-1202. Threatening or intimidating</u>  A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:  1. To cause physical injury to another person or serious damage to the property of another; or  2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or  3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.</p>	<p>Off Campus Suspension  District Hearing  Police Referral</p>
<p>Hazing</p>	<p><u>A.R.S. §15-2301. Hazing prevention policies: definitions</u>  2. "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:  (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.  (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.  3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.</p>	<p>Off Campus Suspension  District Hearing  Expulsion Hearing  Police Referral</p>
<p><b>Homicide:</b> Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11)</p>		<p>Expulsion Hearing  Police Referral</p>
<p><b>Kidnapping:</b> A.R.S. §13-1304. <u>Kidnapping; classification; consecutive sentence</u>  A. A person commits kidnapping by knowingly restraining another person with the intent to:  1. Hold the victim for ransom, as a shield or hostage; or  2. Hold the victim for involuntary servitude; or  3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or</p>		<p>Off Campus Suspension  District Hearing  Expulsion Hearing  Police Referral</p>

<p>4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.  5. Interfere with the performance of a governmental or political function.  6. Seize or exercise control over any airplane, train, bus, ship or other vehicle.</p>		
<b>Lying, Cheating, Forgery or Plagiarism</b>		<b>Recommended Action</b>
Cheating	Merriam Webster Dictionary Online: 1 : to deprive of something valuable by the use of deceit or fraud 2 : to influence or lead by deceit, trick, or artifice	Administrative Conference Negative impact on grade/class standing After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Forgery	Merriam Webster Dictionary Online: falsely and fraudulently making or altering a document	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Lying	Merriam Webster Dictionary Online: 1 : to make an untrue statement with intent to deceive 2 : to create a false or misleading impression	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Plagiarism	Merriam Webster Dictionary Online: to steal and pass off the ideas or words of another as one's own	Administrative Conference Negative impact on grade/class standing After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
<b>School Policies, Other Violations of:</b> This category comprises misbehavior defined in district policy but not captured elsewhere.		<b>Recommended Action</b>

Defiance, Disrespect Towards Authority, Insubordination, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. Use of profanity or threatening behavior increases consequence.	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Combustible	Student is in possession and/or use of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, fireworks gasoline, and lighter fluid.	Administrative Conference Confiscation of items After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Contraband	Having at school or on the bus items that are harmful, or could cause harm, or are being used in a questionable, inappropriate or unsafe manner. Includes, but is not limited to items such as: water balloons, water guns, snap caps, stink bombs, itching powder, rubber bands and shooters, eggs, shaving cream, laser pointer, aerosol sprays of any type, toys, bandannas, pagers, cell phones, music players or other electronic devices.	Administrative Conference Confiscation of items After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Disruption	Student engages in behavior causing an interruption in a class or activity, and other school property (including busses). Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.	Administrative Conference Possible change of clothing Confiscation of Item After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Gambling	To play games of chance for money or to bet a sum of money.	Administrative Conference After School Detention (ASD)

		In School Suspension (ISS) Off Campus Suspension
Food and Drink	(See Guidelines for Food and Drink, page 28.)	Administrative Conference Lunch Detention After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Leaving Campus in the Morning	Students are prohibited from leaving campus in the morning. Once students arrive on campus in the morning, they must stay on campus until lunch or checked-out by parent/guardian for personal/school business.	Administrative Conference Lunch Detention Loss of Off-Campus Lunch After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Gate Violation	Unauthorized opening of gates. Climbing over the fence or gates.	Administrative Conference Lunch Detention Loss of Off-Campus Lunch After School Detention (ASD) In School Suspension (ISS)
Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Administrative Conference Lunch Detention After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Negative Group Affiliation (Gangs, etc.)	Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: <ul style="list-style-type: none"> <li>• May or may not have a recognized leader.</li> <li>• Do most things together, especially socially.</li> <li>• Stick together on issues.</li> <li>• Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements.</li> </ul>	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing Expulsion Hearing

	<ul style="list-style-type: none"> <li>• Involve themselves in each other's problems; therefore, perpetuate each other's problems.</li> <li>• Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship.</li> <li>• Likely to confront authority as a group when one member has been disciplined.</li> <li>• Usually uncooperative, and possibly hostile.</li> <li>• As a group, likely to be either very good or very poor students.</li> <li>• Conduct themselves as though no other individuals exist in the school, including other students.</li> <li>• Not objective. They turn-off to everything, sometimes without even knowing what they are doing.</li> </ul> <p>Gang dress, graffiti, talk, drawings, etc. will be documented and students identified. If any discipline activity is tied to Negative Group Affiliation (Gangs) in any way, the consequence tied to the discipline activity will be assessed.</p>	
Parking Lot Violation	Not following school policy on student parking or unlawful/ dangerous use of an automobile on school property.	Administrative Conference After School Detention (ASD) Possible loss of parking privileges In School Suspension (ISS)
Public Display of Affection	Kissing, sexual touching, or other displays of affection are in violation of school policy.	Administrative Conference Lunch Detention After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Skateboard/ Bicycle/ Rollerblade Misconduct	Failure to comply with laws, rules or guidelines for use.	Administrative Conference Lunch Detention Confiscation of item After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension
Other Violation of School Policy	Defined by school district policy.	As defined by District Policy

<p><b>School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution:</b> Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers).  <u>A.R.S. §13-2911. Interference with or disruption of an educational institution</u>  A. A person commits interference with or disruption of an educational institution by doing any of the following:  1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either:  (a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.  (b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.  2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.  3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section.  B. To constitute a violation of this section, <b>directed at a specific individual</b>, a specific educational institution or any specific property of an educational institution.  J. For the purposes of this section:  3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the <b>educational institution</b> or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption.</p>	<p><b>Recommended Action</b></p>	
<p>Bomb Threat</p>	<p>Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.</p>	<p>Off Campus Suspension  District Hearing  Expulsion Hearing</p>

Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Off Campus Suspension District Hearing Expulsion Hearing
Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire.	Off Campus Suspension District Hearing Expulsion Hearing
Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat.	Off Campus Suspension District Hearing Expulsion Hearing
<b>Sexual Offenses</b>		<b>Recommended Action</b>
Pornography	Viewing and/or possessing pornography as defined by the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." <i>Encyclopedia of Ethics</i> . New York: Garland Publishing.)	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing
Indecent Exposure or Public Sexual Indecency/Sexting	<u>13-1402. Indecent exposure; exception; classification</u> A. A person commits indecent exposure if he or she exposes his or her self as defined in ARS 13-1402 and is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. This includes, but is not limited to "sexting". <u>13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</u> A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the acts listed in ARS 13-403, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act. B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present. <u>ARS §8-309. Unlawful use of an electronic communication device by a minor</u>	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing Expulsion Hearing

	<p>A. It is unlawful for a juvenile to intentionally or knowingly USE an electronic communication device to TRANSMIT or display a visual depiction of a minor that depicts explicit sexual material.</p> <p>B. It is unlawful to POSSESS that which was transmitted to the juvenile through the use of an electronic communication device.</p>	
Harassment, Sexual	<p><u>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</u></p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p> <p>Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> <li>• The degree to which the conduct affected one or more students' education</li> <li>• The type, frequency and duration of the conduct</li> <li>• The identity of and relationship between the alleged harasser and the subject or subjects of the harassment</li> <li>• The number of individuals involved</li> <li>• The age and sex of the alleged harasser and the subject or subjects of the harassment</li> <li>• Location of the incidents, and the context in which they occurred</li> </ul>	<p>Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing</p>
Harassment, Sexual with Contact	<p>Sexual harassment that includes unwanted physical contact of non-sexual body parts.</p>	<p>Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing</p>

Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	<p><u>A.R.S. §13-1404. Sexual abuse; classifications</u> - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p><u>A.R.S. §13-1405. Sexual conduct with a minor; classifications</u> - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p><u>A.R.S. §13-1410. Molestation of child; classification</u> - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>	Off Campus Suspension District Hearing Expulsion Hearing
Sexual Assault (Rape)	<u>A.R.S. §13-1406. Sexual assault; classification; increased punishment</u> ; as stated in ARS 13-1406.	Expulsion Hearing
<b>Substance</b>		
Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation. (A.R.S. §4-244)	

Drug Violation	<p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</p> <p><u>“Drug”</u> means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).</p> <p><u>“Drug paraphernalia”</u> means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).</p>	
Tobacco Violation	<p>The possession, use, distribution or sale of tobacco or other nicotine products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).</p>	
<b>Substance</b>	<b>Sale, Distribution, or Intent to Sell or Distribute or Third Offense</b>	<b>Use /Possession</b>
Alcohol	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Restricted off campus lunch upon return Police Referral
Tobacco (Including E-Cigarettes and Vaporizers)	In School Suspension (ISS) Off Campus Suspension/District Hearing	After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension May result in restricted off campus lunch

<b>Drugs</b>		
Inhalants / Huffing	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	Off Campus Suspension/ District Hearing Police Referral
Prescription Drugs (Inappropriate Use of)	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	Off Campus Suspension/ District Hearing Police Referral
Over the Counter Drugs (Inappropriate Use of)	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	Off Campus Suspension/ District Hearing Police Referral
Illicit Drugs (Including, but not limited to Ecstasy, Cocaine, Hallucinogens, Heroin, Marijuana, Methamphetamines, Salvia, Spice, and other unknown drugs)	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	Off Campus Suspension/ District Hearing Police Referral
Drug Paraphernalia	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	Off Campus Suspension/ District Hearing Police Referral
Substance represented as illicit drug	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral	Off Campus Suspension/ District Hearing Police Referral

Technology, Improper use of		Recommended Action
Computer/ Network Infraction/Telecommunication Device/Other Technology	Inappropriate use of school computer, hardware or software, as defined in “Guidelines for Media Computer Use”	After School Detention (ASD) Loss of independent computer privileges In School Suspension (ISS) May results in removal from class Off Campus Suspension
<p><b>Theft: Indicate whether School Property or Non-School Property;</b> dollar amount is recorded on the incident description page.</p> <p><u>A.R.S. §13-105.11</u> (See definition of Extortion, Burglary-First Degree and Armed Robbery below)</p> <p><b>Dangerous instrument:</b> Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.</p>		<b>Recommended Action</b>
Theft	<p>Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.</p> <p><u>ARS §13-1802</u>, Theft: classification</p> <p>A. A person commits theft if, without lawful authority, the person knowingly:</p> <ol style="list-style-type: none"> <li>1. Controls property of another with the intent to deprive the other person of such property; or</li> <li>2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or</li> <li>3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or</li> <li>4. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such</li> </ol>	After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension District Hearing Restitution

	<p>property to the person's own or another's use without reasonable efforts to notify the true owner; or</p> <p>5. Controls property of another knowing or having reason to know that the property was stolen; or</p> <p>6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.</p>	
Burglary or Breaking and Entering (Second or Third Degree)	<p><u>ARS §13-1507. Burglary in the second degree; classification</u></p> <p>A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein.</p> <p>B. Burglary in the second degree is a class 3 felony.</p> <p><u>ARS §13-1506. Burglary in the third degree; classification</u></p> <p>A. A person commits burglary in the third degree by:</p> <ol style="list-style-type: none"> <li>1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein.</li> <li>2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.</li> </ol>	<p>Administrative Conference</p> <p>After School Detention (ASD)</p> <p>In School Suspension (ISS)</p> <p>Off Campus Suspension</p> <p>District Hearing</p> <p>Restitution</p>
Burglary	<p><u>ARS §13-1508. Burglary in the first degree; classification</u></p> <p>A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a <b>dangerous instrument</b> in the course of committing any theft or any felony.</p> <p>B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. <i>It is a class 2 felony if committed in a residential structure.</i></p>	<p>Off Campus Suspension</p> <p>District Hearing</p> <p>Expulsion Hearing</p> <p>Restitution</p>

Extortion	<p><u>ARS §13-1804. Theft by extortion: classification</u>  A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following:</p> <ol style="list-style-type: none"> <li>1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument.</li> <li>2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection.</li> <li>3. Cause damage to property.</li> <li>4. Engage in other conduct constituting an offense.</li> <li>5. Accuse anyone of a crime or bring criminal charges against anyone.</li> <li>6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business.</li> <li>7. Take or withhold action as a public servant or cause a public servant to take or withhold action.</li> <li>8. Cause anyone to part with any property.</li> </ol>	Off Campus Suspension District Hearing Expulsion Hearing Restitution
Robbery	<p>Using force or threatening to use force to commit a theft or while attempting to commit a crime.  <u>ARS §13-1902. Robbery:</u> A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.</p>	Off Campus Suspension District Hearing Expulsion Hearing Restitution
Armed Robbery	<p><u>ARS §13-1904. Armed robbery:</u> A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.</p>	Expulsion Hearing Restitution
<p><b>Trespassing:</b> To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or <u>expulsion</u> and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function.</p>		May result in any of the following: Administrative Conference Off Campus Suspension/District hearing

<p><u>A.R.S. §13-1503. Criminal trespass in the second degree</u>: A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.</p>		Police Referral
<p><b>Criminal Damage</b>: Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). (JICB)</p> <p><u>A.R.S. §13-1602. Criminal damage</u>: A person commits criminal damage by recklessly: Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.</p> <p><b>Examples</b>: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles.</p> <p><b>Note</b>: When using this code record the cost of repairing or replacing the damaged property under “Cost.”</p>		<b>Recommended Action</b>
Vandalism of personal property	Willful destruction or defacement of personal property, including but not limited to graffiti or tagging [i.e. writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary)].	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension Restitution District Hearing Police Referral
Vandalism of school property	Willful destruction or defacement of school property, including but not limited to graffiti or tagging [i.e. writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary)].	Administrative Conference After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension/District Hearing Restitution Police Referral

**Weapons and Dangerous Items: (Board Policy JICI)**

A.R.S §13-3101. Definitions

A. In this chapter, unless the context otherwise requires:

1. "**Deadly weapon**" means anything that is designed for lethal use. The term includes a firearm.
3. "**Explosive**" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.
7. "**Prohibited weapon**" means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including those found in A.R.S §13-3101, A.R.S §13-3102.

Firearm (Including  
Destructive Devices)

A.R.S. §13-3101. Definitions

4. "**Firearm**" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.

**The following is paraphrased from: 18 USC 921**

**Firearm:** Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device.

**Other Firearms or Destructive Device**—As defined by A.R.S. §13-3101

**Dangerous instrument:** Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury— As defined by A.R.S. §13-105.12

Firearms	Possession and/or use of handgun or pistol, shotgun or rifle, starter gun, other fire arm.	<b><u>Immediate Off Campus Suspension and shall result in an Expulsion Hearing</u></b> Police Referral
	Possession and/or use of destructive Device (Including Bombs and Grenade, etc.)	<b><u>Immediate Off Campus Suspension and shall result in an Expulsion Hearing</u></b> Police Referral
Other Weapons	Possession and/or use of billy club, brass knuckles, knife with blade at least 2.5 inches, nunchakus, and others.	<b>Shall result in Off Campus Suspension- 3-9 days</b> May result in District Hearing, Expulsion Hearing Police Referral
Dangerous Items	Possession and/ or use of Air Soft Gun, BB Gun, knife with blade less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous item.	<b>Shall result in Off Campus Suspension- 3-9 days</b> May result in District Hearing, Expulsion Hearing Police Referral
Simulated Firearm	Possession and/or use of any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	<b>Shall result in Off Campus Suspension- 3-9 days</b> May result in District Hearing, Expulsion Hearing
1 A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument (See A.R.S. definition for dangerous instruments listed above) and must be reported to law enforcement.		

## **STUDENT GUIDELINES FOR ACTIVITIES (4.0)**

**The Mission of Page High School Athletics is to instill lifelong Integrity, Pride, and Respect in our athletes by integrating these values in all we do.**

**The Vision of Page High Athletics is to instill values that build strong character.**

Welcome to the Page High School Athletic/Activity Program. You should derive a sense of accomplishment and self-pride because of your decision to participate in athletics/activities. You should be proud of your community, school, and the red and black uniform you will be wearing as its representative. This handbook has been written to answer the most common questions asked about the activity program. If you have any other questions, feel free to come by the athletic director's office or see one of the coaches.

### **Requirements of Participants (4.1)**

Before a student may be issued any equipment or participate in any athletic activity, he/she must be cleared through the Athletic and Activity office, and receive a Clearance Card. (This includes managers). A clearance form, from the Athletic and Activity office, shall consist of the following:

Have a current physical examination on file.

1. Three part Pre-participation AIA forms 15.7A and Pre-Participation AIA from 15.7B
2. Signed AIA 15.7C Mild Traumatic Brain Injury (MTBI) / Concussion awareness form
3. A permission of participation signed by the parents or legal guardians
4. A copy of the Brainbook Certificate of Completion (Not applicable at the middle school)
5. Acknowledgement of the "Sports Risk: You Be the Judge" program on file (Not applicable at the middle school)
6. A copy of the student's birth certificate or other AIA acceptable verification of birth date
7. An emergency release form signed by the parents or legal guardians
8. Insurance verification on file
9. A receipt for payment of their Athletic Fee
10. Hazing Rule & Release of information Waiver form signed by the student and parents/guardians
11. Transfer paperwork complete through AIA if a transfer student (Excluding managers) (Not applicable at the middle school)
12. Before students may check out for a second or third activity, students must receive an equipment clearance (their original clearance) from the coach/sponsor of the sport/activity in which

they last participated. The coach/sponsor must sign the clearance form, which is returned to the office

13. All students 6<sup>th</sup>-11<sup>th</sup> grade must be enrolled full time to be eligible to participate in extracurricular activities. Home schooled students are eligible for participation with verification from the County School Superintendent and in compliance of A.R.S. §15-802.01. Online students are eligible to participate with enrollment verification from the online charter school and approval from the board before the beginning of the school year per AIA bylaw 15.3.1.2

14. All eligibility requirements have been satisfied

Before a student may participate in Marching Band or WGI he/she must be cleared through the Athletic and Activity office, and receive a clearance form. A Marching Band/WGI clearance form shall consist of the following:

1. A current physical examination
2. Three part Pre-participation AIA forms 15.7A, and Pre-Participation AIA form 15.7B
3. Signed AIA 15.7C Mild Traumatic Brain Injury (MTBI) / Concussion awareness form
4. A permission of participation signed by the parents or legal guardians
5. A copy of the Brainbook Certificate of Completion (Not applicable at the middle school)
6. Acknowledgement of the “Sports Risk: You Be the Judge” program on file (Not applicable at the middle school).
7. A copy of the student’s birth certificate or other AIA acceptable verification of birth date
8. An Emergency release form signed by the parents or legal guardians
9. Insurance verification on file
10. A receipt for payment of Activity Fee
11. Hazing Rule & Release of information Waiver form signed by the student and parents/guardians
12. A signed consent to treat form must be completed by the parent or legal guardian.

Before a student may participate in Orchestra, Choir, Jazz Band, Drama, or Speech and Debate he/she must fill out a Clearance Packet obtained at the Athletic Office.

### **Physical Exam**

The Athletic and Activity department of Page High School and Middle School requires a yearly physical examination for all students participating in AIA sanctioned events except drama and speech and debate. Marching Band and Winter Percussion are also required to have a physical. Drama, orchestra, choir, and band members **who do not participate** in marching band do not need a physical. The physical examination is good for the current school year and any

physical examination dated after **March 1** will be good for the upcoming year.

### **Letter Requirements and Awards**

The Athletic and Activity department will furnish designated awards for organizations approved to issue them by the Page High School and Middle School administration.

For all 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grade, freshman and junior varsity sports or activities, the criteria shall be completion of the season and recommendation by the coach/sponsor to receive a certificate. To earn a varsity letter in Spirit Line, the student must complete the entire season which includes the fall and the winter. Varsity participants who do not meet varsity-lettering criteria but complete the season shall be awarded certificates of participation.

A student may letter in each sport they participate in as many as four (4) times well in High School. They will only receive one physical varsity letter during the four years of high school. The first letter earned at the varsity level will include a symbol and a bar with the letter. Each subsequent letter will be recognized by a bar in the sport they are lettering in. The Head Coach determines the lettering criteria for his/her program. All lettering criteria must be turned in with the pre-season information. This is due prior to the first regular season event. A 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grader, freshman and junior varsity letter will be a certificate for each letter earned.

### **Sports and Activity Clinics**

Students who wish to attend sport clinics or non-sport clinics are encouraged to do so, but they must do so without the arrangement, sponsorship, or financial support of the athletic department. Use of school uniforms and equipment is also prohibited by those attending clinics without permission of the Athletic and Activities Director.

### **Conduct of Participants in Activities and Athletics (4.2)**

The conduct of a student is closely observed in many areas of life. It is important that your behavior be above reproach. You serve as a role model and representative of Page High School and the community. Any student that chronically receives ISS or is placed in ACES will be removed from the program for the remainder of the season. Seasons are until the last game is played for non-varsity teams and the last postseason game is played for varsity teams.

In the area of competition, there is *no place for profanity or illegal tactics*. Losing is part of the game or competition, and the students and coaches should be gracious in defeat and modest in victory. **Academics** need to be the number one priority. Students must plan their schedule so that you give sufficient time and energy to your studies. This may mean sacrifice of personal time rather than team or study time.

The way students and coaches look and behave on campus is of great importance. Students involved in activities should be leaders and provide a positive example to the rest of the student body.

### **Training Rules and Regulations (4.3)**

Students involved in an activity that violates school policies or regulations will be disciplined according to the guidelines established in the Student Handbook. Coaches and Sponsors may also impose additional penalties due to their disciplinary expectations. Training rules are in effect during the entire time of the season, **both on and off campus**.

Any student involved in activities that have a first offense involving the possession and/or use of alcohol, drugs and tobacco will be suspended from the activity. Any incidence of criminal behavior when charges are instituted by an officer of law will be cause for suspension. The suspension from the activity program will end following the last competition of the activity from which he/she was suspended. A second offense will be a one-calendar year suspension from all activities. **A third offense will result in permanent removal from all activities for the remainder of the student's school career at PHS. An offense will be identified as any of the above mentioned violations or any combination thereof.**

#### **Discipline for Activities (4.4)**

Coaches and sponsors are required to provide students with a written copy of their rules and regulations and to have students and parents/legal guardians sign acknowledgment of them. A copy of the rules and regulations will be on file in the high school athletic and activity office.

Discipline for violation of a particular sport or activity rule or regulation developed for that particular sport/activity, is the responsibility of that head coach or sponsor. Page High School and Middle School rules and regulations apply to behavior not only in Page but also while traveling to or attending events either at home or away. Violation of any Page High School or Middle School rules must be communicated to the Athletic and Activities Director. To maintain the integrity of our programs, there may be times when it is necessary to discipline within the program. The Head Coach and/or the Athletic and Activities Director reserve(s) the right to discipline an athlete within the program as the result of but not limited to unsportsmanlike behavior, profanity, and general inappropriate behavior. The discipline can be from a game(s) suspension to removal from the team for the remainder of the season.

#### **Hazing**

See Board Policies: J2950, JICFA, J2961, HICFA-R

**HAZING, A.R.S. §15-2301. Hazing prevention policies; definitions (see also criminal; damage, major harassment, and Threat)**

Changes in Federal and State statutes mandate strict adherence and enforcement of **No Hazing** policies in every school district. "**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:

(a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.

(b) 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 other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

**Key points to note:**

1. It is no defense to a violation of this policy if the victim or parents of victim consented to hazing.

2. *Statute necessitates 12 month enforcement of this policy for student safety.*

3. Statute necessitates enforcement of acts occurring anywhere, not only on school campuses.

4. *Athletics, school activities, and grade levels (Freshman/Seniors) are examples of organizations that are affiliated with an educational institution.*

Consequence for Hazing includes District Hearing, Long Term Suspension, and Immediate Removal from the athletic team or activity and possible referral to law enforcement. Student athletes or activity participants are ineligible for practice or events during their period of suspension.

**Due Process**

A student or parent or legal guardian contesting the disciplinary action based on team or group or department rules shall have the right to a hearing with the Athletic and Activities Director. In cases of disciplinary action taken by the Athletic and Activities Director, the Principal of the school will hear the appeal. Requests for a hearing may be made orally or in writing to the Principal.

**Attendance for Participants (4.5)**

Students participating in activities at Page High School and Middle School must meet the following attendance requirements:

1. Students **must** attend the **entire school day** in order to be eligible to attend an activity function occurring that day unless the student has an excused absence. (i.e. Medical Doctor or Medicine Man verification, Traditional Ceremony, Court, Standardized Test, or Funeral Service for death in the immediate family.) All excused absences must have documentation provided to the attendance clerk and Athletic and Activities Director to be eligible to participate in that day's activity. An excessive tardy (see Student Handbook page 16 for definition) will result in missing an activity function occurring on that day.

2. For weekend competitions or activities, students must attend the **entire day prior** to the competition or activity.

3. For activities where the students will leave at or before the start of school, students must attend the **entire day prior** to the competition or activity. For activities where the students will participate over a school holiday, the student must be in school the entire last day of school before the game, or he/she will be required to miss the first game over the break.

4. Exceptions must be cleared through the Athletics and Activities Director or his designee prior to participation in a game or practice for the 3 attendance policies stated above.

5. **ISS and ACES is a suspension.** AIA restricts students from participation in games or practice during suspensions. Anyone assigned to ISS cannot participate in games or practices until **the next day** after the completion of their suspension.

#### **Athletic Department Policies (4.6)**

##### **Dropping an Activity**

Quitting a sport or activity is not encouraged by the activity department. Students will have a two week grace period in which to drop out of a sport or activity. The two week period begins with the official start of that particular season of practice. After the grace period, any student who quits will be ineligible for any other sport or activity that season of sport. Students that quit after the two week grace period will not be allowed to get their clearance card from the coach or sponsor of that season until the season ends for that specific activity. \*The season for Spirit Line includes the Fall and Winter sports seasons.

##### **Equipment**

School equipment checked out by students is their responsibility. They are expected to keep it clean and in good condition. Loss of any equipment is the student's financial obligation. All equipment must be returned within one week of your last event, or disciplinary action will be taken.

##### **Travel**

#### **BOARD POLICY JJH- STUDENT TRAVEL**

THE GOVERNING BOARD RECOGNIZES THAT SIGNIFICANT EDUCATIONAL AND/OR RECREATIONAL BENEFITS CAN ACCRUE TO STUDENTS THROUGH PARTICIPATION IN SELECTED ACTIVITIES THAT REQUIRE SCHOOL-SPONSORED TRAVEL.

All Coaches/students must travel to and from out of town contests in transportation provided by the Athletic and Activities department. Exceptions to an event will only be made for extreme circumstances such as, ACT testing, doctor's appointments, etc. Exceptions must be cleared in writing by the Athletic and Activities Director or designee a minimum of 24 hours in advance of the trip. Exceptions from the event are up to the coach's discretion following established procedures. A student traveling home with his/her parent or legal guardian must sign the student out with the coach, failure to do so will result in the athlete missing the next event.

A student traveling home with someone other than the parent/legal guardian, must provide the Athletic and Activities Director with a signed note by the parent or guardian **24 hours prior** to the team leaving Page and will be verified by the Athletic and Activities Director or his designee, if the note cannot be verified the student will return with the team. Once a student is checked out, they are no longer able to rejoin the team, unless approved 24 hours in advance by the Athletic and Activities Director or his designee. Any non-parent or guardian driving a student home must be at least 21 years of age and a picture ID will be required for checkout.

Students will remain with their team, squad or group and under the supervision of school personnel while attending away activities. Any student that violates this requirement will not be allowed to participate.

Students will be expected to follow all regular school bus rules, including food, noise, remaining in seats and care and respect for equipment. When returning from events, all students will return with the team or group unless released to the parent or legal guardians. The parent or legal guardian must sign the student out with the head coach before the student is released. Exceptions must be cleared by the Athletic and Activities Director or designee a minimum of 24 hours in advance of the trip.

Students, coaches and sponsors represent the school and their community when they travel. They will be expected to dress according to the school dress code. Coaches are to set an example for their students through their dress and are encouraged to promote students to dress up and dress appropriately themselves. The better we dress, the better we represent our community and school.

#### **Conflicts with Co-Curricular Activities**

A student who attempts to participate in a number of co-curricular activities will, undoubtedly, be in a position of a conflict of obligation. AIA competitive activities will have precedence over school sponsored activities.

Students have a responsibility to do everything they can to avoid continuous conflicts. This responsibility includes being cautious about participating in too many activities where conflicts are bound to happen. It also means notifying the involved faculty sponsors immediately when a conflict arises. The sponsors will attempt to resolve the situation with as little discomfort as possible. If a solution cannot be determined, the student will make the decision.

**Once the decision is made, the student will not be penalized by the coaches or sponsors.** Missed time because of a conflict may result in a student having to earn a position back. Team or group membership will not be taken away because of an activity conflict.

#### **ELIGIBILITY RULES (4.7)**

#### **AGE, RESIDENCE GUARDIANSHIP and PARTICIPATION AIA**

- **Age** If a student becomes 19 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year.
- **Domicile** A student is privileged with eligibility for interscholastic competition only at the school in the district in which his/her parents are domiciled. An exception is the eighth grade graduate who is enrolling in the ninth grade for the first time at a school outside the domicile of the parents. Students will be eligible for interscholastic activities at the enrolling school. For specific situation regarding domicile and transfer situation, refer to the AIA Constitution and Article 15 in the AIA Bylaws.
- **Guardianship** A student for whom a legal guardian has been appointed by a court of law may be declared eligible at the school in which said legal guardian is domiciled by petitioning the executive board of AIA. The AIA does not recognize Power of Attorney for eligibility purposes. Refer to the AIA Constitution and bylaws for an explanation of the petition process.
- **Semester of Participation** After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. **Semesters 1-8 must be consecutive.** Exceptions to the above may be found in the AIA Constitution and article 15 in the AIA Bylaws.

#### NAIC

- **Age** If a student becomes 15 years of age after September 1, he/she is eligible to compete for the remainder of that school year. If he/she becomes 15 years of age on or before September 1, he/she is not eligible for any part of that school year.

#### TRANSFER RULE

After enrolling and attending one or more classes, a student changing enrollment from one school (sending school) to another school (receiving school) shall be considered a transferring student

15.10.1 **In-State Transfers** – a student shall be ineligible for all contests at all levels until after the first 50% of the maximum allowable Power Rankings regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the transfer.

15.10.1.1 For individual sports, the student will be ineligible for 50% of allowable competitions on the AIA calendar.

15.10.1.2 If a transfer occurs during the season, the student is ineligible for one year from the date of first attendance at the receiving school.

15.10.1.3 In case of any subsequent transfer by the student, the student is ineligible from the date of first attendance at the receiving school.

#### NAIC

- There is no rule governing transfers at the Middle School, therefore a student that is enrolled within the first 14 days of the semester will

be eligible to participate providing they meet all other eligibility criteria.

### **ACADEMIC ELIGIBILITY**

In order to participate in any extracurricular activity with the high school and middle school included but not limited to:

AIA sponsored athletic events, NAIC sponsored athletic events, AIA sponsored drama events, or competitions/festivals/performances for Band, Winter percussion, Orchestra, Choir, CTE/Skills USA, and or club trips and extracurricular events.

A student must receive a passing grade in ALL of their classes when grade checks come out every three weeks. A student must be enrolled full time at the high school or middle school. Students taking fewer than five classes are not eligible for AIA or NAIC sponsored activities but are eligible for activities and clubs sponsored by Page High School and Page Middle School.

If a student is considered home schooled, he/she may participate in all AIA or NAIC sponsored events with verification of home schooled status through the County School Superintendent. Home schooled students are eligible for participation with verification from the County School Superintendent and in compliance of A.R.S. §15-802.01. A homeschool student must provide evidence of successful progress to the superintendent's office on the day grade checks come out every 3 weeks. Online students are eligible to participate with enrollment verification from the online charter school and approval from the board before the beginning of the school year per AIA bylaw 15.3.1.2. Any student enrolled in online charter school classes must provide a print out of grades to the superintendent's office on the day grade checks come out every 3 weeks. Regardless of the number of credits taken, students must be passing all classes to participate in clubs or activities.

### **Board Policy JJJ-**

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY**

LEGAL REF.: A.R.S. [15-347](#), [15-705](#)

All interscholastic activities in grades six (6) through twelve (12) that are 1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic, musical, and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

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

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

A. Middle school and high school students who, upon having their work checked for a three (3) week period, have any failing grades will be ineligible. A coach/sponsor may hold their team to a higher eligibility standard (i.e. no more than 2 D's) as long as the participants and parents/guardian of that extracurricular activity are notified in writing in the team/activities rules and expectations. **During the period of ineligibility, such students are required to attend one hour of school provided academic tutoring Monday - Thursday, excluding game/performance days.** They are then required to attend practices and/or meetings unless excused by their coaches/sponsors to attend programs of academic tutoring. **During the period of ineligibility, the students shall not travel with their teams/groups, miss any school due to team/group functions, be in uniform with their teams/groups, or represent their teams/groups at any scheduled activity or function.** After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.

B. The eligibility criterion for extracurricular participation shall be a passing grade in all classes in which the student is enrolled, meeting any additional criteria set by the coach/sponsor and maintaining progress toward promotion or graduation. Semester grades cannot be used to determine eligibility. A high school student and middle school student must be enrolled in a minimum number of classes to be in compliance with Arizona Interscholastic Association, state, and District policies. Students, parents or guardians should check with the school's guidance counselor or athletic director for specific requirements.

C. In order for a student to remain eligible, the courses in which the student must receive passing grades shall be part of a program leading to graduation, consistent with state statutes, State Board of Education rules, and District policy.

D. The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.

E. The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:

1. Ineligibility is pending. The School will provide an oral or written preliminary notice to all district students and their parents or guardians of pending ineligibility.

2. Ineligibility is determined to be necessary. The School will provide a written notice to students and their parents or guardians when ineligibility has been determined.

F. Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

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

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

### **Eligibility Process**

An eligibility list of all students currently participating in a sport or activity is run every three weeks. The report is run on Tuesday morning. Students become ineligible if they have any F's the following Monday and are unable to participate in any activities. They may not travel or participate in any events until they are cleared by the Athletic and Activities Department. When a student is deemed ineligible, a letter mailed to the parent/guardian to personally notify him/her. **Teachers may not log zeros for students who have missed any assessments while absent for school sponsored activities.**

Once a student has met the eligibility requirements in all classes (meaning no "F's") and has been cleared with the Athletic and Activity Department, he/she immediately becomes eligible and can participate in practices and competitions.

### **The process for becoming eligible:**

1. The student submits all missing school work or tests and allows the teacher adequate time to grade the work and enter it into PowerSchool.
2. The student obtains a BLUE slip from the Athletic and Activity office and takes it to the teacher(s) of the class(s) in which they are ineligible for. This must be done by the student only and no one else.
3. The teacher signs the BLUE slip stating that the student has a passing grade for their class. (D/60% or above)
4. The student then returns the Blue slip to the Athletic and Activity office.
5. After all BLUE slips are returned for ALL classes in which the student is failing classes the Athletic and Activities assistant will then give the student a GOLD slip and the student is then eligible to participate in all competitions and practices. Only then are they no longer required to attend study time after school.

**While ineligible, that student is required one hour of study time Monday-Thursday after school, at a specified tutoring location to remediate the problem.** The High School study hour is from 3:20-4:20 and the Middle School is from 3:15-4:15. **The student then receives a pass from tutor before going to practice.** After the one hour study time requirement is fulfilled, the student is required to attend practices and/or meetings unless previously excused by the coach or sponsor. During the period of ineligibility, the student shall not travel, miss any school due to team/group functions, be in uniform with the team/group, or represent the team/group at any scheduled function. The first report for first semester will be run three (3) weeks after school starts and every three (3) weeks thereafter. The first report for 2<sup>nd</sup> semester will be run three (3) weeks after school resumes and every three (3) weeks thereafter.

If a student fails to clear ineligibility by the end of first semester, that student is ineligible to participate in any competitions over Christmas Break and will not be eligible until the first day back in school after the break.

The courses, in which the student must receive a passing grade, in order to be eligible, shall be part of a program leading to graduation consistent with state statutes, state board rules, and Page Unified District policy. Activities play a key role in the education of our students; however, students cannot function to their highest potential without academic achievement.

#### **Dropping a Class**

A student who drops a class that he/she is failing more than 2 weeks into the semester is required to get the grade for that class up to passing grade before that student will be eligible to participate. A student cannot drop a class to become eligible in that period

## PowerSchool Website Overview

Welcome to PowerSchool. The website to access PowerSchool is:

<http://ps.pageud.k12.az.us/public>

When you visit the website you will be asked for your username and password. Keep your username and password secure. A parent login gives you additional access that your student's login does not grant such as requesting parent reports. You will have a separate username for each child. Your students will also have the opportunity to log in to the assignments and grades, but will be given their own usernames and passwords from their teachers.

If you forget your username / password or would like to change your password you can call the office (928)608-4142 or email [powerschool@pageud.k12.az.us](mailto:powerschool@pageud.k12.az.us). You can also use this email for any questions you may have regarding PowerSchool.

## PowerSchool



A login form with two input fields: "Username" and "Password". Below the fields is a link that says "Forgot your member name or password?". At the bottom of the form is a blue button labeled "Enter".

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This is what you will see when upon entering the PowerSchool website.



Each of these pictures located at the top of the website will bring you to a different page with your student's information. Anything blue on each screen can be clicked on and will link you to further information. You can return to the first screen at any time by clicking on the green PowerSchool logo. Following is a brief description of each:

You can also access it by going to **HYPERLINK**

**["http://www.phs.pageusd.org"](http://www.phs.pageusd.org) [www.phs.pageusd.org](http://www.phs.pageusd.org).**

Click on "Parent Info", scroll down till you find on the left hand side of the screen. This is your in! This portal is a great way to discuss your students' progress, attendance and discipline issues. Grades are posted to the Parent Portal by the teachers. The teacher's grade book is a "snapshot" and does not always accurately reflect the student's overall progress or performance. If you have questions regarding an assignment, you can always email the teacher.

Your Username and Password is unique to your child. Please keep these logins confidential so that only you and your child(ren) can access their information.

