

# STUDENT HANDBOOK

**School  
Year  
2014-2015**

## **YUMA UNION HIGH SCHOOL DISTRICT**

3150 S. Avenue A, Yuma, AZ 85364-7998

Phone # (928) 502-4600

FAX # (928) 502-4735

## **YUHSD MISSION STATEMENT**

We are committed to the educational excellence of our students by empowering them with the means for success and by challenging them to become productive members of society.

**A BELIEF IS THE ULTIMATE “WHY” BEHIND EVERY ACT**

In the event there is a disparity between the Student Handbook and Board Policy, Board Policy will take precedence.

The Yuma Union High School District is an equal opportunity employer.

Please refer to the district website for the most current version at

[www.yumaunion.org](http://www.yumaunion.org)

The Yuma Union High School District campuses and offices are deemed drug-, alcohol-, smoke- and weapon-free zones. ARS 13-3411

### **CIBOLA HIGH SCHOOL**

4100 W. 20th Street, Yuma, AZ 85364

Main Phone # 502-5700

Attendance Phone # 502-5708

FAX # 502-6046

[www.cibola.yumaunion.org](http://www.cibola.yumaunion.org)

### **SAN LUIS HIGH SCHOOL**

1250 N. 8th Avenue, San Luis, AZ 85349

Main Phone # 502-6100

FAX # 502-6222

[www.sanluis.yumaunion.org](http://www.sanluis.yumaunion.org)

### **GILA RIDGE HIGH SCHOOL**

7150 E. 24th Street, Yuma, AZ 85365

Main Phone # 502-6400

Attendance Phone # 502-6408

FAX # 502-6749

[www.gilaridge.yumaunion.org](http://www.gilaridge.yumaunion.org)

### **VISTA ALTERNATIVE HIGH SCHOOL**

2350 Virginia Drive, Yuma, AZ 85364

Main Phone # 343-2521

FAX # 343-2582

[www.vista.yumaunion.org](http://www.vista.yumaunion.org)

### **KOFA HIGH SCHOOL**

3100 S. Avenue A, Yuma, AZ 85364

Main Phone # 502-5400

Attendance Phone # 502-5361

FAX # 502-5693

[www.kofa.yumaunion.org](http://www.kofa.yumaunion.org)

### **YUMA HIGH SCHOOL**

400 S. 6th Avenue, Yuma, AZ 85364

Main Phone # 502-5000

Attendance Phone # 502-5026

FAX # 502-5338

[www.yumahs.yumaunion.org](http://www.yumahs.yumaunion.org)

## YUHSD Phone Numbers

Behind the Wheel Driving Instruction .....	502-4682
Business Office .....	502-4606
Career and Technical Education .....	502-4682
District Office .....	502-4600
Facilities Management .....	502-4632
Materials Management (Warehouse) .....	502-4750
Migrant Education .....	502-4665
P.A.S.S. ....	502-4667
Special Education .....	502-6780
Strategies for Success .....	502-6764
Student Nutrition Services.....	502-4770
Title I .....	502-4661
Transportation .....	502-8840

## 2014-2015 SCHOOL CALENDAR

August 6.....	First Day of School
September 1.....	No School – Labor Day
October 1.....	40th Day
October 13 .....	No School – Fall Break
October 29.....	End of 1 <sup>st</sup> Trimester for San Luis High School
November 11.....	No School – Veteran's Day Observed
November 26-28.....	No School – Thanksgiving Break
December 17.....	End of First Semester
December 18 - 31.....	No School – Christmas Break
January 1 .....	No School– New Year's Day
January 2 .....	No School – Winter Break
January 5 .....	Begin Second Semester
January 16 .....	100 <sup>th</sup> Day
January 19 .....	No School – Martin Luther King Day
February 12.....	End of 2 <sup>nd</sup> Trimester for San Luis High School
February 13 .....	No School – All District In-Service
February 16.....	No School – President's Day
March 27 .....	No School – Spring Day
March 30 – April 3.....	No School - Spring Break
May 21.....	End of Second Semester – Last Day of School
May 22.....	Graduation

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## **ATTENDANCE REGULATIONS AND PROCEDURES**

In order to realize the high school educational experience to its fullest and receive credit for their efforts, Yuma Union High School District students are expected to attend all classes. Since absences occur even for the most diligent of students, an attendance policy is required. The primary responsibility for student attendance rests with parents and students.

There is no substitute for actual attendance. Lectures, exercises, academic activities, tests, student discussions, media presentations, lab work and teacher assistance are each vital to academic success and learning. Successful completion of course work in Yuma Union High School District is twofold: the student must meet academic standards and exhibit consistent attendance. Consistent attendance is defined as fewer than five absences in any class during a semester and will be adjusted appropriately for students on compressed semester schedules.

## **DOCUMENTATION OF ABSENCES**

Since absences do occur, procedures are in place for parents to notify the school regarding student work/time and for students to make up the absences which exceed five in any class during any semester. Parents are encouraged to call the attendance office. A phone call does not absolve the student of the responsibility to make up the absence once the absences exceed five.

Health problems, which cause absences beyond the five per class, per semester, require medical certification. Acceptable documentation includes:

- (a) A medical doctor's note or an office visit receipt
- (b) An orthodontist/dentist's note or office visit receipt
- (c) Absences excused through the school health office
- (d) Chronic illnesses (chronic illness forms are available through the school nurse. Students who have chronic illness forms on file must provide the nurse's office with appropriate documentation immediately upon returning to school, as well as notifying the attendance office.) Forms must be updated annually.

Medical certification should be turned in when the student returns to school. Upon administrative review of the documentation, a student may be excused from attendance make up requirements.

Other absences for which proof is required that may be waived include, but are not limited to:

- (a) A death in family (newspaper obituary, funeral home card, death certificate, etc.)
- (b) Court appearances (copy of court documents required)
- (c) Military appointments (orders, travel forms)
- (d) College visits/interviews (valid, dated proof of visit)

Absences in excess of the five-day limit in any class that will not be waived include, but are not limited to:

- (a) Family vacations
- (b) Illness without a doctor's visit documentation
- (c) Religious exercise/instruction other than those approved in Board Policy
- (d) Student employment
- (e) Court dates when the student is the defendant, unless acquitted
- (f) Transportation problems (except when the bus is late)
- (g) Leaving school without proper permission (considered an unexcused absence or truancy)
- (h) Hunting/fishing trips

## **ADMINISTRATIVE REVIEW/WAIVERS**

Administrative reviews determine which absences may be excused or waived (in excess of five per class, per semester or in excess of three per class per quarter). These reviews follow the guidelines for excused absences stated above and may require an administrative conference.

## **TARDY**

Students are expected to be punctual. Campuses may use various techniques, to include (but not limited to) tardy sweeps, detentions and suspensions in order to minimize the number of students tardy to class. Time has been built into bell schedules to allow students ample time to pass to their next classroom site from any point on each campus within the designated passing period.

## **TITLE I TUTORING**

Excluding those absences waived or reduced by administrative review, students must attend Title I Tutoring to earn back credit in those classes in which they have more than five absences. This will be adjusted as appropriate for students in schools on the trimester schedule. Title I Tutoring is offered at Cibola, Gila Ridge, Kofa, San Luis and Yuma High Schools during the school year. While attending Title I Tutoring students will work on school assignments. It is the student's responsibility to obtain those assignments. Students must sign up for Title I Tutoring in the campus attendance office before attending and must report on time with materials, assignments and their student ID card.

## **PERMISSION TO LEAVE CAMPUS DURING THE SCHOOL DAY**

All Yuma Union High School District campuses are closed campuses. Any student leaving campus during the school day must check out through the attendance office. Permission from parents will be required for any student to leave campus.

Work-study situations, school activities, senior early-outs or other previously approved departures from campus are exceptions.

## **SCHOOL ADMISSIONS (CHOICE/OPEN ENROLLMENT)**

The Yuma Union High School District #70 is an open enrollment district according to the provisions set forth in Arizona Revised Statutes 15-816 and District Governing Board policy JFB. Specifics regarding this policy are available at the District Office and at each campus. Each school shall accept applications for enrollment by December 15 for enrollment during the second semester and by March 15 for enrollment during the following school year.

## **ATHLETICS**

### **Attendance Zone Transfer**

If a student transfers attendance zones without changing their domicile the potential exists for losing eligibility for one year. This could include being ineligible for sports and other extra-curricular activities. The student and his parents should discuss this matter with school administrators prior to transferring.

### **Eligibility Standards for AIA Sponsored Activities**

Marking period grades will be used to determine eligibility. Students determined to be academically ineligible at the end of a grading period shall remain ineligible until the requirements of eligibility are met. The minimum ineligibility period is one full calendar week while school is in session. Following the one week of ineligibility, ineligible students shall be checked weekly for academic progress and shall become eligible the following week upon passing all classes. Students who are ineligible will be strongly encouraged to attend academic support programs.

For students pending ineligibility or declared ineligible, the district will provide educational support services which may include but not limited to additional teacher assistance, counselor assistance, athletic study hall, before and after school study hall, honor society tutoring services, volunteer peer tutors, and/or utilization of Title I Tutoring.

### **Process for Clearance for Athletics**

Questions regarding Athletics can be answered at the Athletics Office.

- Students must present proof of age, and physical with parent signature to Athletic Office Secretary to obtain Clearance Card. Students must obtain a clearance card for each sport.
- Students must take Clearance Card to coach.

**STUDENTS CANNOT PARTICIPATE WITHOUT A CLEARANCE CARD!**

## **Athletic Age Eligibility**

A student who becomes 19 years of age on or before September 1st is not eligible for athletics any part of that school year. A student must show proof of age by birth certificate or the acceptable substitutes as listed: hospital certificate of birth, Dept. of Commerce certificate, Bureau of Immigration certificate, or an AZ State Health certificate.

## **Eligibility for students who earn a Grand Canyon Diploma**

Students who graduate with a Grand Canyon diploma will remain athletically eligible through what would have been their 8<sup>th</sup> semester at the school which they last attended, even though they are no longer enrolled at the school, as long as the school can provide proof of them being currently enrolled in an institution of higher learning.

## **Physical Exam**

A student must have a physical exam documented on an approved AIA physical form, available in the campus Athletic Office, between March 1 and the start of the chosen sport. Parent permission for participation must be given in the form of a signed consent.

## **STUDENT ACTIVITIES**

Students are encouraged to supplement academics with extracurricular activities. Our high schools have a variety of clubs to meet the needs of our diverse population. All clubs operate under the direction of the Activities' Office and Student Council. See the Activities' Office if you have any questions.

## **GRADUATION**

For credit requirements see District Website or Guidance Counselor

### **Ready Now Yuma/Grand Canyon Diploma**

In order to meet the needs of our students in the 21st Century, the state of Arizona has enacted a performance-based diploma called the Grand Canyon Diploma. In order to qualify for a Grand Canyon Diploma, students must complete Cambridge course work and meet the standard set for the Board Examinations. Upon achieving the Grand Canyon Diploma, students have the option to remain in high school, attend community colleges, or attend vocational trade schools.

### **Competency Test Requirements (AIMS)**

- Each student shall demonstrate accomplishment of the standards adopted by the Arizona State Board of Education and pass each of the sections of the required competency tests.
- An out-of-state transfer student is not required to pass the competency test to graduate if the student has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the Arizona State Board Adopted Academic Standards.
- A student who fails to achieve a passing score on the Arizona State Board of Education required competency test in reading, writing, and mathematics assessment for high school graduation may graduate with a regular diploma if the student meets the alternative graduation requirements outlined in regulation A.R.S. 15-701.02. The Superintendent shall implement the alternative graduation requirements as defined by the Arizona State Board including the appeals process as defined in regulation.

### **Students with Individual Education Plans or Section 504 Plans**

- Completion of graduation requirements for special education students who do not meet the required units of credit shall be determined on a case-by-case basis in accordance with the special education course of study and the individualized education program of the student.
- Graduation requirements established by the District Governing Board may be met by a student as defined in A.R.S. 15-701.01 and A.A.C. R7-2-302.
- Students with individualized education programs shall not be required to achieve passing scores on competency tests in order to graduate from high school unless the student is learning at a level appropriate for the student's grade level in a specific

academic area and unless a passing score on a competency test is specifically required in a specific academic area by the student's individualized education program as agreed upon by the student's individualized education program team. These competency tests shall be administered to students in a manner prescribed in the student's individualized education program and the school shall make specific and appropriate accommodations for students with individualized education programs.

- As per A.R.S. 15-701.01, students with section 504 plans shall not be required to Achieve passing scores on competency tests in order to graduate from high school unless the student is learning at a level appropriate for the student's grade level in a specific academic area and unless a passing score on a competency test is specifically required in a specific academic area by the student's section 504 plan that is developed in consultation with the student's parents. These competency tests shall be administered to the student in a manner prescribed in the student's section 504 plan and shall make specific and appropriate accommodations for students with a section 504 plan.
- A student with an individualized education program or a section 504 plan who graduates from high school but who is not required to achieve a passing score on a competency test in order to graduate from high school shall receive the standard diploma issued by the school district. Reference to special education placement may be placed on the student's transcript or permanent file.

## **COUNSELING AND GUIDANCE**

Students are invited to seek the services of the counseling staff concerning school and personal matters. In order to schedule a visit with a counselor, students are encouraged to come to the Counseling Center before school, at lunch and after school to schedule appointments. Counseling staff is available to provide educational, vocational and personal counseling services to students.

The Counseling Center maintains a comprehensive library of college and career information for student benefit. Information about a variety of four-year colleges, universities, community colleges, military service, trade schools and scholarships are available in the counseling center libraries. Students who are highly motivated may take courses through Arizona Western College for concurrent high school and college credit.

**Parents are encouraged to contact the counseling center when questions or concerns arise.**

## **PROGRAM PLANNING**

It is important that each student develop a four-year high school program recognizing that individual needs, interests, abilities, and objectives differ. High school counselors are available to assist students and parents in planning and/or evaluating a program. Planning assures the student of meeting all of the requirements for graduation, as well as, completing courses needed to fulfill specific career objectives, be it college, vocational-technical training, military, or job entry. **STUDENTS SHOULD VERIFY WITH THEIR COUNSELOR THAT ALL GRADUATION REQUIREMENTS WILL BE MET.**

## **CTE PROGRAMS OF STUDY**

The Yuma Union High School District supports the comprehensive high school model. Cibola, Gila Ridge, Kofa, San Luis and Yuma High Schools offer well-rounded programs designed to prepare the student for entry into college or university, for continued vocational training, and for productive citizenship. Students may also select training for entry level jobs in business and industry. In addition, articulated programs with Arizona Western College include TECH PREP.

The selection of an appropriate program of study is an important decision which requires direct involvement of the counselor, teachers, parents, and student. The purpose is to plan a challenging, goal-oriented four-year high school program. This graduation plan should be carefully developed in order to meet both graduation requirements and fulfill student educational goals.

NOTE: Some courses are taught at only one school, due to facility and/or equipment limitations. Students from one campus may enroll in a course taught on another, if scheduling permits. Students who wish to take a class at another school and can work it into their schedules must provide their own transportation.

## **VISTA ALTERNATIVE HIGH SCHOOL**

Vista Alternative High School is an alternative education program available to all YUHSD students. Vista Alternative High School offers core subject area classes as well as limited electives. Students interested in attending Vista Alternative High School should visit with their high school counselor.

## **STRATEGIES FOR SUCCESS**

The Yuma Union High School District Strategies for Success may offer the long term suspended student the opportunity to continue his/her education while serving a suspension away from his/her home school. Prior to enrollment, students must agree to the provisions of an enrollment/discipline contract that delineates the behaviors required to remain enrolled at Strategies for Success. Transportation is provided.

## **REPORT CARDS**

Progress report cards will be sent home with students at the end of each marking period so that parents and students may monitor grades, school attendance, and eligibility for extra-curricular activities. Parents are encouraged to use Parent VUE ([www.yumaunion.org](http://www.yumaunion.org)) to monitor student academic progress and attendance.

## **OTHER PROGRAMS**

Information about other programs, including the Gifted Program (GATE), Advancement Via Individual Determination (AVID), Special Education, Title I, English Learner Program, Migrant Services, and Summer School are available in the Counseling Office of each high school and at the Yuma Union High School District Office.

## **BOOKSTORE**

All students will be issued educational materials without charge. Students are responsible for the care of the educational materials. Any writing, drawing, or other vandalizing will be charged to the student responsible for the educational materials. Parent(s)/student(s) will be charged for lost or damaged materials checked out to the student. Each educational material is issued a code number when loaned to the student. The student must return this same educational material at the end of the school year or upon withdrawing from the school. You will be charged the price of the educational material if not returned. Returning educational material checked out to another student is not acceptable. School supplies are available for sale in each campus bookstore. All fees are paid at the bookstore. Students must pay all fees owed to the bookstore or lost/damaged athletic equipment before they can participate in extra-curricular activities, dances, privilege activities, pre-registration or the graduation ceremony. Effective July 1, 2011, the campus bookstore will no longer issue refunds for amounts of \$25 or less but credit will be issued. This includes any class changes made after the class fee has been paid, regardless of when it was paid.

## **LIBRARY**

YUHSD libraries have an online catalog which allows user access to resources on any internet-capable device. Library collections consist of books, e-books, magazines and newspapers. An internet browser, full-text periodical databases and various subject databases are available to support research. The libraries provide varied services to help you meet your academic needs.

Our libraries are extended classrooms. Libraries are open before and after school as well as at lunch. Students with passes issued by a teacher are welcome during all school hours. CHECK US OUT!



## HEALTH OFFICE

The school health office is open during school hours to provide health information, dispense physician/parent-approved medications and provide first aid to students. The nurse should always be consulted in cases of injury during the school day. The nurse is the only person authorized to permit a student to go home during the school day due to illness.

Prescription medications may be administered by the nurse only under the following conditions:

- The medication has been prescribed by a physician for that student.
- The medication must be in its original container and kept in the nurse's office during the school day. (Students with medical conditions requiring them to carry medication on their person must have written authorization from the school nurse.)
- No medication from Mexico shall be dispensed at school unless it is accompanied by the original prescription from a licensed physician, nurse practitioner, physician's assistant, or dentist licensed in Arizona or California. Medications prescribed by a physician, etc. licensed outside of the United States cannot be brought to school.
- In order for the nurse to administer over the counter, non-prescription medications, the medication must be in the original container and a parent permission note must be on file in the nurse's office.

For health office procedures please refer to our website, [www.yumaunion.org](http://www.yumaunion.org)

## STUDENT NUTRITION SERVICES

To help students start their day right, the District has chosen to serve breakfast free of charge. The full price for lunch is \$2.25, reduced is \$0.40. We encourage you to complete and return a National School Meals Program application. Applications mean more than just meals; they determine the amount of federal funding the schools receive. Applications are available at your school cafeteria, District office, or our website, [www.nutrition.yumaunion.org](http://www.nutrition.yumaunion.org). The cafeteria will utilize a system that allows parents to pay for their students meals without the student needing to carry money. Just go to: [www.mymealtime.com](http://www.mymealtime.com) and follow the instructions, or send a check made out to your school and it will be put into their debit account. To obtain a meal, the student passes their school ID card through the scanner at the register. **Student debit accounts cannot be used without a Student ID.** We do not allow a student to charge a meal. If you have any questions, please call the school Cafeteria Manager or the Student Nutrition Office.

## TRANSPORTATION

Public school transportation services are a **privilege** provided for students who live more than 2 miles from school, not an entitlement. **Students must present their I.D. to board the bus and must comply with all regulations.** Continued transportation service is contingent upon student compliance with school bus rules. These rules are in place to promote the safety of all students granted the privilege of riding a Yuma Schools Transportation Department Bus. Failure on the part of the students to comply with these rules could result in permanent loss of riding privileges for the school year and disciplinary action from the school up through expulsion. If you have any questions/comments, please call 341-9076.

## STUDENT PARKING

Each vehicle must be registered with the campus official. Each vehicle parked on campus property must display an approved decal (fee may apply where applicable). When registering a vehicle, the student must present a valid driver's license, current registration and proof of insurance for the car being registered. **Excessive speed (over 10 mph), reckless driving, spinning tires, is prohibited. Parking in restricted areas** or driving over curbs is prohibited. **Parking lots are not always under security surveillance.** The school is not responsible for items stolen or damaged on campus, including vehicles or property in vehicles. The owner assumes all risks for vehicles and personal property brought to school. Student cars found in areas other than the designated lots may be towed away at the owner's expense. Additionally, any parking or driving violations may result in loss of on-campus privileges and/or student suspension. Parent(s)/guardian(s) will be notified.

## **STUDENT LOCKERS/PERSONAL PROPERTY**

Student lockers are school property and remain under the control of the school. The school reserves the right to open any locker for reasonable cause. Students should protect their property by keeping the locker locked and guarding the combination. Under no circumstances should money or valuables be kept in the locker. Students who share a locker with another student compromise the security of the locker. **The school is not responsible for items stolen or damaged on campus including vehicles or property in vehicles. The owner assumes all risks for books and personal property brought to school.**

## **STUDENT IDENTIFICATION CARDS AND STUDENT HANDBOOKS**

**Students are required to have a valid school I.D. card and present that card to any administrator, faculty member, or other school authority upon request.** During registration, students pay \$15.00 for an I.D. card and a Student Handbook is provided free of charge. Alterations of any kind, including cutting or writing on the school ID card, will result in confiscation of the card, and the student will be required to purchase a new one for an additional \$6.00. Replacement copies of the student handbook must be purchased in the bookstore for \$6.00.

## **SECURITY**

To help promote a safe environment, security cameras may be in use in public areas. Security personnel are also employed for the primary purpose of securing the school environment from outsiders and for promoting safe behavior.

## **VISITOR POLICY**

For the safety of students and staff, district policy does not permit visitors to high school campuses during the school day under most circumstances.

Parents, of course, are always welcome on campus, but are encouraged to make appointments when attempting to visit teachers during the school day. All visitors, parents included, are required to report to the administrative offices to obtain a visitor pass before entering the campus area.

Students should not invite friends or relatives to visit on campus, nor should they bring younger children to school except for approved school programs. Visitor passes will normally be issued only to those persons known by the administration. Visitor passes will not be issued on testing days.

Administrators may refuse anyone a visitor pass. Any person found on school grounds without permission will be considered a trespasser and subject to immediate arrest.

## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activity (major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing hearing, speaking, breathing, learning, and working);
- Has a record of such impairment; or
- Is regarded as having impairment.

In order to fulfill its obligation under section 504, the Yuma Union High School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students.

No discrimination against any person with a disability will knowingly be permitted in any of the program and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

If there are questions, please feel free to contact Lisa Anderson, 504 Coordinator, at 502-6752.

### **CHILD FIND INFORMATION**

YUHSD #70 actively seeks children, birth through age 21, who may benefit from special education services. We use this notice as one means of annually informing our district staff, the general public, and all parents/guardians within the district's boundaries of our responsibility to make a Free Appropriate Public Education (FAPE) available to all high school age students with disabilities. In order to provide FAPE:

- Screening for possible disabilities will be completed within 45 calendar days after notification to the responsible public agency by the parents/guardians of the student, or after any student enrolls in our District without appropriate records of screening, evaluation, and progress in school. The Student Study Team (SST) will look at the student's ability in the areas of academics, vision, hearing, adaptive living, communication, social/emotional, and motor skills.
- For students who have not been involved in Special Education services previously, this Student Study Team may then suggest modifications and accommodations to be implemented in the general education setting for a period of time. The SST will reconvene after these pre-referral interventions have been in use to determine their effectiveness.
- If, after consultation with the parent, the responsible public agency determines that a full and individual evaluation is warranted, the public agency will provide required notices to the parent/guardian within 60 calendar days.
- An initial, comprehensive evaluation of a student being considered for special education will be completed, at no cost to the parent/guardian, as soon as possible, but time may not exceed 60 calendar days from receipt of informed written parent/guardian consent.
- In the case of a student who is identified with a special education need, a re-evaluation of that need is conducted every 3 years or more frequently if requested by the student's parent/guardian or teacher. The re-evaluation process need not include formal assessments.
- Some students who are not eligible for special education services may be eligible for support under Section 504 of the Rehabilitation Act of 1973. If eligible, District staff and parent may develop a written plan to assist the student.
- YUHSD #70 personnel also assist parent/guardians who seek services for their pre-high school age children who might qualify for special education services.

If you have knowledge of a child, birth through 21 years of age - including those attending private schools and home schools - who may require special education services, please call the County School Office at 329-2245 or contact any of the following agencies for more information.

AZ Early Intervention 329-8095	Yuma District #1 344-6856	Crane 373-3451	Somerton 341-6041	Gadsden 627-2910
Antelope 785-3344	Wellton 785-3311	Mohawk 785-4942	Hyder 454-2474	YUHSD #70 502-6780

**Annual Notification to Parents Regarding Confidentiality of Student Education Records**  
**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest
    - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - Other schools to which a student is seeking to enroll;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

**THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information,

Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to insure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

Arizona Department of Education  
Exceptional Student Services  
1535 W. Jefferson, BIN 24  
Phoenix, AZ 85007

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

#### **NOTIFICATION OF NONDISCRIMINATION**

Yuma Union High 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. Yuma Union High School District Career and Technical Education department does not discriminate in enrollment or access to any of the programs available in Agricultural Education, Welding Technologies, Community Service Careers, Business & Marketing Education, Education & Training, Industrial Technologies, Family and Consumer Sciences, Health Careers Education, Industrial Trades Education, Performing Arts Education, Welding, Graphic Communications, Nursing and Sports Medicine. The Yuma Union High School District also does not discriminate in its hiring or employment practices. The lack of English language skills will not be a barrier to admission and participation in the career and technical (vocational) education programs at our schools.

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 coordinators:

Lisa Anderson  
Section 504 Coordinator  
Yuma Union High School District  
3150 South Avenue A  
Yuma, AZ 85364  
928-502-6752

James Sheldahl  
ADA/Title IX  
Yuma Union High School District  
3150 South Avenue A  
Yuma, AZ 85364  
928-502-4600

## Notificación de Anti Discriminación

Yuma Unión High School District no discrimina sobre la base de raza, color, origen nacional, género, edad o discapacidad en la admisión a sus programas, servicios o actividades, en el acceso a ellos, en el tratamiento de las personas, o en cualquier aspecto de sus operaciones. Yuma Unión High School District y el departamento de educación Técnica no discrimina en la inscripción o el acceso a cualquiera de los programas disponibles en la educación agrícola, tecnologías de soldadura, trabajo de servicio comunitario, educación comercial y marketing, educación y formación, tecnologías industriales, la familia y ciencias del consumidor ,carreras de salud, educación oficios industriales, artes escénicas educación, soldadura, comunicaciones gráficas, enfermería y medicina del deporte. Yuma Unión High School District tampoco discrimina en sus contratos o las prácticas de empleo. La falta de conocimiento del idioma inglés no será un obstáculo para la admisión y la participación en la carrera y técnicos (formación profesional) los programas de educación en nuestras escuelas.

Este aviso se proporciona de acuerdo al Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, Título IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, y los americanos con Discapacidades de 1990 .Preguntas, quejas o solicitudes de información adicional con respecto a estas leyes pueden ser enviadas a los coordinadores de cumplimiento designados:

Lisa Anderson  
Section 504 Coordinator  
Yuma Union High School District  
3150 South Avenue A  
Yuma, AZ 85364  
928-502-6752

James Sheldahl  
ADA/Title IX  
Yuma Union High School District  
3150 South Avenue A  
Yuma, AZ 85364  
928-502-4600

## STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, or personal safety issues may complain directly to a staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JIII-EA, however, a verbal complaint or grievance may be made.

Complaints and grievances related to student violence, harassment, intimidation or bullying are to be filed in accordance with Governing Board Policy JICK.

## GUIDELINES FOR STUDENT BEHAVIORS

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

## DEFINITIONS

- A. **Detention.** Students may be assigned detention for violations of school rules and regulations. The campus detention program may consist of one or more hours of after-school detention. Students who fail to attend assigned detentions may be suspended.
  - Parents/guardians will be given prior notice of the detention and the reasons(s) for it. Transportation is the responsibility of the parent/guardian.
  
- B. **Suspension.** Students may be suspended from class or school only by school officials granted this power by the Governing Board (A.R.S. 15-843/I).
  - Students who are suspended out of school are marked absent.
  - A suspension for longer than ten days may extend into subsequent semesters.
  - Students who have been suspended out of school may not be on the campuses of Cibola, Gila Ridge, Kofa, Vista, San Luis or Yuma at any time, for any reason, without prior approval from the school administration or they will be cited for

trespassing. Students may make up work for credit but may not participate in or attend extra-curricular activities until midnight of the final date of suspension. Any student who is suspended through the date of the graduation ceremony will not be eligible to participate in the graduation ceremony.

- Students who are on long term **SUSPENSION** may be allowed to attend Strategies For Success. The Strategies for Success program is a privilege; and, therefore, the administration reserves the right to deny admittance if the student and parents/guardians will not agree to the school's guidelines or if in the administration's judgment the student is a clear and/or present danger to himself/herself or others.

C. **Expulsion.** Students may be expelled from school only by the Governing Board (A.R.S. 15-342.1).

- Expulsion is the exclusion of a student from the District. Students who have been expelled from the Yuma Union High School District cannot re-enroll at any District high school without Board approval.

D. **Self-Defense.** It is the guideline of the District that physical force be avoided if at all possible. Under some circumstances, however, physical force is justified. For the purposes of the Guidelines for Student Behavior, physical force is not illegal under the following circumstances.

- When a review of the evidence determines that physical force is immediately necessary to protect the student or another person against another's use or attempted use of unlawful physical force.
- Physical force is never justified in response to verbal provocation alone or after the initial user of physical force has stopped using physical force.
- In cases which are determined to be mutual combat situations, all students involved will be disciplined regardless of who actually initiated the fight.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

**School Jurisdiction:** Students are responsible for their conduct from the time they leave home until they return home. When on a school trip, students shall be held responsible for items on their person, in their luggage, or any items found in their room.

All students enrolled, without regard to age, are responsible for their conduct under all the provisions of the Guidelines for Student Behavior.

The Administration reserves the right to take action involving student conduct regardless of where or when said action takes place if the student brings discredit upon the school, staff, District, or the student body.

Any student who is suspended through the date of the graduation ceremony will not be eligible to participate in the graduation ceremony. If the suspended student has earned the diploma, then arrangements may be made for the diploma to be delivered or picked up. The student does not have a "right" to the activity of the ceremony. The ceremony is a privilege and a school activity.

## **VIOLATIONS AND THEIR CONSEQUENCES**

In every circumstance where it is determined that a student has committed a violation, and it is determined that the student has, on a previous occasion, or simultaneously, committed an equal or more serious violation as determined by class; the conduct being considered shall be deemed to be a second violation for punishment purposes.

In determining whether a student has committed a prior violation the student's entire enrollment in the district will be considered. All students who are long-term suspended or expelled will forfeit their ID and associated fees.

## CLASS ONE VIOLATION:

1. **Arson:** Arson of a structure or property or of an occupied structure is prohibited. Any attempt or successful act to start a fire will result in disciplinary action and require restitution. (ARS 13-1703, ARS 13-2911)
2. **Assault and Aggravated Assault:** to include but not limited to the physical assault of a staff member or of a student is prohibited. Assault –Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. (ARS 13-1203, ARS 13-2911)
3. **Sale, distribution, purchase, possession, use, or under the influence of drugs or alcohol:** Sale, Distribution, Purchase, Possession, Use or Under the Influence of alcohol, drugs (inhalants, prescription drugs, over the counter drugs), Illicit drugs (ecstasy, cocaine/crack, hallucinogens, heroin, marijuana, methamphetamine, spice, bath salts, any synthetic man made drug and other illicit drugs, unknown drugs), drug paraphernalia, and substance represented as illicit drug, inappropriate use of over the counter drugs while under school jurisdiction is prohibited. (ARS 13-3401, ARS 13-3406, ARS 13-3407, ARS 13-3408, ARS 13-3411, ARS 13-3403, ARS 4-244.09, ARS 4-244.41)
4. **Sexual Offenses:** Sexting, pomography, indecent exposure, public sexual indecency, sexual harassment with or without contact, sexual abuse/sexual conduct with a minor/child molestation, sexual assault (rape), are prohibited. Law enforcement will be notified as well as discipline imposed. (A.R.S. 13-1403) (A.R.S. 13-1404) (A.R.S. 13-1405) (A.R.S. 13-1406)
5. **School Threat:** 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 is prohibited. This includes, but is not limited to: bomb threats, chemical or biological threats, or fire alarm misuse. (ARS 13-2911)
6. **School Hoax:** Intentionally or knowingly engaging in any conduct that is likely to impart the false impressions that an act of terrorism is taking place or will take place or would reasonably be expected to cause or that causes an emergency response by a governmental agency.(ARS 13-2925, ARS 113-2301)
7. **Theft:** 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/her possessions is prohibited. This includes but is not limited to: burglary/breaking and entering, extortion (the threat or use of force to take something of value from another,) robbery, and armed robbery. (ARS 13-1802)
8. **Weapons and Dangerous Items:** Possession and/or use of a dangerous weapon while under school jurisdiction is prohibited. Dangerous weapons may include, but are not limited to:
  - Firearms: handgun or pistol, shotgun or rifle, starter gun or pistol, other firearms or destructive devices (bomb, grenade). (ARS 13-3102)
  - Other weapons: billy club, brass knuckles, knife with blade length of at least 2.5 inches, nunchakus.
  - Dangerous items: 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 combustible materials.
  - Simulated firearm: 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, or device that is defined as, or is held to be, a dangerous weapon under the laws of the State of Arizona and Federal Statutes.



**Penalties:** Students who commit a Class One violation shall be recommended for a suspension of the remainder of the current semester or longer or expulsion. A second offense while the student is enrolled in the District will result in a recommendation for expulsion. Students may also be liable for any expenses that are incurred to the emergency response, and the investigation of the offense. Parent(s)/guardian(s) will be notified. Appropriate law enforcement officials may be notified.

#### **CLASS TWO VIOLATION:**

1. **Defiance of Authority:** Defiance, disrespect towards authority, or non-compliance is prohibited. Continued acts of insubordination will be considered defiance. (ARS 13-2911, A.R.S. 15-841)
2. **Endangerment:** Recklessly endangering another person with a substantial risk of physical injury or imminent death while under school jurisdiction is prohibited. (ARS 13-1201, ARS 13-2911)
3. **Fighting:** Physical act of fighting, challenging to fight, instigating a fight, or Threatening another student while under school jurisdiction is prohibited. (ARS 13-1203)
4. **Harassment, Bullying, and Hazing:** Harassment, bullying, and hazing of students are prohibited on campuses, during school-related activities or circumstances, and when traveling to and from school. Students should also be aware that verbal insults and attacks via e-mail, text messaging or internet social networks that substantially hinder another student's right to attend school or participate in school activities constitute harassment and bullying. **Accordingly, students and parents should be aware that electronic communications that cause problems between students on campus will be dealt with as a serious student discipline matter.**
  - Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assault, verbal threats or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.
  - Harassment and bullying also include any type of sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other unwelcomed written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.
  - Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in or remaining a school –affiliated organization or activity.
  - If a student believes that he or she has been harassed, bullied or hazed, the student should report the behavior to a teacher, counselor, school nurse, health assistant, or school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated.
  - Students who engage in harassment, bullying, or hazing will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law. See governing Board Policies JICFA-EB, JICK-EB, and JII-EB
5. **Petty Theft:** The stealing of personal or school property while under school jurisdiction is prohibited. Restitution is required for the theft of property in addition to disciplinary action. (ARS 13-1802)
6. **Trespassing:** To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry is prohibited. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by an administrator or designee of the facility, campus, or function. (ARS 13-1504, ARS 13-2911)

7. ***Vandalism or Criminal Damage:*** Students are required to take proper care of all school buildings, school buses, and school equipment. Marking or defacing walls, desks, floors, books, school buses, school bus seats, and other acts of vandalism are prohibited and students will be liable for either payment, replacement, or repair of the damaged property in addition to disciplinary action (A.R.S. 15-842). This includes, but is not limited to graffiti/tagging, vandalism of personal property, or vandalism of school property. (ARS 13-1602)
8. ***Violation of Statutes:*** Any act that is a violation of any local, state, or federal statute while the student is under school jurisdiction is considered a Class Two violation unless referenced elsewhere in this document. Negative group affiliation to include, but not limited to gang association\*\* is prohibited. Law enforcement may be notified.

**\*\*Gang Activity or Association:**

By definition, a gang is a group of three or more people who meet for anti-social or illegal activity. This would include recognized gangs and/or groups who gather to mimic gang activity. As per A.R.S. 13-105, an individual to whom two of the following apply is considered gang association: A) self-proclamation, B) witness testimony or official statement, C) written or electronic correspondence, D) paraphernalia or photographs, E) tattoos, F) clothing or colors, G) any other indicia of street gang membership.

9. ***Written or Verbal Abuse of a Staff Member:*** The written or verbal abuse of a staff member is prohibited (A.R.S. 15-507, ARS 13-2911). Verbal abuse includes threats or harassment of any kind.
10. ***Electronic Recordings:*** All unauthorized or inappropriate recordings or display are prohibited. (A.R.S. 13-3019) Surreptitious photographing, videotaping, filming or digitally recording or viewing are prohibited.
  - A. It is unlawful for any person to knowingly photograph, videotape, film, digitally record or by any other means, use a device to secretly view or record another person without that person's consent under both of the following circumstances:
    1. In a restroom, bathroom, locker room, bedroom or other location where the person has a reasonable expectation of privacy.
    2. While the person is urinating, defecating, dressing, undressing, nude or involved in sexual intercourse or sexual contact.
  - B. It is unlawful to disclose, display, distribute or publish a photograph, videotape, film or digital recording made in violation of subsection A of this section without the consent of the person depicted.

***Penalties:*** Students who commit a Class Two violation shall be suspended five to ten days on the first offense, unless the severity of that offense justifies a suspension for the remainder of the semester or longer or expulsion. Students may also be assigned to the school's detention program. A second Class Two violation, or committing any two Class Two violations at any time while the student is under the jurisdiction of the District shall result in suspension for the remainder of the semester or longer or a recommendation for expulsion. Parent(s)/Guardian(s) will be notified. Appropriate law enforcement officials may also be notified.

**CLASS THREE VIOLATIONS:**

- Attendance Procedures Violation:*** Absence from class(es) without the knowledge or permission of the parent/guardian and school authorities is prohibited. Leaving campus without written permission from the Attendance Office is prohibited. Being tardy to class is prohibited, as are unexcused absences and truancy. Continued truancy may result in a referral to the Juvenile Justice Center if under the age of 16. (ARS 15-803)
2. ***Disruptive Behavior and Disturbances:*** Behavior in the classroom, on the campus, or at any school function that is disruptive or interferes with the educational process and/or with the right of others is prohibited.
  3. ***Improper Use of Technology:*** Any student who uses a computer for other than its intended purposes shall be considered in violation. This shall include but not limited to, unauthorized access or attempts to access District computer programs, systems or online services (such as the internet). The use of any username or password not assigned to the student is considered unauthorized access.

4. ***Insubordination:*** Disrespect of a staff member (talking back or delivering socially rude interactions) or failure to comply with a reasonable request of a staff member is prohibited.
5. ***Lying, Cheating, Forgery, or Plagiarism:*** Forgery, illegal possession, or illegal use of campus passes, documents or student I.D. cards is prohibited. Any modification of a student I.D. shall be considered forgery. Cheating is prohibited. Plagiarism is a form of cheating. The first time a teacher determines a student to be cheating; the teacher will give the student an “F” on that test/assignment and notify the parent(s) and administration. If a student cheats a second time in a course, the teacher will give the student an “F” on that assignment and notify the administration for disciplinary action. If a student cheats a third time in a course, the teacher will give the student an “F” for the semester and refer the student to the administration for disciplinary action.
6. ***Tobacco:*** Possession or use of cigarettes, cigars, chewing tobacco, or any other form of tobacco, e-cigarettes, aerosol and vapor products while under school jurisdiction is prohibited (ARS 36798).

***Penalties:*** Students who commit Class Three violations may be assigned detention or may be suspended one to five days unless the severity of the violation justifies a more severe penalty. Parent(s)/guardian(s) will be notified. Any repetition of a Class Three violation may result in a more severe penalty including long-term suspension.

#### **CLASS FOUR VIOLATION:**

1. ***Disruptive Objects:*** Disruptive objects not being used for educational purposes may include but are not limited to: laser pointers, iPods, cellular phones, skateboards, scooters, and roller blades are prohibited. Disruptive objects will be confiscated from students and returned to parents/ legal guardians. Students in possession of combustible or contraband substances are subject to discipline. (All confiscated items that are not picked up by July 1 will be disposed of by the administration.)
2. ***Dress Code Violations:*** Students shall wear clothes that meet the requirements of school policy.
3. ***Gambling:*** Playing games of chance (e.g., coin flipping, matching, cards, dice, pools, etc.) for money is prohibited.
4. ***I.D. cards:*** I.D. cards shall be carried by students at all times while at school and/or at school activities. I.D. cards must be presented at any time or for any reason at the request of any district staff member and to receive school services such as transportation.
5. ***Inappropriate Language:*** Profanity or abusive language (in any language) is prohibited.
6. ***Injury Prone or Unhealthy Behavior:*** Behavior, such as but not limited to, pushing, play fight, horseplay, shoving, climbing on buildings, riding skateboards, or spitting is prohibited.
7. ***Loitering:*** Loitering on the school grounds or upon land adjacent to the school grounds, before, during, or after normal school hours, is prohibited.
8. ***Parking lot violations:*** Any parking or traffic violation, joy riding or cruising around the campus in or on cars, motorcycles, scooters, skateboards, roller skates, roller blades or any other type of vehicle is prohibited during the school day. Passengers and drivers are both guilty of this violation. Law enforcement may be notified.
9. ***Public Display of Affection:*** Hugging, kissing, groping, or any other form of display of affection during school or at school events is prohibited.

***Penalties:*** Students who commit Class Four violations may be assigned detention or may be suspended one to three days unless the severity of the violation justifies a more severe penalty. Any repetition of a Class Four violation will result in a more severe penalty. Parent(s)/guardian(s) will be notified.

## **OTHER VIOLATIONS**

Cell Phones and other Electronic Devices: Students' possession and use of cell phones and other personal electronic devices at school, on school buses and at school activities are governed by the rules of the school. In no event may a personal electronic device be used in manner that violates the privacy of others or disrupts the school objective of maintaining a safe and orderly learning environment for the students.

## **10 RULES OF SCHOOL DRESS**

The District recognizes the relationship between student dress and grooming and school pride, self-esteem, the safety and general welfare of the students and staff, and the accomplishment of curriculum goals and educational objectives. The district encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following 10 rules, takes into consideration the educational environment, safety, health, and welfare of themselves and others.

1. Students should be neat and clean. Clothing that is excessively soiled, torn, or ragged is unacceptable.
2. All undergarments must be covered at all times.
3. Shirts and blouses should be modest, appropriate for a school setting, and all straps must be at least 3 inches in width. Blouses/shirts must be long enough to be tucked in and stay in waistbands. Excessively revealing clothing is not acceptable. This includes but is not limited to short mini-shirts, short-shorts, loosely fitting and low cut halter-tops, tube tops, tank tops, see through blouses, mesh shirts, and basketball jerseys.
4. Excessively baggy and/or sagging pants or shorts are unacceptable. Pants and shorts should be no larger than 1 size more than the student's normal clothes size. For example, a student who normally wears a size 36 waist can wear pants no larger than size 38. Waist size is not the only determination of pant size. Pants must fit at the waist and must be of a normal length and width.
5. Profane, obscene, or defamatory language or symbols, ethnic slurs, or symbols of drugs, sex, or alcohol on clothing or jewelry are unacceptable.
6. Clothing which infers or is associated with gang affiliation is prohibited. Gang-related personalization is not permitted on hats, on items of clothing, backpacks, belt buckles or on one's person. Belts hanging from the pant loops, nylon skull caps, and bandannas are prohibited as well as any simulation of anything representing "colors."
7. Jewelry that presents a safety hazard to self and/or others shall not be worn. Watch or wallet chains of any style are unacceptable.
8. Students must wear shoes at all times.
9. Caps or hats must be worn straight (forward/backwards) and may not be worn in classrooms, offices or the cafeteria.
10. Any apparel which the administration determines to be unacceptable in light of community standards is prohibited. This includes but is not limited to clothing which offends or disrupts the educational process.

In addition to the above guidelines, students who are involved in extra-curricular activities such as athletics, band, choir, etc. are subject to the standards of dress as defined by the sponsors of such activities.

## **SCHOOL SANCTIONED TRIPS**

Groups that travel under District auspices are representatives of the student body and community. Students will follow the Student Code of Conduct and not bring embarrassment on themselves, their club or team, and their school.

**Penalties:** Students who violate the Yuma Union High School District Student Code of Conduct while on a school sanctioned trip will be punished accordingly. If there are violations of the Student Code of Conduct while a club, group, team, or individual is on a trip, any of the following penalties may occur:

1. If a class one or two violation occurs and is substantiated, the offending student will not be allowed to further participate in the activity and an administrator will immediately be notified and will determine whether the trip/activity is to continue.
2. An "Exclusion Clause" may be enacted, whereas the club, group, team, or individual student may not be allowed to participate in any further school sanctioned trips or activities for up to two calendar years until permission is requested of, and granted by, the campus administration.

### **Code of Conduct for Students Using District Transportation**

Public school transportation services are a privilege, not an entitlement. Continued transportation service is contingent upon student compliance with school bus rules. These rules are in place to promote the safety of all students granted the privilege of riding a Yuma Schools Transportation Department Bus. Failure on the part of the students to comply with these rules could result in permanent loss of riding privileges for the school year and disciplinary action from the school up through expulsion. If you have any questions/comments, please call 341-9076.

### **SCHOOL BUS RULES/PROCEDURES**

1. The bus driver has the same authority as the teacher in the classroom. The school bus is an extension of the school like the Cafeteria and media center. Any unacceptable behavior in those environments is unacceptable on the school bus. Inappropriate gestures and language are unacceptable. Disrespect toward the driver and/or other riders is not acceptable.
2. Parents are responsible for getting students to and from designated bus stops safely.
3. To ensure safety, order, and the rights of all riders, student passengers must adhere to the following safe practices on a school bus:
  - Refrain from throwing objects within or outside the bus
  - Refrain from eating, drinking, chewing, or smoking
  - Keep heads, arms, and legs inside the bus and out of the bus aisles
  - Stay in assigned seats while the bus is moving
4. Students must get on and off the bus at the designated stop.
5. Students who must cross the street to board the school bus or to return home after leaving the school bus should cross the street only after the school bus arrives and the stop arms have been extended. Students must cross the street only in the front of the school bus and only after receiving a "thumbs up" signal from the school bus driver.
6. Students should be at their assigned bus stops no later than 5 minutes prior to the scheduled arrival time of the school bus.
7. Items that interfere with a safe ride for the students and bus driver are banned from the bus. These items include any article that would block the bus aisle or could become loose in an accident. Banned articles include but are not limited to: any item with wheels other than a book bag, glass items, sprays, balloons, band instruments which do not fit on a student's lap, and sports equipment. Only articles that can be placed on a student's lap without interfering with other students sitting on the seat, blocking the aisle or emergency exits will be permitted.
8. Fighting, pushing, rough-housing, making loud noises and behaviors that distract the driver from safely operating the school bus are prohibited.
9. Unacceptable behaviors on the school bus or at the bus stop will be reported to the transportation department administration for disciplinary action.

### **HEARING AND APPEAL PROCEDURES**

#### ***Suspension for Nine Days or Less:***

- A student recommended for suspension for nine (9) days or less has the right to be given either oral or written notice of the charges, an explanation of the evidence the authorities have, and an opportunity to present his/her version of the incident. Notice of the charges and an opportunity to be heard will generally precede the student's removal from school, but prior notice and hearing is not required where the student's presence endangers persons or property or threatens disruption of the academic process. If suspension occurs before an opportunity to be heard, the notice and hearing shall follow as soon as practical. The hearing shall be conducted by a campus administrator.

- A student or parent dissatisfied with the discipline imposed by the initial administrator shall have the right to appeal the decision within ten (10) school days to the Principal or to the Designated Assistant Principal. The decision following an appeals shall be final.
- A student's parents or legal guardian shall be notified as soon as possible following the imposition of punishment. Every suspension shall be reported to the Governing Board within five (5) days by the Superintendent or person imposing the suspension.

***Suspension for More than Ten Days or Expulsion:***

- In any cases when the administration recommends a suspension of more than ten (10) days or the expulsion of a student the parents/legal guardians have the right to appeal (see policies JKD and JKE).
- If the parent requests a hearing to contest the recommendation of the campus administration, a hearing officer will conduct the review, and issue a finding. The parent/legal guardian has the right to appeal the hearing officer's decision to the Governing Board by notifying the superintendent's office within five (5) working days.
- If the hearing officer's decision is taken before the Governing Board for ratification, and the Governing Board has questions after review of the testimony/record, another hearing may be set.
- If the hearing officer determines that a violation has occurred and does not accept the recommendation for long-term suspension made by the administration, the student may be allowed back in school on probation. The terms of the probation may be determined by the campus administration, which could include up to nine (9) days of out-of-school suspension and/or community service.

**RECORD OF STUDENT VIOLATIONS**

All violations of the Student Code of Conduct by a student will be maintained in his/her file while a student is in the District. The Governing Board may, for good reason, remove the bad conduct record of a student if it sees fit to do so.

**USE OF POLICE**

It is the philosophy and belief of the administration that the responsibility for dealing with student discipline rests with us. Thus, efforts will be made to handle such problems in-house according to the policies and procedures established by the District and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the District and school, or where security of person or property appears to be in jeopardy, the administration will call the police and initiate arrest and prosecution proceedings.

**STUDENT DISCIPLINARY PROCEEDING**

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class.

**REFUSAL TO READMIT PER A.R.S. 15-841:**

- Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state an intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.

- Either of the following conditions must exist for a temporary removal per A.R.S. 15-841:
- The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
- The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.
- If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the IEP team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.



## NOTICE TO PARENTS

### **Subject: DIRECTORY INFORMATION**

**2014-2015 School Year**

The Yuma Union High School District annually compiles student directory information which may be used for sports programs, music or drama presentations, commencement, news releases, applications for scholarships or awards, or other publicity about officially recognized school activities. Student directories may be provided to school organizations, colleges, universities, and military academies.

This information may include the student's name, address, date and place of birth, field of study, participation in officially recognized activities, and educational institutions attended by the student.

If you DO NOT wish directory information released for your son or daughter in relation to the aforementioned types of activities, please sign and return this form to your CAMPUS PRINCIPAL. This release DOES NOT apply to student confidential records such as test scores, transcripts, evaluations, etc.

Student Name \_\_\_\_\_

CHECK ONE:     Cibola High School         Gila Ridge High School         Kofa High School  
                   San Luis High School         Vista Alternative School         Yuma High School

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

State of Arizona                    )

)

County of Yuma                    )

Subscribed and sworn before me:

On the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

(This release form is necessary to comply with the Family Education Rights & Privacy Act, 20 U.S.C. 1232g, The Buckley Amendment.)

(Esta forma de permiso es necesaria para cumplir con el Acta de Derechos de la Familia en la Educación y Acta de Confidencia, 20 U.S.C. 1232g, La Enmienda Buckley. Si gusta una forma en español puede encontrarla en el sitio [www.yumaunion.org](http://www.yumaunion.org).)