

Alchesay High School

Student and Parent Handbook

2026-2027



Contact Information
P.O. Box 190
Whiteriver, Arizona 85941
(928) 358-5690

Alchesay High School is fully accredited by AdvanEd/Cogina.
Policies and procedures are subject to change. Please check with an administrator for clarification.

Alchesay High School's Vision

Alchesay High School will develop well-rounded students who will be prepared to become responsible and productive citizens.

Alchesay High School's Mission

The mission of Alchesay High School is to provide a safe, orderly and respectful environment for all stakeholders. We expect and support high academic achievement through rigorous, relevant curriculum delivered by a caring, committed school personnel.

Positive Behavior Intervention and Supports

Whiteriver Unified School District #20 uses a positive behavior management process to create a safe and effective school. It provides a system of clear expectations with consequences and incentives as well as interventions to necessary to sustain the positive behavior. The guiding principles of PBIS are safety, respect, responsibility and excellence.

These make us Falcon Strong and WUSD Strong!

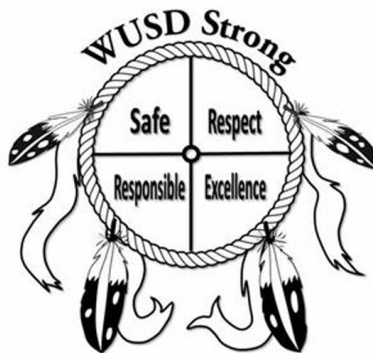


Table of Content

School Information	1	TALON Program	14
Vision & Mission	2	Awards & Recognition	14
Positive Behavior Intervention	2	Student Life	
Table of Contents	3	Attendance and Absenteeism	16
School Personnel 2026-2027	4	Cell Phones and Electronic Devices	17
Non-Discrimination Policy	5	Food and Drinks on Campus	17
Daily Schedule	5	In-School Suspension	17
Policies		Closed Campus Policy	18
Alcohol, Drugs, Tobacco, Weapon Free		Student Dress Code	19
School	5	Services and Facilities	
Visitor Policy	5	Media Center	20
Rights and Responsibilities	6	Internet Access	20
FERPA and Directory Information	7	Artificial Intelligence Guideline	20
Parents Right to Know	7	Student Laptops	20
Health & Safety		Apache Behavior Health Services	21
Medication	8	Counseling and Guidance	21
Illness	9	Transportation	
Academic Program		Daily Bus Schedule	22
Grade Placement	9	Activity Travel	22
Graduation Requirements	9	Student Parking	22
AZ Civics Test	9	Bikes, Skateboards and Scooters	22
Sample Credit Tracker	10	School Events and Activities	
Individualized Educational Plan	10	Parent-Teacher Conferences	23
Statewide High School Assessment	10	Parent Advisory Council (PAC)	23
Early Graduation	11	Extra-Curricular Activities	23
School Wide Grading Policies	11	Academic Eligibility	23
Credits	11	Athletic Participation Requirement	23
Grading Period	11	School Dances	24
Progress Grade Checks	11	Conduct at Sporting Events	24
Synergy StudentVue/ParentVue	12	Emergency Protocol & Procedures	25
Grading Practices	12	Behavior and Discipline	
Assessments	12	Positive Behavior Intervention	27
Make Up Work	12	Student Code of Conduct	29
Grade Weight/Scale	12	Definition of Infractions	30
Incomplete	13	Definition of Consequences	34
Extra Credit	13	WUSD Discipline Matrix 9-12	35
Credit Recovery	13	Signature Page	38
CTE Dual Enrollment Courses	13		

2026-2027 Alchesay High School Personnel

Administration	Teaching Personnel
Principal – Barajas, Monica Dr.	English Teachers:
Associate Principal – Endfield, Laurel	- Begolin, Kim
AP/Athletic Director – Salcedo, Deborah	- Gantalao, Jevie
Classified Support Personnel	- Gonzalez, Jenalyn
Attendance – Walker, Joelle	- Mata, Janrykim
Clerk/AD Secretary – Goklish, Peggy	- Sharma, Vasudha
Dropout Prevention – Burnette, Cheyanne	- Wright, Teresa
Nurse Aide – Burnette, Cheryl	Math Teachers:
Registrar – Palmer, Ammie	- Bjarson, Alison
Secretary – Bones, Bridget	- Calabia, Andra
Transition Specialist – Endfield, Caleb	- Galinte, Arcelie
Truancy – Vacant	- Mata, Aileen
Campus Security	- Vacant
Larzelere, Londo	- Tancioco, Luisa
Redshirt, Shauntel	Science Teachers:
Rook, Malik	- Alsenay, Jerry
Walker, Noah	- Boser, Anne Dominique
Custodians	- Diaz, Ronald
Dazen, Garrett	- Fajardo, Mary Ann
Tessay, Chynna	- Tamayo, John
Thomas, Josephine	Social Studies Teachers:
Walker, Daniel	- Frey, Erika
Way, Alfredo	- Goklish, Kyle
Instructional Assistants:	- Parreno, Ryan
Alekay, Fernanda – ISS	- Riley, William
Chinche, Ruth – CR	- Sojor, Regine
Corpus, Wilfred – CTE	Electives Teachers:
Lupe, Brent – TALON	- Apache Language & Culture: Lupe, Linda
Marquez, Anthony – ESS	- Art: Warner, Nicole
Taylor, Dakota – ESS	- Credit Recovery: Colelay, Michelle
Tessay, Sandra – ESS	- Health/Nutrition: Tolino, Courtney
Tsosie, Sue – ESS	- Senior Seminar: Yazzie, Valyncia
Certified Support Personnel	- Strength & Conditioning: Newcomb, Brandon
Counselor – Monterroza, Carlos	- Tech Inquiry/Robotic: Lupe, Naomi
Instructional Coach – Benton, Cheryl	Career Technical Education (CTE) Teachers:
Media Specialist – Toledo, Melanie	- Autos: Goseyun, Kyle
STEM Integration – Sigman, Elizabeth	- Business: Ngo, Johann Dr.
Special Services Department	- Construction: Corpus, Wilfred
Devera, Christian – STC	- ECE, NAVIT: Endfield, Laurel
Geronimo-Pineda, Rhoma – Gr 12	- Tech Maintenance: Corpus, Irish
Graham, Russell Dr. – Gr. 10	
Paden, Myra – Gr 11	
Patricio, Vanessa – Gr. 9	

NON-DISCRIMINATION POLICY

Whiteriver Unified School District does not discriminate on basis of race, color, national origin, sex, sexual orientation, age, religion or disability in admission or access to or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title VII, Title IX, Section 504 and Americans with Disabilities Act may be referred to

The Superintendent Office
959 South Chief Avenue
Box 190, Whiteriver, Arizona 85941
(928) 358-5800

The Office for Civil Rights
U.S. Department of Education
1244 Speer Boulevard
Denver, Colorado 80204

DAILY SCHEDULE

The building is open by 7:00 a.m. on school days and is closed at 3:30 p.m. Students remaining in the building after 3:00 p.m. must be under the supervision of a teacher or coach.

Alchesay High School 2026-2027 Bell Schedule		
Regular Schedule	Delayed Start Schedule	Early-Release Schedule
<u>First Bell – 7:30 am</u> 1 st – 7:35 to 8:35 am (60) 2 nd – 8:40 to 9:40 am (60) 3 rd – 9:45 to 10:45 am (60) Lunch – 10:45 to 11:25 (60) 4 th – 11:30 to 12:35 pm (65) 5 th – 12:40 to 1:40 pm (60) 6 th – 1:45 to 2:45 pm (60)	<u>First Bell – 9:25 am</u> 1 st – 9:30 to 10:15 am (45) 2 nd – 10:20 to 11:00 am (40) 3 rd – 11:05 to 11:45 am (40) Lunch – 11:45 to 12:25 (40) 4 th – 12:30 to 1:15 pm (45) 5 th – 1:20 to 2:00 pm (40) 6 th – 2:05 to 2:45 pm (40)	<u>First Bell – 7:30 am</u> 1 st – 7:35 to 8:05 am (30) 2 nd – 8:10 to 8:40 am (30) 3 rd – 8:45 to 9:15 am (30) 4 th – 9:20 to 9:50 am (30) 5 th – 9:55 to 10:25 am (30) 6 th – 10:30 to 11:00 am (30) Lunch 11:00-11:30 am (30)

POLICIES:

ALCOHOL, DRUG, TOBACCO, WEAPON FREE SCHOOL POLICY

Alchesay High School is a drug, vape, alcohol, tobacco and weapon-free zone. This includes all school sponsored events. By law this zone extends 100 feet beyond the perimeter fence of the school grounds. Possession or use of any drug, vape, alcohol, tobacco or weapon will not be tolerated. Any student found to be in violation will be subject to disciplinary consequences as outlined in the Student Code of Conduct.

VISITOR POLICY

Student visitors are **not** allowed during the school day. The principal or associate principal may make exceptions for safety reasons or other reasons deems appropriate. Authorized adults may escort students if necessary for safety reasons or other reasons deemed appropriate by the administrator. All visitors are required to report to the school office immediately upon arrival on the campus to obtain a visitor's pass. Any administrator has the right to deny visitation requests.

RIGHTS AND RESPONSIBILITIES

School

Schools have the right to expect students and parents to assist in the effort to educate every student without disruption. Schools have the right to require that all students follow the rules. In return, schools have the responsibility to provide students with a quality education.

Students

All students have the right to a quality education without disruption, harassment, verbal abuse, physical abuse or discrimination for any reason. With these rights come responsibilities; students who fail to meet their responsibilities may lose their rights.

Students have the legal responsibility to comply with the regulations, pursue the required course of study and submit to the authority of administrators, teachers, staff and governing board (A.R.S. 15-840). To meet this standard, students are responsible to:

1. Protect the rights of others to study and learn.
2. Attend school daily and engage in the learning process.
3. Be on time and prepared for every class.
4. Complete all in-class and out-of-class assignments on time.
5. Respect each other, the staff and property and responsibly use and return all materials.
6. Obey school rules.
7. Volunteer information and cooperate with personnel when involved in a disciplinary case.
8. Deliver all school correspondence intended for parents.

18-Year-Old Students

Under Arizona statute, students who reach the age of 18 prior to graduation attain their majority. While the law grants these students most of the rights and privileges of adulthood, they must adhere to the rules and regulations of the school or could face legal ramifications. Students must get a parent's signature on required paperwork unless approval as been obtained from administration and parents. **18-year-old student may not check themselves out; they must have administration approval.**

Parents and Guardians

All parents and guardians can expect their children to be well-supervised and to receive a high-quality education. Parents will be informed about any issues at school either verbally or in writing. Verbal notifications will be given in person or over the phone. Written notifications can be sent via U.S. mail, personal deliver or email. If sent by mail, the notice is considered delivered when it is mailed to the student's or guardian's last known address.

Our school also encourages parents to participate in the school planning process. Parents have the responsibility to:

1. Promote a positive attitude toward school.
2. Ensure that students attend school on time and come prepared with the necessary supplies, completed homework and appropriate attire.
3. Become involved in school and school activities.
4. Understand and teach their children common courtesy, good sportsmanship and respect for cultural diversity.

5. Notify the school of their child's absences and/or tardiness by calling (928) 358-5690. Students are required to have a doctor's note if they are absent three or more days from school. A doctor's note is always encouraged to document student illness.
6. Consult with the school if there is a problem. Update information for contact by phone, email and/or mail.

FERPA and DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents and eligible students (18 and over) the right to inspect and review the student's education records maintained by the school, to ask that they be corrected if believed to be misleading or inaccurate and requires the school to obtain permission before releasing information from a student's education record to anyone other than school officials with a legitimate interest, a school to which a student is transferring, audit officials, financial aid officials for specified students, organizations conducting certain studies on behalf of the school, accrediting organizations, the court system, health and safety officials and the juvenile justice system.

FERPA also dictates that Directory Information may be given out upon request without consent. Directory Information consists of the student's name, address, telephone listing, date and place of birth, e-mail address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if student is a member of an athletic team, honors and awards received and the student's most recently attended education agency or institution. Parents and eligible students have the right to opt-out of sharing Directory Information. During the annual online student enrollment process parents have the opportunity to indicate what if any directory information is to be disclosed. Parents and eligible students can provide written request to the school Attendance/Admission office to make changes.

Parents and guardians have rights concerning your children's education records.

- You can inspect and review educational records maintained by the school. The school is not required to make copies unless parents are at a great distance and it is impossible to see them in person.
- You can request that a school corrects records which you believe to be "inaccurate or misleading". If the school decides not to amend the records, a hearing process would take place.
- For schools to release student information, written parent permission is required unless it is a school officials; transfer schools; auditing officials; student financial aid officials; organizations conducting studies for the school (approved by WUSD and White Mountain Apache Tribal Officials); accrediting organizations; "to comply with judicial order or lawfully issued subpoena"; appropriate officials in health/safety emergencies; and state/local authorities "pursuant to specific State law."
- Non-custodial parents will be provided requested student information unless prohibited by court order.

PARENTS RIGHT TO KNOW

As the parent of a student in the Whiteriver Unified School District, you have a right to know the professional qualification of the teachers who instruct your child and ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grade and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major and whether the teacher has any advanced degrees and if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

You also have the right to know:

- i. Information on the level of achievement and academic growth of your student on State academic assessments required and
- ii. Timely notice that the student has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

If you would like any of the information above, please contact the school administrator.

HEALTH AND SAFETY

MEDICATIONS:

The schools have standing orders for certain medications that can be administered at school. These medications are all medications you can purchase over the counter without a doctor's prescription. At registration, the parent/guardian will either give consent or not, for our Nurse Aide to administer these over-the-counter medications when needed for your student, per our doctor's approved standing orders. Stomach aches cannot be treated with medication at school. This is to prevent masking of symptoms that could be potentially life threatening.

Medication Administration packets need to be completely filled out for any medications brought in by a parent/guardian to be administered by the Nurse Aide. The parent's and the doctor's signatures are required for all medications that are brought in by parents/guardians. Nurse Aides are either Medical Assistants or Certified Nursing Assistants.

In the State of Arizona, Certified Nursing Assistants are not allowed to administer medications without a provider's authorization. They cannot administer based on prescription alone. Medical Assistants can administer prescription medications that are in the original containers. The prescription on the bottle gives them the ability to administer at school. The difference between the two is that one is licensed and the other is certified.

ILLNESS:

Students who present to the Health Office with a fever of 99.8 F or higher or who have thrown up will be excluded from school. When a child has an active fever or is actively vomiting, they are considered highly contagious. To prevent the spread of illnesses, the student cannot return to school until they have been fever or vomit free for at least 24 hours, without the use of fever-reducing medication (Tylenol/ibuprofen).

ACADEMIC PROGRAMS

GRADE PLACEMENT

Students will move with their cohorts regardless of credit status. A student is a freshman once, a sophomore once, a junior once and a senior until the student meets the requirements for graduation or exceeds state age requirements. Although students will move with their cohort, no one will graduate based solely on four years of enrollment/attendance. Graduation will be based on earned credits. Students with disabilities will have their requirements set by an Individualized Education Plan.

GRADUATION REQUIREMENTS

The Big 22

To graduate from Alchesay High School, students must earn 22 credits and pass the Arizona Civics Test. These requirements are set by the Whiteriver Unified School District Governing Board and the state of Arizona.

Students can earn up to eight (8) credits per school year and are encouraged to take additional courses beyond the minimum requirements to better prepare for the future. Students should regularly track their progress towards graduation by using the Credit Tracker form provided by the school Registrar.

The 22 required credits include 15 core/required credits and 7 elective courses:

Courses	Credits
English	4
Mathematics	4
Science	3
Social Studies/Government	3
CTE or Fine Arts	1
Electives	7
THE BIG 22	22

ARIZONA CIVICS TEST

Arizona students are required to take and pass with 70% or better the state created Civics Assessment in order to graduate. Students will be given multiple opportunities to take the assessment starting their sophomore year. Assessment dates and times for administration will be set by administration, testing coordinator and the counselor. Parents will be notified of test dates and student performance.

SAMPLE OF CREDIT TRACKER

Credit Tracker Graduation Requirements					
English = 4					
□ □	□ □	□ □	□ □	<u>Notes</u> <i>X = completed courses</i> <i>Cr = working on in lab</i> <i>blank = in class with teacher</i>	
Math = 4					
<i>Algebra</i>	<i>Geometry</i>	<i>Algebra 2</i>	<i>Pre-Cal/Other</i>		
□ □	□ □	□ □	□ □		
*one course must include Algebra 2 or higher standards					
Social Studies = 3					
<i>World History & Geography</i>	<i>US & AZ History</i>	<i>Government & Economics</i>		<u>University Admission</u> _ 4 English _ 4 Math (1 above Alg 2) _ 3 Lab Sciences _ 2 Social Studies _ 2 Foreign Language (same one) _ 1 Fine Art C's or better Top 25%	
□ □	□ □	□ □			
Science = 3					
<i>Environmental or Physical Science</i>	<i>Biology</i>	<i>Other</i>			
□ □	□ □	□ □			
Career Technical Education or Fine Art = 1					
□ □					
Essential = 7					
□ □	□ □	□ □	□ □		
□ □	□ □	□ □	□ □	Total Credits = 22 Completed ECAP _____	
Completed AZ Civics Exam with a Score of 70% or better: _____					

INDIVIDUALIZED EDUCATIONAL PLAN

Graduation requirements may vary for students with an Individual Educational Plan. IEP goals will be established by case managers, teachers, parents and administration. Parents are encouraged to keep in contact with case managers to monitor student progress and graduation status.

Note: Students should check with the Counselor or the Registrar regarding specific requirements and/or special circumstances regarding graduation progress.

STATEWIDE HIGH SCHOOL ASSESSMENTS

The Arizona statewide assessment will be the ACT for all 11th graders and the ACT Aspire for all 9th graders. The test will provide information about students' college readiness in certain areas which is not a graduation requirement. Parents will be notified of the test dates.

The Arizona statewide science assessment will be AzSci administered to all 11th graders. The test provides information about students' proficiency in science which is not a graduation requirement. Parents will be notified of the test dates.

EARLY GRADUATION

A four-year program is normal for most high school students. However, Alchesay High School recognizes the desire of a few students to complete their high school program in fewer than four years. A student who wishes to graduate early must complete the following:

1. Submit a written permission form by the parent/guardian and Principal.
2. Meet with Counselor or Registrar to create Graduation Proposal and Post-Secondary Plan.
3. Complete core coursework in regular classroom. College classes submitted for dual credit are permissible but Credit Recovery may not be used for early graduation.
4. Meet all District and State graduation requirements.

SCHOOL WIDE GRADING POLICIES

The following grading policy applies to all courses offered for credit at Alchesay High School. Teachers are responsible for developing and delivering curriculum aligned to state standards and setting criteria for student achievement for a passing grade.

Credit

Credit is based upon the successful achievement of course objectives by a grade of A, B, C, D or P. Credit will not be awarded if a student received the grade of F or I. Each semester is equivalent to half (1/2) of a credit and students must pass both semesters of a course to receive a full credit for the one school year course.

Grading Period

The school year is divided into two semesters, each approximately eighteen weeks long. There are two grading periods within each semester; each is approximately nine (9) weeks long and marked by quarter progress reports. Transcript grades are awarded at the end of each semester.

Quarter 1 = 9 weeks	Semester 1
Quarter 2 = 9 weeks	
Quarter 3 = 9 weeks	Semester 2
Quarter 4 = 9 weeks	

Progress Grade Checks

This occurs every three (3) to four (4) weeks dependent upon holidays in the District calendar throughout the school year. The checks are used for progress monitoring and academic eligibility purposes. Progress grades will be mailed home for all students. Grade checks will be one the following dates:

1st Semester Progress Check	2nd Semester Progress Check
August 20	January 21
September 10	February 11
October 1	March 11
October 29	April 8
November 19	April 29
December 17	May 17 - Senior grades due
May 20 = All grades due	



Synergy StudentVue/ParentVue

Parents and guardians have access to student attendance and grades via Synergy ParentVue and StudentVue both online and through the Synergy Apps. A valid email address is needed to log in. Contact the school Attendance Office for assistance.

Grading Practices

Teachers are required to have a minimum of two (2) graded assignments per week. The assignments must be based on learning objectives and used to monitor student progress. Graded assignments must be recorded in Synergy.

Assessments

All courses will include a pretest, quarter benchmark exam and a semester final assessment. Renaissance DnA will be used for all courses to administer curriculum-based assessments. An assessment schedule will be provided at the beginning of the school year. For English, Math and Science assessment are ACT Preparation Assessments.

Assessments	
1 st Semester	2 nd Semester
• Pretest	
• Quarter 1 = Benchmark 1 Exam	• Quarter 3 = Benchmark 3 Exam
• Quarter 2 = Benchmark 2 Exam (1st Semester Final Assessment)	• Quarter 4 = Benchmark 4 (2nd Semester Final Assessment) State Assessments for 9th & 11th

Make-Up Work Timeline: Students have one school day to make up missed work for every day they are absent. For example, a student absent 2 days has 2 school days to submit make-up work; a student absent 5 days has 5 school days, and so on. Make-up works not submitted within this window may be recorded as a zero. It will be at the discretion of AHS administration if more time is needed.

Grade Weight - total weight for the semester grade for all courses:

Percentage	Description
55%	Daily Assignments: bell work, notes, class work, homework, essays, projects, etc.
30%	Assessments: formatives (quiz)
5%	S1=Benchmark 1; S2=Benchmark 3 (Mid-term)
10%	S1=Benchmark 2; S2=Benchmark 4 (Posttest)
100%	Total per SEMESTER

Grade Scale - all teachers adhere to the following:

Percentage	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 59%	F

Incompletes (I)

Incompletes will be awarded at the teacher's discretion for students missing assignments or not mastering standards. A student must complete those assignments/standards. Failure to convert the incomplete to a passing grade within two weeks will result in an F letter grade.

Extra Credit

Extra Credit will be at the discretion of the teacher but will not exceed three (3) percent of the overall grade. Extra credit may be assignments given outside of regular class work. Extra credit may also be awarded for parent attendance at Parent Advisory Committee (PAC) meetings, Parent-Teacher conferences (PTC), FAFSA Family Nights and at the discretion of the Principal.

Credit Recovery

Credit Recovery is the opportunity for students to make up for lost or missing credit. Students may work to recover credits at the following times: during summer, after school, before school or in the Credit Recovery lab during the school day. Students may not be allowed to take a course in Credit Recovery that they are enrolled in during the same semester. Students are allowed to earn a total of two (2) credits per school year via Edgenuity for a maximum of eight (8) combined credits between regular classes and credit recovery. Freshmen and Sophomores do not take credit recovery courses without prior approval by an administrator. All Edgenuity work must be completed in the Credit Recovery lab unless otherwise approved by administration. All unit test and summative test must be completed in the Credit Recovery lab.

Credit Recovery courses will be graded on a Pass – Fail basis. Students completing the course with a minimum 60% overall grade and 100% course completion will receive a P on their final transcript. This allows the student to earn credit toward graduation but not grade points.

Transfer Credit

Alchesay High School may accept credits from an accredited correspondence program, an accredited summer school program, an accredited secondary school, or post-secondary school. Students should check with the Counselor or Registrar before pursuing credits through one of these means to ensure that the credits(s) will be accepted by Alchesay High School.

Exemption Tests

Students who believe they have the knowledge for a given course that they have not yet taken may take an exemption test during the first week of the semester. Students earning a 70% or higher on the test will earn a grade of "P" and credit for the course will be added to the transcript. Students will be given one attempt. Students who wish to take an exemption test should see the Counselor or Registrar in the first week of the semester. This option is NOT available for all courses.

Dropping and Changing Classes

Students may drop or change classes only in the first ten (10) days of a semester. Any changes to the schedule after that will require a meeting with the Counselor, the Registrar, Teacher and/or Case Manager. All schedule changes must be made by the Counselor/Registrar.

CTE Dual Enrollment Courses

Students have the opportunity to enroll in dual enrollment courses through Northland Pioneer College via the CTE program. Students enrolled in these courses will earn high school credits and college credits upon successful completion of the course and will be held to additional expectations based on the college curriculum as outlined by NPC. College credit will be specific to the CTE program and may not meet the requirements of general college coursework for transfer credits. These classes follow the high school schedule. See the Counselor, Registrar or CTE Director for additional information.

TALON Technology to Advance Learning Outcomes at Northland Pioneer College

The goal of TALON program is to improve college readiness and success as well as lower the college cost for the region's diverse student population through the use of technology. Northland Pioneer College partners with Alchesay High School to offer general education courses through connected classrooms. Students work with instructors of NPC who hold a master's degree in the subject area they teach. Through TALON, student have the opportunity to earn college credit in Spanish 101, Spanish 102, Math 152, Math 189, English 101, English 102 with additional courses that may be offered. These courses offer dual enrollment credit: high school credit and college credit. Each course is weighed as an honors course. TALON students will have access to NPS support services such as tutoring and academic planning. These classes follow the NPX academic calendar. See the Counselor for a complete list of TALON courses.

Awards and Recognition

- **Valedictorian:** This award is given to the graduating full-year senior with the highest-grade point average as determined on a 4.0 scale at the end of the 1st semester of the senior year. In the event of a tie, the school administration will utilize other student performance indicators to determine a single awardee. Indicators include credit attempted v. credits earned, attendance and discipline. The awardee will be announced two weeks prior to graduation.
- **Salutatorian:** This award is given to the graduating full-year senior with the second-highest grade point average as determine on a 4.0 scale at the end of the 1st semester of the senior year. In the event of a tie, the school administration will utilize other student performance indicators to determine a single awardee. Indicators include credit attempted v. credits earned, attendance and discipline. The awardee will be announced two weeks prior to graduation.
- **Honor Roll:** A student with a grade point average of 3.0 to 3.9 will be on this list.
- **Principal's Honor Roll:** Students with a grade point average of 4.0 or higher will be recognized on this list.
- **National Honor Society:** Students who have excelled in academics, leadership, character and service may apply for the National Honor Society. A selection committee made up of teachers will determine admission of candidates for NHS. Criteria for the selection process are available from the NHS Sponsor.

- **Teacher's Choice Award:** Students have the opportunity to earn awards that will be celebrated at awards assemblies. Awards will be earned according to specific criteria.

College/University Entrance Requirements

The specific entrance requirements for colleges and universities vary. The Transition Specialist is available to help all students with post-secondary planning including college admission requirements, financial aid, scholarship applications, admission testing and college and career awareness.

Graduation Ceremony

To be eligible to participate in the graduation ceremony, students must meet all requirements, set forth by the Whiteriver Unified School District Governing Board and the State of Arizona. The deadline to meet these requirements is the day of senior checkout by the end of the school day.

Graduation Checkout Requirements:

- Earn 22 credits
- Completion of Education Career Action Plan (ECAP) on MyFutureAZ
- Passing score of 70% or better on the AZ Civics Exam
- Return all school materials including books, uniforms and any educational materials

Debts

All debts must be cleared **PRIOR** to participating in the graduation ceremony or transferring to another school. This includes textbooks, library books, technology, athletic uniforms, etc. Parents will be notified of any student changers at the end of every school year. Student transcripts will be withheld until fees are paid.

Cheating

Academic dishonesty includes cheating, copying the work of others and plagiarism. Cheating will not be tolerated and will result in disciplinary action. Students are encouraged to use artificial intelligence (AI) resources in a responsible and ethical manner. Irresponsible or unethical use will result in disciplinary action up to loss of technology privileges.

Textbooks

All basic textbooks are provided to students without charge. Any textbook damage or lost will be charged to the student at the replacement cost. Students should not write in the hardcover textbooks. Hardcopy textbooks must be returned in the same condition as when they were checked out. Student consumable workbooks need not be returned at the end of the school year.

POLICIES AND PROCEDURES

ATTENDANCE AND ABSENTEEISM

The State of Arizona and the White Mountain Apache Tribe require that students attend school but the primary responsibility for student attendance remains with the student and parent/guardians. The student's responsibility is to be in the classroom during school hours. Failure to do so may be grounds to refer the student to law enforcement. As legal guardians of a minor child, parents/guardians are responsible for their child's actions and may face legal citation and consequences.

Tardiness: Students are expected to be in class on time.

- **Before school tardy** - Students are expected to be at school before the 7:30 am bell. If a student arrives **AFTER** 7:35 am, a parent/guardian must **SIGN** them in. Additionally, a tardy consequence will be signed. The parent/guardian will be notified.
- **Between classes tardy** - Students have time between classes to tend to personal needs and get to class. Administrators, teachers and support personnel will be in the halls between classes to monitor. Tardy consequences will be assigned. Repeatedly tardy students will receive further consequences, including truancy referral. Parents/guardians will be notified.

Before School Tardy	
Student arrives after 7:35 am	
Parent/guardian MUST sign them in	
Tardy consequence will be assigned	
Parent/guardian will be notified	

Between Classes Tardy – Students have sufficient time	
1 st and 2 nd tardy	Verbal warning by the teacher
3 rd and 4 th tardy	Parent/guardian notification and truancy referral
5 th tardy	After school detention/community service
5 + tardies	Suspension

Truancy: Truancy is defined as an unexcused absence for a full day or even part of a class.

Habitual truancy is defined as a student missing all or part of five or more (5+) days in a school year. In adherence to the White Mountain Apache Tribal Truancy Code, the Truancy Prevention Coordinator will monitor student attendance and provide interventions and support when students accumulated three (3) or more absences. Students missing nine (9) or more days per semester and not responsive to interventions will be referred to law enforcement for habitual truancy. Letters will be mailed to notify parent/guardian.

Absence: Excused, Unexcused and Verification by Parent/Guardian

- Parents/guardian must provide written notice, call or email the Attendance Office accounting for the absent. Call (928)358-5782 or email Joelle.Walker@wusd.us
- **NOTE:** Falsifying parental notes is against the Student Code of Conduct and will result in disciplinary action.

- Teachers may call or write parent/guardian to address attendance issues. Forging

Excused Absence	Unexcused Absence
Verification must be prior to or during absence	Undocumented
Illness	Missing the bus
Appointments with doctors, dentist, optometrist or orthodontist	Hunting, fishing, camping
Bereavement	Out of town trips
Observation of religious holiday	Staying at home to assist family
Observation of traditional ceremonies	Oversleeping
Students are responsible for completing assignments missed during any absence	

Ten (10) Day Withdrawal: Students absent TEN (10) consecutive days will be withdrawn. Reenrollment will require the Parent and Student to meet with the Drop Out Prevention Coordinator, Counselor and Administrator; AND sign a Re-enrollment Contract.

Cell Phones and Electronic Devices Policy

Cell phones, earbuds, iPad, tablets, gaming systems and other electronic devices used in school are disruptive to the education process and are not to be used during instructional time. External speakers are not to be used on campus. In testing situations, all students will be required to relinquish their phone until all test are completed. At the teacher's discretion, teachers may allow student use of electronic devices for educational classroom use.

Violation of the electronic device policy will result in the item being confiscated and delivered to the administration office. Multiple violations will be considered defiance. Refusal to comply with school personnel request of device will result in additional disciplinary action. Confiscated electronic devices will be returned to the parent/guardian at the end of the school day. The school is not responsible for theft or damage to devices.

Food and Drinks on Campus

The Whiteriver Unified School District operates under the Community Eligibility Program (CEP), which provides meal services for all students at no charge. The food service company will provide breakfast and lunch every normal school day. A la carte items are also available for student purchase. Breakfast will not be provided on delayed start. Meals are to be consumed in the cafeteria or other designated area.

Food and drinks, including energy drinks, soft drinks and sport drinks, from outside sources are not allowed on campus. Water bottles with lids are permitted but subject to inspection. The Nurse Aide and/or Administrator may make exceptions in response to a medical condition or extenuating circumstance.

Hall Passes

Hall passes will not be issued during class time unless it is an extreme emergency. Students may not be in the halls during class except in an emergency, previously documented medical condition or when traveling with the class to the library or destination.

In-School Suspension (ISS)

In lieu of an out of school suspension, students may be assigned in-school suspension. The number of days a student is assigned to ISS will be determined by the Administrator based on the WUSD discipline matrix. The goals of in-school suspension is to help students be successful by improving academics, attitudes, behaviors, organizational skills and study skills.

Students assigned to ISS will follow:

1. Students must follow all school rules.
2. Upon entering ISS student is required to turn in cell phones to ISS Instructional Assistant.
3. Students must remain in assigned seats and have permission to leave seat.
4. Students must not communicate with one another verbally or in writing.
5. Students may not draw, nap, put their head down or be idle at any time.
6. Student must be prepared and responsible to complete classwork. If necessary, work will be provided to the student.
7. No pass will be issued.
8. Supervised restroom breaks will be provided once in the morning and in the afternoon.
9. Lunch will be provided in the classroom.
10. Marking on the tables or defacing any surface is considered vandalism.
11. Students in ISS are not allowed to attend athletic events, field trips or other activities.
12. Students may be assigned a community service project while in ISS.
13. Repeatedly assigned to ISS for any reason or failing to comply with the rules will result in further consequences, including out-of-school suspension.

Detention

Teachers and Administrators have the authority to assign detention for minor disciplinary infractions such as tardy, minor disruptive behavior, not being prepared for class, leaving class without permission, etc. Missing detention will result in progressive discipline.

Messages for Students

End-of-day messages must be received by the front office before 1:30 pm to be timely delivered.

Change in Destination for Bus Riders

All transportation requests must be one week in advance for a change of destination by filling out the form 'Privilege to Ride" a WUSD Bus Form.

Closed Campus Policy

Alchesay High School is a closed campus and prohibits any student from leaving campus between the hours of 7:35 am to 2:45 am Monday through Thursday. Only the adults listed on the "Student Emergency Form" may check out and/or visit students. Student checkout must be done in person.

Release Time

Seniors may be released from Alchesay High School for a portion of the day if they have the required forms documenting permission from their parent/guardian and the principal. Additionally, students must have sufficient credits to graduate with current classes. Students may be released from AHS to attend NPC classes or participate in a work program. Release time is scheduled through the Counselor or Registrar.

Students on release are not allowed on campus unless approved by an administrator. Please be aware that due to funding considerations, release for more than one class period a day will require administrator approval.

Withdrawal of a Student

The parent/guardian must come to AHS and complete the Withdrawal procedure;

1. Request a "Withdrawal Form" from the Attendance Office.
2. Clear all debts and return all school property, including textbooks, library books athletic uniforms and equipment, etc.
3. Complete additional records if necessary.

STUDENT DRESS CODE

All students must follow Student Dress Policy JICA and JICA-R as approved by the Whiteriver Unified School District Governing Board.

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 guidelines, takes into consideration the educational environment, safety, health and welfare of self and others. Dress code requirements apply to all students.

1. Hemmed shorts and skirts may be worn and are no more than 2 inches above the knee.
2. Bare midriffs, halter tops and spaghetti straps are not permitted.
3. Clothing should fit appropriately, not excessively baggie or inappropriately tight.
4. Pants will have no holes, rips or tears above the knee to expose skin.
5. Bare feet are not acceptable. For student safety, shoes must be worn at all times. Closed shoes are to be worn for all physical activity including physical education.
6. Jewelry shall not be worn if it presents a safety hazard to self and others.
7. Profane or defamatory writing on clothing or jewelry is not permitted.
8. Bandanas of any color, size or shape will not be carried or displayed. This includes simulations of anything representing gang-related clothing in red, royal blue and other colors deemed gang related.
9. Gang-related personalization is not permitted on hats and/or clothing items.
10. Hats, hoodies and other headwear must allow the face and ears to be visible and not interfere with the line of sight of any student or school personnel.
11. Properly approved occupational safety headgear is required for special classes.
12. Obscene language or symbols of drugs, sex or alcohol on clothing and backpacks are prohibited.
13. Sunglasses are not allowed to be worn within the classroom.

Exceptions for special activities or health considerations may be preapproved by the Administrator. Students who volunteer for extracurricular activities are subject to the dress code as defined by the Sponsors of such activities. Violation of the dress code will result in the student being required to change and/or cover up and may include disciplinary action. Continual dress code violation will be considered defiance and/or insubordination.

Backpacks

All bags must meet the following criteria:

1. Backpacks must be transparent and made of plastic, vinyl or PVC.

2. Tinted or semi-clear material is not permitted.
3. Pockets must be transparent. No hidden or covered pockets permitted.
4. Print or labels must not obstruct the view of the contents in the bag.
5. Students are allowed a 4x4 inches or smaller personal hygiene kit.
6. Athletic bags do not have to be clear. It must be checked in upon arrival to the school and will be stored in a secure location.
7. Administration has the discretion to determine whether a backpack meets the allowable criteria.
8. Backpacks not meeting the criteria will be confiscated and required parent pick up at the end of the school day.

SERVICES AND FACILITIES

Media Center

The AHS Media Center serves as a resource for all students. Materials that are checked out have a two-week loan period with a penalty imposed if not returned in a timely manner. Students are limited to four (4) items at a time. Students who have overdue items will not be allowed to check out more materials. Lost materials will be charged to the student at the replacement cost. Some reference or reserved items are only available for use in the library. No student will be permitted in the library during class time, without approved pass.

Internet Access

The school district provides students with internet access as part of the educational experience. All students and their parents are required to sign a permission form before the school will allow access. All access is monitored and recorded electronically and as such may be read. Any student who misuses or abuses the internet or fails to follow rules will be denied access and may be subject to disciplinary action. Students agree to abide by the following rules and guidelines:

1. Use the internet access for educational purpose only.
2. Keep passwords and user IDs private.
3. Do not contact or communication with others you have not personally met.
4. Do not view, send or receive content suggestive of pornography or containing profanity, unethical or illegal solicitation or illicit materials. This includes views that are racist, sexist, violence or favorable toward drug and alcohol abuse.
5. Do not use or log in to chat rooms or instant messaging systems.
6. Abide by all copyright laws and regulations.
7. Do not give personal information to vendors or internet services.
8. Do not willfully harm, modify or destroy system equipment or software.
9. Do not use the internet for commercial or consumer usage, buying or selling online.
10. Do not use the internet to intimidate, threaten or harass others.

Artificial Intelligence Guidelines

We recognize the transformative power of Artificial Intelligence (AI). However, its use must be appropriate and ethical. Submitting AI-generated content without proper permission and credit is a violation of AHS academic integrity standards.

Student Laptops

Laptops may be provided for individual student use as an educational tool and instructional resource during the school day per teacher lesson plans. When assigned, students are responsible

for proper use as well as physical care of the equipment. Students will be held responsible for replacement cost or repairs if used improperly. Problems with devices should be reported to the teacher. WUSD technology use policies also apply to devices. No laptops may be checked out to students for use off campus.

Apache Behavior Health Services

ABHS provides on-site mentoring and counseling for AHS students. ABHS offers courses for prevention in terms of drug and alcohol during lunch time. Students must have proper paperwork on file with ABHS to participate and teacher permission to miss instructional time to meet with a Life Coach or Therapist.

HEALTH CARE

Health Office

The Nurse Aide manages the Health Office which is available to all students with health problems while at school. The Nurse Aide is not a substitute for a professional health provider.

- Students **must have a pass** to the Nurse's office during class time.
- Student who are ill should remain home.
- Parents must notify the school of absence due to illness.
- Students absence for three (3) or more days must have a DOCTOR'S note.
- Parents are required to bring medications to the Nurse Aide and complete forms.
- The Nurse Aide keeps secure any over-the-counter or prescription medications. These medications will be dispensed to the student and when needed.
- NOTE: Failure to surrender any OTC or prescription drugs is a Federal Offense.

Doctor's Clinic

Twice a month a doctor from the Public Health Service will be available by appointment in the nurse's office. Students who want an appointment with the doctor must be eligible for public health service and have a permission slip on file.

Immunization Records

Students must have complete immunization records on file with the school nurse. Students who fail to file required records will not be allowed to enroll in or attend AHS until records are presented.

School Insurance

Parents are responsible for any insurance claims for medical treatment of their student. Although Alchesay High School does carry student accident insurance, it may not cover medical expenses.

COUNSELING AND GUIDANCE

The counseling office provides both personal and academic services. Some of the areas in which the counselors assist students are course selection, social adjustment, peer relations, aptitude evaluation, career planning and post-secondary applications. The Counselor and/or the Registrar are available to meet with individual students, small groups and parents. Students must have a Pass to be in the Counseling Center.

TRANSPORTATION

Daily Bus Service

The driver of any school bus is responsible for the orderly conduct and safety of the students transported to and from school. Cameras may be placed in buses to monitor student behavior. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason to deny the student transportation on any bus and could result in assigned consequences at school. Parents and students were provided a transportation agreement in the registration packet.

In **EMERGENCY SITUATION** on a school bus, these guides must be followed:

1. Older students are to help the bus driver in maintaining order and assisting younger students in following the directions given by the Bus Driver.
2. All students are to stay on the bus unless directed otherwise by the Bus Driver or if an immediate danger to students is present.
3. If students have to leave the bus, they must stay in a group and follow the directions given by the Bus Driver.
4. Students will not put themselves and/or others in a hazardous situation.

Bus Evacuation Drills

As required by law, the district must conduct two bus evacuation drills per year in which **ALL** students are required to participate.

Activity Travel

Students are required to travel to and from school activities by school transportation. Permission to return from the activity with parent/guardian must be approved by the administrator. Travel Release Form can be picked up at the Front Office. Students may use electronic devices on activity trips. The school is not responsible for lost, broken or stolen items.

Student Parking

Students are allowed to bring a vehicle to school by following the policy:

1. Students must show proof of a valid driver's license, insurance and vehicle registration.
2. Students must fill out a Vehicle Registration Form in order to receive a parking pass.
3. Parking pass must be visible.
4. Students will park their vehicle at the southeast parking lot at the front of the school.
5. Students must obey all rules pertaining to the operation of a motor vehicle.
6. Violation of the parking policy will result in loss of driving to and parking the vehicle.

NOTE: AHS is not responsible for damage, accident or injury on campus parking lots.

Bikes, Skateboards and Scooters

Bikes, skateboards, scooters or similar vehicles may not be ridden on campus. Students who bring such vehicle must check it in at the Front Office as they enter. It may be picked up after school.

AHS is not responsible for lost, broken or stolen items.

SCHOOL EVENTS

Master Calendar

The School Secretary will keep a master calendar of school events. Events and activities will be placed on the school calendar as approved by the Administration or Student Council Sponsor. Athletics schedules are available from the Athletics Secretary. Updated information is available on the Alchesay High School website.

Parent-Teacher Conference

Parent-Teacher Conference (PTC) occur mid-quarter and are a great opportunity to meet with teachers regarding student academic progress. Progress reports not picked up during PTC will be mailed home. PTC will occur on the following dates:

Quarters	Dates
Quarter 2	September 16, 2026
Quarter 2	December 2, 2026
Quarter 3	February 17, 2027
Quarter 4	April 22, 2027

Parent Advisory Council

Parent Advisory Council (PAC) is for parents of current students. All parents are encouraged and invited to attend monthly PAC meetings. Meeting schedule will be advertised at the beginning of the school year. Meetings are generally held on a Monday of each month from 5:30 pm to 6:30 pm. Meeting dates will be advised on the AHS website and the District Facebook page.

Extra-Curricular Activities

Students can participate in clubs, school activities and athletic events throughout the school year.

- Clubs include: (not all clubs are listed or new clubs may be formed)
 - o Student Council
 - o Indian Club
 - o FCCLA
 - o FBLA
 - o Robotics
 - o National Honor Society
 - o Skills USA
 - o Travel Club
 - o Yearbook
 - o Adventure Club
- Sports Clubs are open to all students.
- Grade level Clubs.
 - o The Junior class typically sponsor prom.
 - o The Senior class organize the graduation ceremony.
 - o Sophomore and Freshmen begin fundraising activities for prom and graduation.
- School teams compete in interscholastic competitions.
- All clubs can organize for fund-raisers.
- Students must meet academic eligible – not have had any Fs on two previous progress grade checks.
- Suspended students are not allowed to participate.

NOTE: Any violation of the eligibility rules will result in disciplinary actions. Refer to the Student Athlete Handbook for details.

Academic Eligibility

All students participating in clubs, school activities and/or athletics must be eligible for participation and must not have had any Fs on the two previous progress grade checks. The Associate Principal/Athletic Director will track academic eligibility.

Athletic Participation Requirements

To be eligible to participate in athletics, students must complete all requirements set forth by the Arizona Interscholastic Association (AIA) and Alchesay High School.

1. Yellow Clearance Card – students will receive this once all required paperwork is submitted and cleared to participate in athletic. The Athletic Secretary give the yellow card.
2. The Yellow Clearance Card will be presented to the coach prior to try-outs/participation.
3. Maintain academic eligibility.
4. Transfer students must complete appropriate transfer paperwork and be cleared by the AD before participation. Transfer students must notify the Athletics Secretary and Coach when applying for a yellow card. Transfer students are defined as students who did not attend Alchesay High School in the previous year or during the same school year.
5. Incoming freshmen do no need to complete transfer paperwork unless transferring within the school year.

NOTE. Refer to Students Athlete Handbook for details.

School Dances

Clubs are encouraged to sponsor dances throughout the school year. Clubs include grade level clubs, Sport Clubs and those listed extra-curricular activities. All school rules and regulations are in effect at all dances unless otherwise specified. To retain the privilege of sponsored dances, the following rules must be observed:

1. All school rules and dress code apply.
2. Once inside the dance, you remain inside.
3. If you exit the dance, you may not return.
4. Students appearing to be under the influence of drugs or alcohol will NOT be admitted.
5. Suspended students are not allowed to attend.
6. Administration may ban students at their discretion.
7. Only Alchesay High School students can participate, unless otherwise specified.
8. I.D. must be shown upon request.
9. Administration or sponsors may end the dance at any time.

Initiation and Hazing

Initiation, hazing or other such activity by any student/s at any time on or off-campus is prohibited. Any such activity will result in disciplinary consequences, including possible suspension or expulsion and Law Enforcement notification.

Hazing includes any method of initiation into any student organization. Hazing is an activity in which a person intentionally, knowingly or recklessly commits an act that:

1. Endangers the mental or physical health or another
2. Involves any brutality of physical nature such as, but not limited to, whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, exposure to the elements
3. Involves consumption of any food, liquor, drug or other substance
4. Involves any activity that would subject the individual to extreme mental stress, such as but not limited to, sleep deprivation, extended isolation from social contact or conduct that subjects another to extreme embarrassment, shame or humiliation
5. Involves behavior including, but not limited to, physical violence, restraint, improper touching or inappropriate exposure of body parts not normally exposed in public.

NOTE: Consent of the victim to hazing is not a valid defense against prosecution.

Conduct at Sporting Events

Alchesay High School is a member of the Arizona Interscholastic Association (AIA) and abides by the rules and regulations as set forth by the association to maintain and improve high standards of conduct, competition and relations with member schools. The attitude of sportsmanship should be reflected by all spectators, no matter what their personal feelings of loyalty may be to one or the other teams in any contest. Sporting events are considered school activities. School policy applies.

EMERGENCY PROTOCOL AND PROCEDURES

In the event of an evacuation or lock down, all students are required to follow the direction of school personnel to maintain a safe environment.

Evacuation Plan

When the alarm sounds, the school personnel will:

1. In an orderly fashion, exit the classroom.
2. Close the door.
3. Escort students to designated location.
4. Take attendance and hold up the Attendance Indicator. The indicator will have a green side = *all students accounted for*. The red side = *missing student/s*.
5. Keep classroom students together and maintain order until given the “All Clear.”

Lock Down Procedures: Two Types of Lockdowns.

School personnel and students should do their best to maintain a safe environment. School personnel should supervise and observe student behavior. The two types of Lock Downs are:

- **Shelter in Place:** If a threat has been identified outside the school, the school should go into a partial lockdown. This involves ensuring that all personnel and students are inside the buildings with doors locked.
- **Full Lockdown:** If an inside threat is identified within the school campus, a Full Lockdown will be instigated. The external gates will remain open. However, rooms within the buildings should be locked.

Shelter in Place	Full Lockdown
1. Personnel steps outside and gather students inside the classroom. - If outside the building, lead students to the nearest secure location.	1. Personnel steps outside and gather students inside the nearest classroom. - If outside the building, lead students to the nearest secure location.
2. Lock the door. DO NOT open the door until the “ALL Clear” is given	2. Lock the door. DO NOT open the door until “ALL Clear” is given.
3. Continue with classroom activities	3. Cover the windows.
	4. Lights remain ON
	5. Move students away from the doors and windows

4. Allow students to text home - <i>"We are in a lockdown, I am okay. I will update you when I can."</i> Please have students turn off their phones every 10-15 minutes to help reduce congestion on the cellular network. Maintain quiet, orderly environment	6. Allow students to text home <i>"We are in a lockdown, I am okay. I will update you when I can."</i> Please have students turn off their phones every 10-15 minutes to help reduce congestion on the cellular network. Maintain quiet, orderly environment
5. If possible, email the names of students present and missing to Attendance Clerk and Secretary.	7. If possible, email the names of students present and missing to Attendance Clerk and Secretary.
6. Inform emergency service personnel if anyone is missing.	8. Inform emergency service personnel if anyone is missing.
9. If students need the restroom, they must be escorted by an adult and return immediately.	10. NOBODY should leave their room.
11. Await further instruction. Check email.	12. Await further instruction. Check email.
13. Wait for an "All Clear" announcement	14. Wait for an "All Clear" announcement

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Whiteriver Unified School District uses positive behavior management process to create a safe and effective school. It provides a system of clear expectations with consequences and incentives as well as interventions necessary to sustain positive behavior. All staff members will implement the system to support positive behavior throughout the instructional day and during school activities. The guiding principles of PBIS are safety, respect, responsibility and excellence. Below is the Positive Behavior Interventions and Support (PBIS) Matrix which illustrates behavior expectations for various areas around campus.

	Locations	Classrooms	Restrooms	Hallways	Cafeteria	School events/ Assemblies	Bus	Gym/ weight room/ Fields
Respect	Use appropriate words and volume Follow adult directions Keep school grounds clean	Use materials appropriately Allow others the best opportunity to learn Be on time and enter class quietly	Be private and respect privacy of others Respect school property Flush the toilet	Walk quietly Keep displays of affection appropriate to the school setting Use appropriate language	Form appropriate lines Conversations at normal volume Practice appropriate manners	Display sportsmanship Respect school property Clean up after yourself	Arrive at the bus on time Comply with adult instructions Use appropriate language/volume	Respect school property Participate Take turns
Responsible	Be a positive role model Place gum and trash in the trash can Dress appropriately	Follow classroom rules Secure all personal electronic devices Keep classroom neat and clean Wait to be dismissed	Practice good hygiene Use facilities correctly Return to class promptly	Take the most direct route to class Have a pass visible Maintain personal space	Sit until dismissed Clean up after yourself	Stay in the designated event area Be an active listener	Keep aisle clear Follow bus and school rules	Treat equipment properly Assist in set up and storage of materials

Safe	Maintain personal space See/hear something, say something Stay in supervised areas	Sign out/in to leave the classroom Follow instructions for lockdowns and fire drills	Dispose of personal items appropriately Use bathroom only for intended purpose Wait your turn	Keep to the right when walking Respect school property Keep your hands, feet and property to yourself	Walk quietly into lunchroom Wait your turn Maintain personal space	Engage appropriately as spectator or participant Follow all given directions	Enter & exit cautiously Stay seated face forward	Stay in designated areas
	Preserve Represent your school/community by being a positive role model Meet or exceed academic and behavior expectations	Be prepared to learn Display a positive attitude Complete all assignments on time Encourage others	Limit socialization Use time effectively	Use passing time effectively and efficiently Be courteous and thoughtful of others	Eat your food in the cafeteria Eat most or all of your food and drink	Show school pride Represent the school positively	Report problems Use kind words Keep your hands, feet and property to yourself	Include others Strive for personal bests

STUDENT CODE OF CONDUCT

The Governing Board is required by law (ARS 15-841) to ensure that “*students shall comply with the policy, pursue the required course of studies and submit to the authority of the teachers, school administrators and school board.*” The law further states that “*...continued open defiance of authority or habitual profanity and vulgarity, constitute good cause for expulsion.*” The Governing Board interprets this statute to mean that the administration and faculty are specifically directed not to tolerate disrespect, insubordination or disobedience under any circumstance.

The code of conduct has been established to ensure that all students, parents, educators, law enforcement, government entities and community members understand the rights and responsibilities at Alchesay High School, the consequences for violating the established rules, and the process for dealing with violations.

The primary goal at Alchesay High School is to educate. Be federal and state law the administration is obliged to protect the rights of all school members while instilling in each individual responsibility to the educational community and the community at large. To that end, the Whiteriver Unified School District Governing Board has adopted a comprehensive discipline policy which governs student behavior while in school, on school grounds, during school-sponsored activities, while traveling to and from school and in school vehicles.

The comprehensive police discipline policy is available in the front office and on the district and school website.

The following are Appendices A and F from the comprehensive discipline policy which contain information most relevant to discipline at Alchesay High School.

APPENDIX A – DEFINITION OF INFRACTIONS

Absence from class – failure to be physically present for all of a class session or required school activity.

Aiding/Abetting – any act that leads to or encourages an infraction on the discipline matrix.

Aggravated Assault – assault which cause serious injury to another; assault with a deadly weapon or dangerous instrument; assault which causes temporary but substantial disfigurement, temporary but substantial loss or impairment of any body organ or fracture of any body part.

Aggravated Assault of a School Employee – a person commits aggravated assault of a school employee if the person who commits assault as defined knows or has reason to know that the victim is a teacher or other person employed by any school and either is on school grounds or is engaged in any school-related duties.

Alcohol – any fermented and/or distilled liquor or a substance reasonably believed to be or portrayed by the student as a fermented and/or distill liquor.

Arson – the attempt to burn any property, to start a fire or explosion or to promote the continuation of a fire or explosion. Arson does not include teacher approved class activities such as an approved and supervised experiment in a chemistry class.

Assault – intentionally, knowingly or recklessly causing any physical injury to another person; knowingly touching another person with the intent to injure, insult or provoke such person; intentionally placing another person in reasonable apprehension of imminent physical injury.

Behavioral Contract – a written agreement outlining certain remedial conditions and/or a plan of actions seeking a particular solution to a student behavioral problem.

Breaking and Entering – unauthorized entry into a property of another or into any portion of the school property.

Bullying – occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment or intimidation.

Bus Behavior – please refer to the WUSD Bus Safety Rules

Cafeteria Misbehavior – see the school handbook

Cheating – the use or attempted use of information, academic work, research or property of another as one's own. Cheating shall include but not be limited to sharing knowledge during an examination or the unauthorized use the notes or other materials in an examination. Cheating shall also include the willful disobedience of testing rules.

Complicity – the association or participation in any act or the agreement between more than one individual to commit an act where the act ultimate is committed or attempted by any one or more of the individuals.

Conference – a meeting/discussion, in person or by telephone, between a school employee and a student and/or parent.

Controlled Substance –

- Any narcotic or dangerous drug
- Alcohol
- Tobacco

- Glue, paint or any intoxicating substance that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purpose.
- Any other potential mind-altering substance, including marijuana and other the counter substances
- Drug paraphernalia, ad defined by ARS 13-3415
- Any other substance enumerated in ARS 13-3401, as well as any imitation controlled substance listed in ARS 13-3451. Medication shall not be considered a controlled substance so long as the medication is either 1) prescribed by a physician and used in accordance with the prescription and Governing Board policies or 2) a proprietary medicine as defined in ARS 32-1901 (39) when used in accordance with parental instructions and Governing Board policies.

Any controlled substance or paraphernalia found in the possession of a student or anywhere on District property will be confiscated in addition to any discipline imposed.

Counseling – individual or group professional guidance with a student that may utilize techniques involving discussion, interviewing, testing and other guidance procedure.

Defiance of School Authority – refusal to comply with a reasonable request by school personnel.

Destruction – damaging, destroying or defacing school property or the property of any other person.

Disorderly Conduct – conduct that is reasonably likely to disrupt or that does disrupt, the regular or normal school functions or any school process or activity.

Display of Affection – visible affectionate physical contact that exceeds accepted standards of reasonable public conduct.

Disrespect – display of rude or discourteous behavior toward a school employee.

Disruption of the Educational Process – any conduct that causes, is intended to cause or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.

Ditching – the failure to attend class without an approved reason.

Drug – a-controlled substance as defined herein.

Explosive Devices – any apparatus or substance that is capable of exploding or causing an explosion.

Extortion – the act or practice of obtaining something from a person by force, threatened fore or undue or illegal power or influence.

Failure to Report – the failure to report to school employees or administrator any infraction about which a student has knowledge.

False Information – intentionally fiving an untrue communication to any WUSD personnel.

Fighting – engaging in physical contact for the purpose of inflicting harm on another person.

Firearm – gun, rifle or similar items whether or not functional

Forgery – the unauthorized or untrue making or alteration of a written document or another person's name or signature.

Gambling – to engage in a game or other activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game of activity.

Harassment – serious or repeated conducted toward an individual that would disturb or annoy a reasonable person under similar circumstance. This conduct could include, but not limited to, forms of verbal or physical harassment based on race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hate Crime – any act designed to frighten, harm, injure, intimidate or harass an individual, which is motivated in whole or part by the student's bias. The student's bias may include, but not be

limited to, race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hazardous Material/Dangerous Items – Any item that could be used to inflict damage to a person or property or create a substantial disruption.

In School Suspension (ISS) – assignment of a student to a designated supervised room for part or all of a school day.

Initiation/Hazing – any type of initiation activity, whether conducted on or off school grounds that is not expressly authorized by the school principal.

Injury Prone Behavior – intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself or others or the property of other.

Insubordination – any action involving defiance or disregard of authority and/or school rules and regulations.

Intimidation/Threat – verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

Intoxicating Agent – any controlled substance

Leaving Campus – leaving school grounds, except where generally permitted for all students, without receiving prior approval from the proper school authorities.

Loitering – when an individual is present in or about a school after a reasonable request to leave or without authorization or a legitimate reason for being there.

Lying – intentionally giving an untrue communication.

Malicious Damage – conduct with the intent to cause loss or harm resulting in injury to person, property or reputation.

Normal Educational Process – the normal operation of the school or school District.

Not Pursuing the Course of Study – refusal to follow the established curriculum or syllabus in a particular subject or course of study.

Obscene Statement or Materials – statements and material which an average student, applying contemporary school standards would find, taken as a whole, appeal to prurient interests and, taken as a whole, lack serious literary, artistic, political or scientific value. The standard is that of the school community with a recognition that students are, as a class, younger and more sensitive than the general adult population.

Paraphernalia – any accessory, apparatus or equipment that may be used in the manufacture of or utilization of a controlled substance or otherwise as defined in ARS 13-3415.

Physical Abuse – any act intended to cause injury to another, that is reasonable likely to cause injury to another or that a reasonable person would find insulting or offensive.

Police Report – the notification to law enforcement authorities that alleged criminal conduct has occurred.

Possession of Stolen Property – to hold an item or items without the permission of the owner.

Profanity – the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school-related area.

Refusal to Identify Self – refusing to give correct name when requested to do so by school personnel or the use of other person's name or identity as one's own.

Robbery – the unauthorized taking of property of another by force, violence or threat.

Sale of Intoxicants – the transfer of ownership from one person to another for a price or items of value, any controlled substance.

Sexual Harassment – any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature that substantially interferes with a student's or employee's performance or creates an intimidating, hostile or offensive school environment.

Sexual Misconduct – public sexual indecency by engaging in one (1) or more of the following: sexual contact, sexual act, indecent exposure, etc.

Solicitation – a person commits solicitation if such person requests, commands or encourage another person to provide him or her with information concerning where to purchase or obtain a substance or item the possession of which is illegal and/or prohibited by District policy.

Tardiness – arriving to class after the scheduled starting time.

Theft – unauthorized taking of property owned by another.

Tobacco – ground up leaves used for smoking or chewing or manufactured products such as cigars or cigarettes known to be addictive and dangerous.

Transfer – to furnish, deliver or give away.

Trespass – the unauthorized presence of an individual on school property.

Truancy – absence from an assigned class and/or required school function without a proper and timely excuse.

Unexcused Absence – absence from class without a proper and timely excuse that is approved by school authorities.

Vandalism – destroying, mutilating, damaging or defacing objects or materials belonging to the school, school personnel or other persons.

Verbal Abuse – obscene language; repulsive language; any obscenity

Vulgarity – the use of offensive language; repulsive language; any obscenity.

Weapons – an object in one's possession that is used, is attempted to be used or is commonly used to threaten or inflict bodily harm to another person or destroy property. Weapons also include any object that reasonably appears to another as an item that is being used or that is commonly used to inflict bodily harm on another person or to damage the property of another.

NOTE: - Please refer to AZ SAFE – Arizona Accountability for Education for the Definitions of Violations according to Arizona Laws.

DEFINITIONS OF CONSEQUENCES

1. **Reprimand** – A formal conference and warning from the school official to the student. Written communication sent to the parent.
2. **Restrictions-Parent Conference Required (PCR)** – The student will be temporarily moved to a safe, supervised restrictive area from the regular academic setting. A parent conference will be required. If a parent/guardian does not respond, a corresponding disciplinary action will incur.
3. **Detention** – A restriction of free time privileges such as recess; time after school may also be used as detention time, but should not exceed more than one hour per day.
Special assignment occurs when a student is given any additional work to perform that other students in a non-disciplinary situation otherwise are not required to do.
Restriction of bus privileges is the temporary exclusion of a student from school transportation facilities. Loss of privilege occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extracurricular activities during or after the regular school day.
4. **In School Suspension** – Removal from the regular academic setting into another area such as a classroom, or a principal's office.
5. **Restitution** – At the administrator's discretion, the student may have or will be required to serve an alternate consequence which may include but not limited to community service, letter of apology, fine/fees, grounds keeping, litter control, parent supervision and others.
6. **Short-Term Suspension** – Removal from school and school related activities such as: dances, clubs, field trips, athletic events and others for a specified length of time, not to exceed to ten (10) school days.
7. **Long-Term Suspension** – Removal from school related activities such as: dances, clubs, field trips, athletic events and other for a specified length of time, a minimum of eleven (11) school days and a maximum of one hundred and eighty (180) school days. The period of long-term suspension may extend into the next school year. Governing Board action is required.
8. **Revocation of Enrollment of Open Enrollment Students** – for open enrollment students who would otherwise be subject to a long-term suspension or expulsion, the hearing officer has the option to revoke enrollment effective at any time within the school year.
9. **Expulsion** – Permanent removal of a student from a school. Governing Board action is required. Appeal for reinstatement is available and must approved by and is at the discretion of the Governing Board.
10. **Policy** – A student shall not commit or attempt to commit, induce or solicit listed in the matrices is defined in this policy. The attempt, inducement, solicitation or conspiracy to commit any infraction by a student shall be treated, for the purpose of imposing discipline, as if the student actually had committed the infraction.
11. **Suspension Authority** – The authority to suspend students is vested in the superintendent, all Assistant Superintendents, the Principal, Associate Principals, Assistant Principal, Administrative Assistants and assistants to the Principal.

APPENDIX F

Whiteriver Unified School District Matrix 9-12					
Infractions	Disciplinary Actions				
	* Report to ADE * * Report to Local Law Enforcement and ADE				
	AZ Safe	1 st Offense/ Occurrence	2 nd Offense/ Occurrence	Continued Offense/ Occurrence	Police Report
1. Aiding/Abetting other infractions on this discipline matrix a) Passive participation		Short Term Suspension 1-3 days	Short Term Suspension 3-5 days	Short Term Suspension	
b) Active participation		Short Term Suspension 3-5 days	Short Term Suspension	Long Term Suspension Expulsion	
2. Alteration/Tampering/Misuse or Theft of a) School Records		Restriction Short Term Suspension	Long Term Suspension	Expulsion	
b) Computer Records		Restriction Short Term Suspension	Long Term Suspension	Expulsion	
3. Arson a) Structure or property* b) Occupied structure **	*	Long Term Suspension	Expulsion		Yes
4. Assault a) Student to Student	**	Short Term Suspension	Long Term Suspension	Expulsion	
b) Student to Teacher/Staff	**	Short Term Suspension Long Term Suspension	Long Term Suspension	Expulsion	
5. Aggravated Assault (serious body harm)	**	Long Term Suspension	Expulsion		
6. Aggravated Assault of School Employee	**	Expulsion			
7. Attendance Policy Violations a) Tardiness		Immediate Parent Notification Detention 1-3 days	ISS 1-3 days Short Term Suspension	Restrictions ISS 3-5 days Short Term Suspension	
b) Leaving Campus without Authorization	**	Immediate Parent Notification Short Term Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days	
c) Truancy/Ditching (On/off campus)	**	Immediate Parent Notification Detention ISS	ISS Short Term Suspension	Short Term Suspension Report to Tribal Prosecution	
8. Breaking and Entering School Premises/Trespassing	**	Short Term Suspension	Long Term Suspension	Expulsion	Yes
9. Bus Safety Rules Violation		Incident Report Bus Suspension 1-3 days	Restriction to Bus Suspension 5- 10-days Loss of Bus Privilege	Short Term Suspension Long Term Loss of Bus Privilege	
10. Cheating or Plagiarism/ Forgery/ Falsification/ False Information		ISS 3-5 days Loss of Credit	Restriction Loss of Credit Short Term Suspension 3-5 days	Long Term Suspension Loss of Credit	
11. Controlled Substance *alcohol, *tobacco, Vape juice, e-cigarettes, *inhalants, over the counter, **prescription drugs;					

**Illicit drugs: ecstasy, cocaine, meth, marijuana, hallucinogens, heroin, etc					
a) Sales and/or Distribution	**	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	Expulsion	
b) Use and/or Possession	**	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	Expulsion	
c) Paraphernalia	**	Suspension 1-5 days	Short Term Suspension	Short Term Suspension Long Term Suspension	
d) Use/ Possession-Tobacco and/or tobacco paraphernalia	*	ISS 1-5 days Short Term Suspension 1-3 days	Short Term Suspension 3-5 days	Short Term Suspension 5-10 days	
12. Defiance/ Disrespect/ Insubordination		Restriction, ISS 3-5 days Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension Long Term Suspension	
13. Disruption of the Educational Process		ISS 3-5 Days Suspension 1-3 days	Suspension 3-5 days	Short Term Suspension	
14. Dress Code Violation		Reprimand/Change Clothes Detention or ISS 1-3 days	ISS 3-5 days Restriction	Short Term Suspension	
15. Fighting	*	Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension Long Term Suspension	
16. Gambling		Detention or ISS 3-5 days Short Term Suspension 1-5 days	Detention or ISS 5-10 days Short Term Suspension	Long Term Suspension	
17. Hazing	*	Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension	
18. Injury Prone Behavior: horseplay/ roughhousing/ recklessness ○ Endangerment: If results in substantial physical injury		ISS 1-3 days	ISS 3-5 days Short Term Suspension	Short Term Suspension	
19. Intimidation/ Harassment/ Threats/ Bullying/ Cyber Bullying	*	Detention or ISS 1-5 days Short Term Suspension 1-5 days	Short Term Suspension 5-10 days	Short Term Suspension Long Term Suspension Expulsion	
20. Negative Group Affiliation/ Secret Societies (Gang affiliation)		Short Term Suspension 3-5 Days	Short Term Suspension 5-10 days	Short Term Suspension Long Term Suspension	
21. Possession of a Combustible: lighter, matches, firecracker, etc.		Detention or ISS 3-5 days	Short Term Suspension	Short Term Suspension	
22. Public Display of Affection (PDA)		Reprimand Detention or ISS 1-3 days	Restriction ISS 3-5 days	Suspension 1-5 days	
23. Sexual Offense: a) Obscene/Pornographic materials		Restrictions Short Term Suspension 3-5 days	Short Term Suspension 5-10 days	Short Term Suspension	
b) Indecent Exposure		Restriction Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
c) Sexual Harassment	*	Restriction Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
d) Sexual Harassment with contact	**	Long Term Suspension	Long Term Suspension Expulsion		
e) Sexual misconduct with minor/child molestation	**	Long Term Suspension Expulsion	Expulsion		

f) Sexual Assault (rape)	**	Long Term Suspension Expulsion	Expulsion		
g) Sexual Misconduct	*	Short Term Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension	
24. Theft		Detention or ISS 5-10 days	Short Term Suspension	Short Term Suspension	Yes
a) Petty Theft (<\$100.00)					
b) Theft (>\$100.00)	**	Short Term Suspension	Short Term Suspension Long Term Suspension	Short Term Suspension Long Term Suspension	Yes
c) Extortion	*	Short Term Suspension	Long Term Suspension	Expulsion	Yes
d) Robbery	**	Long Term Suspension	Expulsion		Yes
25. Vandalism/ Destruction of School/ Personal Property		Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension Long Term Suspension	Yes
a) Graffiti/Tagging					
b) Personal Property	**	Short Term Suspension	Short Term Suspension	Short Term Suspension Long Term Suspension	Yes
c) School Property	**	Short Term Suspension Long Term Suspension	Long Term Suspension	Long Term Suspension Expulsion	Yes
26. Vulgarity/ profanity/ inappropriate use of language (written, verbal, profanity, gestures, etc.)		Restriction Detention or ISS 5-10 days	Suspension 1-5 days	Short Term Suspension	
a) Student to Student and/or in general					
b) Student to Teacher/Staff		Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension	
27. Weapons – Possessions/use/ distribution	*	Short Term Suspension	Short Term Suspension Long Term Suspension	Short Term Suspension Long Term Suspension	
a) Dangerous Instrument/Devices					
b) Explosive Devices	**	Long Term Suspension Expulsion			
c) Simulated Weapons	*	Short Term Suspension	Short Term Suspension	Short Term Suspension Long Term Suspension	
d) Firearms	**	Long Term Suspension Expulsion			
e) Other Weapons	**	Short Term Suspension Long Term Suspension Expulsion	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
28. WUSD Facilities Threats/Tampering	**	Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension	
a) Fire Alarm Misuse					
b) Chemical/ Biological/ Bomb Threat	**	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	Expulsion	
c) Other School Threats	*	Short Term Suspension	Long Term Suspension Expulsion		
29. Other Violations – per District Policy	*	Detention of ISS 1-5 days Short Term Suspension	ISS 5 days Short Term Suspension	Short Term Suspension Long Term Suspension	

**Alchesay High School
Student/Parent Handbook
Signature Page**

My signature indicates that I have received the Alchesay High School Handbook and I understand it is my responsibility to read it in its entirety. I promise to support the mission of the school and to do my part in maintaining a positive, productive educational environment.

I also acknowledge that the Whiteriver Unified School District Student Discipline Policy and Athletic Handbook is available in the front office and the WUSD and the Alchesay High School website.

Student Signature

Date

Parent/Guardian Signature

Date