

# Alchesay High School



## Student & Parent Handbook 2021-2022

### Contact Information:

P.O. Box 190  
Whiteriver, Az 85941  
(928) 358-5690

Alchesay High School is fully accredited by AdvancEd/Cogina.

Policies and procedures are subject to change. Please check with an administrator for clarification.

## **VISION STATEMENT**

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

## **MISSION STATEMENT**

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

## **KIDS AT HOPE**

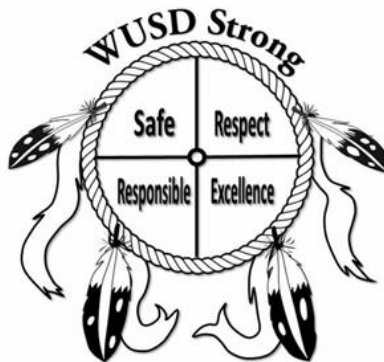
### **PLEDGES:**

**Student** – *“I am a Teen at Hope. I am talented, smart and capable of success. I have dreams for the future and I will climb to reach those goals and dreams every day. All children are capable of success, NO EXCEPTIONS!”*

**Staff** – *“As an adult and a Treasure Hunter I am committed to search for all the talents, skills and intelligence that exists in all children and youth. I believe all children are capable of success, NO EXCEPTIONS!”*

## **Positive Behavior Intervention & Supports**

*WUSD 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, excellence. These make us Falcon Strong and WUSD Strong!*



## SCHOOL STAFF 2021-2022

Administration	Teaching Staff
Leeann Lacapa, Principal	Vacant, English
Charles Gover, AP/AD	Vasudha Sharma, English
Laurel Endfield, AP/Daycare Director	RayAnn Amos, English
Office Staff	Renee Salman, English
Bridget Bones, Secretary	Stephanie Whitehair, Math
Vacant, Bookstore/Athletics	Paul Hurley, Math
Joelle Walker, Admissions & Attendance	Gilbert Soco, Math
Cheryl Burnette, Health Aide	Alison Bjarson, Math
Campus Security	Luisa Tancioco, Math
Brent Lupe, Monitor/ISS	Alvin Abad, Science
Peggy Yazzie, Campus Monitor	Jerry Alsenay, Science
Chance Hill, Campus Monitor	Breann Clarkson, Science
Custodians	Vacant, Science
Vacant	Roberto Alvarez, Social Studies
Nathaniel Cosay III	Erika Frey, Social Studies
Daniel Walker	Sandra Beebe, Social Studies
Daryl Dazen	Johann Ngo, Business
Classified Support Staff	Ramon Acosta, Construction
Cheyenne Burnette-Dropout Prevention	Valyncia Yazzie, Early Childhood Ed
Chad Susan-Truancy Prevention Liaison	Ferdie Iburan, Computer Main't.
Certified Support Staff	Charles David, Automotive
Brenda Drayer, Counselor	Richard Carver, Art
Elizabeth Sigman, STEM Integration	Brandon Newcomb, Weights
Austin Velasquez, Higher Ed. Liaison	Courtney Tolino, PE/Health
Teresa Wright, Reading Specialist	Curtis Clark, Native Am. History
Christine McCabe, Instructional Coach	Linda Lupe, Apache
Vacant, Media Specialist	Anthony Mollaneda, STEAM
Special Services Department	William Riley, ALC Teacher
Rhoma Geronimo-Pineda	Donna Vigil, Credit Recovery Lab
Joahna Tupas	Ruth Chinche, IA C.R. Lab
Russell Graham	Franco Nosie Jr., TALON IA
Arlene Patac	Majel Declay, IA
Sandra Tessay, IA	Garcia Pina, IA
Patrick Quintero, IA	
Naomi Lupe, IA	
Julie Paxson, IA	

### NON-DISCRIMINATION POLICY

Whiteriver Unified School District does not discriminate on the 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 Superintendent Office, 959 South Chief Avenue (PO Box 190), Whiteriver, Arizona 85941, (928) 358-5800, or to the Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Denver, Colorado 80204

### **DAILY SCHEDULE**

The building is generally 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.

<b>Alchesay High School 2021-2022 Bell Schedule</b>			
<b>Regular Schedule</b>		<b>Early Release Schedule</b>	
<b>First Bell 7:30</b>		<b>First Bell 7:30</b>	
1	7:35-8:35 (60)	1	7:35-8:15 (40)
2	8:40-9:40 (60)	2	8:20-8:55 (35)
3	9:45-10:45 (60)	3	9:00-9:35 (35)
Lunch	10:45-11:30 (45)	4	9:40-10:15 (35)
4	11:35-12:35 (60)	5	10:20-10:55 (35)
5	12:40-1:40 (60)	6	11:00-11:35 (35)
6	1:45-2:45 (60)	Lunch	11:35-12:05 (30)
<b>Delayed Start Schedule</b>		<b>Half Day Schedule</b>	
<b>First Bell 9:25</b>		<b>First Bell 7:30</b>	
1	9:30-10:15 (45)	1	7:35-8:05 (30)
2	10:20-11:00 (40)	2	8:10-8:40 (30)
3	11:05-11:45 (40)	3	8:45-9:15 (30)
Lunch	11:45-12:30 (45)	4	9:20-9:50 (30)
4	12:35-1:15 (40)	5	9:55-10:25 (30)
5	1:20-2:00 (40)	6	10:30-11:00 (30)
6	2:05-2:45 (40)	Lunch	11:00-11:30 (30)

### **ALCOHOL, DRUG, TOBACCO, WEAPON FREE SCHOOL POLICY**

AHS is a drug, 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, 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 deemed 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. The 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 or 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 the governing board (A.R.S. 15-840). To meet this standard, students are to:

1. Protect the rights of others to study and learn.
2. Attend school daily.
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, staff, and public property and carefully use and return all materials.
6. Obey school rules.
7. Volunteer information and cooperate with school staff 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 rights and privileges of adulthood, they must adhere to the rules and regulations of the school. Students must get a parent's signature required paperwork unless approval has been obtained from administration and parents. **18-year-old students may not check themselves out (must have administration approval).**

### **Parents and Guardians**

All parents/guardians have the right to expect that their children will be supervised at school and will receive a quality education. Parents have the right to be notified, orally or in writing, of problems at school. If oral, such notice shall be given in person or by phone. If written, delivery may be by United States mail or personal delivery. If mailed, delivery shall be deemed complete at such time as the notice is deposited in the United States mail and addressed to the last known address of the student or his/her guardian. AHS provides opportunities for parents to have input in the school planning process. Parents have the responsibility to:

1. Promote a positive attitude toward school.
2. Support student attendance and preparedness; i.e., have school supplies, completed homework, and proper dress.
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 358-5690.
6. Consult with the school if there is a problem.
7. Update information for contact by phone, email and/or mail.

### **Family Educational Rights and Privacy Act (FERPA)**

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 to school officials; transfer schools; auditing officials; student financial aid officials; organizations conducting studies for the school; accrediting organizations; "to comply with

a 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.

## **INSTRUCTIONAL PROGRAM**

### **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. No one will graduate based solely on four years of attendance. Students with disabilities will have their requirements set by an Individualized Education Plan.

### **Graduation Requirements**

#### **The Big 22**

Graduation requirements are the minimum academic demands placed on all students by the Whiteriver Unified School District Governing Board and the state of Arizona. To graduate from Alchey High School, students must earn twenty-two (22) credits and pass the Arizona Civics Test. The 22 credits necessary for graduation are comprised of fifteen (15) credits from required courses and seven (7) credits from elective courses. Students are encouraged to prepare themselves for future roles and responsibilities by earning additional credits other than the following courses required for graduation:

ENGLISH	4 credits
MATHEMATICS	4 credits
SCIENCE	3 credits
SOCIAL STUDIES / GOVERNMENT	3 credits
CTE or FINE ARTS	1 credit
<u>ELECTIVE COURSES</u>	<u>7 credits</u>
<b>The Big 22</b>	<b>22 credits</b>

#### **AZ Civics Test**

Arizona students are required to take and pass (60% 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 counselor. Parents will be notified of test dates and student performance.

#### **Individualized Educational Plan**

Graduation requirements may vary for students with an Individualized 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.

**Students should check with a counselor regarding specific requirements and/or special circumstances regarding graduation progress.**

#### **Statewide High School Assessments**

Beginning in the 2021-2022 school year the Arizona statewide assessment will be the ACT for all 11<sup>th</sup> graders and the ACT Aspire for all 9<sup>th</sup> graders. The test will provide information about students' college readiness in certain areas; it is not a graduation requirement. Parents will be notified of test dates.

Beginning in the 2021-2022 school year the Arizona statewide science assessment will be AzSci administered to all 11<sup>th</sup> graders. The test provides information about students' proficiency in science; it is not a graduation requirement. Parents will be notified of 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 have on file written permission from the parent/guardian and principal by the end of the semester before the planned graduation. Student must meet with counselor to create a graduation proposal and higher-education liaison to develop a post-secondary transition plan. Students seeking to graduate early must complete course work for core class requirements in a regular classroom setting. Credit Recovery may not be used to advance for early graduation. Students are required to meet all graduation requirements set forth by the Whiteriver Unified School District Governing Board and state of Arizona.

### **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 receives the grade of F or I. Each semester is equivalent to half of a credit and students must pass both halves of a course to receive full credit for the 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 approximately 9 weeks long and marked by quarter progress reports (Quarter 1; Quarter 2=end of Semester1; Quarter 3; Quarter 4=end of Semester 2). Transcript grades are awarded at the end of each semester; quarter grades are not awarded.

**Progress Grade Checks** occur every three-weeks throughout the school year. The checks are used for progress monitoring and academic eligibility purposes. Progress grades will be mailed home for all students. Grades checks will be on the following dates:

August 26	January 27
September 16	February 17
October 7-1 <sup>st</sup> quarter grades	March 10-3 <sup>rd</sup> quarter grades
November 4	April 7
November 23	April 27
December 16-1 <sup>st</sup> semester grades	May 23-Senior grades due
	May 26-10 <sup>th</sup> -12 <sup>th</sup> grades due

### **Tyler SIS Parent Portal**

Parents and guardians have access to student attendance and grades via the Tyler SIS Parent Portal. A valid email address is needed to log in, contact Joelle Walker for assistance.

### **Grading Practices**

Teachers are required to have a minimum of two graded assignments per week; the assignments must be based on learning objectives and used monitor student progress. Graded assignments must be recorded in Tyler SIS.

### **Assessments**

All courses will include a pretest, mid-year test and posttest as well as formative/quarterly assessments to monitor student progress. Mastery Connect will be used for all courses to administer curriculum-based assessments. An assessment schedule will be provided at the beginning of the school year.

### **Makeup Work**

All makeup work must be completed within the three week progress check for full credit; assignments submitted later will be accepted at a reduced amount of credit to be determined by the teacher. All work must be completed within the quarter; work from previous quarters will not be accepted for credit. (Example: Work from 1<sup>st</sup> quarter will not be accepted during the 2<sup>nd</sup> quarter.) Exceptions may be made in the event of extreme illness or hardship; administration in consultation with the teacher will handle such situations on a case by case basis. Exceptions will be made to this policy in the event of online/remote learning; students will be allowed to make up work within the same semester.

### **Grade Weight**

Total weight for the semester grade for all courses is as follows:

40%	Assessments (in-class formatives)
45%	Daily Assignments (bellwork, notes, classwork, homework, labs, essays, projects, etc.)
5%	Mid-Semester Benchmark (S1=Benchmark 1; S2=Benchmark 3)
10%	<u>End-of-Semester Benchmark (S1= Benchmark 2; S2=Posttest)</u>
100%	Total Semester Grade

### **Grade Scale**

All teachers will adhere to the following grading scale:

A	100%-90%
B	89%-80%
C	79%-70%
D	69%-60%
P	60% or better in a credit recovery course
F	59% and below

**Incompletes (I)** 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.

**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: summer, after school, before school, or credit recovery lab during senior year. Students may not be allowed to take a course on credit recovery that they are enrolled in during the same semester. Students are allowed to earn a total of 8 credits per school year via Edmentum. All Edmentum work must be completed in the credit recovery lab unless otherwise approved by administration.



Credit recovery courses will be graded on a pass-fail basis. Students completing the course with a 60% or better will receive a P on their final transcript. This allows the student to earn credit towards graduation but not grade points.

### **Transfer Credits**

Alchesay High School may accept credits from an accredited correspondence program, an accredited summer school program, accredited secondary school or a post-secondary school. Students should check with the Guidance Counselor before pursuing credits through one of these means to ensure that the credit(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 guidance counselor in the first week of the semester. (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 counselor, teacher and/or case manager. All schedule changes must be made by the head counselor.

### **CTE Dual Enrollment Courses**

Students have the opportunity to enroll in dual enrollment courses through Northland Pioneer College via CTE program. Students enrolled in these courses will earn high school credit and college credit 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 Guidance Counselor or CTE Director for additional information.

### **TALON Technology to Advance Learning Outcomes at Northland**

The goal of the 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, students have the opportunity to earn college credit in Spanish 101&102, MAT 152& Mat189, ENL 101&102 (additional courses may be offered). These courses offer dual enrollment credit (college credit and high school credit). Each course is weighed as an honors course. TALON students will have access to NPC support services such as tutoring and academic planning. These classes follow the NPC academic calendar. See the Guidance Counselor for a complete list of TALON courses.

### **Online/Virtual Learning**

In the event that in-person learning is not possible students may be provided online/virtual learning opportunities as approved by the Arizona Department of Education. Curriculum will be delivered in a virtual classroom and students are expected to attend class daily and engage in classroom activities as they would in an in-person setting. If available the school may provide devices and hot spots to students as needed. Parents will be responsible for the replacement or repair cost for lost or damaged devices. Students will be required to sign an Academic Integrity

Contract Acceptable Use of Technology and Internet form which details the academic expectations and responsibilities of the student in the virtual setting.

### **Awards & Recognition**

- **Valedictorian:** This award is given to the graduating full-year senior with the highest grade point average as determined on an unweighted 4.0 scale at the end of the 1<sup>st</sup> semester of the senior year. In the event of a tie; school administration will utilize other student performance indicators to determine a single awardee. Indicators include credits 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 determined on an unweighted 4.0 scale at the end of the 1<sup>st</sup> semester of the senior year. In the event of a tie; school administration will utilize other student performance indicators to determine a single awardee. Indicators include credits 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 3.0-3.99 will be listed on the honor roll. Seniors with a grade point average of 3.5 or better will be recognized on the Principal's Honor Roll.
- **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 National Honor Society sponsor.
- **Academic Awards:** Teachers have the opportunity to give academic achievement awards to two students for each content area taught. Recipients and parents will be invited to attend the ceremony.
- **Athletic Awards:** Coaches are responsible for recognizing student-athletes at the end of the sports season. Please refer to the WUSD Athletic Handbook for details.

### **College/University Entrance Requirements**

The specific entrance requirements for colleges and universities vary. The Higher Education Liaison is available to help all students with post-secondary planning including college admission requirements, financial aid, scholarship applications, admissions 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; all requirements must be met by the end of the school day.**

### **Debts**

**ALL** debts (including: textbooks, library books, technology, athletic uniforms, etc.) must be cleared **PRIOR** to participating in the graduation ceremony or transferring to another school. Parents will

be notified of any student charges at the end of every school year.

### **Cheating**

Academic dishonesty includes cheating, copying the work of others, and plagiarism. Cheating will not be tolerated and will result in disciplinary action.

### **Textbooks**

All basic textbooks are provided to students without charge. Any textbook damaged or lost will be charged to the student at the replacement cost. Students should not write in the textbooks; textbooks must be returned in the same condition as when they were checked out.

## **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 parents/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 at Alchesay High School are expected to be in class on time. Students have time between classes to tend to personal needs and get to class. Administrators, teachers, and support staff will be in the halls between classes to monitor tardiness. Students will receive consequences for being tardy; students who are repeatedly tardy will receive further consequences including possible truancy referral. **Students tardy to first period will sign in at the front office; parents will be contacted if a student is habitually late.**

**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 WMAT Truancy Code, the Truancy Prevention Coordinator will monitor student attendance and provide interventions and support when students accumulate 3 or more absences. Students missing 9 or more days of school per semester and not responsive to interventions will be referred to law enforcement for habitual truancy. Letters will be mailed home informing parents of student attendance.

Parents and guardians must provide written notice to attendance office accounting for each day or part of a day a student is absent from school. Individual teachers may call or write to inform parents of attendance issues. Forging parental notes is against the Student Code of Conduct and will result in disciplinary action.

An absence for any of the following reasons verified by a **written note and phone call (928) 358-5782** will be considered an **EXCUSED ABSENCE** (notification must be received prior to the absence or when the absence occurs:

- Illness
- Appointments with doctors, dentists, optometrists, and orthodontists (appointments should be scheduled for non-school hours if possible)
- Bereavement
- Observation of a major religious holiday of the family's faith or participation in traditional ceremonies

- Imposed suspension

The following are some examples of **UNEXCUSED ABSENCES**:

- Oversleeping or missing the bus
- Hunting, fishing, camping trips or out of town
- Students staying at home to watch children or help at home
- Undocumented absences (no note on file)

Students who are 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; the parent and student will be required to sign a Reenrollment Contract.

### **Cell Phones and Other Electronic Devices**

Cell phones, iPads, tablets, and other electronic devices used in school are disruptive to the educational process and are **not to be used during instructional time**. In testing situations, all students may be asked to relinquish their phones until all tests are completed. External (Bluetooth technology) speakers are not to be used on campus. 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; in addition, refusal to comply with school staff request of device could 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 personal devices.

Teachers may request student use of electronic devices for educational classroom use.

### **Food and Drinks in 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 cart items are also available for student purchase. Breakfast will not be provided on delayed start days. Meals are to be consumed in the cafeteria or other designated area. Food and drinks (energy drinks, soft drinks and sports drinks) from outside sources are not allowed on campus. Water bottles with lids are permitted but subject to inspection. The school nurse and/or administrator may make exceptions if necessary in response to a medical condition or extenuating circumstances.

### **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, lab, or other 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 are expected to follow the following rules:

1. Students must follow all school rules.
2. Students are required to turn in cell phones to ISS monitor upon enter ISS room.

3. Students must remain in assigned seats; students must have permission to leave seat including use of restroom.
4. Students may not communicate with one another verbally or written.
5. Students may not draw, nap, put their head down on the desk, nor be idle at any time.
6. Students must come prepared to complete work and are responsible for all assignments missed in class. Students will be supplied work if necessary.
7. No passes will be issued.
8. Supervised restroom breaks will be provided once in the morning and once in the afternoon. Students must plan accordingly.
9. ISS students will be provided with lunch in the classroom.
10. Marking on the tables or defacing any surface is considered vandalism.
11. Students who are repeatedly assigned to ISS for any reason or who fail to comply with the rules of ISS will be subject to further consequences that may include out of school suspension.
12. Students assigned to ISS are not allowed to leave to attend athletic events, field trips or other school activities.
13. Students may be assigned a community service project while in ISS.

Failure to comply with the rules of ISS may be assigned out of school suspension.

### **Detention**

Teachers and Administrators have the authority to assign detention for minor disciplinary infractions such as tardies, minor disruptive behavior, not being prepared for class, leaving class without permission, etc. Missing detention could result in progressive discipline-assigned a greater consequence.

### **Messages for Students**

End of day messages must be received by front office staff before 1:30 p.m. to be delivered in a timely manner.

### **Change in Destination for Bus Riders**

Due to maintaining required social distancing and contact tracing procedures, same day changes in after school destination will not be possible. All transportation requests must be made on the Privilege to Ride a WUSD Bus Form the week prior to the change in destination.

### **Closed Campus Policy**

Alchesay High School is a closed campus and prohibits any student from leaving campus between the hours of 7:35 a.m.-2:45 p.m. Monday through Thursday. Only the adults listed on the Student Emergency Form may check out students. The adult must come to the attendance office and check out the student 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, and/or have sufficient credits to graduate with the current class. Students may be released from Alchesay High School to attend Northland Pioneer College classes or participate in a work program. Release time is scheduled through the counseling office. Students on release are not allowed on campus unless approved by an administrator.

### **Withdrawal of a Student**

The parent/guardian must come to AHS and complete the following procedure:

1. Request a withdrawal form from the Student Admissions & Attendance Coordinator.
2. Clear all debts and return all school property including textbooks, library books, athletic uniforms and equipment, etc.
3. Complete records request if necessary.

### **STUDENT DRESS CODE**

All students must follow Student Dress Policy JICA & 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.

- Only tailored shorts and skirts that are hemmed may be worn and are no more than 1 inch above the knee in grades kindergarten(K) through twelve (12).
- Bare midriffs, halter tops, and spaghetti straps are not acceptable.
- Clothing should fit student appropriately, not excessively baggie or inappropriately tight.
- Pants will have no holes above the knee that expose skin.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing gang-related clothing includes red, royal blue and other colors deemed gang related.
- No hats may be worn in a classroom, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing.
- Obscene language or symbols or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations maybe preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, concession volunteers, clubs etc. are subject to the standards of dress as defined by the sponsors of such activities.

Violating the dress code will result in the student being required to change/cover up and may include disciplinary action. **Continual violation of dress code policy will be considered defiance and/or insubordination.**

**Backpacks**

Students are permitted to carry backpacks of their choice. **Backpacks are subject to inspection at any time by school personnel.** Each student is responsible for his/her possessions and is discouraged from bringing any valuable items on campus. The school is not responsible for any lost or stolen items.

**SERVICES AND FACILITIES****Media Center**

The Alchesay High School 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 UNLESS accompanied by a teacher.

**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 purposes only.
2. Keep passwords and user ID's private.
3. Do not contact or communicate with others not personally met.
4. Do not view, send, or receive content suggestive of pornography or containing profane language, unethical or illegal solicitation, or illicit materials, including views that are racist, sexist, violent, 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.

**Student Tablets and Chromebooks**

Electronic tablets may be provided for individual student use as an educational tool, and instructional resource. When assigned, students are responsible for proper use as well as physical care of 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.

**Apache Behavior Health Services**

ABHS provide on-site mentoring and counseling for AHS students. 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 health office is available to all students with health problems arising during the school day. The health office is not a substitute for the regular health provider.

**Students MUST have a written pass to the nurse's office during class times.**

Students who are ill should remain at home and parent must notify the school of the absence.

All students should have on file a parent or guardian signed emergency consent form in the event that an emergency illness or injury requires transportation to and treatment at the hospital.

Teachers or other staff may not dispense over-the-counter medications NOR can students have them in their possession.

Parents are required to bring medications to the nurse and complete proper forms. The nurse will keep secure any over-the-counter or prescription medication that a student may need during the course of a day and dispense the dosage to the student upon need. Failure to surrender to the nurse 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 higher education liaison are available to meet with individual students, small groups, and parents. Students must have a pass to be in the counseling center during class time.

## **TRANSPORTATION**

### **Daily Bus Service**

The driver of any school bus is responsible for the orderly conduct and safety of the pupils 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 CASE OF AN EMERGENCY on a school bus, the following guidelines are to 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 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 forms can be picked up at front office. Students may use electronic devices on activity trips. **The school is not responsible for lost, broken, or stolen items.**

### **Student Parking**

Students who drive to school must show proof of a valid driver license, insurance and vehicle registration. They must also fill out a vehicle registration sheet before they receive a parking pass which must be displayed in the vehicle. Students must obey all rules pertaining to the operation of a motor vehicle; the school is not responsible for damage, accident or injury on campus parking lots. While on campus, students will park their vehicles at the Southeast parking lot at the front of the school. The parking lot in front of the school building is reserved for visitors and staff. **Violations of the parking rules will result in loss of the privilege to drive on campus.**

### **Bikes, Skateboards and Scooters**

Bikes, skateboards, scooters, skates, or other similar vehicles may not be ridden on campus. Students who bring such vehicles must check them in at the office in the morning. They may pick them up after school. **The school 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 calendar as approved by administration or Student Council. Athletics schedules are available from the Athletics Secretary.

### **Parent-Teacher Conferences**

Parent-Teacher conferences occur mid-quarter on the following dates from 3:00 p.m. to 6:00 p.m.: Q1-September 16; Q2-December 2; Q3-February 17; Q4-April 27. PTCs are a great opportunity to meet with teachers regarding student academic progress. Progress reports not picked up during PTC will be mailed home.

### **Parent Advisory Council (PAC)**

All parents are encouraged and invited to attend monthly PAC meetings. Meeting schedule and topics will be advertised at the beginning of the school year.

### **Extra-Curricular Activities**

Students can participate in club and class activities throughout the school year. Clubs include Student Council, Indian Club, Ski Club, FCCLA, FBLA and Skills USA to name a few. The Junior class typically sponsors Prom and the Senior class organizes the graduation ceremony. School teams

compete in interscholastic competitions. Any violation of the eligibility rules may result in disciplinary action. See the Student Athlete Handbook for details.

### **Academic Eligibility**

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

### **Athletic Participation Requirements**

To be eligible to participate in athletics, students must complete all requirements set forth by the AIA and Alchesay High School. Students will receive a yellow clearance card from the Athletic Secretary once all required paperwork is submitted and s/he is cleared to participate in athletics. Transfer students must complete appropriate transfer paperwork and be cleared by the AD before being allowed to participate. Please see the Students Athlete Handbook for details.

### **School Dances**

Clubs, organizations, and classes are encouraged to sponsor dances throughout the school year. 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 apply.
2. Once inside the dance, no one may leave and come back.
3. Students appearing to be under the influence of drugs or alcohol will be not be admitted.
4. Suspended students are not allowed attend dances.
5. Administration may ban students from dances at their discretion.
6. Dances are for Alchesay students only unless otherwise specified.
7. I.D. must be shown upon request.
8. Administration or sponsor may end 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 of another; or,
2. Involves any brutality of a 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; or,
3. Involves consumption of any food, liquor, drug, or other substance; or
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; or,
5. Involves behavior including, but not limited to, physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings.

**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 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 therefore school behavior rules apply and will be enforced.

### **EMERGENCY PROTOCOL AND PROCEDURES**

**In the event of an evacuation or lock down; all students are required to follow the directions of school staff to maintain a safe environment.**

#### **Evacuation Plan**

When the fire alarm sounds, school staff will:

- Close windows
- Turn off the lights
- Close the doors but not lock them
- Escort students to designated location
- Take attendance and hold up attendance indicator: GREEN=all accounted for;  
RED=missing student
- Keep students together and maintain an orderly environment until given the "all clear"

#### **Lock Down Procedures-Locks, Light, Out of Sight**

In the event that a lock down is initiated, school staff will:

- Immediately step out door and get all students nearest the classroom inside
- If outside the classroom, lead students to the nearest classroom or secure location and follow lock-down procedures
- Lock classroom door; under no circumstances should the door be opened until the "all clear" is given.
- Cover windows by closing blinds, taping up opaque fabric or paper
- Turn classroom lights off to make the room seem unoccupied; teachers and students should do their best to maintain a safe environment in which teachers can supervise and observe student behaviors.
- Move students away from doors and windows. Maintain a quiet orderly environment.
- Allow 3-4 students at a time to send updates to parents with messages such as "we're in lockdown. I'm okay and will update you when I can.". If the threat is imminent, texting should be discouraged.
- If possible email the name of missing students to the principal and school secretary.
- Await further instructions or an "all clear" announcement.
- Check email as often as possible as administration will send updates via email when possible.

### **POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS**

WUSD 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. 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, excellence. Below you will find the PBIS Behavior Matrix which illustrates behavior expectations for various areas around campus.

	All Locations	Classrooms	Restrooms	Hallways	Cafeteria	School Events/ Assemblies	Bus	Gym/ Weightroom/ Fields
<b>R E S P E C T</b>	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
<b>R E S P O N S I B L E</b>	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
<b>S A F E</b>	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

E X C E L L E N C E	Persevere	Be prepared to learn		Use passing time effectively and efficiently			Report problems	Include others
	Represent your school/community by being a positive role model	Display a positive attitude	Limit socialization	Be courteous and thoughtful of others	Eat your food in the cafeteria	Show school pride	Use kind words	
	Meet or exceed academic and behavior expectations	Complete all assignments on time Encourage others	Use time effectively		Eat most or all of your food and drink	Represent the school positively	Keep your hands, feet, and property to yourself	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 circumstances.

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. By 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 policy 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 causes 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 distilled 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 the 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 and intimidation.

**Bus Behavior**-please refer to WUSD Bus Safety Rules

**Cafeteria Misbehavior**-see school handbooks.

**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 of 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 ultimately 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 substances that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purposes;
- any other potential mind-altering substance, including marijuana and over the counter substances;
- drug paraphernalia, as defined by A.R.S. 13-3415;
- any other substance enumerated in A.R.S. 13-3401, as well as any imitation controlled substance listed in A.R.S. 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 A.R.S. 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 force, or undue or illegal

power or influence.

**Failure to Report**-the failure to report to school employees or administrators any infraction about which a student has knowledge.

**False Information**-intentionally giving an untrue communication to any Whiteriver Unified School District 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 or activity.

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

**Hate Crimes**-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 Materials/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 others.

**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 Statements or Materials**-statements and materials 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 A.R.S. 13-3415.

**Physical Abuse**-any act intended to cause injury to another, that is reasonably 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 another 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 item 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 encourages 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, name calling, racial slurs or derogatory statements addressed to another individual or group of individuals.

**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 AZ Laws.**

## **DEFINITIONS OF CONSEQUENCES**

**1. Reprimand**-A formal conference and warning from the school official to the student. Written communication is sent to the parent.

### **2. Restriction-PCR (Parent Conference Required)**

The student will be temporarily moved to a safe supervised restrictive area away from the regular academic setting. A parent conference will be required, but 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 privileges 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, psychologist's office or principal's office.

**5. Restitution**-At the administrators' 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, fines/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 ten (10) school days.

**7. Long-Term Suspension**-Removal from school related activities such as; dances, clubs, field trips, athletic events and others for a specified length of time, a minimum of eleven (11) school days and a maximum of one hundred one hundred eighty (180) school days. The period of long-term suspension may extend into the next school year. Governing Board actions 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 school. Governing Board action is required. Appeal for reinstatement is available and must be 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 another to commit, or conspire to commit, any of the infractions listed in the following matrices. Each infraction 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 principals, administrative assistants, and assistants to the principal.

<p style="text-align: center;"><b>APPENDIX F</b></p> <p style="text-align: center;"><b>WUSD DISCIPLINE MATRIX 9-12</b></p>						
INFRACTIONS	DISCIPLINARY ACTIONS					
	<p><i>* Reported to ADE    ** Reported to Local Law Enforcement and ADE</i></p>					
	AZ Safe	1 <sup>ST</sup> OFFENSE/ OCCURRENCE	2 <sup>ND</sup> OFFENSE/ OCCURRENCE	CONTINUED OFFENSE/ OCCURRENCE	POLICE REPORT	Restitution
<b>1. Aiding/Abetting other infractions on this discipline matrix</b>		Short Term Suspension 1-3 days	Short Term Suspension 3-5 days	Short Term Suspension		
<b>a) passive participation</b>						
<b>b) active participation</b>		Short Term Suspension 3-5 days	Short Term Suspension	Long Term Suspension Expulsion		
<b>2. Alteration/Tampering/Misuse or Theft of</b>		Restriction Short Term Suspension	Long Term Suspension	Expulsion		
<b>a) School Records</b>						
<b>b) Computer Records</b>		Restriction Short Term Suspension	Long Term Suspension	Expulsion		
<b>3. Arson</b>	*	Long Term Suspension	Expulsion		Yes	
<b>a) structure or property*</b>						
<b>b) occupied structure**</b>						
<b>4. Assault</b>		Short Term Suspension	Long Term Suspension	Expulsion		
<b>a) Student to Student</b>	**					
<b>b) Student to Teacher/Staff</b>	**	Short Term Suspension Long Term Suspension	Long Term Suspension	Expulsion		

<b>5. Aggravated Assault (Serious Bodily Harm)</b>	<b>**</b>	Long Term Suspension	Expulsion		
<b>6. Aggravated Assault of School Employee</b>	<b>**</b>	Expulsion			
<b>7. Attendance Policy Violations</b> <b>a) Tardiness</b>		Immediate Parent Notification Detention 1-3 days	ISS 1-3 days Short Term Suspension	Restriction ISS 3-5 days Short Term Suspension	
<b>b) Leaving Campus without Authorization</b>	<b>**</b>	Immediate Parent Notification Short Term Suspension 1-3 days	Suspension 3-5 days	Suspension 5-10 days	
<b>c) Truancy/Ditching (On/Off Campus)</b>	<b>**</b>	Immediate Parent Notification Detention ISS	ISS Short Term Suspension	Short Term Suspension Report to Tribal Prosecution	
<b>8. Breaking and Entering School Premises/Trespassing</b>	<b>**</b>	Short Term Suspension	Long Term Suspension	Expulsion	Yes
<b>9. Bus Safety Rules Violation</b>		Incident Report Bus Suspension 1-3 days	Restriction Bus Suspension 5-10 days Loss of Bus Privilege	Short Term Suspension Long Term Loss of Bus Privilege	
<b>10. Cheating or Plagiarism/Forgery/Falsification/False Information</b>		ISS 3-5 days Loss of Credit	Restriction Loss of Credit Short Term Suspension 3-5 days	Long Term Suspension Loss of Credit	
<b>11. Controlled Substance</b> <b>*alcohol, *tobacco, Vape juice, e-cigarettes, *inhalants, over the counter, **prescription drugs</b>  <b>**Illicit drugs: Ecstasy, Cocaine, Marijuana, Meth, Hallucinogens, Heroin etc.</b>					
<b>a) Sales and/or Distribution</b>	<b>**</b>	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	Expulsion	
<b>b) Use and/or Possession</b>	<b>**</b>	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	Expulsion	
<b>c) Paraphernalia</b>	<b>**</b>	Suspension 1-5 days	Short Term Suspension	Short Term Suspension Long Term Suspension	
<b>d) Use/Possession-Tobacco and/or tobacco paraphernalia</b>	<b>*</b>	ISS 1-5 days Short Term Suspension 1-3 days	Short Term Suspension 3-5 days	Short Term Suspension 5-10 days	
<b>12. Defiance/Disrespect/Insubordination</b>		Restriction ISS 3-5 days Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension	

				Long Term Suspension	
<b>13. Disruption Of the Educational Process</b>		ISS 3-5 days Suspension 1-3 days	Suspension 3-5 days	Short Term Suspension	
<b>14. Dress Code Violation</b>		Reprimand/Change Clothes Detention or ISS 1-3 days	ISS 3-5 days Restriction	Short Term Suspension	
<b>15. Fighting</b>	*	Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension Long Term Suspension	
<b>16. Gambling</b>		Detention or ISS 3-5 days Short Term Suspension 1-5 days	Detention or ISS 5-10 days Short Term Suspension	Long Term Suspension	
<b>17. Hazing</b>	*	Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
<b>18. Injury Prone Behavior (Horseplay/Roughhousing/Recklessness)</b>  *Endangerment: If results in substantial physical injury		ISS 1-3 days	ISS 3-5 days Short Term Suspension	Short Term Suspension	
<b>19. Intimidation Harassment/Threats/Bullying/Cyber Bullying/</b>	*	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	
<b>20. Negative Group Affiliation/Secret Societies (Gang affiliation)</b>		Short Term Suspension 3-5 days	Short Term Suspension 5-10 days	Short Term Suspension Long Term Suspension	
<b>21. Possession of a Combustible (lighters, matches, firecrackers, etc.)</b>		Detention or ISS 3-5 days	Short Term Suspension	Short Term Suspension	
<b>22. Public Display of Affection (PDA)</b>		Reprimand Detention or ISS 1-3 days	ISS 3-5 days Restriction	Suspension 1-5 days	
<b>23. Sexual Offenses:</b>		Restriction Short Term Suspension 3-5 days	Short Term Suspension 5-10 days	Short Term Suspension	
<b>a) Obscene/Pornographic materials</b>		Restriction Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
<b>b) Indecent Exposure</b>	*	Restriction Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
<b>c) Sexual Harassment</b>	*	Restriction Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	

<b>d) Sexual Harassment with contact</b>	**	Long Term Suspension	Long Term Suspension Expulsion		
<b>e) Sexual misconduct with a minor/child molestation</b>	**	Long Term Suspension Expulsion	Expulsion		
<b>f) Sexual Assault (rape)</b>	**	Long Term Suspension Expulsion	Expulsion		
<b>g) Sexual Misconduct</b>	*	Short Term Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension	
<b>24. Theft</b>					
<b>a) Petty Theft (&lt; \$100)</b>		Detention or ISS 5-10 days	Short Term Suspension	Short Term Suspension	Yes
<b>b) Theft (&gt;\$100)</b>	**	Short Term Suspension	Short Term Suspension Long Term Suspension	Short Term Suspension Long Term Suspension	Yes
<b>c) Extortion</b>	*	Short Term Suspension	Long Term Suspension	Expulsion	Yes
<b>d) Robbery</b>	**	Long Term Suspension	Expulsion		Yes
<b>25. Vandalism/ Destruction of School/ Personal Property</b>					
<b>a) Graffiti/Tagging</b>		Suspension 3-5 days	Suspension 5-10 days	Short Term Suspension Long Term Suspension	Yes
<b>b) Personal Property</b>	**	Short Term Suspension	Short Term Suspension Long Term Suspension	Short Term Suspension Long Term Suspension Expulsion	Yes
<b>c) School Property</b>	**	Short Term Suspension Long Term Suspension	Long Term Suspension	Long Term Suspension Expulsion	Yes
<b>26. Vulgarity/ profanity/ Inappropriate use of language (written, verbal, profanity, gestures etc.)</b>					
<b>• Student to student and/or in general</b>		Restriction Detention or ISS 5-10 days	Suspension 1-5 days	Short Term Suspension	
<b>b) Student to Teacher/Staff</b>		Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension	
<b>27. Weapons- Possessions/use/distribution JIC-I</b>	*	Short Term Suspension	Short Term Suspension Long Term Suspension	Short Term Suspension Long Term Suspension	
<b>a) Dangerous Instruments/Devices</b>					
<b>b) Explosive Devices</b>	**	Long Term Suspension Expulsion			
<b>c) Simulated Weapons</b>	*	Short Term Suspension	Short Term Suspension	Short Term Suspension	

				Long Term Suspension	
<b>d) Firearms</b>	<b>**</b>	Long Term Suspension Expulsion			
<b>e) Other Weapons</b>	<b>**</b>	Short Term Suspension Long Term Suspension Expulsion	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	
<b>28. WUSD Facilities Threats/Tampering</b>	<b>**</b>	Short Term Suspension	Short Term Suspension Long Term Suspension	Long Term Suspension	
<b>a) Fire Alarm Misuse</b>					
<b>b) Chemical/Biological /Bomb Threat</b>	<b>**</b>	Short Term Suspension Long Term Suspension	Long Term Suspension Expulsion	Expulsion	
<b>c) Other School Threat</b>	<b>*</b>	Short Term Suspension	Long Term Suspension Expulsion		
<b>29. Other Violations of School District Policy</b>	<b>*</b>	Detention or 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 WUSD Student Discipline Policy and Athletic Handbook is available in the front office and the WUSD/Alchesay High School website.

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**Student Signature**

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**Date**

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**Parent Signature**

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**Date**