

WELCOME TO  
BISBEE HIGH SCHOOL  
2021-22

HOME OF THE PUMAS  
STUDENT HANDBOOK

FACEBOOK LINK:

[https://www.facebook.com/bisbeehighschool/?ref=aymt\\_homepage\\_panel](https://www.facebook.com/bisbeehighschool/?ref=aymt_homepage_panel)

BHS WEBSITE: [HTTP://WWW.BUSD.K12.AZ.US/BHS/](http://www.bUSD.k12.AZ.US/BHS/)



325 SCHOOL TERRACE ROAD  
BISBEE, ARIZONA 85603  
(520)432-5714

“GO **RED** AND GRAY”

*Principal's Message*



We are excited to begin the 21-22 school year at Bisbee High School! We officially welcome the Class of 2025 to our campus and are happy to have all the other Pumas returning to the pride! Our campus is prepared and ready to safely serve students as we continue to navigate the ongoing global pandemic. As with every school year there are changes and adjustments that happen throughout the year and our mitigation plan is a fluid document that will be updated with each governing board meeting. Please be sure that you are following these measures to keep us all learning safely when on our campus and other district facilities and events. Our faculty, staff, and administration are here to support your students and their educational development at this most critical stage in their transition to adulthood. Our expectations are high for each and every student, each and every day here at Bisbee High School.

Thank you for entrusting us with the responsibility of preparing your student academically, socially, and emotionally for their futures. We are excited to share our ongoing learning and professional development in these specific areas with all of our Pumas! As part of that all of our students will have Chromebooks as we are now a 1 to 1 site! We will work to personalize student learning, while upholding a relevant curriculum rooted in the Arizona College and Career Readiness standards. We encourage students to be prepared on a daily basis to do their personal best, as students will be challenged with rigorous lessons from our variety of course offerings. With that in mind, daily attendance is beyond important, but when paired with a positive mindset and willingness to engage with that days' learning, great things happen. There are ample opportunities to enhance the high school experience through a wide range of extracurricular activities, including athletics, clubs, and service organizations. Involvement in these types of activities help provide a well-rounded high school experience, along with a true connection to our school and community. We have a dedicated faculty and staff that provides a safe, positive learning environment for all. We look forward to partnering with you as we continue to learn together each and every day as we pursue all individual student's path to success. Thank you kindly for pursuing that success relentlessly each and every day at Bisbee High School throughout the duration of the 21-22 school year!

Yours in education and proud Puma Principal,  
Darin Giltner

**BISBEE HIGH SCHOOL**  
**2021-22**

**Mission:** At Bisbee High School, we cultivate critical and creative thinking in students to prepare them to become productive, responsible, and active citizens by enriching every student, every day.

**Core Principles:**

**Potential-** We maximize a student's potential through active engagement.

**Skills-** We adapt and accommodate for various learning styles.

**Pedagogy-** We come prepared to help our students to meet our high expectations.

**Environment-** We promote a physically and emotionally safe environment.

Vision: Bisbee USD will be a collaborative environment that provides all students with a foundation that equips them socially and academically to be productive citizens.

**About Bisbee High . . .**

**School Colors:**

**Red and Gray**

**Mascot:**

**Puma**

**Founded:**

**Old High School 1906**

**New High School 1959**

**Rivalry:**

**Douglas High School (Bisbee vs. Douglas)**

**November 1906 –**

**School Song:**

*Onward Bisbee*

*Onward Bisbee*

*Fight for the Red and the Grey*

*Fight for Bisbee*

*Fight for Bisbee*

*Fight and Win this Game*

*Rah, Rah, Rah*

*Onward Bisbee*

*Onward Bisbee*

*Loyal to Your Name*

*Fight Bisbee*

*Fight, Fight, Fight*

*And Win this Game*

**Alma Mater:**

*Dear Alma Mater*

*Our Red and Grey*

*We will truly love you*

*“Tho you're far away*

*Through glory and honor*

*Always you'll stay*

*Waving ever proudly*

*Our own Red and Grey*

**-McDoniel**

**Freshmen Pledge:**

**To be punctual, is to excel.**

**To be prepared, is to succeed.**

**To be honorable, is to have pride.**

**College and career is our goal.**

**Bisbee High School  
2021-22**

**Continuing to Raise Expectations**

The following policies were enacted to focus attention on the value of academic achievement and to increase accountability. Please note that the raising of expectations applies to ALL stakeholders as there is a required commitment to excellence that addresses not only the students of Bisbee High School but the faculty, staff, administrators, and parents/guardians. Continuous improvement with an eye on excellence takes ALL of us working together!

**RECOGNITIONS (Future classes subject to ADE regulatory changes for state exams shifts)**

- A. Honor Roll published in newspapers quarterly
- B. Senior Awards Assembly

Periodically there will be other assemblies where we will recognize student achievements such as the Kiwanis Student of the Month, NHS induction, and others.

**REQUIRED INTERVENTIONS (Future classes subject to ADE regulatory changes for state exams shifts)**

**At Bisbee High School we regularly examine multiple data sets to drive our continuous improvement. Those data sets include, but are not limited to the following: Student Learning, Perceptions, Demographics, and School Processes. The following are the primary methods we employ to determine the academic interventions that are best suited for each student:**

- State mandated assessments (AZM2) will be administered per the State of Arizona's requirements. These assessments will be included as part of our student learning data and will be used as part of the overall picture to determine individual student needs.
- Common benchmark assessments (BT/Beyond Textbooks) WILL be given at each quarter administered by the teachers and students who do not master the skills may be required to take an intervention course and/or attend tutoring after school.
- If, based on the student learning data collected and evaluated by the BHS team, a student needs interventions, they may be required to attend and participate in one or more of the following forms of interventions:
  - Daily Improvement Period
  - Tutoring (group and/or 1-on-1)
  - After School Interventions
  - Additional academic courses in lieu of electives

**Improvement period**

Based on student needs identified from AZM2, benchmark data from Performance Matters, and CFAs common formative assessments taken throughout the school year the students will have a rotating Improvement period for each class, where they will address deficiencies in standards that have not been mastered or have extension in curriculum that might go beyond the tradition core areas. Rotating daily will allow a longer sustained time for all students to have this opportunity every other week in each of their classes.

### **Class Timeliness**

At Bisbee High School you are expected to be in your seat when the Tardy Bell rings. Students with an unexcused tardy are subject to appropriate disciplinary action from staff and or administration. Students are considered excused tardy for the following reasons:

1. School bus is late.
2. If coming back from a doctor or dentist appointment.
3. The teacher or office makes the student late.

If a student is tardy more than 15 minutes to a class the tardy is considered an absence and will stay that way in the computer. The student still must go and stay in the class for the remainder of the period. Failure to do so will be considered truancy and result in disciplinary action.

### **ECAP (Education and Career Action Plan)**

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans (ECAP) for all Arizona students' grades 9-12 - State Board Rule R7-2-302.05.

### **General Information**

1. Phase I will consist of the following components:
  - a) Students will create of a Four Year Plan their freshmen and sophomore years. This should be completed by the end of the first Quarter partly and by the end of March, two days devoted in each month to doing so.
  - b) Students will create goals for their freshmen year based on their Four Year Plan, their Academic Profile, and other teacher approved data at the beginning of their freshmen year. These too should be completed as noted above. Juniors and Seniors will complete in History classes.
  - c) Students will begin to ask and answer the pivotal questions: Who Am I? What Do I Want? and How Do I Get It?
2. Phase II will consist of the following components:
  - a) Students will reevaluate their ECAP in English and refine their plan based on the credits they earned their freshmen year, the activities/classes they participated in over the summer months, and any changes in interests.
3. Students will refine their goals for their sophomore year by the end of the first quarter and reevaluate the progress they have made during their sophomore year and adjust their ECAP and goals. Phase III will consist of the following components:
  - a) Students will reevaluate their ECAP in History classes during Quarter I and refine their plan based on the credits they earned in previous years, the activities/classes they participated in over the summer months, and any changes in interests.
  - b) Students will refine their goals for their junior year by the end of quarter one and reevaluate the progress they have made during their junior year and adjust their ECAP and goals. A copy of both is to be submitted.
4. Phase IV will consist of the following components
  - a) Students will reevaluate their ECAP in Government/Economics during their senior year and refine their plan based on the credits they earned in previous years, the activities/classes they participated in over the summer months, and any changes in interests.

- b) Work in cooperation with guidance to re-evaluate and complete their ECAP per state requirements.

Students will use the Naviance system for their ECAP beginning in the 20-21 school year.

## **GRADUATION**

We have college preparation courses, electives, and vocational courses available to our students. There is an opportunity for extra help in all subjects. The information to follow will help you in your selection of classes and your plans to graduate from Bisbee High School. In high school the expectations are rather straightforward, students must pass a class in order to receive the credit necessary for graduation. Failing classes puts a student at risk for graduating after their cohort and puts them at a higher risk of dropping-out.

### **Graduation Requirements**

Students meeting Bisbee High School graduation requirements also meet the entrance requirements for two year colleges and vocational/technical schools. Students meeting the high honors will have a better chance of being selected to more selective 4 year universities. All students will see the Academic Counselor annually. Remember your high school transcript begins with your ninth grade year. Bisbee High School will begin offering three high school diplomas beginning with the class of 2018. Bisbee High will continue to offer the standard diploma but in addition will begin to recognize students meeting additional requirements through the academic honors diploma and the high academic honors diploma.

### **Bisbee High School Diploma Requirements**

English	4
Math	4
Science	3
Social Studies	3
Fine Arts/CTE*	3
Electives (see below)	7
Total	24

\* CTE coursework should include two completed courses in sequence in a program.

\* A change in requirements form for a standard diploma for students transferring after their sophomore year must be completed and submitted to guidance, and subsequently the principal for final approval. A demonstration of inability to acquire the sufficient number of credits before the end of their senior year will be necessary.

**Note: Service Graduation Distinction will be noted at the Senior Awards Ceremony and during the actual graduation ceremony. A letter of distinction will be issued to the student and may be used as a resume builder, a scholarship distinction, and/or application enhancement. Service points are to be documented by the student and given to the principal at each quarter.**

### **General In-State University Admissions Requirements**

#### **Class Rank Composite Score High School GPA**

Top 25% or ACT 22 or SAT 1040 or 3.00 in 16 core courses

#### **16 Core Courses:**

4 – Credits of English  
Studies

4 – Credits of Math

2- Credits of Social

2- Credit of Foreign Language

3 – Credits of Science

1- Credit of Fine Arts

If you are planning to attend a four year college, please keep in mind the above requirements when you are choosing your courses. If you have any questions, or for specific university requirements, please speak with the guidance counselor.

## **Graduation Ceremony**

Participation in high school commencement exercises is encouraged but is not compulsory. However, since these exercises require planning and rehearsals, the following rules shall apply:

- Students who wish to participate must be present at the rehearsals. Failure to do so, except for legitimate reasons for absence, may be cause for excluding students from participating in the exercises.
- Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation.
- Awards to seniors will be printed on the commencement program and announced at the exercises only in cases where the recipients have been selected solely by the school.
- Other awards to graduating seniors selected by persons or organizations outside the school may be presented at the final awards assembly if approved by the principal.
- Completed all credit work for any correspondence, independent study, or challenge tests with grades posted with the Academic Counselor no later than the Thursday of the 3rd week in May.
- Owe no money to Bisbee Unified School District.

## **Honor Roll/Principal's List**

The school publicizes those students who excel in academic achievement each semester. These honor rolls are posted at schools and shared with local newspapers.

## **Grading**

Bisbee USD grading guidelines are established to assist students with the mastery of the content for each course. Tests and major grades will count for 50% of the student's total grade and daily work will count for 50% of the student's total grade. A minimum of 2 grades per week will be recorded in the teacher gradebooks. This will include 7 test grades (ex. research paper, quiz, unit exam, major lab activity, projects, etc.) and 11 daily assignment grades, which will include the CFAs (ex. worksheets, daily journal writing, participation activity, etc.) . Grades will be based on the following system:

100 - 90	A
80-89	B
70-79	C
60-69	D
Below 60	F

Teachers hold high expectations for all students and work with them as professional educators. Students' individual needs must be taken into account and then drive our decisions as a professional community. Open, analytical dialogue about student learning, demographics, perception, and school processes is essential and will be practiced at BHS.

Aide positions count for 1 credit toward graduation with a maximum of two teacher aide credits per four years only by teacher request. They do not count in the calculation of the GPA. Incompletes are not encouraged and must be negotiated with the principal. Transfer courses from foreign countries do not count in the GPA and Independent Study courses will not be given weighted status.

## **Class Rank**

### **IKC CLASS RANKINGS / GRADE POINT AVERAGES**

Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation.

Class rank shall be determined as follows:

- Class ranking will be determined each semester beginning with the first semester of the ninth (9th) grade.
- Total grade points begin accumulating with the ninth (9th) grade. All courses, including designated honors courses, dual credit and regular courses will be given even weight in calculating the cumulative grade point average (G.P.A.) and class ranking. All grades including dual credit courses will be reported as a percentage grade, and the G.P.A. will be calculated by dividing the sum of the percentage grades by the total units completed.

For the purposes of G.P.A., Dual Credit Courses not instructed by a Bisbee Unified School District teacher on campus and not reported as a percentage grade will post based on the following conversion scale:

*A* – 95

*B* – 85

*C* – 75

*D* – 65

- Valedictorian, salutatorian, and all Top-Ten honors are based solely on scholarship (cumulative grade point average). The senior having the highest cumulative G.P.A. (rounded to three [3] decimal places) will be the valedictorian. The senior having the second highest cumulative G.P.A. will be the salutatorian. To be eligible for any Top-Ten honor, the student must have completed fifty percent (50%) of their credits at Bisbee High School (B.H.S.), and have taken at least 4 Honors or Dual Credit Courses in the core subjects of English, Math, Science and Social Studies.
- In the event of a tie the method used to break the tie will be to take the G.P.A. for all Honors or Dual Credit Courses in the core subjects of English, Math, Science and Social Studies. If after that point there remains a tie all students who are tied will be recognized as achieving the honor.
- Graduation honors are based on grade point averages as computed from grades earned in the ninth (9th), tenth (10th), eleventh (11th), and twelfth (12th) grades and will be based on cumulative grade point averages through the (3rd) quarter of the student's senior year. Valedictorian and salutatorian honors will be based on cumulative grade point averages through the third (3rd) quarter of the student's



senior year. Unweighted grades will be utilized in determining the Top-Ten student list.

- After the close of the third quarter and at the earliest convenience of administration the unweighted calculations will be completed. After the calculations are completed they are considered final and any additional transcripts brought to administration for consideration after that time will not be considered and no changes will be made.
- If a student receives poor grades in the fourth quarter, such that it would bring down their cumulative GPA significantly, their honorary top ten status could be revoked.

Adopted: May 9, 2018

### **Grade Level Classification**

Students will be classified in grade level by their age and/or date of transfer from another institution. Students will advance to the next grade each succeeding year after initial placement. This procedure establishes students in their cohort group for statistical gathering and reporting to the Governing Board, Arizona Department of Education, and U.S. Department of Education. If you do not have required courses completed by your senior year you will not graduate.

**6 Credits = Sophomore**

**12 Credits = Junior**

**18 Credits = Senior**

### **Seven Period Schedule**

Bisbee High School is on a traditional seven period day schedule with an Improvement/Enrichment Period (RTI) of 33 minutes built into the schedule for a total of 7 periods *according to PowerSchool* (for attendance-recording purposes). The school year is divided into two grading terms.

### **Pre-Registration – Spring**

Each of our current returning students and students entering from the 8th grade will make course requests in February. Students may be placed in courses and or interventions based on student learning data (i.e. local and state reading, writing, and/or math tests). All students are required to indicate a fall schedule during pre-registration with at least two alternative electives indicated.

Students who pass up the opportunity to pre-register properly may have their schedules built for them by the administration and guidance office with those schedules being the most difficult to change. Open registration will be held during the end of July (with specific details communicated in the paper and on the BHS marquee) for students to complete registration forms and pick up their schedules. During that time, and into the first week of school, the counseling office will be open to review and/or change student schedules if necessary. Once school begins, schedule changes may only take place before school, after school, or during lunch (see Guidance Office for posted before/after school hours, which may vary) with the appropriate schedule change form completed and signed by the parent/guardian.

### **Schedule Change Request and Office Initiated Drop Guidelines**

Within the first week of school (Fall Semester only) schedule changes may be requested through the guidance office. **For the 21-22 school year this means all changes must be completed by 5pm**

on August 10th. After the first week schedule changes will not be permitted unless 1) parent or teacher initiated, (**not student initiated**) and 2) extreme hardship on the student requiring a change. This will be decided on a case by case basis and will need the schedule change request form filled out in its entirety. Please note that there is the potential for loss of credit or additional requirements placed on the student for schedule changes. Special arrangements to the course fee payment for students with need can be made with the teacher or office on a case by case basis. Course fee scholarships may be given by outside entities (when available) for more information see guidance or the office.

**Procedure for changing in first week of school:**

Students will need to complete a schedule change request form and have it signed by their parent. Once completed they will drop it off in the counselor's office. **DO NOT WAIT AT THE COUNSELORS OFFICE DURING CLASSES OR EVEN IN PASSING PERIODS OR ASK TEACHERS FOR A PASS TO GUIDANCE DURING CLASS.** The time to go will be before school, after school, or at lunch if the change is deemed appropriate. The counselor will call the student down if and when the change is completed.

**STUDENTS MUST NOT ATTEND THE CHANGED CLASS UNTIL THE ENTIRE PROCESS IS FINISHED.**

## **BHS BELL SCHEDULE 2021-2022**

1ST PERIOD	8:15-9:07
ROTATING IMPROVEMENT PERIOD	9:07-9:40
BREAKFAST	9:40-9:55
2ND PERIOD	9:58-10:50
3RD PERIOD	10:54-11:46
4TH PERIOD	11:50-12:42
LUNCH	12:42-1:07
5TH PERIOD	1:10-2:02
6TH PERIOD	2:06-2:58
7TH PERIOD	3:02-3:54

**Campus - Closed**

Bisbee High School is a closed campus. Students are to remain on campus from the time they arrive at school until their last class, unless they have been officially given permission to leave. A parent must accompany all students that are leaving campus at lunchtime. The parent will obtain permission by providing the attendance staff with a photo identification card. If a parent/guardian cannot check their child out, the student will be required to present

documentation from their appointment to excuse their absence upon returning to school each time they are absent. The student will remain truant until the appropriate documentation is received. Students may not obtain permission from their teachers to leave campus... it is the responsibility of the parent and student to get permission from the OFFICE ONLY. There will be no students allowed in the parking lot during lunch time. The only exceptions are students with release time who must leave campus once they have completed their scheduled courses for the day.

### **Campus – Leaving During the School Day**

Students who find it necessary to leave campus during the school day must have parental or guardian consent or approval from the school. Before leaving, the student must check out through the office. The student will receive permission to leave from the office. If a student is ill or has a medical emergency, the student is required to check out through the Nurse's Office. Students returning during the day from an excused absence must check in through the office prior to returning to class. Any absence that is not checked out through the office or nurse's office will be considered truant. Emancipated students who have reached 18 years of age and have proper paperwork filed in the office will be dealt with directly without parent involvement. Emancipated students are also required to check out through the office when leaving.

### **Withdrawal**

Withdrawals from school require a parent/guardian signature and the completion of two forms. The student is required to meet with the principal so that she may conduct an exit interview. We are interested in knowing why you are leaving us and welcome your input. The withdrawing student must also check out to ensure that all proper paperwork has been filed and any outstanding debts have been paid. A copy of the withdrawal form is then given to the student. Completing the withdrawal process correctly helps the student to register and transfer credits smoothly to another high school.

### **Exams**

Students are required to attend final exams on the day and time announced. Early exams are not given unless there is a conflict with another school activity or an extenuating circumstance that warrants. Initial requests for an early exam must be made through the administrative staff. Students who miss exams must make arrangements with the teacher for an exam make up day. Students who fail to take the final exam may fail the course.

### **Make-Up Work**

It is the student's responsibility to ensure that work is made-up when they are absent. After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate make-up work within three (3) school days immediately following the absence. Once contact has been made with the teacher(s), specific make up work must be completed and returned to the teacher(s) within a reasonable time, to be determined by the teacher and communicated to the student, parent, or legal guardian. The make-up work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. Per Bisbee school board policy IKEA-R...Students shall be allowed the equal number of days that they were absent to make up work. (ie. One day absent=one day to hand in assignments) but may be given more time by their teacher(s) if their teacher(s) deems necessary. Failure to complete and hand in make-up work (and exams) for absences could result in a **zero** on the assignment.

## **Books**

Students will receive their books from the classroom teacher at no cost. They will return their books to the respective classroom teacher. The student is responsible for the care of those books. Any lost or damaged books will result in the student being charged for the replacement of the book. The bill for those books will be issued through the office. Any bills must be paid before the student can participate in the graduation ceremony.

## **Library Media Center**

The library media center is open Monday-Thursday 7:45 a.m.-4:00 p.m. Library media center personnel are available to help students with research. Arrangements must be made in advance for library use beyond the regular hours, please confirm with the librarian for use of these facilities.

## **Lockers/Personal Property**

According to district policy, student lockers are school property and remain at all times under control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities may conduct inspection of lockers at any time for any reason, without notice, without student consent, and without a search warrant. Students are to secure their materials before school for morning classes and during lunch periods for afternoon classes. BHS students will be assessed a \$5.00 lock rental fee with only assigned locks permitted on the school lockers. Do not share lockers. If the student loses a lock she/he must pay another lock fee. All non-school locks will be cut off and the locker contents placed in storage in the front office. Students are to use only locks assigned by the office. Students returning locks in good condition will receive a \$2.00 refund.

## **Health Office/Nurse's Office**

Students who need to see the nurse should get a pass from their teacher. If the student becomes ill during the day, the nurse will notify a parent or guardian before releasing the student to go home. The nurse's office is open from 8:00am to 4:00 p.m. Monday – Thursday, or she can be called in as needed. Students are to report to the front office if the nurse's office is closed. Please notify the nurse of any life threatening allergies so they may inform the administration and teaching staff so that these may be avoided.

## **Release Time**

Release time is for seniors, who are enrolled a minimum of six credits per day and are on track for graduation. Students who are given Release Time are not to remain on campus or would be considered "trespassing" unless given administrative permission to be on campus. Any release time requests must go through the guidance department and the office and may be denied or approved on a case by case basis. Release time can be revoked if the student is not on track to graduate (ie., failing one or more classes needed to graduate). Release time is afternoon only.

## **Lost And Found**

Students are responsible for their personal property and all school district property issued to them for their use. Do not leave books, purses, backpacks and other valuables unattended. Do not carry large sums of money to school. Should you find a private or school property item, take it to the office. In the case of losing property, check in the office to see if the article has been turned in. Personal items turned in but not claimed will be turned over to a welfare organization at the end of the school year. Students, who have lost, damaged, or stolen property must file a written report in the front office. The administration will attempt to retrieve lost or stolen property and/or

punishing those found guilty of damaging others property. However, all personal property is the responsibility of the owner. The school assumes no responsibility of any personal property that is brought to school.

### **Food Services**

Food items are allowed in all common areas throughout the BHS campus. Food is NOT allowed in classrooms and the Library media center.

The Bisbee Unified School District takes part in the National School Lunch Program / School Breakfast Program. Through the Arizona Department of Education, the USDA supports child nutrition by setting nutritional and regulatory standards.

The USDA financially subsidized meals for all students. The rate of support is determined by household income.

- All families are asked to submit an Application for School Meals at the beginning of each school year and throughout the year if one's household income changes.
- Meal applications will be sent home at the beginning of each year and are also available at each campus in the school office.
- The application information is used to determine which families are eligible for free or reduced meals.
- The applications are due within the first two weeks of school.
- Students who were eligible for free or reduced meals the prior year will remain in that status while new applications are being processed or for the first thirty days of school.
- New students will be required to pay for meals until their application has been processed.

Students may bring their lunch or eat a hot lunch in the cafeteria. The meals provided are planned to meet the U.S. Dietary Guidelines for all Americans. Bisbee Schools offers a varied lunch menu and sends a menu home with each student at the beginning of each month.

The Governing Board establishes student and adult meal prices each year. See cafeteria pricing schedule for the current year's prices.

All school lunches include a half pint of 1% or fat free milk. If your child has a milk product allergy, juice may be substituted. Please contact the school cafeteria staff if this exception pertains to your child.

Bisbee Unified School District does not allow students or adults to charge their meals. Families should prepay for meals on a weekly or monthly basis with cash, money order, cashier's check or personal check. If a personal check is returned for non-sufficient funds, your personal check will no longer be accepted at any school site your children attend. Lunches may also be purchased daily.

- 1) Once a student's account is at a predetermined amount, a notice will be sent home to remind parents that additional monies are required.
- 2) Once the student's account runs out of monies or your child forgets their breakfast/lunch money, your child will be provided a small snack and milk for one day.
- 3) Any additional days your child does not have breakfast/lunch monies, they will be required to call their parent.

Please take care of this situation when you receive notices, so that your child can continue to receive meals at school.

The Food Service Department's goal is to provide a quality, cost-effective child nutrition program. Any food service staff member as well as the District's Food Service Manager, Susan Leiendecker, welcomes your comments and suggestions.

## **Passes**

We do recognize the need to limit disruption in the instructional process as a staff and will endeavor to ensure we limit passes during instructional time.

## **Parking On Campus/Parking Permits**

All parking lots on campus have school rules that apply like in the classroom and have restricted use during the school day. Students are not to sit in cars or loiter in the parking lots. The campus speed limit is 15 MPH regardless of the time of day. If you wish to drive on campus you are expected to do so with courtesy and good sense unacceptable or unsafe behavior may result in revocation of driving privileges on campus. Students and staff are never to park in the designated "Fire Lanes" that are reserved for emergency vehicles. The school will not be responsible for any damages incurred to vehicles while parked in the school lot.

## **Signs and Posters**

The Principal or Dean of Students must approve any signs or posters for school-related or non-school-related activities. All signs or posters must be in good taste. Person(s) or organizations displaying signs or posters are responsible for immediate removal following the event or activity. Failure to remove campaign signs in a timely manner will result in a \$2 charge per sign. The person running the campaign is responsible for this debt. Signs and posters may be posted on the bulletin boards by 1st wing and 2nd wing. On special occasions posters may be hung on the windows to the entrances of each wing. ALL improperly hung signs and posters WILL BE removed by the administration. No signs can be on posts or cafeteria windows unless approved by the school administration.

## **Visitors/Guests**

No passes will be issued for guests/visitors or pets on campus during the school day, except those authorized by the administration. Toddlers and infants are not allowed in class as this is considered a disruption to the educational environment.

## **Parent and Community volunteers**

Parents are welcomed to participate and assist teachers in their classrooms. Please remember to make arrangements with the teacher before showing up to help. Regular volunteering in a student group, event, or activity is welcomed and encouraged unless it becomes a distraction from the educational process please check with coaches and or sponsors for this.

## **GUIDANCE**

The guidance counselor at Bisbee High School will follow the Arizona Model for School Counseling (based on the national model) as identified in the state guidance counseling handbook: *The Arizona Model: A Framework for School Counseling Programs Handbook* (2007). Bisbee High School Counseling Department thus embraces the Arizona School Counseling Philosophy, which states:

The vision of Arizona Counseling Program is for school counselors to work collaboratively with faculty, parents, business and industry and the community so that every student, regardless of individual difference, will acquire the self-knowledge, educational, occupation and career development competencies needed to succeed and contribute to an ever changing society.

To this end, the guidance office will offer the following services to students to assist in their personal, academic and career development: Career information and academic assistance, post-

secondary school information, financial aid information, military information, career interest surveys, PSAT/SAT/ACT/ASVAB testing information, individual and group counseling, and peer tutoring and support services. Although emphasis is placed on academic advice and planning for a successful 4-year preparation for post high school learning and the world of work, the counselor is available to assist students in their overall development.

During class time, all students who have a pass or are requested by the counseling department are welcome in the Guidance Office. The Guidance Office will also be open during lunch and most days after school (check for office hours).

### **Some Hotlines to Know:**

Child Abuse Hotline 1-888-767-2445

National Runaway Switchboard 1-800-786-2929

National HIV/Aids Hotline 24 hours: 1-800-342-AIDS

National Suicide Prevention Lifeline 1-800-273-TALK

Remember! Your safety is important to all of us.

### **ACTIVITIES/AIA/Eligibility**

#### **Participation in Extracurricular Activities**

At Bisbee High School, there are many opportunities to participate in extracurricular activities. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to...

- Students who, upon having their work preliminary checked on a cumulative basis every two (2) week period on Mondays at 8:00 a.m., show that they are not working to capacity and have one (1) or more failing grades will be temporarily removed from any athletic teams or extracurricular activities. Upon improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- There will be a final eligibility check every two (2) weeks and any student athlete who is below sixty-five percent (65%) at that time would be deemed ineligible. That student athlete's grade would be checked the following week to see if they had improved to the sixty-five percent (65%) level. They would be required to attend interventions until the grade improved. **This percentage is from the Y1 average within the gradebook.**
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Principal.
  - Ineligibility is pending
  - Ineligibility is determined to be necessary
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.

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

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

### **Activity/Accident Insurance**

For the protection of the student and his/her family school athletic activity insurance is required of all the students participating in school-sponsored activities. The school district does not provide for such insurance. A pamphlet regarding available and affordable insurance may be obtained in the office. Students may not drive their own personal vehicle to extracurricular activities under any circumstance. Parents/Guardians ONLY will be allowed to transport their child to or from an event. Parent/Guardian MUST check in with the coach if these alternative accommodations are being made.

### **Athletics**

BHS provides an opportunity for students to participate in interscholastic competition in many sports at the varsity and junior varsity levels. All athletes and AIA participants must have a pre-participation packet, including a physical on file and all forms completed for each season before participation. Physicals from any country except the United States will not be accepted by the AIA. See above for participation in extracurricular activities for eligibility requirements.

### **Athletic Activity Fee**

There will be a \$25 per student (not to exceed \$40 per family) is required to participate per athlete.

### **Student Athlete General Expectations and Code of Conduct**

Bisbee High School has a long-standing and proud history of athletic competition that spans generations past. By choosing to participate in our athletic program, you are choosing to represent not only Bisbee High School, but the district, and greater community at large. Thus, student-athletes inherit a greater level of responsibility than that of the average student. In addition to representing Bisbee High School, student-athletes must also understand that athletic programs are considered a privilege and are always secondary to the academic and behavioral programs at BHS. As a student-athlete, there are certain expectations, in addition to any that are defined by each respective coach, that you are expected to adhere to in order to maintain the integrity of not only the program, but the school in which you represent.

### **Attendance**

Student athletes must be in attendance the day of the game. The only exceptions to this are medical appointments and funerals, in which case the student must still attend half day. Medical appointments must be accompanied by doctor documentation. A family emergency does not qualify as a valid excuse from attendance. If the emergency was so serious they missed classes, then they should not participate in a game. The consequence for not being in attendance on game day is simple; the student will not be able to participate in the scheduled contest. Student athletes must also be in attendance the day of practice. The same exceptions for funerals and medical appointments apply. Students missing even one class will be considered in violation of the attendance expectations.

The day after a game a student will be in class on time for their first assigned period. If the student is not in class following a game day, they must have a doctor's note for their absence. If a student doesn't attend classes following a game they will not participate in that team's next game. Obviously, if a student is not in attendance at school then they should not attend practices either.



### **Academics**

Participants are **student-athletes**, meaning their role as an athlete is secondary to their role as a student. Student athletes are expected to maintain the district-approved minimum for athletic eligibility. Please refer to the eligibility requirements for further clarification. Given the priority of academics over athletics, additional tutoring, after-school assistance, etc. as arranged with any teacher will always take precedence over athletic practice and competition. Coaches have the autonomy to define stricter guidelines and expectations above and beyond the minimum district expectations for multiple ineligibilities.

### **General Conduct**

Student athletes are expected to be respectful to all coaches, teachers, managers, officials, players, bus drivers and fans. Failure to demonstrate the appropriate level of respect could result in consequences, including but not limited to suspension from games to removal from the team. All district policy and school rules and regulations apply during athletic practice, travel and competition. Students who do not abide by these governing policies will be subject to school-level consequences as well as potential consequences on the team.

During away games, no player is authorized to leave the facility or field in which the competition is being held. They must remain under the direct supervision of coaches at all times. Illegal substance/prescription drug possession or use is strictly prohibited and will not be tolerated. Students who have been prescribed medication may not at any time be in possession of it while on school grounds or during a school-sponsored function. Prescription medication must be given to the school nurse by a parent/guardian for proper handling. In order to ensure the safety of athletes, bag and/or student searches can be conducted if a violation of this policy is suspected at any time by any coach. Students in violation of this policy will be subject to school-level consequences, which will determine their standing on the team.

### **Student-Athlete Participation Requirements:**

All student athletes are required to have the following in order to participate in BHS athletic programs:

1. Pre-Participation Packet which includes:
2. Physical Examination- All Physical examination paperwork will be turned into the coach of each respective sport. It is the responsibility of the coach to provide copies to the athletic director or main office. A master list will be kept in the main office, so that winter and spring sport coaches will be advised of completed physicals.
3. Parent Consent- All parent consent paperwork will be turned into the athletic director. It is the responsibility of the coach to provide copies to the athletic director or main office. A master list will be kept in the main office, so that winter and spring sport coaches will be advised of completed parent consent forms (Proof of Insurance is included in parent consent form).
4. Birth Certificate- All birth certificates should be turned in upon registration of a student.
5. Brain Book and Opioid Education- All students must complete the brain book course on concussions and Opioid Education as well. The athletic director in

coordination with school personnel and each respective coach will ensure the completion of this course for each participating athlete.

Any student who does not have all of these items on file is ineligible for athletic participation in practice and competition.

### **Physical Requirement:**

AIA Bylaws: Article 15: Student Eligibility Rules. A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee (Athletic Director) a record of a physical examination performed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery. The physical examination for the following school year shall be given on or after March 1. The physical examination card on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee (Athletic Director), if deemed advisable, may require a student to be reexamined.

\* **NOTE:** In order to assure safe and appropriate physical evaluation of prospective high school athletes, individuals who perform examinations of prospective high school athletes should be licensed health care providers whose education, training and experience assure the ability to assess prospective athletes on a systemic basis. Examiners shall be qualified to perform a complete physical examination, including comprehensive evaluation of the following organ systems: circulatory; respiratory; genital-urinary; neurological; and muscular-skeletal. All such health care providers must be licensed in the United States to prescribe all classes of medications in order to fully understand the impact various pharmaceuticals may have on a prospective athlete.

### **Extra-curricular/Athletic Letter**

Students participating in sports/band/Knowledge Bowl at Bisbee High School have an opportunity to letter in the sport and receive the "B" to exhibit proudly. Students receive only one letter, subsequent years result in participation pins for each sport.

### **National Honor Society**

#### **National Honor Society (Anthony P. Nadolski Chapter)**

Established in 1921, the National Honor Society (NHS) is the oldest and most respected student recognition organization in the United States. Membership in NHS distinguishes students who have committed themselves to the pursuit of academic excellence, community improvement, and personal development. Academic achievement is a core component of NHS, but today's students need much more than just good grades to get ahead. NHS's focus on service, leadership, and character helps students build the skills and relationships that will ensure success throughout their academic years and beyond.

#### Eligibility; candidates must:

1. Be a member of the sophomore or junior class
2. Have been in attendance at Bisbee High School the equivalent of one semester
3. Have a 3.0 (on a 4.0 scale) or higher cumulative GPA

4. Candidate shall then be evaluated on the basis of their service, leadership, and character

#### Selection Process:

1. Begins during the second semester; letters to notify eligible students are distributed.
2. Interested students complete and turn in the Candidate Form. This form provides information about their leadership roles, service activities, both inside and outside of school, as well as work experience, recognition, and awards.
3. Teachers and athletic coaches receive an evaluation form for each eligible candidate.
4. The Faculty Council, five teachers appointed annually by the principal, reviews the candidate forms and faculty evaluations. They may interview any candidate at their discretion.
5. Selection for membership is always a majority vote of the council members.
6. The candidates are notified by letter of their selection or nonselection into NHS.
7. Though membership is a privilege and not a right, nonselected candidates may appeal the decision at the local level and should speak with the chapter adviser.
8. Candidates become members when inducted at a special ceremony.

Membership into NHS is permanent unless a student's performance falls below the standards by which he or she is selected. A member of NHS is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

#### Discipline and Dismissal:

1. If a member's cumulative grade point average falls below the standard in effect when he/she was selected, he/she will be given a written warning and a time period for improvement. If the cumulative grade point average remains below the standard at the end of the warning period the student will be subject to further disciplinary action by the Faculty Council that may include dismissal from the chapter.
2. Violation of the law or school regulations will result in dismissal of a member. These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, possession, selling or being under the influence of drugs or alcohol.
3. Offenders of the school conduct code (such as failure to comply, unexcused absences, or excessive tardies) will receive written warning notification from the chapter adviser. A conference may be requested by either party (Faculty Council or student/parent). If the member is involved in another violation of the school code, the member may be dismissed.
4. In all cases of pending dismissal:
  - a. The member will receive written notification indicating the reason for possible dismissal from the adviser. The member and adviser will discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning although a hearing must still be held.
  - b. The member will be given the opportunity to respond to the charge against him/her at a hearing before the Faculty Council prior to the vote dismissal.

- The member has the opportunity to present his/her defense either in person or in writing. The Faculty Council will then vote on whether to dismiss. A majority vote of the Faculty Council is needed to dismiss any member.
- c. The results of the Faculty Council vote will be reviewed by the principal, then, if confirmed, expressed in a letter sent to the student, parents, and principal. Dismissed members must surrender any membership emblems or certificates to the adviser.
  - d. The Faculty Council decision may be appealed to the building principal and afterwards through the school district discipline policy.
  - e. When a student is dismissed or resigns, he/she is no longer a member and may never again be considered for membership in NHS.
5. In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

### **Club and Student Government Activity Fee**

A fee of \$1.00 will be required from students participating in extra-curricular clubs and student government at Bisbee High School. The student activity card may be purchased at any time during the school year but must be presented to a club sponsor before participation will be allowed. Any lost cards may be redeemed in the office.

### **Dances/Prom**

Campus discipline regulations that apply to normal school activities also apply to dances. Parking lot is off limits when the dance starts. If you go to the parking lot, you must leave the premises. Guest passes for school dances are available from the Dean of Student's office the week before the dance.

### **Directions for choosing your courses:**

1. Students must take a minimum of four required courses each term through the sophomore year.
2. Students must take English, Math or Social Studies courses in sequence.
3. Seniors in good standing and who meet the requirements may request a reduced schedule with a minimum of 6 classes. Students must submit a request to the counselor and principal with the written approval of parents. This request must be made within the 1st week of the school year or upon enrollment.

<b>A GENERAL OUTLINE FOR 4-YEAR PLAN: Standard Diploma: (CLASS OF 2015 AND BEYOND)</b>	
<b>FRESHMAN</b> English I Algebra I Biology or Integrated Science PE Career Explorations 2 Electives	<b>SOPHOMORE</b> English II Geom. Biology or Chemistry World History CTE 2 Electives
<b>JUNIOR</b> English III US History Algebra II	<b>SENIOR</b> English IV Government/Econ. Additional Math required

Chemistry or Physics CTE 2 Electives	*Additional Science recommended 3-4 Electives
<b>*1 Fine Arts may be taken any year</b>	

<b>A GENERAL OUTLINE FOR 4-YEAR PLAN: Academic Honors Diploma/ High Academic Honors: (CLASS OF 2015 AND BEYOND)</b>	
<b>FRESHMAN</b> English I H Algebra I H or Geometry H Biology H PE Career Explorations Spanish I 1 Elective	<b>SOPHOMORE</b> English II H Geom. H or Alg. II H Chemistry H World History H CTE Spanish II 1 Elective
<b>JUNIOR</b> English III H US History H Algebra II H or Advanced Math Physics H CTE 2 Electives	<b>SENIOR</b> English IV H Government/Econ. H Advanced Math or 4 <sup>th</sup> Math 4 <sup>th</sup> Science 3 Electives
<b>*1 Fine Arts Requirement, may be taken any year</b>	

**Please see the website for faculty/staff contact information, course descriptions, class club sponsors, and most updated information.**

**Please do not hesitate to contact Bisbee High School and request to speak to Dean of Students/AD Tom Heck or Principal Darin Giltner regarding any questions at all. The main office number is 432-5714.**

**Darin Giltner**      [dgiltner@busd.k12.az.us](mailto:dgiltner@busd.k12.az.us)      ext. 2205  
**Tom Heck**        [theck@busd.k12.az.us](mailto:theck@busd.k12.az.us)        ext. 2203



# **BISBEE USD EVERY STUDENT, EVERY DAY**



**ALL CAMPUSES HANDBOOK INFORMATION**

## **BISBEE UNIFIED SCHOOL DISTRICT STRATEGIC PLAN AND GOALS**

### **Standard 1: Purpose and Direction**

The culture of the school district fosters and promotes high expectations for teaching and learning.

#### **GOALS:**

- # 1 The district will prepare all students to graduate with academic, technical and employment skills to be productive citizens.
- # 2 The district will be a teaching and learning community that provides a safe and supportive academic environment.

### **Standard 2: Governance and Leadership**

The school district operates under governance and leadership that promotes and supports student performance, parent involvement and school effectiveness.

#### **GOALS:**

- # 1 The district will follow a continuous improvement process by regularly reviewing and revising the district wide strategic plan.
- # 2 The district will operate under a transparent governance system that provides for open communication with all stakeholders.
- # 3 The district will make a concentrated effort to proactively reach out to all stakeholders to involve parents, community members, and student groups in order to solicit input and involvement to help improve school effectiveness.
- #4 Campus and District administrative teams will develop plans with measurable goals for each school year. Plans will be presented to the board by August and updated quarterly for the board and stakeholders.

### **Standard 3: Teaching and Assessing for Learning**

District wide curriculum, instructional design, and assessment practices will guide student learning and ensure teacher effectiveness.

#### **GOALS:**

- # 1 The district will strive to meet or exceed state and national averages in all standardized assessments.
- # 2 The district's curriculum plan and instruction will be aligned for each grade level and between schools.
- # 3 The district will provide a strong, collaborative education system with clear expectations for student learning and systematic programs based on sound, current educational practices.

### **Standard 4: Resources and Support Systems**

The school district's resources and services support its purpose and direction.

#### **GOALS:**

- # 1 The district will increase community involvement to include public meetings, forums and surveys.
- # 2 The district will operate financially in an efficient manner that will optimize alternative funding sources.
- # 3 The district's facilities will be maintained in good repair and utilized in an efficient manner.
- # 4 The district will hire highly qualified teachers and staff and provide training opportunities to ensure quality instruction and student success.

### **Standard 5: Using Results for Continuous Improvement**

The district will have a comprehensive assessment system that measures school effectiveness and student performance and guides continuous improvement.

#### **GOALS:**

- # 1 The district will regularly evaluate and utilize observational and assessment data to support academic improvement and effectiveness.
- # 2 The district will work in collaboration with instructional leaders and teachers to establish instructional assessments for each grade and subject.

## **General Information**

Bisbee Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations, and provides equal access to the Boy Scouts and other designated youth groups. Questions, complaints, or requests for additional information

regarding these laws may be forwarded to the designated compliance coordinator(s) at 519 W Melody Lane, Bisbee, AZ 85603, or at the phone numbers listed below.

Title IX Coordinator – Tom Woody, Superintendent  
Section 504 Coordinator, Jennifer McBeth, Director of Instruction  
520-432-5381

El Distrito Escolar Unificado de Bisbee no discrimina sobre la base de raza, color, origen nacional, sexo, edad, o incapacidad en la admisión a sus programas, servicios, o actividades, en el acceso a ellos, en el tratamiento de individuos, o en cualquier aspecto de sus operaciones, y ofrece la igualdad de acceso a los Boy Scouts y otro designado grupos juveniles. Preguntas, quejas o solicitudes de información adicional sobre estas leyes pueden ser expedidas al coordinador (coordinadores) designado de cumplimiento en 519 W. Melody Lane, Bisbee, AZ 85603, o en los números de teléfono que se indican a continuación.

Título IX Coordinador – Tom Woody, Superintendente  
Sección 504 Coordinador, Jennifer McBeth, Director de instrucción  
520-432-5381

### **BISBEE USD**

District Office Located at:  
519 W Melody Lane  
Bisbee, Arizona 85603

Telephone:  
(520) 432-5381

Fax:  
(520) 432-7622

Office Hours:  
7:00 - 5:00pm  
Monday - Thursday

School Days:  
Monday – Thursday

Superintendent:  
Mr. Tom Woody  
[twoody@busd.k12.az.us](mailto:twoody@busd.k12.az.us)  
(520) 432-5381

Director of Instruction:  
Jennifer McBeth  
[jmcbeth@busd.k12.az.us](mailto:jmcbeth@busd.k12.az.us)  
(520) 432-5381



Welcome to Bisbee Unified School District. As we enter a new school year, I am excited about the opportunity that we have to provide a strong academic and social environment for our students. We continue to build a strong foundation based on great staff and an engaged community

Our district motto is: Enriching Every Student, Every Day, this is exhibited daily in the endeavors of our teachers, staff, administration, and students. I know that Bisbee USD will continue to build on the excellence and great history of our district and community.

As we look ahead to the 2021-2022 school year, we remain committed to preparing our students for the potential challenges they may face in their educational journey. To assist them in meeting these challenges, we depend on our exceptional teaching staff to continue to raise the level of expectations in their classrooms and build a strong academic foundation for all of our students. I am proud of our many accomplishments, in our classrooms and in our extracurricular programs, and I look forward to creating more opportunities for student success with your help.

Bisbee has a lot to be proud of, including fully accredited schools, highly successful student clubs and athletics, as well as many learning opportunities to meet the needs and interests of all students.

I am blessed to serve as the Superintendent in a community that values education and supports programs that enables every student to maximize their potential in a caring community like ours.

Sincerely  
Tom Woody

## REGISTRATION

Every year a new registration packet must be completed to ensure all information is up-to-date.

Registration can be completed using our online registration process which is linked on the homepage of the district's website. If you need assistance you can come to the District Office (519 W. Melody Lane). The packet includes: Registration, AZ Residency Documentation, Emergency Contact, Student Residency Questionnaire, Special Education Program, Request for Student Records, Health Information, and Home Language Survey.

Parents/guardians are required to present two proofs of residency, valid picture ID, current immunization and birth certificate. The school district will make copies of each document.

## ATTENDANCE

Regular attendance promotes learning and achievement, and is an essential life skill for both school and career. As articulated in the Arizona Education Code 15-803:

- 1) It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:
  - a) The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).
  - b) The child is accompanied by a parent or a person authorized by a parent.
  - c) The child is provided with instruction in a home school.
- 2) A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
- 3) As used in this section:
  - a) "Habitually truant" means a truant child who is truant for at least five school days within a school year.
  - b) "Truant" means an unexcused absence for at least one class period during the day.
  - c) "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

**BUSD offers 146 days of instruction during their academic year. Ten percent (10%) of that is 14.6 days.**

- 1) At the *fourth absence* (excused or unexcused in any one single class): the parent/guardian will be contacted by phone with a notice of absences and the steps that will occur if absences continue. This will be informative in nature in the hopes of open and ongoing conversation between parents and the school.
- 2) At the *eighth absence* (excused or unexcused in any one single class): When a student has eight (8) absences in any one single class (excused or unexcused), the parent/guardian will be contacted to attend a meeting with the principal. At this time, the principal will gather information regarding the causes for the absences (excused or unexcused) and work in conjunction with the parent/guardian and student to develop a plan to improve the student's attendance
- 3) At the *twelfth absence* (excused or unexcused in any one single class): When a student has twelve (12) absences in any one single year-long class, or six (6) absences in a semester long class (i.e. – Government or Economics) (excused or unexcused), the parent/guardian will be contacted to attend a meeting with the campus attendance review committee. This is an opportunity for the parent/guardian and student to explain why they are experiencing an attendance problem. At this time, the attendance review committee will review all information presented and outline a plan for the student to recover attendance hours, and begin making up hours, if they go over 14 absences in the school year.
- 4) At the *fourteenth absence* (excused or unexcused in any one single class): When a student has fourteen (14) absences in any single class, or seven (7) absences in a semester long class (i.e. – Government or Economics) (excused or unexcused), the student has now missed the 10% required of learning time for the school year. This student will be in danger of not receiving credit for a course or not being promoted to the next grade level unless the student successfully completes the attendance

recovery plan set by the attendance review committee. All plan requirements must be completed by the student and submitted to the campus principal by December 1 for the Fall Semester and May 1 (for graduating classes), or the last instructional day of the Spring Semester for underclassmen.

- 5) When a student has been absent for ten (10) consecutive school days the student will be dropped from enrollment in Bisbee USD.

If a child is going to be absent, the student's parent/guardian must notify the school by 8:30 a.m. on the day of the absence to avoid the student receiving an unexcused absence (truancy). If notification is not received by 8:30 a.m., parents will be notified by our automated dialing system and the student's record will show an unexcused absence.

When calling the school to excuse an absence, the parent must give the dates of the expected absence. If the absence turns out to be longer or shorter than expected, the parent must call to inform the school of that change. Parents are legally responsible for supporting the need for regular school attendance and for supporting disciplinary actions taken by the school for attendance violations. Please refer to the section on Attendance and Truancy for a more detailed description of the law and its implications.

Doctor/dentist Appointments should be made outside of school hours whenever possible.

Chronic medical conditions require documentation to receive exemption from grade reduction plan.

Forms are available upon request in the campus office and if you are struggling with a chronic illness and need to discuss possible placement, please contact the Principal.

### **VISITORS AND VOLUNTEERS**

We welcome adult visitors at any time. Parents may arrange to visit during class time by contacting either the teacher or the office. To ensure the safety of our students and staff, **all visitors must register in the office** before any visit on campus. Students from other schools are not permitted to visit campus during school hours because of liability and supervision considerations.

Anyone interested in volunteering at the schools must complete an application, which includes a background check, and can be picked up at the District Office.

### **GENERAL HEALTH INFORMATION**

The basic purpose of the health center is to promote and safeguard the health and well-being of each child. Cooperation between parents, staff, and school nurse is vitally important in achieving this goal. During the school year, screening for vision and hearing will be conducted at various grade levels. If any abnormalities are found, they will be reported to the parents.

#### **Medication**

If a child needs to take medicine at school, parents are requested to bring it to the nurse's office and complete the *Consent for Medication Form*. Medicine cannot be dispensed unless it's in the original, labeled container. Over-the-counter drugs, such as aspirin and cough syrup, are dispensed under the same guidelines, because seemingly harmless drugs can be misused and cause severe reactions. Students should never bring medicine to school without the nurse's knowledge. For more detailed information please refer to BUSD Policy JLCD.

#### **Immunizations**

Arizona law requires that a child receives immunizations recommended by the Arizona Department of Health Services prior to initial enrollment. An immunization form indicating the month and year of the immunizations must be completed and on file before they may be enrolled. For more detailed information please refer to BUSD Policy JLCB.

#### **Food Allergies / Celebrations**

Due to the increasing number of food allergies, and in support of student safety food items will not be permitted to be brought to school. (i.e.- birthday cakes, cupcakes, etc).

### **FOOD SERVICES**

The Bisbee Unified School District takes part in the National School Lunch Program / School Breakfast Program. Through the Arizona Department of Education, the USDA supports child nutrition by setting nutritional and regulatory standards.

The USDA financially subsidizes meals for all students. The rate of support is determined by household income.

- All families are asked to submit an Application for School Meals at the beginning of each school year and throughout the year if one's household income changes.
- Meal applications will be sent home at the beginning of each year and are also available at each campus in the school office.
- The application information is used to determine which families are eligible for free or reduced meals.
- The applications are due within the first two weeks of school.
- Students who were eligible for free or reduced meals the prior year will remain in that status while new applications are being processed or for the first thirty days of school.
- New students will be required to pay for meals until their application has been processed.

Students may bring their lunch or eat a hot lunch in the cafeteria. The meals provided are planned to meet the U.S. Dietary Guidelines for all Americans. Bisbee Schools offers a varied lunch menu and sends a menu home with each student at the beginning of each month and is also posted on the District's website.

The Governing Board establishes student and adult meal prices each year. See cafeteria pricing schedule for the current year's prices.

All school lunches include a half pint of 1% or fat free milk. If your child has a milk product allergy, juice may be substituted. Please contact the school cafeteria staff if this exception pertains to your child.

Bisbee Unified School District does not allow students or adults to charge their meals. Families should prepay for meals on a weekly or monthly basis with cash, money order, cashier's check or personal check. If a personal check is returned for non-sufficient funds, your personal check will no longer be accepted at any school site your children attend. Lunches may also be purchased daily.

- 1) Once a student's account is at a pre-determined amount, a notice will be sent home to remind parents that additional monies are required.
- 2) Once the student's account runs out of monies or your child forgets their breakfast/lunch money, your child will be provided a small snack and milk for one day.
- 3) Any additional days your child does not have breakfast/lunch monies, they will be required to call their parent.

Please take care of this situation when you receive notices, so that your child can continue to receive meals at school.

The Food Service Department's goal is to provide a quality, cost-effective child nutrition program. Any food service staff member as well as the District's Food Service Manager, Susan Leiendecker, welcomes your comments and suggestions.

### **BEHAVIORAL EXPECTATIONS**

All discipline issues will be judged and handled according to the definitions and recommendations inherent to the State of Arizona's AZ SAFE system and the Bisbee Unified School District Discipline Matrix including but not limited to the following:

**Bus Rules**

**Dress Code**

**Drug Violation Procedures**

**Electronics**

**Gang Policy**

**Harassment – Sexual/Racial**

**Student Conduct**

**Dress Code:**

Pursuant to board policy J-2350 and J-2361, the board of education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The board has authorized the development and enforcement of school regulations prohibiting student dress or grooming practices that:

- Present a hazard to the health or safety of the student or to others in the school.
- Materially interfere with school work, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent students from achieving their educational objectives.
- Represent membership in a gang.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

**The following pertains to ALL articles of clothing:**

- No representation of gang affiliation
- No vulgar or profane messages
- No advertisements related to alcohol, tobacco, drugs, weapons, or illegal activity
- No pajamas/nightwear or slippers will be permitted
- No clothing or accessories with spikes or chains

**Head Covering & Sunglasses**

Head coverings and sunglasses are not permitted to be worn indoors

**Tops/Shorts**

- All tops/shirts must have sleeves and cover undergarments, chest, midribs, and back
- Sheer, mesh, see through, fishnet, strapless, halter tops, spaghetti straps, and muscle shirts are not acceptable outerwear

**Shorts/Pants/Skirts/Dresses**

- All shorts/pants/skirts/dresses must be fingertip length
- All leggings/spandex/tights must be covered by an outer garment reaching fingertip length
- All shorts/pants/skirts/dresses must be worn above the hip. Underwear cannot be showing
- All shorts/pants/skirts/dresses cannot contain large rips/holes above fingertip length

**Footwear**

- Footwear must be worn at all times
- No flip flops, slippers, shower or beach shoes, and sandals without straps

**Athletics**

Uniforms and equipment issued for athletic events may be worn at school ONLY at the discretion of the coaches

\*\*The final decision as to the appropriate or inappropriate dress will rest with site administration

**DISTRICT LEVEL DISCIPLINE MATRIX**

The District Discipline Matrix explains infractions and the minimum consequences. Please note that if an infraction is deemed serious and egregious enough, per administrative judgement, police will be notified, student may be short and/or long term suspended, and/or expelled depending on the seriousness of the infraction.

Level I Violations. Level I violations of the Guidelines for Student Behavior include: tardiness, insubordination, lying/cheating/plagiarism, dress code violations, gambling, and inappropriate display of

affection, forgery, and bus violations. A Level I violation may be treated as a Level II violation if the seriousness or repetitiveness of the violation is deemed of substantial magnitude. Level I violations will result in consequences administered by the school official most closely involved:

Level I - A Parent contact

Level I - B Detention

**Level II Violations.** Level II violations of the Guidelines for Student Behavior include: unexcused absence/ditching/truancy, defiance of authority, disorderly conduct, sexual conduct/sexual harassment, obscene materials/obscene behavior, threats and hazing, profanity or vulgarity, stealing, substance abuse, destruction or defacement of property, trespassing, vehicle violations, fighting/physical assault, bullying, arson, misuse of alarms, possession of a weapon, extortion; and the use, possession or sale of explosive devices. Level II violations will result in consequences administered by a school principal or assistant principal:

Level II - A Extended detention or community service

Level II - B One (1) to three (3) days suspension

Level II - C Four (4) to eight (8) days suspension

Level II - D Nine(9) day suspension and recommendation for long-term suspension or expulsion

In all cases when disciplinary action is applied, due process will be followed. Due process allows a student to explain his or her actions. In the case of long-term suspension or an expulsion, the student also has the right to a hearing before a hearing officer or the Board and in cases involving disabled individuals, relevant special education laws and safeguards will be followed. When student behaviors also violate federal, state or local law, law enforcement officials will be notified and charges may be filed.

Self-defense and reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

The following chart shows the minimum consequence levels for unacceptable behaviors, Campus administrators do have the authority and flexibility to issue a verbal warning as a minimum consequence:

Behavior	Definition	Level	Level
		K-4	5-12
Arson	Intentional burning of property	II-B	II-B
Assisting or encouraging another to engage in misconduct	Inciting others to participate in any inappropriate, illegal, disruptive, dangerous or otherwise prohibited activity.	I-A	I-A
Bikes/Boards Violations	The inappropriate use of bikes or boards on school property.	I-A	I-A
Bus Violations	Not following bus rules	I-A	I-A
Defiance of Authority/ Insubordination	Refusal to comply with requests and/or disrespectful behavior towards school personnel.	I-B	II-A
Destruction of School Property/ Vandalism/	Destroying or mutilating school property; littering.	I-B	I-B
Disorderly Conduct/ Disrespectful	Failure to keep one's hands, feet to self; argumentative.	I-A	I-B
Disturbing the Peaceful Operation of an Educational Institution	Conduct which is disruptive to the orderly procedure of the school; assisting or encouraging others to participate in such conduct.	I-A	II-B
Dress Code Violations	Failure to follow the dress code.(see dress code policy)	I-A	I-A
Drug Paraphernalia	The possession of any kind of materials intended for use of or designed for the purpose of ingesting or inhaling an illegal substance.	I-A	II-B
Endangerment to Self/Others	Engaging in or threatening behavior or contact for the purpose of inflicting harm on self or others.	I-A	I-A

Explosive Devices	The use, possession or sale of explosive devices.	II-A	II-B
Extortion	The solicitation of money, or something of value from another person.	II-A	II-B
Fighting/Physical Assault	Engaging in or threatening physical contact for the purpose of inflicting harm on another person.	II-B	II-B
Forgery	Writing and/or using the signature or initials of another person.	II-A	II-A
Gambling	Participating in games of chance for the purpose of exchanging money or items.	I-A	I-A
Gang Material and Paraphernalia	Any reference of racial supremacy or gang affiliation on any type of clothing, jewelry, and or the body is expressly prohibited.	II-A	II-A
Hall Pass Violations/Loitering	Misuse of hall pass for any reasons other than those intended; being in an area of campus without authorization.	II-A	II-A
Inappropriate Display of Affection	Inappropriate physical contact.	I-B	I-B
Lying/Cheating/Plagiarism	Giving false information calculated to mislead; taking another's work as your own.	II-A	II-A
Misuse of Alarms	Misuse of evacuation alarms.	II-B	II-B
Obscene Materials/Obscene Behavior/Pornography	The use, possession or sale of sexually explicit materials and/or devices.	II-B	II-B
Possession of a Weapon	The possession of a deadly weapon, prohibited weapon, or object, or the use of a weapon to inflict bodily injury to another person; a threat to inflict harm with such a weapon.	II-D	II-D
Prior Misconduct	Continued disruptive or disorderly behavior.	II-B	II-B
Profanity, Derogatory Communication and Gestures	Statements or actions which intimidate, injure or offend another person.	I-B	I-B
Sexual Conduct/Sexual Harassment	Engaging in or using sexual language, activities, intimacies, or gestures; any form of persuasion to receive sexual favors.	II-A	II-A
Scope of rules off campus	When the motivation for misconduct arises out of the school environment and affects the educational function of the District or endangers/threatens members of the school community.	II-B	II-B
Substance Abuse (Drugs)	The use or possession of drugs, narcotics, or other noxious substances; inappropriate use of prescription/ non-prescription drugs (includes being under the influence).	II-C	II-C
Sale and Distribution (Drugs)	The sale or distribution of drugs, narcotics, or other noxious substances; inappropriate use of prescription/ non-prescription drugs.	II-D	II-D
Substance Abuse (Tobacco, Alcohol)	The use, possession or sale of tobacco or alcoholic substances.	II-B	II-B
Stealing/Burglary	Taking or concealing property that belongs to another.	II-A	II-A
Tardiness	Arriving late to class.	I-A	I-A
Technology Violations	Any violation of District technology policy.	I-A	I-A
Threats and Verbal Hazing	Statements or actions which intimidate, injure or offend another person.	II-A	II-A
Trespassing	The unauthorized presence of a student on campus.	I-A	II-A
Unexcused Absence/Ditching/Truancy	Any absence not excused by parent or legal guardian.	I-A	II-A
Vapor Releasing Substances	Possession of vapor releasing substances for sale/use/distribution containing toxic substances.	II-B	II-B
Vehicle Violations	The inappropriate use of a motor vehicle on school property.	N/A	II-B

Bullying	Bullying involves exploitation of another person.	II-B	II-B
LGBT Harassment	Discrimination, bullying, and harassment on the basis of sex, sexual orientation, or gender identity or expression	II-B	II-B

## **J-4900 JKE EXPULSIONS OF STUDENTS**

A recommendation to expel shall be by the Superintendent. The authority to expel rests only with the Board. All expulsions requested shall have supporting data indicating the required due process procedures provided at the time of recommendation.

The Governing Board conducts expulsion hearings or may assign them to a hearing officer selected from a list of hearing officers approved by the Board.

### **Regular Education Students**

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school.

*Step 1:* Each recommendation for expulsion shall be delivered to the Superintendent. A recommendation for expulsion may be made before, after or in conjunction with a long-term suspension hearing, if one is to be held.

*Step 2:* If the Superintendent concurs with the recommendation, the Superintendent shall present the recommendation for expulsion to a hearing officer selected from a list of hearing officers approved by the Board.

*Step 3:* In each case in which a recommendation for expulsion receives approval by the Superintendent, (*and the Board has not determined that all expulsion hearings are to be conducted by a hearing officer*), the Governing Board will meet in executive session:

- To determine whether the nature of the accusations against the student justify an expulsion hearing.
- To determine whether the hearing will be held before the Governing Board or before a hearing officer.
- To designate a hearing officer if one will be used, and
- If the hearing will be conducted by the Governing Board to determine whether the hearing will be conducted in executive session. Under normal circumstances, the Governing Board will not review any documents or other pertinent evidence during the initial executive session.

*Step 4:* The expulsion hearing should be scheduled so it may be resolved, if reasonably possible, during the period of any suspension.

*Step 5:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain:

- A statement of the charges and the rule or regulation violated.
- The extent of the punishment to be considered.
- The date, time, and place of the formal hearing.
- A designation of the District's witnesses.
- That the student may present witnesses.
- That the student may be represented by counsel at the student's expense.



- If a hearing officer has been appointed, the name of the hearing officer and how the hearing officer may be contacted, or a statement that the Governing Board will preside at the hearing.
- Copies of this policy and A.R.S. 15-840 and 15-843 unless previously provided in connection with the same infraction.

*Step 6:* The parent, guardian or emancipated student shall be informed of the following:

- Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
- The student is entitled to a statement of the charges and the rule or regulation violated.
- The student may be represented by counsel, without bias to the student.
- The student may present witnesses.
- The student may cross-examine witnesses presented by the District.
- The burden or proof of the offense lies with the District.
- Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
- The District has the right to cross-examine witnesses, and may be represented by an attorney.
- If the hearing is held before a hearing officer, the hearing will be conducted in private with the attendance of only the hearing officer, administrative representatives, the student and parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to public attendance.
- If the hearing is held before the Governing Board, the Board will conduct the hearing in executive session with the attendance of only the hearing officer, administrative representatives, the student and parent(s), counsel for the parties, and witnesses necessary to the proceedings, unless the parent(s), guardian(s) or emancipated student requests in writing that the hearing be open to the public attendance.

*Step 7:* A formal hearing will be held:

- When a parent or legal guardian has disagreed that the hearing should be held in executive (closed) session, it shall be held in an open meeting unless:
- If only one (1) student is subject to the proposed action, and disagreement exists between that student's parents or legal guardians, then the Board (hearing officer) after consultation with the student's parents or legal guardians, shall decide in executive (closed) session whether the hearing will be in executive (closed) session.
- If more than one (1) student is subject to the proposed action and disagreement exists between the parents of different students, then separate hearings shall be held subject to the provisions of A.R.S. 15-843.

*Step 8:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:

- Upon conclusion of a hearing conducted by a hearing officer, if a recommendation for expulsion is made, the decision may be appealed to the Board at the time the Board considers the recommendation. A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) indicating

the recommendation that will be made to the Board. A copy of this letter will remain on file, and the letter should explain:

- The time and place of the Board meeting at which the recommendation will be made.
- That the recommendation may be appealed at the time the recommendation is made to the Board.
- That the appeal shall be in writing delivered to the Superintendent prior to the time of the Board meeting.
- That the written appeal shall indicate a spokesperson on behalf of the student.
- That the spokesperson will be given time to speak to the Board on appeal.
- The Board may accept the hearing officer's recommendation or reject the recommendation and impose a different disciplinary action including assignment to an alternative educational program. The Board may grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to expel the student the expulsion shall become effective the day after the Board's decision. The decision of the Board is final.

Upon conclusion of a hearing on expulsion conducted by the Board, the decision of the Board is final.

### **Special Education Students**

A student qualified under the Individuals with Disabilities Education ACT (IDEA) as revised in 2004 may not be expelled from school, unless a result of a manifestation determination it has been determined that the student's behavior is unrelated to the child's disability. The manifestation determination must be held within ten (10) school days of any decision to change the placement of a child with a disability because of a violation of code of student conduct. In compliance with federal law and regulation, the student may be given a change in placement in lieu of expulsion. Expulsion may not result in termination of educational services for a student qualified under the Individuals with Disabilities Education Act. The individualized education program (IEP) team generally determines a change in placement of an IDEA qualified student. During any change in placement the school must provide services to the extent necessary to enable the child to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the child's individualized education programs.

A student with a disability qualified under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 and not qualified under the Individuals with Disabilities Education Act as revised in 2004, may be suspended or expelled from school and education services may be ceased, if nondisabled students in similar circumstances do not continue to receive education services.

### **STUDENT HARASSMENT AND BULLYING**

The district prohibits harassment and bullying of any student on school grounds, on a school vehicle, at a school bus, at a school-sponsored activity or while the student is traveling to or from school. The district will provide notice of this policy to students and district employees, investigate all reports of harassment and bullying, and take disciplinary or other appropriate action against any student or district employee who is found to have violated this policy.

"Harassment and bullying" means any severe or persistent or psychological abuse of a student by means of physical threats or assaults, verbal threats or insults, or other hostile or degrading acts.

"Harassment and bullying" include any hostile or degrading act inflicted because of the student victim's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability regardless of whether the act itself is severe or persistent.

“Harassment and bullying” includes sexual harassment, which means any unwelcome sexual advantages, requests for sexual favors, or other verbal or physical contact of a sexual nature made by a school employee to a student or by a student to another student when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student’s education, academic status or progress; or
- Submission to or rejection of such conduct by a student is used as a component of a basis for decisions affecting that student; or
- The conduct (1) substantially interferes with or will substantially interfere with a student’s educational benefits, opportunities or performance, or a student’s physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student’s performance within a course of study or other school-related activity.

“Harassment and bullying” includes retaliation, which means any adverse action, taken against a student for reporting a complaint or harassment and bullying when the reporter honestly believes harassment and bullying has occurred or is occurring, or for participating in or cooperating with an investigation. Adverse action includes any form of intimidation, reprisal or benefits, or other unwarranted disciplinary action in the case of students.

This policy will be interpreted and applied so as to comply with state and federal legal requirements, including without limitation, the Arizona Revised Statutes §15-341, the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

The Superintendent is authorized and directed to adopt administrative regulations for the implementation of this policy, including without limitation, procedures for the investigation of reports of harassment and bullying.

## **PROCEDURES FOR NOTICE, REPORTING, AND INVESTIGATING OF HARASSMENT AND BULLYING OF STUDENTS**

### **1. Notice**

The district will use its *Information & Guidelines* for student behavior to provide notice of this policy and encourage students to report harassment and bullying. Principals or their designees will review the district’s policy against harassment and bullying with students at the start of each school year and distribute written information about rights, protections, and services available to students who are alleged victims of harassment.

### **2. Reporting**

- A. Students.** The district will encourage students and parents of students who are harassed or bullied, or who have first-hand knowledge of harassment and bullying, to report such incidents. Students and their parents should report an incident to any teacher, guidance counselor, or school administrator.
- B. Employees.** A school employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment of a student at school or a school bus stop, on a school bus or while traveling to or from school, or during school-sponsored activities must immediately report it to the principal or the employee’s supervisor. An employee’s report will

be documented in writing. An employee who fails to report harassment of a student is subject to disciplinary action pursuant to district policy GCPD or CDPD.

- C. Alternative Reports.** A student, parent, or employee may report harassment to any administrator or supervisor to whom the student or employee feels comfortable making the report. A report of harassment may always be made to the Superintendent or, if necessary, the Governing Board President.
- D. Privacy.** Reports of harassment will be kept confidential to the extent possible, given the need to investigate and act on investigative results. No report will be disclosed to a person other than a school official or law enforcement agent unless the individually identifiable information has been redacted.

### **3. Response**

- A. Principal.** The principal or designee is primarily responsible for receiving oral or written reports of harassment and bullying. The principal may request, but may not insist upon, a written report. If the report was given verbally, the principal will promptly reduce it to written form and maintain it as a record. All reports of harassment and bullying must be made on a Harassment or Bullying Report form JFD-R-F.

Upon receipt of a report of harassment, the principal or designee will give to the alleged victim written information about the rights, protections, and services available to students who are alleged victims of harassment.

Reports of harassment and bullying that create a reasonable belief that a student is a victim of child abuse must be immediately reported to the police or Child Protective Services in accordance with district policy JHG and the district's child abuse reporting protocol.

The principal will promptly forward reports of harassment and bullying that allege inappropriate conduct by a district employee or retaliation to the appropriate district office personnel or superintendent.

### **4. Informal Resolution**

The principal may attempt to informally resolve a report of student-to-student harassment and bullying by meeting with the offended student and the offending student individually or together. The principal will promptly contact parents of the offended and offending students and inform them of the allegations. At the conclusion of attempts to achieve informal resolution, the principal will advise the offended student or his or her parent that the student may request a formal investigation of the report. If it appears to the principal that the offended student's concerns have been successfully resolved, the principal will document the informal resolution and maintain it as a record.

### **5. Formal Investigation of Student-to-Student Harassment and Bullying.**

- A. Investigator.** The principal or a designee will conduct an investigation upon receipt of a report alleging student-to-student harassment that cannot be resolved with informal resolution. Ordinarily, the principal will conduct the investigation; however, a designee may be assigned, whenever necessary or appropriate, to expedite the investigation or remove a concern for bias or conflict of interest.
- B. Investigation.** The investigator will interview the offended and offending students and any other persons who may have knowledge of a circumstances giving rise to the report and may use other methods and documentation. Witnesses will be advised to keep their statements and knowledge of the matter confidential.

- C. **Timeframe.** The investigator will complete the investigation as soon as practicable. If the investigation will require more than five school days, the investigator will contact the offended student's parents to inform them of the progress of the investigation.
- D. **Findings.** Upon completion of the investigation, the investigator will decide whether harassment and bullying occurred or did not occur, or that the evidence is inconclusive. The investigator's findings will be entered on the form JFD-R-F.
- E. **Notification of Alleged Victim.** Upon completion, the investigator will promptly notify the victim and the victim's parent of his or her findings and what disciplinary and remedial action, if any, will be pursued against the alleged perpetrator.
- F. **Record Keeping.** A written record of any complaints of harassment and bullying and its resolution will be maintained by the principal for a period of at least six years. A record of harassment or bullying will not be maintained in the file of the offending student unless the investigator finds that the offending student harassed or bullied the offended student.

## 6. Formal Investigation of Employee-to-Student Harassment.

- A. **Investigator.** The superintendent or a designee will conduct an investigation upon receipt of a report alleging employee-to-student harassment that cannot be resolved with informal resolution. Ordinarily, the investigator will be the superintendent; however, a designee may be assigned whenever necessary or appropriate to expedite the investigation or remove a concern for bias or conflict of interest.
- B. **Investigation.** The investigator will interview the offended student and offending employee and any other persons who may have knowledge of the circumstances giving rise to the report and may use other methods and documentation. Witnesses will be advised to keep their statements and knowledge of the matter confidential.
- C. **Timeframe.** The investigator will complete the investigation as soon as practical. If the investigation will require more than five school days, the investigator will contact the offended student's parents to inform them of the progress of the investigation.
- D. **Findings.** Upon completion of the investigation, the investigator will decide whether harassment and bullying occurred or did not occur, or that the evidence is inconclusive. The investigator's findings will be entered on form JFD-R-F.
- E. **Notification of Alleged Victim.** Upon completion of the investigation, the investigator will promptly notify the victim and the victim's parents of his or her findings and what disciplinary and remedial action, if any, will be pursued against the perpetrator.
- F. **Record Keeping.** A written record of any complaints of harassment and bullying and its resolution will be maintained by the superintendent.

## 7. Disciplinary and Remedial Action

When the district determines that harassment and bullying have occurred, the district will take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Disciplinary action for violation of this policy will be taken in accordance with applicable district policy governing discipline of students or employees. The investigator may take remedial action to prevent further tensions between the offended student and the offending student if the investigator finds that the evidence is inconclusive.

## 8. Appeal

- A. **Alleged Victim.** If an alleged victim is not satisfied with the results of an investigation, the student may appeal the matter to the appropriate district office personnel or superintendent for arbitration and review within five school days after the student or the student's parent is informed of the result of the investigation. The arbiter will review the investigation and decision and any relevant documents or statement submitted by the offended student. Based on this information, the arbiter will issue a decision to affirm, reverse, or modify the original decision within five school days.

The alleged victim may appeal the arbiter's decision to the superintendent within five school days after the student or student's parent are informed of the arbiter's decision. The superintendent will review the matter and issue a final decision within five school days.

**B. Alleged Harasser.** A person who receives disciplinary action as a result of a violation of this policy may appeal the determination and disciplinary action in accordance with the applicable district policy governing discipline of students or employees.

#### **9. Retaliation and False Reporting**

**A. Retaliation.** Any person who retaliates against an employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a harassment and bullying report will be subject to appropriate action and/or discipline by the school district.

**B. False Reporting.** Any person who knowingly makes a false report or harassment and bullying will be subject to disciplinary or other appropriate action.

### **ELECTRONIC USE POLICIES**

Access is a privilege, not a right. Students are responsible for good behavior when using the District's electronic information services as well as their own personally-owned electronic devices. During class time use of any electronic device by students is limited to any and all school related activities.

Inappropriate use may result in cancellation of access to the information services and/or appropriate disciplinary action.

#### **Student's Personal Responsibility**

As a student of the Bisbee Unified School District **I will...**

**...adhere to all local, state and federal statutes and laws**, all district policies and regulations, and all applicable contracts and licenses regarding the use of technology, the Internet, and personally-owned electronic devices.

**...use the District's electronic information services in a manner that is ethical** and consistent with the mission of the District.

- I will *not*, nor encourage others to access, upload, download, store, print, post, or distribute any language or materials that are abusive, obscene, pornographic, sexually explicit, threatening, inflammatory, defamatory, racially offensive or illegal.
- I will *not* post false or defamatory information about a person or organization or harass another person or engage in personal attacks, including prejudicial or discriminatory attacks.
- I will *not* conduct business transactions, or use the District resources for commercial activities, personal financial gain, or political lobbying.
- I will report any misuse of the electronic information services to a parent, teacher, or school administrator.

**...use equipment responsibly** and will not vandalize or damage in any form or manner hardware, electronic systems, or networks.

- This includes, but is not limited to, changing desktop settings, (such as changing wallpaper or screen orientation) downloading programs from the Internet, installing programs on any school computer or other electronic devices, invoking computer viruses, or attempting to gain access to restricted or unauthorized network services.
- I will not dismantle or remove any school computer or other electronic device (including peripheral equipment such as mice).

- I will reimburse the school for any damage to a school computer or any other equipment that occurs because of my malicious or negligent actions. The District will decide who will carry out the repair or replacement of equipment.

**...make every effort to ensure that the CDs, DVDs, USB drives, or any other media containing a file that I bring to school does not contain a computer virus.** I will immediately stop using and notify a supervising teacher if a virus warning appears on any school desktop or laptop computer.

**...respect the integrity of the network system** and will not attempt to circumvent or subvert system security measures.

- This includes, but is not limited to, web filtering, firewalls, and virus protection.

**...conserve resources** including but not limited to educational technology materials, file storage, bandwidth, ink, and paper.

**...respect the laws concerning copyrighted material**, the intellectual property of others, and usage licensing agreements.

- I will *not* plagiarize, copy information or download files without the author's permission or proper citation.
- I will *not* download or exchange pirated software.

**...respect the privacy of others.**

- I will *not* use another's computer, files, or personally-owned electronic device without their consent.
- I will *not* read, delete, copy, change, or transmit files not created by myself.
- I will *not* transmit or use pictures of others without their consent.

**...be safety-conscious while online.**

- I will *not* reveal mine or another's name, home address, personal phone numbers, or any other identifying personal information.
- I will *not* meet with any stranger I have met online.
- I will *not* pretend to be someone else when sending or receiving information.

**...report any information or messages that make me uncomfortable.**

### **Consequences for Misconduct**

Depending on the nature and degree of the violation, as well as the number of previous violations, unacceptable use of the computers, personally-owned electronic devices, and/or the Internet may result in one or more of the following consequences:

- Detention
- Confiscation of personally-owned electronic device
- Community service
- Temporary or permanent **loss of access to computers and/or the Internet**
- Payment for damages and/or repairs
- Discipline under other applicable school policies, including suspension and expulsion
- Civil or criminal prosecution under local, state, or federal laws

It should be noted that any loss of access to the District's electronic information services is a detriment to the student's academic performance as many assignments given by teachers require some form of electronic technology to complete them.

### **Filtering and Internet Safety**

Access to the Internet will enable student to use countless websites, which can change frequently and without notice. While the District will provide technology protection measures against Internet access by both adults and minors to visual depictions that are obscene, pornographic, or harmful to students, it should be noted that no filter program is 100% effective. Students who access inappropriate sites should immediately disclose the site to their teacher or a school administrator. Students may make written requests to the school's technology department if they believe the content filter is blocking access to appropriate sites.

### **Social Media**

The District considers social media to be any electronic communication where users can create, share, and exchange information, ideas, and personal messages. Examples include Facebook, Twitter, Wikipedia, and YouTube. Use of social media is allowable for academic reasons at the teacher's discretion and direction; any activities that would not be appropriate in the classroom should not be conducted online.

### **Personally-Owned Electronic Devices**

Electronic devices and/or cell phones vary by campus please refer to campus handbooks. The District assumes no responsibility for Internet use outside the District network, nor are they responsible for any personal property that is lost, stolen, or damaged. The District reserves the right to inspect, at any time, any personally-owned electronic device.

### **Access to the Wireless Network**

The District does provide free wireless Internet access for personally-owned electronic devices through guest access. Please note that this access is filtered and may be monitored.

### **No Expectation of Privacy**

The District retains control over materials on the system or contained in files on the system. No user should have any expectation of privacy when using the District's network. The District may monitor, inspect, copy, review and store information about the content and usage of the network, user files, folders and disk space utilization, user applications and bandwidth utilization, user Internet access, and any and all information transmitted or received in connection with network and e-mail use, at any time, without notice. Parents have the right to investigate or review the contents of their child's files and to request the termination of their child's access to the system at any time.

### **Limitation of Liability**

Use of the District's electronic information services is at the user's own risk. The District does not assume liability for information retrieved via the District's electronic information services, nor does it assume any liability for any information lost, damaged, or unavailable due to technical or other difficulties. The District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

## **BUS EXPECTATIONS**

### **Philosophy**

Student behavior on the bus plays a major role in the safety of the bus ride. It is essential that the bus driver be able to concentrate on driving and not be distracted by disruptive behavior. **RIDING THE BUS IS A PRIVILEGE AND IS CONDITIONAL ON EACH STUDENT'S APROPRIATE BEHAVIOR AND THEIR FOLLOWING OF THE SAFETY AND BEHAVIOR CODE FOR BUS RIDERS.** Riding a school bus is an extension of the school day with students being subject to the same school rules and disciplinary actions, including forfeiting the privilege of riding the bus. If the school principal, in coordination with the transportation supervisor, determines that the action(s) of the student endangered the safety of the other students, the driver, or the bus, the student will lose their bus privileges. If a student loses bus privileges, permission to ride again may be granted when:

1. The student completes all assigned consequences as determined by the transportation supervisor and school principal, **and**
2. The parent/guardian agrees to ensure that the misbehavior will not happen again.

### **Safety and Behavior Code for Bus Riders**



1. Be at the bus stop 10 minutes before bus arrival time. At the bus stop, stay away from the road and line up in a single file line.
2. Wait for the bus to stop completely before trying to get on the bus. If you cross the road to get on the bus, wait for the bus driver to signal for you to cross the road. Always cross at least 10 feet in front of the bus, so the bus driver can see you at all times.
3. All seats are assigned. You will always sit in your assigned seat. If necessary, three students will sit in one seat.
4. You must remain seated until the bus reaches your stop. You may not get off the bus at any stop other than your assigned stop.
5. Please use the handrails when getting on and off the bus.
6. Any damage to bus seats, windows, etc. must be paid for by the student(s) responsible for damage. (Bus privileges will be denied until payment for damages is made.)
7. Keep the aisles clear at all times. All personal items must be held in your lap or put on the floor in front of you.
8. At no time will a student place hands, head, or other body parts out of the bus window.
9. Don't be loud on the bus. Excessive noise will distract the driver and could result in a serious accident.
10. Absolute quiet at railroad crossings is required. The driver needs to listen for oncoming trains.
11. Do not throw paper or any other objects on the bus or out the bus windows.
12. No eating or drinking of anything is allowed on the bus. Papers, food, or liquid on the floor is a hazard.
13. ALL school rules and regulations apply while riding the bus. Bus drivers have the authority to enforce all rules regarding improper behavior (this includes improper language, unnecessary noise, etc.) and the rules for the safety and welfare of all bus riders. Any student refusing to obey these rules will be reported and the student may lose bus riding privilege.
14. Students have the responsibility to inform the bus driver about any problems he/she is having on the bus.
15. Remember your driver is human, greet your driver cheerfully each time you board the bus and give him/her the same respect you would like to receive.
16. Any complaints by drivers or parents, should be reported promptly to the Transportation Office at (520) 432-6112, or to the school administrator.
17. Riding the bus is a privilege, not a right; therefore, students need to be aware that bus privileges may be lost if they are abused.

### **Consequences for Bus Referrals**

Students who choose to not follow the bus safety and behavior rules will earn the following consequences:

1. First referral: Warning
2. Second referral: loss of bus privileges for 2 days
3. Third referral: loss of bus privileges for 4 days
4. Fourth referral: loss of bus privileges for up to the remainder of the semester. If the third referral is earned by the student within the last two weeks of the first semester, their loss of bus privileges will continue through a portion of the following semester as determined by the school principal.

\*Any offenses deemed serious in nature such as fighting could result in higher level consequences\*

### **JII © STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

The Superintendent is directed to establish procedures whereby students with sufficient concern may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, or personal safety provided that:

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

A complaint or grievance may be raised regarding one (1) or more of the following:

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

Refer to Board Policy JICK for procedures applying to a complaint or grievance that alleges incidences of student violence, harassment, intimidation, or bullying.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The initial complaint or grievance should be made using form JII-EA; however, a verbal complaint or grievance may be made to any school staff member. The receiving staff member shall immediately inform an administrator of the complaint or grievance.

When the initial complaint or grievance is submitted in a manner other than on the prescribed form, the administrator shall obtain from the student the particulars of the accusation and complete form JII-EA immediately thereafter. The administrator shall especially note all student- provided particulars

determined by the Superintendent to be necessary for the complaint or grievance to be investigated. Any question concerning whether a complaint or grievance falls within this policy shall be determined by the Superintendent.

If the receiving school administrator is included in the allegation, the complaint or grievance shall be transmitted to the next higher administrative supervisor. Failure by the staff member to timely inform a school administrator or next higher administrative supervisor of a student's allegation may subject the staff member to disciplinary action. The staff member shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

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

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

To assure that students and staff are aware of its content and intent, a notice of this policy and procedure shall be posted conspicuously in each school building and shall be made a part of the rights and responsibilities section of the student handbook. Forms for submitting complaints are to be available to students, staff and parents or guardians in the school offices.

Disposition of all complaints or grievances shall be reported to the Superintendent and the compliance officer for discrimination if other than the Superintendent. The Superintendent will determine if the policies of the District have been appropriately implemented and will make such reports and/or referrals to the Board as may be necessary.

The Superintendent shall develop procedures for the maintenance and confidentiality of documentation related to the receipt of a student's complaint or grievance, findings of the investigation, and disposition of the matter. The documentation shall not be used to impose disciplinary action unless the appropriate school official has investigated and determined there was an actual occurrence of the alleged incident. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

Adopted: December 13, 2011

LEGAL REF.:

A.R.S.

[15-341](#)

CROSS REF.:

[AC](#) - Nondiscrimination/Equal Opportunity

[ACA](#) - Sexual Harassment

[GBEB](#) - Staff Conduct

[JB](#) - Equal Educational Opportunities

[JIC](#) - Student Conduct

[JICFA](#) - Hazing

[JICK](#) - Student Violence/Harassment/Intimidation/Bullying

[JK](#) - Student Discipline

[JKD](#) - Student Suspension

[JKE](#) - Expulsion of Students

[KE](#) - Public Concerns and Complaints

## **JII-R ©**

### **REGULATION**

#### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

A student who complains or grieves regarding constitutional rights, equal access to programs, discrimination, or personal safety issues may complain directly to a school administrator, or to a school staff member within thirty (30) days of an alleged occurrence. The initial complaint or grievance should be made using form JII-EA, however, a verbal complaint or grievance may be made. When a school staff member receives the information, the staff member will immediately inform a school administrator. If the complaint or grievance involves a school administrator the staff member shall forward the complaint or grievance to the next administrative level.

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

At a minimum the complaint or grievance shall contain the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. The written complaint or grievance should contain a requested solution and the submission should be signed and attested to by the complainant. However, an unsigned form will be processed in the same manner as a signed form.

The complaint or grievance will be investigated by a school administrator, a supervising administrator, or another person approved by the Superintendent. The student shall be contacted not later than the school day following the date the school administrator or the administrator's immediate supervisor receives the information. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the student who submitted the complaint or grievance at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the principal and/or the Superintendent as circumstances warrant.
- A confidential record of each complaint and grievance made pursuant to Policy JII shall be maintained at the District office. The record shall include a copy of the complaint or grievance filed by a student, findings of the investigation, and the disposition of the matter.
- Unless a determination has been made by the appropriate investigating official that the reported incident actually occurred, the record shall not be used for the imposition of discipline.

Where disciplinary action is necessary, District policies shall be followed.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

**JII-EA © EXHIBIT STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES  
COMPLAINT FORM**

**(To be filed with a school administrator or the administrator's immediate supervisor, or a school staff member who will forward this form to the school administrator or the administrator's immediate supervisor)**

Additional pages may be attached if more space is needed.

Please print:

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Another phone where you can be reached \_\_\_\_\_

During the hours of \_\_\_\_\_

E-mail address \_\_\_\_\_

I wish to complain against:

Name of person, school (department), program, or activity \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. Be sure to note all relevant dates, times, and places.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there is anyone who could provide more information regarding this, please list name(s), address(es), and telephone number(s).

Name	Address	Telephone Number
------	---------	------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this information is correct to the best of my knowledge.

Signature of Complainant \_\_\_\_\_

Date Signed \_\_\_\_\_

Administrator or professional staff member  
receiving initial complaint

Date initial complaint received \_\_\_\_\_

The investigator shall give one (1) copy to the complainant and retain one (1) copy for the file.

### **JII-EB © EXHIBIT STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

(To be displayed in school buildings and in student handbooks)

Students may present a complaint or grievance regarding one (1) or more of the following:

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

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

Provided that:

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

The guidelines to be followed are:

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

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

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA

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

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

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.