

TO EMPOWER ALL STUDENTS FOR THE CHOICES
AND CHALLENGES OF THE TWENTY-FIRST CENTURY

2017 - 2018
PARENT/STUDENT HANDBOOK

**GLENDALE
UNION**
HIGH SCHOOL DISTRICT

APOLLO
CORTEZ • GLENDALE
GREENWAY • INDEPENDENCE
MOON VALLEY • SUNNYSLOPE • THUNDERBIRD
WASHINGTON • NEXT STEP • NORTHERN ACADEMY
GUHSD ONLINE LEARNING ACADEMY

#WeAreGUHSD

OUR SCHOOLS. OUR COMMUNITY. OUR COMMITMENT.

Glendale Union High School District

7650 N. 43rd Ave.
Glendale, AZ 85301

623.435.6000
www.guhsdaz.org



GOVERNING BOARD MEMBERS & SUPERINTENDENT

APOLLO • CORTEZ • GLENDALE • GREENWAY • INDEPENDENCE • MOON VALLEY • SUNNYSLOPE • THUNDERBIRD • WASHINGTON • NEXT STEP • NORTHERN ACADEMY • GUHSD ONLINE LEARNING ACADEMY



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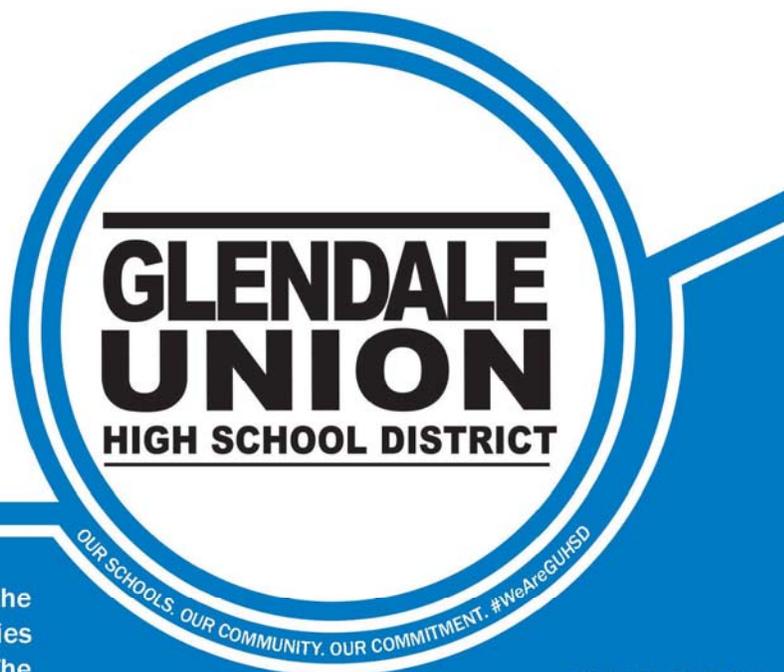
Patty Kennedy
President



Susan Maland
Clerk



Brian Capistran
Superintendent



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Governing Board members are legally charged with the responsibilities of setting goals and establishing policies which will govern the operation of the district. The Governing Board meets the first and third Wednesday of every month at 7:30 p.m. at the Administrative Center.

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INTRODUCTION

DEAR PARENTS AND STUDENTS,

Glendale Union High School District has served its Glendale and Phoenix communities since 1911. Its successes have been built on the beliefs that:

- All students can learn
- Teachers make the difference
- Parents matter
- Expectations are high for everyone
- All decisions are student-centered and data-driven
- Resources are focused in the classroom
- Continuous improvement is embedded in our learning system
- Safe and orderly campuses are maintained by faculty and staff
- Our neighborhood schools are committed to stakeholder collaboration
- All students will participate in co-curricular/extra-curricular activities
- All personnel are highly qualified and engaged in professional development

The purpose of this handbook is to communicate the expectations of the school District in order to ensure that all students, parents, teachers, staff, and community members can enjoy the educational opportunities offered by their schools.

Please carefully review the following pages to ensure that the rights of all stakeholders are upheld in order to promote a positive learning environment.

STATEMENT OF COMPLIANCE

Public Notification of Nondiscrimination Annual Public Notification of Nondiscrimination Glendale Union High 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. GUHSD provides equal access to the Boy Scouts and other designated youth groups. GUHSD Career & Technical Education Department does not discriminate in enrollment or access to any of the programs available, such as business, applied technology, FACS, nursing, and fire science. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. GUHSD does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Questions, complaints or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s), call 623-435-6006 or 623-435- 6067, 7650 N. 43 Ave., Glendale, AZ 85301

Notificación Pública Anual de No Discriminación: El Glendale Union High School District (GUHSD) no discrimina en base a raza, color, nacionalidad, género, edad, o discapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. GUHSD provee el acceso igual a los Boy Scouts y otros grupos designados para los jóvenes. El departamento de Educación Técnica y de Carreras de GUHSD no discrimina en su matriculación ni en el acceso a cualquier de sus programas disponibles, como negocios, la tecnología aplicada, FACS, enfermería, y formación para bomberos. La falta de habilidades con el inglés no será una barrera a la admisión ni la participación en las actividades del distrito y sus programas. GUHSD tampoco discrimina en sus contratos o prácticas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Título IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Ud. puede comunicarse con el coordinador de cumplimiento sobre preguntas, quejas, o para más información con respecto a estas leyes. Director de Operaciones y Atletismo, 623-435-6006 Directora de la Educación Especial 623-435-6067, 7650 N. 43rd Ave. Glendale, 85301

STUDENTS WHOSE HOME LANGUAGE IS OTHER THAN ENGLISH

The staff of Glendale Union High School District wishes to communicate with all Glendale Union High School District parents and guardians. If a parent or guardian requires communication in a language other than English, please contact the Assistant Principal for Student Services at the school to make such a request.

El personal del Distrito Escolar *Glendale Union High School District* desea comunicarse con todos los padres y tutores del Distrito escolar de *Glendale Union High*. Si un padre o tutor requiere la comunicación en un idioma diferente al inglés, por favor comuníquese con el Subdirector de Servicios al Estudiante de la escuela para efectuar dicho pedido.

PARENT-STUDENT-SCHOOL COMPACT

Title I School – Parent Compact

The Glendale Union High School District and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards. This school-parent compact is in effect during the 2017-2018 school year.

Parent Responsibilities

The parent will:

- Track academic progress and attendance through ParentVue and communicate as needed with teachers and staff.
- Become informed and involved in programs and activities available to students and parents at the school.
- Participate with their student and school in making educational decisions.
- Establish and sustain a supportive learning environment at home.
- Promote a healthy lifestyle and encourage positive relationships.
- Monitor the use of technology and social media.

Student Responsibilities

The student will:

- Attend school daily and give best effort.
- Track academic progress through the StudentVue and communicate with teachers.
- Become involved in extra-curricular activities at school.
- Complete homework every day and ask for help when needed.
- Live a healthy lifestyle and develop positive relationships.
- Use technology and social media responsibly.

School Responsibilities

The school will:

- Update academic progress and attendance through the Student Information System and communicate with parents and students.
- Promote programs and activities available to students and parents.
- Work with parents and students in making educational decisions.
- Establish and sustain a high quality curriculum and a supportive learning environment at school.
- Encourage a healthy lifestyle and positive relationships.
- Utilize technology and social media effectively and appropriately.

PARENT/SCHOOL COMMUNICATION

Parents with concerns should first speak with the teacher involved, then the appropriate Assistant Principal and then the Principal before seeking assistance at the District office level.

ADMINISTRATIVE JURISDICTION

The jurisdiction of the administration of any Glendale Union High School District school may be extended to cover all actions on the part of students from the time they leave home in the morning until their return home after school.

USE OF ELECTRONIC RESOURCES

The use of the school's electronic resources and networks is a privilege and not a right, and inappropriate use will result in a cancellation of those privileges. The use of the assigned account and the network must be in support of education and research and within the educational goals and objectives of the GUHSD. The internet contains materials that are controversial or not appropriate for students. The District has taken precautions to restrict access to these types of materials by teaching students about responsible use and by using filtering software to block student access to inappropriate materials. Student misuse of the network can come in many forms, but it is commonly viewed as sending or receiving materials that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or a malicious attempt to harm or destroy data of another user or of any other agencies or networks that connect to the system. This includes, but is not limited to, the uploading or creation of computer viruses. All rules of conduct described in the Student Handbook apply when utilizing the network, or when accessing any District information, sites, or email addresses. Any website developed outside of the District or local school website may not use the school name or logo without permission from the District or administration. Websites created outside of the District or local school website may not be linked to the District or school website without permission from the District or local administration. The administration may assign disciplinary consequences for violation of technology user agreement. Additionally, the administration, staff, or faculty may request that the system administrator deny, revoke, or suspend specific user accounts.

RIGHTS TO STUDENT RECORDS

The Glendale Union High School District respects the privacy of students' records and recognizes that only pertinent and factual information should be contained in the permanent records of the District's students. The Board of Education has adopted policies to ensure the rights of parents and students over 18 years of age to review student records and to limit the amount of student record information that can be made available to people or agencies outside the District.

Schools also keep separate records on student discipline, and parents/guardians or students over 18 years of age have the right to review these records. Copies of these records are held in the Attendance Office at the school, and procedures for reviewing student records are available in the school office.

Board policies covering these procedures have been officially approved to ensure compliance with the Family Education Rights and Privacy Act of 1974, the Arizona Parents Law of 1974 and the Directory Information Act of 1977.

DISSEMINATION OF STUDENT DIRECTORY INFORMATION

It shall be the policy of the Board of Education of the Glendale Union High School District to permit its schools to compile non-confidential student directory information such as student's name, address, awards, honors, athletic participation data, information for the school annual and other general data which seems appropriate to school curricular and extra-curricular activities.

Written public notice in student handbooks and other appropriate school publications shall notify parents, students, guardians, and students over 18 that information about a student may be excluded from student directories upon written request. Such requests must be in writing, indicating which data are to be excluded, and filed in the Office of Student Records at the time of registration.

The releasing of directory information to any commercial, business, or private agency which may have profit motive in mind is prohibited unless specific approval of the Board of Education is granted.

STUDENT ATTENDANCE

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular, punctual school attendance. High school attendance and punctuality is ultimately the responsibility of the student and the student's family. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replicated: The benefit of lectures, discussion and participation is lost forever to those who are absent. Tardiness disrupts the learning environment of everyone in the class. It must be emphasized that regular attendance/punctuality is the key to much of the success a student may gain from the student's high school program. No procedures or guidelines will deprive students of procedural due process.

The District expects parents/guardians to call the attendance office each day a student is absent from school. Reasonable attempts will be made by the school, through phone calls or letters, to inform parents/guardians of a student's absence. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem. The District and its Board, employees, or agents are not liable for failure to notify.

CLASSIFICATION OF ABSENCES

Definition: An *absence* is defined as a student's non-attendance in the student's assigned classroom during an assigned period and is a result of the following:

- Personal illness
- Doctor or dentist appointments that cannot be made after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the Attendance Office upon the student's return to school.
- Serious family illness or a death in the family
- Suspensions
- Prior notification by the parent to the administration
- Unexcused absences and/or truancies

Recognized religious holidays are not subject to the twelve (12) absence limit, but do require notification to the administration by the student's parents at least twenty-four (24) hours in advance. Furthermore, absences due to school-sponsored activities are not subject to the twelve (12) absences limit.

TARDY

Definition - When the bell rings signaling the end of the class period, students will have five (5) minutes to pass between classes. Each student must be in the correct class and work station, prepared to begin class, when the bell rings signaling the start of the new class period. Students not in the correct class/work station at the bell will be counted as *tardy*. Tardies caused by appointments for medical or legal reasons will be excused if appropriate documentation is provided by the parent to the Attendance Office upon return to school. If a student has a pass from a school official, the student will not be considered tardy. All school officials will take every precaution not to issue passes except when necessary.

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students. If a student is to learn, the student must be in an assigned work station prepared to work before the tardy bell rings. The school reserves the right to make the determination whether or not a student is tardy. Students who are tardy three (3) times in a nine (9)-week grading period will receive a "U" in citizenship for that grading period. No procedures or guidelines will deprive students of due process. Multiple tardies may result in disciplinary action.

ACCUMULATION OF ABSENCES AND/OR TARDIES

To prevent a student from unknowingly losing credit, the Attendance Office will correspond with the student and parents/guardians concerning the District attendance policy as indicated below.

Five (5) Absences and/or Tardies: Upon the first incidence of five (5) absences and/or tardies in a class, the school will send a letter to the parent/guardian.

Eight (8) Absences and/or Tardies: Upon the first incidence of eight (8) absences and/or tardies in a class, the school may place the student on **Academic Probation** for the duration of the semester. This means that the student is in danger of losing credit in any class that absences and/or tardies are greater than 12. Students and parents will be notified that they have been placed on Academic Probation and will be given the written conditions of probation and a due process affidavit. Students will be removed from Academic Probation at the end of the semester.

Thirteen (13) Absences and/or Tardies: On the thirteenth (13) absence and/or tardy in a class, the student will meet with the Assistant Principal for Attendance and Discipline in order to make a determination of credit eligibility.

LEAVING CAMPUS DURING THE SCHOOL DAY

Students may NOT leave campus during the school day without following the appropriate check out procedures. **THIS INCLUDES LUNCH PERIODS.** All students must check in and out through the Attendance Office. Failure to comply will result in disciplinary action.

DITCH DAYS

Glendale Union High School District prohibits any unauthorized student outings during school days for purely recreational or social purposes. Students who fail to comply will be subject to disciplinary action.

Glendale Union High School District does not sponsor or condone any senior graduation trips.

STUDENT CONDUCT

STUDENT DISRUPTION OF THE EDUCATIONAL PROGRAM AND CLIMATE OF THE SCHOOL

Students in the District enjoy the right to a quality education, free from unnecessary disruptions. This occurs when an effective and appropriate learning environment and campus climate are maintained. The total school community including parents, students, school personnel and community members, share in the responsibility of maintaining the campus climate. The administration, teaching staff and other school personnel have the responsibility to determine when student behavior is inappropriate and disruptive or in violation of local school rules or regulations set forth by the Governing Board. Students attending off-campus school-sponsored events are governed by the same regulations that apply to their on-campus behavior. All District policies and rules which pertain to the treatment of employees are in effect at all times, whether on or off campus.

IDENTIFICATION CARDS

A valid school Identification Card is required to be in a student's possession at all times during school and at all school-sponsored activities. Any staff member may ask for a student's identification card at any time. Failure to produce the requested identification card may result in the student's removal from campus or the activity, and the student may be subject to further disciplinary action.

THREAT ASSESSMENTS

Students may be required to participate in an individual threat assessment to be conducted by a District social worker. Reasons that a student would be required to participate in a threat assessment include, but are not limited to, the following:

- Verbal or written threats
- Intimidation or harassment
- Violent behavior
- Any situation deemed by the District administration to be a disruption to the learning environment

PROBATIONARY/BEHAVIOR CONTRACTS

Students may be required to sign probationary/behavior contract(s) before or after enrollment in any District school. Reasons a student would be required to sign a contract include, but are not limited to, the following:

- Enrollment with a variance
- Violations in the area(s) of tardies, attendance, or student conduct
- Deficiency in academic credits for current grade level
- Violation of classroom rules/policies
- Violation of school or District policy in the areas of tardies, attendance, or student conduct
- Any situation deemed by the District administration to require the use of a probationary/behavior contract to ensure compliance with District policy

SCHOOL BUS

The school District provides bus transportation for students who live more than a mile and a half from school. Students must show their ID card with the proper bus pass in order to board the bus. Students need to be at their assigned bus stop no sooner than 5-10 minutes before scheduled bus arrival. Bus drivers are not expected to wait for students. Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note to take to the school office. Notes to the driver are not acceptable. Glass, animals, insects, balloons, gum, sunflower seeds and motorized scooters are not allowed on the bus. Electronic devices may not be used on the bus.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. The bus driver has complete charge of the bus and his/her instructions must be followed. Rules for passengers are posted in the front of each bus. If there is a serious violation or safety concern on the bus, the driver may bring the bus directly to school or the Transportation Facility where there is adult supervision. Student(s) may be removed from the bus and the parents notified to pick up their student. Students whose behavior threatens the safety of others will be denied transportation.

In addition to specific bus rules all school rules apply while riding the bus. Riding the bus is a privilege that may be revoked for violation of school rules on the bus.

STUDENT VEHICLE USE AND PARKING

REGISTRATION

Students will register their vehicles if they intend to drive to school. The registration will require that the owner of the vehicle sign the forms and acknowledgments. Registration stickers/placards will be affixed to the vehicles in a manner specified by the school administration. Students who fail to register their vehicles or who fail to follow school policy and procedures related to use of vehicles may have their vehicles towed away. Any expense related to such towing will be the responsibility of the student. Glendale Union High School District does not assume liability for damages or stolen property while vehicles are parked on campus.

VEHICLE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

SEIZURE OF ILLEGAL MATERIALS

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

PERSONAL PROPERTY

It is highly recommended that students not bring personal property to school. Glendale Union High School District and each individual high school assume no responsibility for any personal property which is brought to school.

A lost and found is maintained on each campus. Students finding items on campus are asked to turn them into the lost and found. If the owner can be identified, the items are returned. Students who lose items should check with the lost and found to see if it has been turned in.

SAFETY CONCERNS

Rollerblades, skateboards, scooters, go peds, etc., are prohibited on all Glendale Union High School District campuses. Schools will not store them.

STUDENT CONFLICT

Students are required to take all necessary measures to avoid fighting with another student. If a student has a conflict with another student, report the conflict to a teacher, counselor, or administrator immediately. The consequence for fighting is a minimum off-campus suspension for the first offense. Repeated offenses may result in a long-term suspension.

STUDENT DRESS

The Board 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 authorizes the Superintendent to develop and enforce 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
- Display obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing

Each school in the Glendale Union High School District will publish its own dress code policy that defines specifically its regulations for student dress.

ELECTRONIC DEVICES

Students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibility of ensuring that those items are not an educational disruption. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. These items must be off and kept out of sight. Misuse of electronic devices may result in disciplinary action.

Students who bring an electronic device on campus do so at their own risk. GUHSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Any such interference will be considered a disruption. Each school will have the authority to define what is considered a disruption on its campus.

DRUG USE BY STUDENTS

The following administrative procedures are to be used to implement the Governing Board policy on drug abuse prevention:

Distribution or sale of drugs:

- When it is reasonably certain that a student is involved in the distribution or sale of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted.
- A student who has been determined to be involved in the distribution of drugs shall be reported to the law enforcement authorities and shall be subject to suspension or expulsion.

Possession of drugs:

- Law enforcement authorities shall be contacted when the administration determines that drugs to be used for nonmedical purposes are found in the possession of a student. The administration may also contact law enforcement authorities to help make such a determination. Students who are in possession of drugs to be used for nonmedical purposes may be suspended or expelled.

Under the influence of drugs:

- A student who is reasonably suspected of being under the influence of drugs shall be referred to the school office.
- The parent(s) or legal guardian(s) of a student who is determined to be under the influence of drugs shall be contacted. The student may be suspended or expelled.
- A student who has been suspended for a drug-related offense for a second time will be referred to the Superintendent for further action (A.R.S. 15-843).

Controlled substances, possession, sale, use or being under the influence of:

Students on school property or at school events shall not knowingly breathe, inhale or drink a vapor-releasing substance containing a toxic substance, nor shall a student sell, transfer or offer to sell or transfer a vapor-releasing substance containing a toxic substance to a person under eighteen (18) years of age.

The nonmedical use, possession, distribution or sale of:

- alcohol
- drugs
- synthetic drugs
- counterfeit drugs
- imitation drugs

on school property or at school events is prohibited. Nonmedical is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession. Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law
- All alcoholic beverages
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy
- Hallucinogenic substances
- Inhalants
- Synthetic, counterfeit, imitation drugs
- A compound or substance, regardless of its contents, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects

A student who violates any portion of this policy may be subject to warning, reprimand, probation, suspension, or expulsion, in addition to applicable civil and criminal prosecution.

WEAPONS

Weapons defined as instruments of offensive or defensive combat; something with which to fight with.

Students shall not possess or use firearms, weapons, facsimiles of weapons, or any other instruments capable of harming a person or property. Weapons include, but are not limited to, guns, bullets, chains, knives, clubs, brass knuckles or any other items that, when used as a weapon, can result in bodily harm or property damage. [A.R.S. §13-3102 and A.R.S. §13-2911]

GANG ACTIVITY

A gang is an activity or affiliation of an ongoing, loosely organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols or colors, and whose members engage, either individually or collectively, in gang activity. Students that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, pictures, drawings, etc., or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited. It is the District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another student, or the orderly operation of the schools, shall be subject to disciplinary action.

HAZING

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

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

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extra-curricular program, or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.

STUDENT DISCIPLINE GUIDELINES

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|---|--|--------------------------------------|---------------------------|
| Infraction | Definition | Minimum | Maximum |
| Absences and/or tardies, more than 13 | Refer to page 11 for definitions | Refer to page 11 | Refer to page 11 |
| *Alcohol (use, possession, under the influence) | The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation. | Short Term Suspension | Expulsion |
| *Alcohol (sale or distribution) | The sale or distribution of alcohol as defined above. | Long Term Suspension | Expulsion |
| **Arson | Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. §13-1703) | Long Term Suspension/ Restitution | Expulsion/ Restitution |
| *Assault | A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person in reasonable apprehension of imminent physical injury; or (3) knowingly touching another person with the intent to injure, insult or provoke such person. (A.R.S. §13-1203) | Short Term Suspension | Expulsion |
| **Assault (aggravated) | An assault (as defined above) accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowingly, or having reason to know, the victim is a peace officer or a school employee engaging in a school-related activity. (A.R.S. §13-1204) | Long Term Suspension | Expulsion |
| **Bomb Threat | Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device. | Short Term Suspension | Expulsion |

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|---|--|--------------------------|---------------------------|
| Infraction | Definition | Minimum | Maximum |
| *Bullying/Cyber Bullying | Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the use of technology. | Mediation/ Conference | Expulsion |
| *Burglary or Breaking and Entering | Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. §13-1507) | Restitution | Expulsion/ Restitution |
| **Burglary (first degree) | A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. §13-1508) | Short Term Suspension | Expulsion |
| Class Violation | Students are responsible for following all class policies, rules, and procedures as outlined by the teacher. | Detention | Short Term Suspension |
| Cheating or Plagiarism | Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage. | Informal Conference | Short Term Suspension |
| **Chemical or Biological Threat | Threatening to cause harm using dangerous chemicals or biological agents. | Short Term Suspension | Expulsion |
| Contraband | Items stated in school policy as prohibited because they may disrupt the learning environment. | Confiscation | Short Term Suspension |
| Contract Violation | Failure to comply with the guidelines of an agreed upon contract. | Short Term Suspension | Long Term Suspension |
| *Dangerous Instrument/Device | Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. | Short Term Suspension | Expulsion |
| *Dangerous Instrument/Device (sale or distribution) | Sale or distribution of the above item. | Short Term Suspension | Expulsion |
| Detention Violation | Failure to serve an assigned detention. | Short Term Suspension | Long Term Suspension |
| Disorderly Conduct | Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. § 132904) | Short Term Suspension | Long Term Suspension |

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|--|---|-----------------------|-----------------------|
| Infraction | Definition | Minimum | Maximum |
| Disrespect | Treating District personnel or any others with contempt or rudeness. | Conference | Long Term Suspension |
| Disruption | Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. §13-2911) | Conference | Long Term Suspension |
| Dress Code Violation | Clothing that does not fit within the dress code guidelines stated in school and/or District policy. | Change of Clothes | Short Term Suspension |
| Drug Paraphernalia | Any apparatus or equipment used or capable of being used in absorbing or consuming a drug. | Short Term Suspension | Expulsion |
| **Drugs (use, possession, under the influence) | Chemical substances, narcotics, prescription medications, inhalants, controlled substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. | Short Term Suspension | Expulsion |
| *Drugs (over the counter) | Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school District's policy for such medication. The term "drugs" includes anything that looks like drugs. | Short Term Suspension | Expulsion |
| *Drugs (sale or distribution) | Sale, distribution, or intent to sell drugs including over the counter drugs as defined above. | Long Term Suspension | Expulsion |
| Electronic Devices | Cell phones, pagers, media players or other electronic items, whether operational or non-operational. | Confiscation | Short Term Suspension |
| *Endangerment | Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm. This includes provoking or antagonizing a fight. | Short Term Suspension | Expulsion |
| *Extortion | The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to property; (3) engage in illegal conduct; or (4) make false accusations. | Short Term Suspension | Long Term Suspension |
| Failure to Attend Learning Center | Failure to serve an assigned extra learning opportunity. | Detention | Short Term Suspension |

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|--|--|-----------------------|-----------------------|
| Infraction | Definition | Minimum | Maximum |
| Failure to Follow School Rules | Students are responsible for following all school policies, rules, and procedures as outlined by the school. | Conference | Short Term Suspension |
| Failure to Follow Test Taking Procedures | Failure to comply with the rules, policies, or procedures for assessments or compromising the integrity of the test taking environment. | Short Term Suspension | Long Term Suspension |
| Failure to Return School Documents | Failure to return requested school documents. | Detention | Short Term Suspension |
| *Fighting/Mutual Combat | Students shall not fight, push, intimidate or otherwise abuse other students. | Short Term Suspension | Expulsion |
| **Fire Alarm Misuse | Intentionally ringing a fire alarm when there is no fire. | Short Term Suspension | Long Term Suspension |
| **Firearm | Students are prohibited from carrying or possessing firearms; exceptions; seizure and forfeiture; penalties; classification. (A.R.S. §13-3111) | Long Term Suspension | Expulsion |
| Fireworks | Students are prohibited from possessing or using fireworks or explosive devices on school property. | Short Term Suspension | Long Term Suspension |
| Forgery/Falsification | The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent (i.e., dishonesty or lying). | Short Term Suspension | Long Term Suspension |
| Gambling | Playing games of chance for money or to bet a sum of money. | Short Term Suspension | Long Term Suspension |
| Gang Activity | Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school. Refer to page 18 for further definition. | Short Term Suspension | Long Term Suspension |
| Good Neighbor Policy | School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner may result in disciplinary action. (A.R.S. §13-2905.A.5) | Detention | Long Term Suspension |

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|---|---|--|---------------------------|
| Infraction | Definition | Minimum | Maximum |
| *Harassment/Hazing/ Threat/Intimidation | The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. This includes, but is not limited to, bullying. (See "Hazing" on Page 18.) (A.R.S. §15-2301) | Mediation | Expulsion |
| Inappropriate Language/Gestures | The use of profanity or any derogatory language stated publicly. | Short Term Suspension | Long Term Suspension |
| Inappropriate Language to an Adult | The use of profanity or any derogatory language directed towards a staff member. | Short Term Suspension | Expulsion |
| Insubordination/ Defiance/Non- Compliance | Intentionally resisting or disregarding the authority of District personnel. Failure to comply with the reasonable request of a staff member. | Conference | Long Term Suspension |
| Leaving Campus without Authorization | Leaving school grounds or being in an "out of-bounds" area during regular school hours without permission of the principal or principal designee. | Detention | Short Term Suspension |
| Loitering | Remaining in a location for no obvious reason. | Detention | Short Term Suspension |
| Minor Aggressive Act | The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving. | Short Term suspension | Long Term Suspension |
| *Other School Threat | An incident that cannot be coded in one of the other categories but does involve a school threat. | Mediation | Expulsion |
| Pass Violation | Use of a pass for reasons other than specified. | Detention | Short Term Suspension |
| *Physical Abuse of Staff Member | Students shall not intimidate or physically abuse staff. (A.R.S. §15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (A.R.S. §15-843) | Long Term Suspension | Expulsion |
| Pornography | The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment. | Detention | Expulsion |
| Public Display of Affection | Kissing, hugging, fondling or touching in public. | Warning | Short Term Suspension |
| **Robbery | Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property. | Short Term Suspension/ Restitution | Expulsion/ Restitution |

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|--------------------------------------|---|---------------------------------------|--------------------------------------|
| Infraction | Definition | Minimum | Maximum |
| *Robbery (Armed) | Armed with a deadly weapon or a simulated deadly weapon. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. | Long Term Suspension | Expulsion |
| **Sexual Abuse | For definition, refer to (A.R.S. §13-1404, A.R.S. §13-1405), and (A.R.S. §13-1410). | Short Term Suspension | Expulsion |
| **Sexual Assault | For definition, refer to (A.R.S. §13-1406). | Long Term Suspension | Expulsion |
| **Sexual Harassment | Discrimination based on gender that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by one individual to another. (Sexual: of, relating to, affecting, or typical of sex, the sexes, or the sex organs and their functions. Implying or symbolizing erotic desire or activity.) | Short Term Suspension | Expulsion |
| **Sexual Harassment with Contact | Sexual harassment that includes unwanted physical contact of non-sexual body parts. | Short Term Suspension | Expulsion |
| Sexual Misconduct | The use of verbal, written, electronic or physical actions or any language that is sexually demeaning. This violation includes, but is not limited to, indecent exposure, consensual participation in any sexual act involving physical contact, lewd comments, touching private areas, de-pantsing, pulling another's underclothing, possession or distribution of pornographic materials. | Short Term Suspension | Expulsion |
| Simulated Weapon | An instrument displayed or represented as a weapon. | Short Term Suspension | Long Term Suspension |
| Tardy | Failure to be at a designated location at a specified time. | Detention | Short Term Suspension |
| Technology Misuse/Computer Tampering | Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes the unauthorized access of any computer, computer system, or network. | Conference | Long Term Suspension |
| *Theft | Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, etc., are not covered by District insurance. | Short Term Suspension/ Restitution | Long Term Suspension/ Restitution |

Note: Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below.

| | | Consequence | |
|---|--|------------------------------------|------------------------|
| Infraction | Definition | Minimum | Maximum |
| *Tobacco | Refers to smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. dip, chew, snuff, simulated tobacco, electronic cigarette and smokeless cigarette, or twist). NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. §36-798) | Short Term Suspension | Long Term Suspension |
| *Tobacco Paraphernalia | Any apparatus or equipment used, or capable of being used, in consuming tobacco. Examples include, but are not limited to, rolling papers, matches, and lighters. | Short Term Suspension | Long Term Suspension |
| Trespassing | Occurs when a person(s) enters upon, or in, school property without legal justification or without the implied or actual permission of the administration. (A.R.S. §15-841) | Short Term Suspension | Long Term Suspension |
| Truancy/Unexcused Absence | The failure of a student to attend his or her scheduled class at the prescribed time and place, or leaving class before the prescribed ending time without authorization. | Detention | Short Term Suspension |
| *Vandalism/Destruction of School Property | Willful destruction or defacement of school or personal property. | Short Term Suspension/ Restitution | Expulsion/ Restitution |
| Vehicle Violation | Improper driving or parking of a vehicle on school District property without permission, and/or parking in prohibited areas. | Revocation of Parking Privileges | Long Term Suspension |
| **Weapons | Any item that may cause harm to another person, including but not limited to, a bomb, firearm, other firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife of any size, iron bar, brass knuckles, chains, Billy clubs, Chinese stars, or any incendiary devices. (A.R.S. §13-3102(11)) | Long Term Suspension | Expulsion |
| **Weapons (sale or distribution) | Sale of the above weapons. | Long Term Suspension | Expulsion |

Per AZ Safe regulations:

A single asterisk (*) indicates the violation is reported to the Arizona Department of Education.

A double asterisk (**) must be reported to law enforcement and is reported to the Arizona Department of Education.

POSSIBLE DISCIPLINARY CONSEQUENCES

Disciplinary consequences may include but are not limited to the following:

- **Informal conference:** A school official (teacher, administrator, or staff member) will talk to the student and try to reach an agreement on how the student should behave. This meeting may be recorded in an administrative log.
- **Confiscation:** A school official may confiscate any inappropriate item or material from a student.
- **Loss of credit for test or assignment:** Plagiarism or violation of test taking procedure may result in the student's loss of credit for the test, assignment or course.
- **Detention:** A school official may assign before or after school detention.
- **Immediate administrative referral:** Any student whose actions prohibit the continuation of the instructional process will be immediately directed to the office of the Assistant Principal for Discipline and Attendance.
- **Parent notification:** When assigning of a minimum disciplinary consequence such as a detention is ineffective, the school official will contact the parents through a letter or phone call.
- **Development of a plan of action:** The Assistant Principal for Discipline and Attendance will outline appropriate behavior and the student will develop a plan to correct inappropriate behavior. The plan may include but is not limited to community service, work duty, or educational seminars.
- **Class closure:** A student's class(s) may be closed upon administrative referral.
- **Restitution:** A student responsible for the destruction or theft will be required to pay for its repair, replacement, and labor costs.
- **Referral to social agency:** School officials may refer a student to a social agency.
- **Referral to law enforcement agency:** Student may be referred to law enforcement agencies when school officials witness or receive information concerning criminal misconduct.
- **Loss of credit:** A student may lose credit on one or more classes.
- **Short term suspension:** Following an informal hearing, a student may be suspended up to ten (10) days.
- **Summary Suspension:** The student is immediately suspended for an indefinite period of time. Suspensions of this type are given when it is necessary to remove the student from school in order to eliminate a clear and present danger.
- **Long term suspension:** A student may be suspended eleven (11) days or more up to 4 semesters. This suspension may be recommended by the local school administration, but only imposed by a hearing officer appointed by the Governing Board. All long term suspensions may be appealed to the Governing Board, with hearing rights guaranteed.
- **Expulsion:** All conduct that will result in expulsion requires a formal hearing before the Governing Board or designated hearing officer. The student will be allowed all rights as in a formal suspension hearing. No student shall be expelled unless the Governing Board has determined that such punishment is applicable after the formal hearing.

DUE PROCESS

PURPOSE

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the District, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before the student may be suspended or expelled. Each school is to establish its due process procedure within the following guidelines.

DUE PROCESS

Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, et cetera, and be delivered to the administrator within five (5) school days of the referring person's first knowledge of the alleged violation.

SUSPENSION:

- When a student has been referred to an administrator for a violation of school regulations, the administrator must first determine the nature of the violation and the possible disciplinary action to be imposed if the charges are found to be accurate. The administrator must decide whether the alleged violation would subject the student to the possibility of short-term suspension (one [1] to ten [10] days) or to long-term suspension (more than ten [10] days).

- If responsibilities for the alleged violation could result in a short-term suspension, the student may have an informal hearing with the administrator to determine whether the charges are accurate. The student will be informed of charges against him/her. The hearing will consist of interviews with appropriate witnesses, interviews with the student, and an investigation into the facts. After the hearing, the administrator will either suspend the student for up to ten (10) days or exonerate the student. A record of the hearing shall be kept and parents/guardian shall be notified.
- The student will be allowed to remain in school until after the informal hearing unless the student poses a clear and present danger to himself/herself or others or to school property; in which case, upon being charged the student may be suspended summarily and the informal hearing conducted within ten (10) school days of the violation.
- If the offense is one which could result in a long-term suspension, the administrator must set up a formal hearing before a hearing officer who is appointed by the Governing Board. If the student poses a clear and present danger to himself/herself or others or to school property, the student, upon being charged, may be suspended summarily and a formal hearing must be conducted as expeditiously as possible, but within ten (10) school days of the violation.
- A formal hearing consists of the following minimum requirements:
 - Written notice of the hearing must be given to the student, and parents or guardians at least five (5) school days prior to the hearing.
 - The written notice shall contain specifics of the charge.
 - The student may be represented by counsel of his/her choice.
 - The student, the student's parent(s), guardian(s) or counsel may present witnesses and may cross-examine witnesses presented by the District.
 - The District has the burden of proving the offense.
 - The hearing must be recorded and record kept.
- After the hearing, the hearing officer will render the decision within one (1) school day.
- The decision must be written and sent to the parents of the student and to the Superintendent.
- The suspension must be reported to the Governing Board within five (5) days.

APPEAL PROCEDURES

- If a parent/guardian/student wishes to appeal a decision rendered by the assistant principal (Level I hearing officer), a written appeal must be filed with the principal (Level II hearing officer) within one (1) school day after receipt of the initial decision. The Level II hearing officer shall conduct an appeal hearing within five (5) school days of the time the Level II hearing officer receives the written appeal. The Level II hearing officer shall rule on the appeal within one (1) school day following the appeal hearing.
- If a parent/guardian/student wishes to appeal a decision rendered by the Level II hearing officer, a written appeal must be filed with the District Level III Hearing Officer within three (3) school days after receipt of the Level II hearing officer's decision. The Level III hearing officer shall conduct an appeal hearing within five (5) school days of the time the Level III hearing officer receives the written appeal. The Level III hearing officer shall rule on the appeal within one (1) school day following the appeal hearing.
- If a parent/guardian/student wishes to appeal a decision rendered by the Level III hearing officer, a written appeal must be filed with the Governing Board within three (3) school days after receipt of the Level III hearing officer's decision. The Governing Board shall review all documentation relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/parent/ guardian. In cases of long-term suspension, appeal hearing rights are guaranteed.

EXPULSION

- In all action concerning the expulsion of a student, the Governing Board shall decide in executive session, whether to hold a hearing or to designate one (1) or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the Board for action. Should the Governing Board determine that it will not designate a hearing officer it will also decide whether the hearing shall be held in executive session. The Governing Board shall give written notice, at least five (5) working days prior to the hearing by the Governing Board or the hearing officer or officers designated by the Governing Board, to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the Governing Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the rights of the parents or legal guardians to indicate their objection to the Governing Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Governing Board.

- No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing is held by the Governing Board or a designated hearing officer.
- The Individuals with Disabilities Education Act (IDEA) prohibits a school District from expelling a special education student until the Individualized Education Program (IEP) team has met. If the IEP team determines that the student's misconduct was not caused by the student's disability, a special education student may be expelled and the District may cease all educational services.

STUDENT INTERROGATIONS, SEARCHES, AND ARRESTS

(Police Interviews and Parent Notification)

DEFINITIONS

- **Law Enforcement Officer.** This term includes members of federal, state and local law enforcement agencies, and anyone acting on their behalf, including School Resource Officers.
- **School Officials.** This term includes administrators, teachers, counselors, psychologists, nurses, and any other school personnel involved with a situation involving a student or who acts on behalf of an administrator, teacher, counselor, nurse or psychologist.

INTERVIEWS

School officials may question students regarding matters incident to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

When child abuse or abandonment of a student is alleged the following shall apply:

If a child protective services worker or peace officer enters the campus requesting to interview a student attending the school, the personnel of the District shall cooperate with the investigating child protective services worker or peace officer. If a student is taken into temporary custody in accordance with A.R.S. §8-821, school personnel may respond to inquiries about the temporary custody of the child.

When a peace officer is present on the campus to interview students at the request of school authorities, parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

SEARCHES

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists.

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

When there is reasonable suspicion that contraband, materials or items which present danger of physical harm or illness and are in a student automobile, District/school officials have the right to search the automobile when it is parked on or being operated on, school property. When the owner of the automobile is other than the person in possession of the automobile, the owner will be notified that a search has taken place.

SEARCH WARRANTS

If a search warrant is served, District/school officials shall not interfere with searches by law enforcement officers who have been duly processed search warrants. Every reasonable effort should be made to cooperate with law enforcement officers.

ARREST

When a peace officer enters a campus providing a warrant or subpoena or expressing an intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a form for signature of an arresting officer or interviewing officer. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

LAW ENFORCEMENT PRESENCE ON CAMPUS

The Glendale Union High District employs law enforcement officers to provide an added layer of safety on school grounds. Law enforcement officers are commonly invited as classroom guests, to assist with traffic, provide law related education, or to assist with other law enforcement needs. It is expected that law enforcement officers will maintain a professional presence as law enforcement officers while on school facilities or attending school events. Additionally, it is expected that law enforcement officers will be professionally equipped with standard issued gear, and may use such equipment when necessary to maintain the safety of themselves and those that are employed to protect.

PARENT NOTIFICATION

In the event law enforcement officers seek to interview students on school campuses, the following regulations shall control:

- If law enforcement officers are seeking only to interview students, the officers are subject to school policy regarding access to students.
- Reasonable attempts to notify parents of the police presence during an interview will be made and in the absence of a parent witness, a school official may sit in on the interview on behalf of the parent.
- When the conduct of a student or information regarding a student that involves or may involve criminal activity, child abuse, or sexual misconduct, school officials shall notify the applicable law enforcement agency, State Board of Education (if or where applicable) and/or the parents (if or where applicable). This regulation is not intended to alter such notification.
- When a law enforcement officer requests to interview a student, every attempt will be made to notify parents prior to an interview being conducted unless
 - The law enforcement officer is making an arrest or serving a subpoena or warrant; or
 - The law enforcement officer is seeking to investigate child abuse or other criminal activity by or involving the student's parent(s) or guardian.
 - In either of the immediately two (2) preceding situations, law enforcement officers must be granted immediate access to the student and school officials must comply with the law enforcement officer's requests regarding non-notification of parents or guardian. An attempt by a school official to notify a parent in these kinds of investigations may subject the school official to "criminal liability" for hindering or interfering with prosecution. [A.R.S. §13-2511 and §13-2512.]
 - Insistence on parental notification is inappropriate under circumstances in which delay pending parental notification would jeopardize safety. For example, if law enforcement officers suspect a student of possessing a dangerous weapon or having information thereof.
 - Fifth Amendment concerns do not present themselves when a student is a potential witness, rather than a suspect, in a criminal investigation. Although parental notification is not required under Arizona law, it is permissible in this situation (unless the student has witnessed criminal activity relating to the student's parent[s]).

COMPLIANCE WITH POLICE

- School officials must comply with a law enforcement officer's directive not to 1) contact the student's parents, or 2) advise the student that they (school official) will notify the student's parents if or when the investigation or interview involves child abuse or criminal activity on the part of a parent or guardian.
- School officials are not required to advise a student of juvenile Miranda warnings unless the school official is conducting a custodial interrogation and acting in the capacity of a law enforcement officer.
- School officials shall not be required to comply with unconditional demands from parents for prior notice of, or consent to, police interviews of a student.
- All questions or advice shall be addressed to District Administration.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

A complaint/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
- Harassment of the student by another person
- Intimidation by another student

- Bullying by another student
- Concern for the student's personal safety

A complaint/grievance may be presented 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.

Guidelines regarding complaints/grievances are as follows:

- The report must be filed within 30 calendar days of the time the student knew or should have known of the complaint/grievance.
- The complaint/grievance shall be made only to an administrator or other professional staff member.
- When the professional staff member is other than the school administrator, it shall be the responsibility of the staff member to inform a school administrator as soon as feasible, but not later than the next school day following the day that the staff member receives the complaint/grievance.
- The professional 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.
- High school students shall file complaints on their own behalf.
- Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion.
- 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.

REPORTING PROCEDURE FOR SEXUAL, RACIAL OR OTHER HARASSMENT/BULLYING

The Governing Board encourages and expects students to immediately report incidents of sexual, racial or other harassment/bullying to any teacher, counselor, or administrator at the school site. Parents and guardians of students may submit written reports of suspected incidents of harassment, intimidation or bullying to the Title VI Coordinator (Assistant Principal for Discipline and Attendance).

Any teacher, counselor, or administrator who has received a report, verbally or in writing, from any student regarding harassment/bullying of that student or another student by a student or adult in the educational setting must forward that report to the Title VI Coordinator. The Title VI Coordinator will report to the building principal and the Administrator for Personnel within 24 hours, or within a reasonable extension of time thereafter for good cause. All complaints of sexual, racial and other harassment/bullying will be investigated and resolved promptly and equitably. Appropriate documentation of reported incidents of harassment, intimidation or bullying shall be maintained by the Title VI Coordinator.

The submission by students, parents, guardians and school personnel of incident reports of sexual, racial or other harassment/bullying shall be treated as confidentially as practicable. Only those teachers, counselors or administrators involved in the matter(s) who have a need to know may be recipients of information regarding the incident report, as well as the investigation or action taken.

The investigation should consist of obtaining information from the person submitting the incident report and any witnesses. The person accused of violating this policy will be confronted, advised of the information received during the initial investigation and may be provided with copies or summaries of the report and/or other information received. The person accused will have the opportunity to respond orally and/or in writing and to provide the names of witnesses and any other information that may assist the investigator.

The matter shall be promptly investigated. All reports, responses or statements to be received must be submitted as soon as possible, but no later than ten (10) working days to the investigator in order for the investigator to cogently and timely conduct and complete the investigation.

Upon conclusion of the investigation, the results of the investigation or action taken will be communicated to the person submitting the incident report, the person accused of violating the policy, the Superintendent, and any teacher, counselor or administrator with a need to know.

The GUHSD prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment/bullying will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights or privileges. Individuals submitting false reports of harassment, intimidation or bullying may be subject to disciplinary action.

STUDENT HEALTH SERVICES

The Health Center provides all health services including health promotion, health protection, acute and chronic healthcare and health education opportunities for student and staff.

The Health Center is located in the Administration Building. One full-time nurse serves the school. When accidents or illnesses occur during school hours, emergency care will be given according to the standing orders. The student must obtain a pass from his/her teacher to go to the Health Center. The nurse may, based on judgment, give the student permission to go home or send him/her back to class. Any further care is the responsibility of the parents.

INJURIES AND MEDICAL RELEASE

If a student is injured on the way to or from school, during the school day, or at any school related activity, he/she is required to notify the coach, teacher, supervisor, or nurse immediately of the injury and causes.

In order for a student to be excused from P.E. or athletics, a student must be seen by a Qualified Medical Professional (Medical Doctor, Doctor of Osteopathic Medicine, Licensed Nurse Practitioner, or Licensed Physician's Assistant). In order to return to P.E. or athletics, a student must be released by the same Qualified Medical Professional before participating in the activity again. The medical release must be brought to the nurse's office or Athletic Trainer and filed with the student's health records.

IMMUNIZATION REQUIREMENTS

In accordance with Arizona State Law HB2195, current immunizations will be required as a condition of attendance for all public school students in kindergarten through high school plus any preschool classes. Parents/Guardians must provide the Health Center with up-to-date documentation as requested by the nurse. Information regarding immunization dates and need for boosters are available through the nurse or the Country Health Department. Failure to provide updated immunization documentation may result in a student's classes being closed.

MEDICATIONS

When it is necessary for a student to take medication during school hours, certain guidelines must be followed. For over-the-counter or non-prescription medication, written permission from the parent to administer the medication must be on file in the Health Center. For prescription medication these guidelines must be followed:

1. The medication must be prescribed by a physician specifically for the student.
2. The medication must come to the Health Center in the original bottle with the current date.
3. A Medical Administration Form must be on file giving written permission by the parent to administer the medication prescribed by the physician.

EXCEPTIONS

The following exceptions may be made with completion of the appropriate permissions and with written health care provider instructions:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine. The pupil's name shall be on the medication's prescription label on the container or device. Annual written documentation and permissions from the pupil's parents or guardian shall be provided that authorizes possession and self-administration. The student shall notify the school nurse as soon as practicable following the use of the medication.
- For breathing disorders, handheld inhaler devices may be carried for self-administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device. An annual written documentation from the pupil's parents or guardian shall be provided that authorizes possession and self-administration.
- Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed healthcare provider as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medications.

The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on the school premises if the threat of abuse or misuse of the medication may pose a risk of harm to a member or members of the student population.

SUMMARY

A primary responsibility of the Glendale Union High School District and its professional staff shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal processes whereby necessary changes are brought about.

The school is a community and the rules and regulation of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community. Recent court decisions have indicated clearly that people in the United States have the right to receive a free public education and the deprivation of that right may occur only for just cause and in accordance with due process of law.

The following rules, regulations, and due process procedures statements are designated to protect all members of the educational community in the exercise of these rights and duties:

- Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.
- The principal and assistant principals are authorized to suspend students for cause.
- All conduct which materially and substantially interferes with the educational process is prohibited. Persons engaging in this type of behavior are subject to suspension or a recommendation for expulsion.
- Students are obligated to obey a reasonable request of any school or District official. The failure to do so shall be considered insubordination.
- All persons must, upon request, identify themselves to school authorities or staff. This provision covers all persons on campus or at school-sponsored events. The failure to comply can result in a suspension and/or the notification of law enforcement officials. A current school ID card should be carried by all students and must be presented to any District staff member upon request.

Any section of this statement of students' rights and responsibilities or portion thereof found to be contrast to law or constitutional right may be stricken without effect to the remainder.

OPERATIONS AND ATHLETICS

SPORTSMANSHIP

The Glendale Union High School District promotes good sportsmanship and positive relationships between schools. We have worked hard to achieve a favorable image in the eyes of those we come in contact with throughout the school year. It is hoped that each student will work hard to continue the development of those characteristics of sportsmanship and friendliness that has identified our student body in the past. We believe in and practice victory with honor.

INTERSCHOLASTIC ATHLETICS

GUHSD is governed by the rules and regulations of the Arizona Interscholastic Association. Student eligibility requirements are outlined for your information. These regulations apply to both boys' and girls' interscholastic athletics. A student will establish athletic eligibility when he or she first competes for a team. For most students, this will occur during their freshman year.

Student Eligibility: In order for a student to be eligible for interscholastic athletics, the student must meet all AIA guidelines. Please see the athletic director and refer to the AIA bylaws (aiaonline.org) to ensure athletic eligibility requirements are met.

Clearance Paperwork: In addition to being scholastically eligible, athletic participants must have all clearance documentation on file in Register My Athlete. To be cleared for the first day of permissive practice, a student athlete must complete the clearance process through Register My Athlete and be finalized through the Athletics Office. Transfer students must check with the athletic director regarding eligibility. No equipment will be issued until the athletic office has all of the following information through Register My Athlete:

Clearance information includes:

1. Brain Book Concussion Course (required one time during high school)
2. Concussion awareness certificate
3. View sports risk video and esignature on the consent form
4. AIA pre-participation medical history form
5. AIA pre-participation physical examination
6. Emergency consent form
7. Certified copy of birth certificate

(The link to Register My Athlete is available on the school website)

The Athletic Department will only accept completed information. Partial information or unsigned online documents will not be accepted.

ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY

Scholarship requirements under Governing Board Policy JJJ-R

Students shall be required to earn a passing grade in each course in which the student is enrolled and maintain satisfactory progress toward graduation.

- A student must be enrolled in and pass a minimum of five (5) subjects during the first six (6) semesters.
- A senior must be enrolled in and pass a minimum of four (4) credit-earning subjects during the seventh (7th) and eighth (8th) semester.
- Grade requirements:
 - Passing grades are determined by the teacher. Please refer to the teacher course syllabus for grading information and the District grading scale.
 - All students must receive a passing grade in all credit-earning subjects at the end of each two (2) week interval for eligibility. If declared ineligible, a student will be unable to participate in athletic contests for the remainder of the 2-week period. A student may become eligible at any time by raising his/her grade to a passing level and his/her teacher notifying the athletic office.

Scholarship requirements for eligibility shall pertain to all activities involving competition between schools. Questions pertaining to academic eligibility can be answered by contacting the Athletic Director at your school.

MULTIPLE PARTICIPATION POLICY REGARDING CONFLICTS BETWEEN EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Guidelines for resolving student participation conflicts between extra-curricular activities are as follows:

1. Co-curricular activity refers to those student activities outside of the regular class time that are an integral part of a credit class. Extra-curricular activity refers to those student activities sponsored by the school but not connected to a class.
2. Administration, teachers, coaches and sponsors will continue to work to minimize scheduling conflicts within a framework that recognizes the importance of students being involved, but not over-extended.
3. Student activity conflicts should be resolved cooperatively among student, parent, teacher/director and coach/sponsor at the earliest possible date, and in the best interest of the student and programs involved. In the event the conflict cannot be resolved cooperatively as described above, the student will make the final decision.
4. In the case of a scheduling conflict:
 - When a student chooses to participate in an extra-curricular competition over a co-curricular competition or performance, the absence will be excused. The teacher/director may assign reasonable and appropriate makeup work.
 - When a student chooses to participate in a co-curricular competition or performance over an extra-curricular competition, the absence will be excused. The coach/sponsor will not penalize the students as a result of the decision.
5. Student activity conflicts involving practice/rehearsals should be resolved cooperatively among the student, parent, teacher/director and coach/sponsor by the earliest possible date.

ATHLETIC CODE OF CONDUCT

In addition to the A.I.A. policies, there are some guidelines that have been established at GUHSD to help in the administration and control of our local programs. Participants in our athletic programs are expected to meet and satisfy all academic assignments or teachers' requests for extra help prior to taking part in any athletic activity. The athletic program is secondary to the academic program of the school.

Members of our athletic teams are expected to set a positive example of citizenship and attendance. Any student athlete violating the general citizenship or attendance regulations may face the temporary loss of his/her eligibility as a disciplinary action. The continued violation of campus standards may result in a student being declared ineligible to participate by the school administration. Participation in athletics and activities is a privilege to be earned.

Any athlete found in violation of the accepted standards of behavior while representing the school could be subject to administrative dismissal from the team or denied the award of a letter or certificate of participation.

All athletes are expected to complete their season in good standing with the team.

ACTIVITY ATTENDANCE POLICY

In order to participate in any extra class activity, field trip, interscholastic practice or contest, the student must be in attendance at school or at a school recognized activity at least 3 periods on the day of participation.

ATHLETIC GUIDELINES

All athletic equipment is the property of the local high school and the Glendale Union High School District. The equipment is the financial responsibility of the person to whom it is issued and he/she is responsible for its care or replacement if it is lost, stolen or damaged. School equipment may not be taken home or worn at any time other than practice or competition unless authorized. The unauthorized use of equipment will result in the equipment being retrieved by the administration or athletic staff.

ATHLETIC LOCKERS

Athletic lockers are provided for the storage of athletic equipment only and are not to be used as P.E. lockers or for any other purposes. If the lockers are being used for the storage of items other than athletic equipment the locker may be emptied of its contents by the administration or coaching staff.

The athletic locks and lockers are the property of the school and are subject to search at any time considered necessary by the administration or coaching staff.

ATHLETIC EVENTS (CROWD BEHAVIOR)

GUHSD will ban students in bizarre dress or costumes, prohibit radios/boom boxes and unusual noisemakers (horns, whistles, drums, etc.), and will take whatever steps are necessary to ensure order and responsible crowd behavior at all athletic contests. As members of the A.I.A., GUHSD has the responsibility to provide a positive environment and experience for all participants (visiting schools, community, officials, etc.). Acts or cheers which are in poor taste, inflammatory, or offensive to others will be stopped immediately. Anything which diverts attention from an event to a person or group is considered disruptive and undesirable.

FINANCIAL RESPONSIBILITY

Any student participating in the school activities program is fully responsible for equipment or uniforms entrusted to them. If equipment issued to a person is not accounted for in a satisfactory manner, participation awards and clearance for other sports or activities will be withheld until a satisfactory resolution is achieved. Athletic lockers are not to be shared or left open/unattended.

SCHOOL DANCES

Regular school dances will be scheduled during the year for the benefit of GUHSD students. The same campus rules and regulations apply to dances as to normal school operations.

- All students will be required to display their identification cards before being admitted to any school dance.
- Students who leave a school dance will not be readmitted to the dance.
- Guest passes may be obtained for Homecoming and the Junior/Senior Prom.

GUEST PASSES

A student wishing to bring a guest to a dance must obtain a guest pass for the visitor. Guest passes are issued through the office of the Assistant Principal of Discipline and Attendance.

GRADUATION TRIPS

GUHSD **does not** sanction or sponsor graduation trips.

CLUB INDUCTION GUIDELINES

Refer to the hazing policy in this handbook.

BOOKSTORE

Bookstore hours: 7:30 - 7:55 a.m., 1st & 2nd lunches, and 2:35 - 3:00 p.m. ALL STUDENTS MUST PRESENT THEIR ID CARD TO RECEIVE SERVICE. Hours may vary by campus.

TAX CREDIT

Starting with the 1998 tax year, Arizona has authorized a new tax credit for individual income tax payers. A credit of up to \$400 is available for payment of fees to an Arizona public school for support of extra-curricular activities. Additional information and state tax guidelines are available through your local school bookstore or may be found on your school website.

TEXTBOOKS

Textbooks are the property of the Glendale Union High School District and are issued at no cost to students; however, replacement charges are assessed when textbooks are: damaged, destroyed, lost, stolen, or not returned when school is dismissed for summer break. Assessed charges will be the FULL PURCHASE PRICE to replace the textbook. Charge (s) must be paid prior to registration for the following school year.

PHYSICAL EDUCATION AND DRESS

Students are responsible for the combination lock on your locker. If the lock is missing, the student will be assessed a \$7.00 fee to replace it. To prevent loss, lock combinations should not be shared with other students. All students enrolled in Physical Education are required to dress out in the designated P.E. uniform. Students will be excused from class only on the presentation of a medical excuse from a doctor or school nurse. Unless specifically stated on the doctor's excuse, students who are excused from P.E. participation will be required to dress out.

EQUIPMENT DAMAGE OR LOSS

Students are financially responsible for any school equipment or property they are entrusted with if it is stolen, lost or damaged.

FEDERAL SCHOOL LUNCH PROGRAM

All District schools will participate in the Federal Lunch Program. This program offers a balanced nutritional meal for both breakfast and lunch. Students may apply for free or reduced lunches or place money in an account for school lunches (cash is not required on campus). For more information, or to get an application, see your local cafeteria manager during registration or at the beginning of the school year. Federal Lunch Program applications must be renewed **annually** during the first two weeks of the new school year.

ON CAMPUS SALES

The on campus sale of candy or other items must be approved by the Assistant Principal for Operations and Resources. All items sold from midnight to 30 minutes after school ends must meet the USDA Smart Snacks Nutrition Standards. Eligible sale items may only be sold before school, during both lunch periods and after school. Sale items may not be sold during the class periods. Students selling during class may have the sale items taken by the staff or administration and may be subject to disciplinary action.

SIGNS AND POSTERS

No sign or posters may be displayed on the metal or exterior of any building on campus unless approved by administration. Signs or small posters may be placed on bulletin boards if:

- All signs or posters are in good taste
- Any sign or poster for non-school activity is approved by a school administrator prior to its display on the campus
- Any sign or poster for school related activities is approved by the Assistant Principal for Operations and Resources. The sign or poster will be marked for approval
- Signs may not be attached to any plaster or painted surface
- Persons or organizations displaying posters are responsible for immediately removing the advertisement following the event or activity. Persons or organizations guilty of violating these guidelines may be denied the right to display posters or information in the future

NON-SCHOOL PUBLICATIONS

All non-school publications must be approved by a school administrator before they may be distributed on the campus. The guidelines for such approval are described in the Students' Rights and Responsibilities under the section "Freedom to Publish."

PARTIES AND FOOD IN THE CLASSROOM

No parties will be held in the classroom areas at any time during the year. No food or drink is to be taken into the class areas or is to be eaten in the rooms. No gum is to be chewed in the classroom at any time. Permission may be obtained from the administration for class food projects or demonstrations.

STUDENT SERVICES

GLENDALE UNION ONLINE

GU Online, facilitated by the Glendale Union High School District, has been offering online instruction for grades 9-12 since 2009. Our curriculum provides parents with the educational assistance to meet their student's academic needs for credit recovery.

Each course is designed to meet state of Arizona and national curriculum standards. Worksheets, reading assignments, interactive online practice activities, tutorials, unit reviews, quizzes and tests are included as part of our online instruction.

GU Online is available at each local campus and at the Online Learning Academy. For more information, please see your local school counselor.

CAREER CENTER

The Career Center is a resource center that is available for all students who are seeking additional information and guidance about career planning, military, college, or vocational training. Students visiting the Career Center are assisted by a Career Specialist who can help them with online searches, self-assessment tools, college catalogs and applications, financial applications, information about military services, and scholarship information.

GIFTED PROGRAMS

"Gifted Child" means a child of lawful school age, who due to superior intellect or advanced learning ability, or both, is not afforded opportunity for progress and development in regular classroom instruction and who needs special instruction or special ancillary services, or both, to achieve levels commensurate with his intellect and ability. Services are mandated for gifted students by the State of Arizona. Glendale Union High School District provides Honors, Advanced Placement, and Independent Study to meet the students' special instructional needs.

Students, parents or legal guardians may request information concerning referral, screening, selection, and placement information from the Assistant Principal for Student Services.

HONORS AND AP COURSES

Honors and Advanced Placement (AP) classes are taught at an accelerated pace and require extra dedication to class work, homework, reading, class notes and testing. Students are placed in honors classes based on academic achievement, teacher referral and parent approval. Students will not be allowed to drop an Honors/AP class at any time during the semester.

To maintain the integrity of our Honors/AP programs, the Glendale Union High School District will not allow students to retake an Honors/AP class for HPA improvement. To improve their CPA, Honors/AP students can retake a standard non-Honors/non-AP version of the course so that the transcript reflects the grade improvement, but no honor point will be awarded.

COMMUNITY COLLEGE CREDIT

Students who wish to take courses at the community college must have approval from the principal or designee at the local school prior to registering for the course. Community college courses taken without prior approval of the principal or designee will not be eligible for the grade to be entered on the student's transcript.

Glendale Union High School District offers several upper level classes for dual enrollment which means that students simultaneously earn high school and community college credit. Parents pay the community college tuition per credit hour. For more information about which courses are dual enrollment please contact your local school counseling department.

SPECIAL EDUCATION

Glendale Union High School District offers special education programs for students who, in accordance with state laws, do qualify for one or more the following disability areas:

- Autism
- Emotional Disability
- Hearing Impairment
- Multiple Disabilities
- Multiple Disabilities w/ Severe Sensory Impairment
- Mild Intellectual Disability
- Moderate Intellectual Disability
- Other Health Impairments
- Orthopedic Impairment
- Specific Learning Disability
- Speech / language Impairment
- Severe Intellectual Disability
- Traumatic Brain Injury
- Visual Impairment

Parents of students who might have one or more of the above disability areas should contact one of the school counselors or the school psychologist.

EDUCATION AND CAREER ACTION PLAN (ECAP)

All Glendale Union High School District students and parents are required to develop an educational plan with the counselors. Each fall, freshman students and their parents must meet with guidance counselors to develop a four-year Education and Career Action Plan (ECAP). In subsequent years, the plan is modified as the individual needs of students evolve. In selecting a course of study, students should consider their interests, abilities, and goals for the future.

STUDENT SCHEDULES AND COURSE LOADS (GB POLICY IIE)

It shall be the responsibility of the principal, with the cooperation of assigned counselors, to assist students in the scheduling of classes. All students except graduating seniors are required to enroll in six (6) classes. Graduating seniors will be required to enroll in a minimum of five (5) classes.

CLASS RANK

Calculating Weighted Grade Point Average

A student's Weighted GPA (WGPA) is a calculation that reflects achievement in the courses taken. The following table determines the number of grade points to assign for a course to reflect the rigor of the course work.

| Grade Points for Different Types of Classes | | | |
|--|----------------------------|--------|--------------------------|
| Grade | Regular | Honors | Advanced Placement (AP)* |
| A | 4 | 5 | 6 |
| B | 3 | 4 | 5 |
| C | 2 | 3 | 4 |
| D | 1 | 2 | 3 |
| F | 0 | 0 | 0 |
| Pass / Fail Courses, Incomplete (7), Audit (6), Replaced (9) | Not counted in calculation | | |

**AP Grade Points will be awarded for transferred in International Baccalaureate (IB) credits*

For example, Honors English is more advanced and more difficult than a regular English course. Even tougher yet is AP Literature, which has course work that is comparable to college-level material. To make the GPA reflect the extra work it takes to achieve high grades in more advanced courses, grade points are assigned according to the table above. Each course must also be multiplied by its GPA weight. GPA weight generally reflects the time spent in the class—most regular courses have a weight of 0.5, but some other courses (especially Career and Technical Education classes) have varying weights.

Determining Class Size

The class size can change on a daily basis until the end of the 1st semester of the senior year. At this time, the class size is locked; any student withdrawal or enrollment during the last semester will not affect the class size.

Banding

Once the students are listed in order of their Weighted GPA, groups of students are formed and given a class rank percent, called bands. The number of students in each band can roughly be determined by dividing the total number of students by 100. For example, if there are 315 students in a class, $315/100 = 3.15$. This means each band would have either 3 or 4 students in it, with the majority of bands having 3 since 3.15 is closer to 3 than 4. If students have the exact same Weighted GPA, they will be in the same band, even if this adds an extra student to that band.

See your counseling office for more information concerning class rank.

GRADES

The Glendale Union High School District supports state curriculum standards, in all courses across the District and District-wide assessments of student learning. In support of those shared concepts, we will institute the following common grading scale to be used by all teachers in the Glendale Union High School District.

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

Grades will be rounded to the nearest whole percent.

Academic Grades

Grade A: Excellent – This is the highest grade and is given for achievement of such quality as to merit special recognition.

Grade B: Above Average – This grade is given for achievement above the average of the class.

Grade C: Average – This is the lowest recommendation grade for employment and college entrance.

Grade D: Below Average – This grade is given for completing only the minimum essentials.

Grade F: Failure – When this grade is received, the student must satisfactorily repeat the course in order to receive credit.

Citizenship Grades

Grade of A: Above Average – This student sets a positive example for others in class and campus activities.

Grade of S: Satisfactory – This student shows consideration for his school associates and appreciation of the campus community.

Grade of U: Unsatisfactory – Improvement is needed in one or more of the following areas: care of property, initiative in class preparation, use of study time, class participation, self-control, respect for others, cooperation, attendance, and punctuality.

ACADEMIC HONORS

Glendale Union High School District honors the top 10% of the graduating class. The top 1% is honored as “Highest Distinction,” the next 2% as “High Distinction,” and the next 7% with “Honors.” The graduation speakers are selected from the top 1%.

HONOR ROLL (GB POLICY IKD)

The honor roll shall consist of those students who have a Grade Point Average (GPA) of 3.5 or better, with no grade lower than a C and no mark in citizenship less than “satisfactory” in either the second (2nd) or fourth (4th) quarter. Grade Point Average (GPA) will be computed from grades earned in the previous semester. An incomplete must be made up within one (1) week before a student’s name may appear on the honor roll notice. The student must be enrolled in at least five (5) credit-bearing classes to be considered for honor roll.

PRINCIPAL'S PASSES (GB REGULATION IKD-R)

Any student who receives straight A's for the semester and satisfactory citizenship grades, or better, in every class will receive a Principal's Pass for the next semester. The pass will be valid for one (1) semester and will admit the student to any regular home athletic contests. The student must be enrolled in at least five (5) credit-bearing classes to be considered for the Principal's Pass.

REPORT CARDS

Report cards, which are published at the end of each quarter, show the standing of the student in the subjects in which the student is enrolled. If a student's grades are not satisfactory to the student's parents, a conference may be arranged. School officials and teachers welcome the opportunity to become acquainted with parents and advise them of their student's work.

Student grades can be accessed online through the ParentVue. If parents do not have Internet access and would like to receive all school communications through the U.S. postal services, they should complete the mailing request form available in the school counseling center.

PARENTVUE

Parents can access information about their student's grades and attendance online. Contact the counseling office at your local campus for information.

CHANGING RESIDENCE OR PERSONAL INFORMATION

If a student moves, changes his/her home phone number, address, emergency information, etc. during the school year, it is the parent's responsibility to immediately report the new information to the local school Attendance Office.

MAKE-UP OPPORTUNITIES (GB POLICY IKEA)

The following standards shall apply in the District for make-up work other than for absence due to pesticide application. Adjustments may be made when it is in the best interest of the student(s).

- It will be student's responsibility to ask for make-up work and to arrange for a time to make up tests when the student returns.
- If the teacher is unable to supply the student with a make-up assignment, the student will not be held responsible for that make-up assignment.
- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- If work is not turned in by the time the assignment is due, and the student fails to provide an acceptable explanation of the extenuating circumstances that would merit an extension, the teacher may reduce the grade on the assignment or withhold credit on the assignment.
- When a student has been absent for illness, a minimum make-up period of two (2) days for each day absent will be given for make-up work once the student returns to school.
- In situations where the student will be absent for more than three (3) days, due to illness (i.e. chicken pox, measles, et cetera), or when the parent notifies the office that the student will be absent more than one (1) week for other reasons, teachers may provide required assignments in advance or send assignments to the student.

ACADEMIC INTEGRITY (PLAGIARISM)

Representing someone else's work as your own is dishonest. It compromises integrity and diminishes what we stand for as a District/school community. We believe that success is dependent upon the efforts of the student. The student is expected to complete his/her assignments/tests with honesty and integrity, as it represents what the student can and cannot do. Cheating has no role in the Glendale Union High School District learning community.

Cheating is defined as representing someone else's work as the work of the student or allowing someone to represent the work of the student as his/her own. In a broad sense, cheating includes, **but is not limited to the following:**

- Copying homework or allowing another student to copy the student's homework
- Looking on another student's test or quiz or letting another student look on the student's test or quiz
- Reporting to another student what is on a test or quiz, including providing questions or specific answers
- Using any secretive methods of giving answers on a test or quiz

- Taking information from another source that is not properly attributed
- Working with others on an assignment that was meant to be done individually
- Taking another student's assignment or portion of an assignment and submitting it as the student's own

When the student is not sure what would be considered cheating for a particular assignment or test, the student is responsible for requesting clarification from the teacher or administrator.

REPEATING A CLASS

A student who is retaking a class in Glendale Union High School District, which was originally taken within or outside Glendale Union High School District, upon successful completion will have the new grade placed on the transcript (only the higher grade will be calculated into the GPA).

To maintain the integrity and legitimacy of our Honors/AP programs, the Glendale Union High School District will not allow students to retake an Honors/AP class for HPA improvement. To improve their CPA, Honors/AP students can retake a standard non-Honors/non-AP version of the course so that the transcript reflects the grade improvement, but no honor point will be awarded.

Further questions should be directed to the student's local school counselor.

ALTERNATE LEARNING ACTIVITIES

In cases of conflict with student's belief system or personal sensitivities, the staff member is to provide alternate learning activities through which students can achieve established learning objectives without penalty (for example, biological dissection or the reading of a specific literary work).

TESTING PROGRAM

The testing program offered in the Glendale Union High School District consists of the following:

- District Testing
 - Multiple choice tests (District)
 - Performance-Based Assessments (District)
- State Testing
 - AzMERIT End-of-Course Assessment in corresponding English Language Arts and Mathematics courses
 - Science AIMS taken by all sophomores and any freshman taking biology
- National Testing
 - PSAT/NMSQT/Pre ACT
 - Pre ACT
 - ACT test for all Juniors
 - College entrance examinations: ACT and SAT. (Moon Valley HS is an authorized ACT testing site for all test dates.)
 - Advanced Placement

NCAA ELIGIBILITY CENTER

The NCAA, which governs athletic programs for Division I and Division II colleges and universities, requires that all athletes register with the NCAA Eligibility Center. This regulation includes any athlete who plans to attend a community college and may someday wish to transfer to a Division I or II institution. The required Eligibility Center forms are available online at www.ncaaeligibilitycenter.org. There is currently a fee payable to the NCAA to process each application. The student athlete must have an official transcript and his college entrance exam scores sent directly to the Eligibility Center. It is highly recommended that the student athlete apply at the end of his/her junior year in the Glendale Union High School District. If you have questions, please contact the Assistant Principal for Operations and Resources or the counseling office at your local campus.

GRADUATION EXERCISES (GB POLICY IKFB)

Graduation exercises will be held for students who have met state and local requirements for graduation from high school.

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 may be cause for excluding students from participating in exercises.
- Students may not participate in the commencement exercises unless they have successfully completed the requirements for graduation.

- Recognition of 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.

GRADUATION REQUIREMENTS (GB POLICY IKF)

Graduation requirements are set forth below. One (1) unit of credit is given for all full year (two semesters) subjects successfully completed except teacher assistant assignments, which carry 1/2 unit of credit per year. Twenty-two total credits are required for the Glendale Union High School District.

To graduate from the Glendale Union High School District, a student must earn the required number of course credits. Students are eligible to participate in District sponsored graduation ceremonies only if they have successfully met all of the graduation requirements established by the Governing Board.

GRADUATION REQUIREMENTS

The Glendale Union High School District diploma is designed to satisfy the graduation requirements established by the State Board of Education and those of the Glendale Union High School District Governing Board, and provides students with a strong foundation for success in adult life. Meeting these requirements will result in a high school diploma, but may not satisfy all requirements for acceptance into a college or university.

STANDARD DIPLOMA

The Standard Diploma requires a student to earn twenty-two (22) total credits. The student and the student's parents are encouraged to check the admission requirements of any college or university the student wishes to attend. Specific courses that satisfy requirements for the Glendale Union High School District Standard Diploma are as follows:

4 Credits of Language Arts that must include:

- 1 Credit of English 1-2
- 1 Credit of English 3-4
- 1 Credit of English 5-6*
- 1 Credit of English 7-8*

*Or the approved ELL sequence

4 Credits of Mathematics

- 1 Credit of Algebra I* to be taken during the freshman year
- 1 Credit of Geometry* to be taken following successful completion of Algebra I
- 1 Credit of Algebra II or equivalent *
- 1 Additional credit of Mathematics

*Required of all students unless approved to move into a higher-level Math

3 Credits of Science (one credit of which must be a Lab Science)

- 1 Credit Thinking Science *
- 1 Credit Biology*
- 1 Additional Credit of Science

*Required of all students unless approved to move into a higher-level Science

3 Credits of Social Studies that must include:

- 1 Credit of World History and Geography/Arizona Geography
- 1 Credit of United States/Arizona History
- 1/2 Credit of United States Government/Arizona Government
- 1/2 Credit of Economics

1 Credit of Fine Arts (Performing/Visual Arts) or Career and Technical Education (CTE)

This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the approved list of District courses which fulfill the state graduation requirements for Fine Arts (Performing/Visual Arts) or CTE.

1 Credit of Physical Education

6 Elective credits to be selected from the course offerings approved by this District

ADVANCED AND HONORS DIPLOMAS

A student in the Glendale Union High School District may pursue a Glendale Union High School District Advanced Diploma or Honors Diploma, which indicates the student has exceeded the Glendale Union High School District and State requirements for graduation.

ADVANCED DIPLOMA

The Advanced Diploma requires a student to earn twenty-three (23) total credits. Additionally, a student must maintain a core point average of 3.0 or rank in the upper 25% of his/her class at the end of seven semesters.

Specific courses that satisfy requirements for an Advanced Diploma are as follows:

4 Credits of Language Arts that must include:

1 Credit of English 1-2

1 Credit of English 3-4

1 Credit of English 5-6*

1 Credit of English 7-8*

*or the approved ELL sequence

4 Credits of Mathematics

1 Credit of Algebra I * to be taken during the freshman year

1 Credit of Geometry * to be taken following successful completion of Algebra I

1 Credit of Algebra II or equivalent *

1 Additional credit of Mathematics for which Algebra II is a prerequisite

*Required of all students unless approved to move into a higher-level Math

3 Credits of Science (one credit of which must be a Lab Science)

1 Credit of Thinking Science*

1 Credit of Biology*

1 Additional credit of Chemistry, Physics, or AP Biology

* Required of all students unless approved to move into a higher-level Science

3 Credits of Social Studies that must include:

1 Credit of World History and Geography/Arizona Geography

1 Credit of United States/Arizona History

1/2 Credit of United States Government/Arizona Government

1/2 Credit of economics

2 Credits of World Language (must be two years of the same world language)

1 Credit of Fine Arts (Performing/Visual Arts)

This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the list of Fine Arts (Performing/Visual) subjects as defined by the Arizona Board of Regents.

1 Credit of Physical Education

5 Elective credits to be selected from the course offerings approved by this District

HONORS DIPLOMA

The Honors Diploma requires a student to earn twenty-four (24) credits. Additionally, a student must successfully complete a minimum of six (6) hours of Honors/AP credits with four (4) of the six (6) credits taken during his/her junior and senior year; maintain a core point average of 3.0 or rank in the upper 25% of his/her class at the end of seven (7) semesters.

Specific courses that satisfy requirements for an Honors Diploma are as follows:

4 Credits of Language Arts that must include:

1 Credit of English 1-2

1 Credit of English 3-4

1 Credit of English 5-6

1 Credit of English 7-8

4 Credits of Mathematics

- 1 Credit of Algebra I * to be taken during the freshman year
- 1 Credit of Geometry * to be taken following successful completion of Algebra I
- 1 credit of Algebra II or equivalent *
- 1 Additional credit of Mathematics College Algebra, Honors Pre-Calculus or AP Calculus
*required of all students unless approved to move into a higher-level Math

3 Credits of Science (one credit of which must be a Lab Science)

- 1 Credit of Thinking Science*
- 1 Credit of Biology*
- 1 Additional credits of Chemistry, Physics, or AP Biology
* Required of all students unless approved to move into a higher-level Science

3 Credits of Social Studies that must include:

- 1 Credit of World History and Geography/Arizona Geography
- 1 Credit of United States/Arizona History
- 1/2 Credit of United States Government/Arizona Government
- 1/2 Credit of Economics

2 Credits of World Language (must be two years of the same world language)

1 Credit of Fine Arts (Performing/Visual Arts)

This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the list of Fine Arts (Performing/Visual) subjects as defined by the Arizona Board of Regents.

1 Credit of Physical Education

6 Elective credits to be selected from the course offerings approved by this District

ADDITIONAL REQUIREMENTS FOR ALL DIPLOMAS

Transfer Students

Students transferring from other schools will be eligible to graduate if they meet the requirements of this District. Additionally, transfer students may pursue the Advanced Diploma or Honors Diploma providing their transcript indicates that comparable courses have been successfully completed.

Civics exam

In accordance with Arizona Revised Statute, beginning with the class of 2016-17, the competency requirements for Social Studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a student must correctly answer at least 60 of the 100 questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services. A District school or charter school shall document on the student's transcript that the student has passed this test. A student who does not obtain a passing score on the test may retake the test until the student obtains a passing score.

ADDITIONAL ENDORSEMENTS

STANDARD OF EXCELLENCE SEAL

The Glendale Union High School District has provided the opportunity for all students to receive a "Standard of Excellence" seal on their diplomas. The "Standard of Excellence" seal will be placed on the diploma of each student who maintains an overall honor point average of 4.20. This honor point average will be computed at the end of seven semesters and will reflect all high school level course work taken up to that time.

AP INTERNATIONAL DIPLOMA (APID)

The Glendale Union High School District has provided the opportunity for all students to receive an AP International Diploma from The College Board. The AP International Diploma (APID) is a globally recognized award for students interested in pursuing university study outside their native country. It requires students to display mastery on AP exams across several disciplines, and represents an exceptional level of achievement. Students must earn a score of 3 or higher on five or more total AP exams, based on the following exam criteria:

- AP World History
- AP Literature and Composition or AP Language and Composition
- AP World Language
- 1 exam from Math or Science
- 1 additional Math or Science exam

Students should refer to the College Board website for accepted exams. Exams taken multiple times will only count once, the highest score will be used for award calculation. Each AP exam may count towards only one content area. Additionally, the APID is available to all students throughout the globe. It is an optional certificate that is available to students attending secondary schools outside the U.S. and to students attending U.S. high schools who are applying to universities outside the country. To earn the APID, a student attending school within the U.S. must indicate on at least one AP exam answer sheet that the results should be sent to a university outside the U.S. Please see the AP list of universities that use AP in admissions. The APID is not a substitute for a high school diploma but provides additional certification of academic excellence. This certificate is mailed to the student by the College Board following graduation.

STUDENT RESPONSIBILITIES AND ACCEPTABLE USE ELECTRONIC INFORMATION SERVICES

The Glendale Union High School District electronic information services are to assist in the collaboration and exchange of information among schools, school offices, parents, students and teachers. The use of student accounts must be in support of education and research within the educational goals of the school or District.

There is no expectation of privacy for any user making use of Glendale Union High School District electronic information services. The District may review any and all files or communications and monitor system utilization at any time without notice or permission.

Failure to follow acceptable use guidelines may result in cancellation of permission to use the electronic information services and appropriate disciplinary action up to and including expulsion of students.

While the school District will take steps to protect students from any information that may be considered inappropriate, you should be aware that it is impossible to control access to all inappropriate materials on the global network. Thus, the user has the ultimate responsibility for how the electronic information services are used.

Electronic information services include but are not limited to the Internet, Intranet, databases, electronic mail, chat and any electronic-accessible source of information. Use of these services is a privilege and not a right.

Responsibility for students:

- Report any misuse of the network to the IT Coordinator or school administration. All rules of conduct described in the Student Handbook apply when students are on the network or when using the District electronic information services.
- Do not reveal home addresses, personal phone numbers or personally identifiable data.
- A student's use of electronic information services requires the acceptance and parent/guardian signature on the School Affidavit.

The IT Coordinator and school administration will decide appropriate use of the electronic information services. If a student has used the system inappropriately, a teacher, administrator or the IT Coordinator may close an account or limit access to an account at any time.

Use of GUHSD electronic information services by students:

- Prohibited and unacceptable uses include, but are not limited to:
 - Transmission, submission, publication, display, retrieval of any material considered defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal.
 - Transmission, submission, publication, display, retrieval of any material in violation of any federal or state laws and/or District policies. Some examples are copyrighted material or material protected by trade secret.
 - Commercial activities by for-profit institutions.
 - Use for political lobbying.
 - Any use which shall serve to disrupt the use of the network by other users.
 - Any use of another user's account.
 - Allowing another user to use your account or passwords.
 - Attaching any device to the network without approval.
 - Installation of software.
 - Attempts to harm, modify, or destroy data, software or hardware or interfere with system security or monitoring.
- Security:
 - Protect your personal password. Do not give any other person your password.
 - If you identify a security problem, notify the IT Coordinator, school administration, or teacher at once.
- You are expected to abide by the generally accepted rules of network etiquette (be polite, use appropriate language, respect privacy, avoid disruptions) and any school or District policies. Use of the network should be limited to educational uses.

Revised 6/22/17