

Mingus Union High School Student Handbook

1801 East Fir Street Cottonwood, AZ 86326
928-634-7531

Fight Song

We're Marauders, we're Marauders, we are here to stay!
We'll stand our ground, we're victory bound,
We're Marauders all the way!

FIGHT! FIGHT! FIGHT!

Go Marauders, fight for Mingus, win for Red and Gray!
Marauder pride is on our side, we'll win today!

M-A-R-A-U-D-E-R-S!

Vision Statement

Mingus Union High School is dedicated to unifying home, community, and school.

We are committed to promoting critical thinking and technical literacy with a rigorous and targeted curriculum for students.

Our graduates will value themselves and their histories, shaping a rich future for all with competence, curiosity, respect, and optimism.

Mission Statement

Our mission every day is to provide viable opportunities for all members of the Mingus Union High School learning community to constructively contribute, achieve, and succeed in an ever-changing, increasingly complex and culturally diverse society; to serve and work cooperatively within their communities; and to become lifelong learners.

We believe:

- A safe, healthy, and comfortable environment promotes student learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among students and staff.
- Students learn best when they have opportunities for success.
- High expectations increase individual student performance.
- Extracurricular activities are an integral part of a student's academic success at MUHS.
- Staff, parents, and the community share the responsibility for the support of the school's mission.

Administration

Principal: Genie Gee	928-649-4415
Assistant Principal: Allen Mitchell	928-649-4471
Director of Student Support Services: Gretchen Wesbrock	928-478-7944
Athletic Director: Yancey DeVore	928-821-2348

Important Phone Numbers

Information	928-649-4386
Attendance	928-639-0744
Bookstore	928-634-7531 ext. 1304
Cafeteria	928-634-7531 ext. 1447
Counseling	928-649-4402
Nurse's Office	928-649-4441
Registrar	928-649-4403
School Resource Office (SRO)	928-634-7531 ext. 1421
Student Services - Special Education	928-649-4406

MUHS Web Page - Mingusunion.com

Please visit the Mingus Union High School web page for additional information including:

- Faculty contact information and webpages
- Activity and athletic schedules
- Registration information
- Parent Information
- Clubs
- Counseling
- Bus information
- Publications
- And much more

Academic Integrity		Academic integrity is a fundamental value of education and MUHS, therefore, acts of cheating, plagiarism, falsification or attempts to cheat, plagiarize or falsify will not be tolerated. Should it be determined that an academic integrity violation has taken place, the teacher reserves the right to assign a zero grade and submit a discipline referral to an administrator. Repeat infractions will result in additional discipline.
Academic Information Academic Expectations		Attending MUHS is a privilege and with that comes the responsibility for the student to participate and progress academically. In class, students are expected to participate according to the directions of their teacher. Participation will lead to academic achievement and progress, the major goal of a high school education. The long-term reward is graduation, but the short term rewards are many and depend on the individual. Some overall scholastic expectations are as follows: <ul style="list-style-type: none"> • Take focused notes • Enter class on time, prepared with necessary materials • Follow teacher directions • Ask for assistance from teachers/others as needed • Study/review for tests • Complete homework • Participate in discussion • Engage your mind in the course
Advanced Placement Curriculum (AP)		Advanced Placement classes are weighted using the following values: A= 5.0, B= 4.0, C= 2.5, D= 1.0. AP students are expected to take the course's summative College Board AP exam in May. AP exam preparation is a significant component of the AP course. Students will need to purchase an AP test preparation book of the instructor's choosing.
Athletics	AIA Rules and Practices	AIA rules and practices can be found on their website at www.aiaonline.org
	Student-Athlete Academic Requirements	A 9 th , 10 th , or 11 th grader must be enrolled in 6 classes in order to be eligible for athletic participation. Seniors must be enrolled in 5 classes to participate in athletics.
	Grade Check Policy	Weekly athletic eligibility checks: <ul style="list-style-type: none"> • A weekly grade check will be used to determine eligibility. If the official weekly grade check indicates that a student has received a non-passing grade in one or more their classes, the students is determined to be ineligible at that point and may not participate in extra-curricular activities. • The coach/club sponsor is responsible for verifying that each participant in his/her activity has met grade requirements per policy and for declaring any student not passing as eligible from all participation in his/her activity for the duration of the ineligibility. Academically ineligible students are not to miss instructional time due to activities.
	Code of Conduct	Included as part of the online eligibility platform
	Insurance	To participate in athletics, an athlete must have insurance. If insurance is needed, Myers-Stevens Insurance provides coverage options for any student enrolled in school. Pamphlets can be found in the High School Front Office.
	Physicals	All athletes need to complete a physical after March 1 st of the current calendar year to participate in sports.
	Physical Education Locks and Lockers	Students enrolled in physical education courses are issued lockers. Students can use specific locks available at the bookstore to secure personal belongings in their assigned lockers. Lost or stolen locks are the responsibility of the student
	Athlete Attendance/Discipline	On game day, student athletes are expected to be in classes all day in order to participate in a contest. An unexcused absence disqualifies that student from any activities scheduled for that day. The only attendance code that will be approved for game day is DA (doctor appointment). Doctor's appointments should not exceed three (3) class periods. Any exception must be approved by the Athletic Director. Any student athletes who are suspended may not participate in any school activity including practice, until the day after the suspension has ended.
	Sports Schedules	Students, athletes, parents or fans may obtain sports schedules from the Athletics Secretary or by visiting the MUHS Athletics website.
	Sportsmanship/Fan Behavior	MUHS is committed to the highest ideals of sportsmanship as well as establishing an environment healthy for competition. Negative statements or actions towards competitors, coaches, officials, or fans in attendance at our events will not be tolerated. This includes: taunting, trash-talking, baiting, or berating players, officials, or coaches or actions which cause ridicule or embarrassment of others. Warnings will not be issued and offenders will be ejected without refund. Violators can be suspended from attending MUHS extracurricular events and activities. All school disciplinary codes are also in effect in our continuing effort to establish a school community of respect, courtesy and citizenship.
	Athletics and Extracurricular Activities Violations	<u>Substance Abuse Rules</u> <ol style="list-style-type: none"> a. The possession, consumption, production or distribution of drugs is forbidden. b. The possession, consumption, production, or distribution of alcohol is forbidden. c. The possession, consumption, production, or distribution of tobacco, tobacco products, or smoking (including electronic/vapor) is forbidden. Possession of electronic/vapor device is forbidden and will be considered a tobacco violation.

Implementation of Procedure

The Mingus Union High School District (MUHSD) believes that students who are granted the privilege of participating in extracurricular activities will be held to higher standards of behavior than students in the general school population. Students who participate in extracurricular activities in the MUHSD shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or counterfeit drug, possession of which is prohibited by law. This includes tobacco and/or vapor products, illegal drugs, controlled substances, alcohol, or intoxicants of any kind.

The principal may exclude any student from all extracurricular participation for one (1) calendar year for any violation that involves selling or distributing any quantity of illegal drugs, counterfeit drugs, or controlled substances. Additionally, **any violation of school district regulations, state, or federal laws that could have negative implications on the health, safety, and welfare of students in the general school population will also be cause for exclusion from participation.**

This policy will be subject to enforcement and/or disciplinary action by the administrative and athletic department for twelve (12) months of the year. ANY offenses in violation of this policy are cumulative during a student's participation in extracurricular activities. The consequences listed in this policy are *in addition* to regular district policies regarding student substance abuse.

Ia. First Violation In-Season

- a. Immediate loss of 50% of the AIA recognized contests for that season or remainder of production or term in progress as applicable to extra-curricular activity. If less than 50% of the season remains, the balance of the 50% loss of contests would carry into the next season of competition.
- b. Immediate removal from any leadership position(s) held in extra-curricular activities. Students will be ineligible to hold or run for office in extracurricular activities for a period of one (1) calendar year.
- c. Parents and Student must arrange and attend counseling for use of tobacco, alcohol, and other drugs. Documentation must be presented to the school prior to the start of the next season of competition.

Ib. First Violation Out-of-Season

- a. Loss of 50%* of contests or student days of club participation
- b. Immediate removal from any leadership position(s) held in extra-curricular activities. Students will be ineligible to hold or run for office in extracurricular activities for a period of one (1) calendar year.

*During a 50% exclusion period the student may continue to participate in all on-campus club or team activities but not attend, participate, compete or dress for any contests, competitions, or region, state, or national club gatherings; **the student is not allowed to travel with the team or club for any purpose.**

II. Second Violation Exclusion from all participation for one (1) calendar year. An extracurricular participation committee will determine eligibility for return to participation for any students who have received a one-year suspension (see appeal procedure below).

III. Third Violation Exclusion from all athletic or club participation for the remainder of the student's high school enrollment.

Self-Referral by Student Athletes/Club Members

Students may take advantage of a self-referral procedure to seek information, guidance, counseling, and assessment in regard to student use of tobacco, alcohol, and other drugs. Voluntary referrals do not carry punitive consequences.

- a. Referral is allowed one (1) time in a student's four-year high school career.
- b. Referral must be only by the student or a member of the immediate family.
- c. Referral must be previous to the first in-season violation or the second out-of-season violation.
- d. Referral cannot be used by students as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the codes of conduct rules.
- e. Referral must be made to a sponsor or coach, Athletic Director, teacher, administrator, or school counselor.
- f. Students must meet all contractual obligations as established by the extra-curricular participation committee.

Individual Rules

Sponsors and coaches may establish additional rules and regulations with the approval of the Principal and Athletic Director for their respective programs. Copies of all additional rules by

		<p>sponsors or coaches will be on file in the principal's and athletic director's office. These rules as pertaining to a particular sport or club must be given by the sponsor or coach in writing to all participants and explained fully at the start or at the time of initial participation in the club or sport. Penalties for violation of rules will also be in writing and shall be administered by the sponsor or coach.</p> <p><u>Appeal Procedure</u></p> <p>Students and their parents or guardians may appeal the decision of the administration or Athletic Director to an extracurricular participation committee. This committee of five shall be appointed by the Athletic Director and consists of an Activities Director or administrator, Athletic Director, teacher, neutral coach, and a neutral club sponsor. The appeal will require the following:</p> <ol style="list-style-type: none"> 1. A written appeal must be presented to the principal within five (5) working days of the initial ruling. 2. The Appeals Committee shall render a decision within five working days, in writing, to the student and his/her parents or guardian. Students will remain <i>ineligible</i> for any club or sport participation during the appeal process. Appeals Committee decision is final - no further appeals will be considered.
Attendance	General Guidelines	<ul style="list-style-type: none"> • A student must attend 90% of all class sessions in order to be eligible to receive credit. Therefore, students may not miss a class more than 9 times in a semester. School events/activities or days missed due to disciplinary action do not count towards the 9 absences maximum however, students are still responsible for make-up work. • Absences must be excused within 24 hours of the date of the absence. If an absence is not excused within that time frame the absence will then be documented "unexcused." • A student may lose credit on the 10th absence from a class. A student must complete the appeal process in order to be considered for restoration of credits. • Appeals will only be granted for extenuating circumstances such as documented chronic illness or long term illness, court requirements, bereavement. Vacations and non-school related trips cannot be appealed. • Students are responsible for making up any work that was missed due to an absence.
	Reporting Absences	<p><i>Parents or guardians are to call the Attendance Office on the day of an absence at 639-0744.</i> If no phone call is received, the student, upon return to school, will be responsible for bringing a note from the parent/guardian to the Attendance Office. All absences will be considered unexcused if not reported to the attendance office by the end of the school day.</p> <p>Sign Out Procedures During the School Day <i>If a student leaves during the school day, s/he must first sign out through the attendance office. In the event of an emergency, all students need to be accounted for. Failure to do so will result in the disciplinary action.</i></p> <p>A student may sign out only if</p> <ul style="list-style-type: none"> • A parent/guardian has made <u>arrangements PRIOR to the student leaving campus</u> by phone or a note is presented to the Attendance Secretary. A note must include a phone number for verification. • A student is ill and the office obtains permission from parents/guardian. • A parent/guardian comes in person to sign the student out. • A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented. • The school nurse has determined the student should go home due to illness; the parent(s)/guardian have been contacted and approved the student leaving campus if they are unable to come to the school and pick up the student.
	Late Entry	Students who enroll in school the eighth day of a term or later without transfer grades will be registered on audit status and may not be able to earn credit toward graduation. The teacher may appeal for credit if class requirements are met.
	Loss of Credit, Appeal Procedures	A student may lose credit on the 10 th absence from a class. A student must complete the appeal packet in order to be considered for restoration of credits.
	Make-Up Policy	<p>When a student is absent, it is his/her responsibility to arrange for and to make up any work missed. <i>The number of days to make up work is the same as the number of days absent.</i> Teacher approval is required for more time. Teachers may assign Academic Intervention during Power Hour to ensure all work is made up and to provide time explain concepts and assignments that were missed.</p> <p>Parents are encouraged to consult Teacher Websites at www.mingusunion.com to view daily work, contact teachers, and arrange for make-up work if an absence is going to be lengthy. Pick up of assignments and books can be facilitated through attendance office if needed. Homework will not be requested for students absent fewer than five (5) days. Teachers will provide make-up work for students who have lengthy absences due to illness or who are on long-term "off campus" suspension. However, teachers are not obligated to give more than two days</p>

		of work at a time and no more work will be given until the original work is turned in satisfactorily. Unexcused absences and class cuts are not eligible for late credit.
	Tardy Policy	<p>Our philosophy is that tardies are a discipline problem rather than an attendance problem. Within this framework, there are certain guidelines and responsibilities:</p> <p>Student Responsibilities</p> <ol style="list-style-type: none"> 1. Arrive to class on time daily. 2. Be in the classroom when the final bell stops ringing. 3. Students will be marked absent after 10 minutes late. 4. Administrators may excuse a tardy. 5. Students who chronically miss class will be referred to an administrator for corrective action. 6. Students reporting to school late because of a doctor's appointment or other parent excuse must report to the attendance office with a doctor's note or a phone call from the parent to excuse the tardy. They are given a pass to class. <p>It is important for students to understand the benefits of being on time. Tardiness and poor attendance are major causes of low achievement and lack of success.</p> <p>Punctuality teaches students organization and responsibility. It gives the perception of caring and order on campus. It dramatically reduces disciplinary referrals. When all students are in class on time, the quality of instruction increases significantly.</p>
	Truancy	<p>Truancy is the deliberate missing of one or more class periods without the expressed permission of the parent/guardian. If a parent/guardian does not call the school or send a note as required, the student will be considered, by default, truant. All absences due to truancy will be considered class cuts. Students under the age of 16 years may be cited for truancy as a disciplinary measure.</p> <p>Arizona Revised Statute says the following:</p> <p>A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours that the school is in session, unless either:</p> <ol style="list-style-type: none"> 1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 5, subdivision (c). 2. The child is accompanied by a parent or a person authorized by a parent. 3. The child is provided with instruction in a homeschool. <p>B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.</p> <p>C. For the purposes of this section:</p> <ol style="list-style-type: none"> 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day. 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section. <p>Truancy Consequences: Please see disciplinary matrix for progression of consequences. Repeated offences may result in removal from classes and/or referral to probation department for truancy and/or incorrigible child.</p> <p>Legal consequences for Truancy -</p> <ul style="list-style-type: none"> • Letter from the City Prosecutor • Citation by the Cottonwood Police Department • Further Law enforcement intervention; possible fines and incarceration
Bookstore/Lost & Found		All fines and fees must be paid through the Bookstore. Lost and Found is located in the front office. School supplies are available in the Bookstore. Textbooks and related printed subject materials are given to the students each year and must be returned at the end of the year or with the withdrawal of a student. Lost and damaged textbooks must be replaced by the student at full-cost. All payments for extracurricular activities are paid in the Bookstore as well as Tax Donations.
Buses		<p>Students must have MUHS issued ID card to board school buses. Transportation is provided for travel from home to school and school to home only. Buses cannot be used for public transportation. Mingus Union provides bus transportation subject to the following rules and regulations:</p> <ul style="list-style-type: none"> • Students must comply with requests of the bus driver who has complete authority over the bus and its passengers. • Students must refrain from loud talking or causing any sort of disturbance. • Students must keep themselves and all articles inside the bus at all times. • Buses do not leave the paved roadways.

		Failure to abide by School Bus Rules may result in suspension from riding the bus to and from school.
Cafeteria/Lunch Area		<p>Students have access to the cafeteria where a variety of meals are prepared. Our staff takes pride in serving high quality and reasonably priced food to encourage students to remain on campus during the lunch hour. Students who bring their lunches are welcome to eat at the tables in the cafeteria or patio. Free and reduced-price meal applications are required to be submitted during registration. It is the responsibility of each student to “bus” their own table and take pride in keeping the cafeteria and grounds clean.</p> <p>Water is the only authorized beverage allowed in the classroom. No food or drink is to be taken into the gym, auditorium, library, classroom, or hallways at any time unless authorized by administration.</p>
Counseling & Advising		The Mingus Union High School Counseling Department provides academic support services. <i>Students are assigned a counselor according to the first letter of their last name.</i> Students and parents are encouraged to work closely with their counselor regarding class changes, graduation plans, testing, and post-secondary options.
Cell Phones & Electronic Devices		<p>Unless the teacher has given permission for these devices to be used for acceptable educational purposes, all devices must be turned off and out of sight during instructional time. Phones may be used during passing periods. Students who bring these items to school and create a disruption of any nature will have the device confiscated and given to the appropriate administrator. The following can be the order of consequence for a confiscated device:</p> <p>First and Second Offense: Warned, given back to the student at the end of the day. Third Offense: Given back to student at the end of the day and parent phone call.</p> <p>Continued offenses could result in further disciplinary consequences.</p>
Chronic Health Problems		<p>MUHS is committed to providing appropriate educational opportunities for all students, including those with chronic health problems resulting from illness, disease or accident, as defined by state statute. Students certified to having chronic health conditions won't be penalized for absences as long as the absences are due solely to illness, disease or accident.</p> <p>Homework is made available to students with chronic health problems to provide the opportunity to compete coursework and avoid the possibility of losing credit due to absence from school instructional arrangements are determined on an individual basis to ensure that continuous learning is integrated as much as possible, with the regular education program. Credit is based upon complete course requirements.</p> <p>To implement this regulation, a student with a chronic health problem is:</p> <ul style="list-style-type: none"> • A student who is unable to attend regular classes for intermittent periods of one or more consecutive days, due to illness, disease or accident, but who is not a homebound student as defined by state statute. <p>The student's chronic illness is reviewed periodically for any change in condition. Administration has the authority to recommend revocation of chronic health status if it is being abused.</p> <p>Chronic health forms are available in the Nurse's Office and must be submitted yearly by a parent/guardian and signed by a doctor or medicine.</p>
Closed Campus/Junior and Senior Release		MUHS is a closed campus for 9 th and 10 th graders. Juniors and seniors who have 12 or more credits completed will be released for lunch off campus if they chose. Juniors who do not have 12 credits complete will not be permitted to leave campus for lunch.
Clubs		<p>MUHS faculty and administration believe that success in school is related to extracurricular involvement. MUHS is a comprehensive high school offering not only academic opportunities but opportunities for involvement in athletics, activities, and service to our community.</p> <p>Please note that there may be tryouts or requirements for participation in some clubs/activities. Note that your membership/participation in clubs/activities with requirements for participation may be suspended and or revoked at the joint discretion of a school administrator and the club advisor if it is deemed that you have not adhered to the requirements.</p> <p>Fundraising must be submitted via a request form by the club advisor for approval by an administrator.</p> <p>Posters, advertisements and flyers must be approved by an administrator PRIOR to being posted on campus.</p>
Harassment, Bullying, and Cyberbullying		Harassment and bullying of students is prohibited on campus and during school-related activities or circumstances. Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assaults, verbal threats or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation or disability.

		<p>Harassment and bullying also include any type of sexual harassment, unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment.</p> <p>If a student believes that he or she has been harassed or bullied, the student should report the behavior to a school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated. Students who engage in harassment or bullying will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law.</p> <p>Bullying by use of any electronic communication device. Any act of bullying by either an individual student, group of students, is prohibited on or while utilizing school property, in a school vehicle or at school sponsored functions. Bullying that occurs offsite and is brought into the school day is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying.</p> <p>Please see Policy JICK-EB included at the end of this document for the Mingus Union High School District's Policy "Student Violence/Harassment/Intimidation/Bullying".</p> <p>All Teachers will receive in-service training in bullying prevention methods. Teachers are required to report any cases of bullying to the appropriate administrator. Coaches will educate their athletes in regard to hazing and will make clear that participation in hazing will result in dismissal from that activity.</p>
Dance Information		<p>In order to promote a safe and orderly school environment at all MUHS dances, students and guests will be asked to comply with the following guidelines.</p> <ul style="list-style-type: none"> • If guests are enrolled in HS (grades 9-12), a copy of his/her current ID must be attached to a guest form. • If the guest has already graduated, he/she may not be over the age of 20 and must attach a copy of his/her driver's license or non-driver state ID to a guest form. • MUHS students must enter and leave with the guest. Once you have entered the dance/event, you may not leave and return. • Guests must show his/her current school ID (if under age of 20) or a driver's license/non-driver state ID (if already graduated) for admission to the dance/event. The ID shown must match the photocopy of the ID from the original application in order to be considered valid. • The guest application must be submitted to MUHS administration prior to the dance/event. Applications will not be accepted at the door. • MUHS students are responsible for the behavior and demeanor of their guests. MUHS students are responsible for informing the guest of all MUHS behavior and dress code rules. In the event that a guest does not follow the rules, he/she will not be allowed to attend another MUHS dance/event. • Freshmen are not permitted to attend Prom and Sophomores must be invited by a Junior or Senior, to Prom. • The following are specifically prohibited at MUHS school sponsored dances: sexually explicit dancing, dancing that can result in injury or which may be a personal safety hazard, consumption or being under the influence of drugs or alcohol. • Any person removed from the dance/event by MUHS staff is not entitled to a refund.
Deliveries & Messages to Students		<p>Deliveries such as cash/checks, food items from outside vendors, balloons, flowers, stuffed animals, will not be accepted. All money brought for lunch must be paid in the cafeteria.</p> <p>MUHS WILL NOT interrupt instructional class time in order to deliver a message to a student unless a school administrator deemed it an emergency.</p>
Directory Information		<p>Directory information may be released to the public unless the parent or eligible student gives written notice to the district that any or all such information should not be made public without prior consent. The Student Information Non-Release Form can be found on the school website under the parent tab and must be given to the Registrar within two weeks after the student enrolls.</p> <p>Directory information includes the following: name, address and telephone number; names of the parents; address and telephone number of parents; date and place of birth of the student; class designation (grade, etc.); extracurricular participation; weight and height if a member of an athletic team; attendance dates; awards received; and photograph.</p> <p>Be aware that directory information is used to compile such things as student telephone directories, athletic programs and yearbooks.</p>
Dress & Grooming Standards	Dress Standards	<p>Personal appearance and dress are the responsibility of the student and the student's parent or guardian. Students will not dress or groom themselves in a manner that, in the judgement of the school</p>

		<p>administrator, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counter-productive to the school's educational objectives.</p> <p>Students will refrain from displaying tattoos or wearing clothing that communicate, whether with language, images, symbols, artwork, color schemes or clothing styles:</p> <ul style="list-style-type: none"> • A message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors • A message that advocates or promotes violence or terror • A message that is sexually suggestive, vulgar, obscene or plainly offensive • A message that would cause a reasonable person, as a student or staff member, to feel threatened, intimidated, or harassed because of the person's race, ethnicity, religion, disability, gender or sexual orientation • A message expressing gang membership, affiliation or support <p>In addition to the general standards, students must comply with the following standards at school and school events:</p> <ul style="list-style-type: none"> • Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back or under the arms. Halter tops, strapless tops and off the shoulder tops are not acceptable. Tank tops and other sleeveless tops are permitted only if the straps are wider than 2-inches and the armholes are no lower than 2-inches from the armpit. Clothing that exposes undergarments will not be tolerated by males or females. • Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed. • Clothing must cover the entire buttocks. Shorts must have at least a 2-inch inseam and extend to the tip of the student's fingers. • Skintight outer clothing, such as spandex, is prohibited unless worn for a school-sponsored extracurricular activity (for example, dance or wrestling). • Pajamas and other sleepwear are prohibited. • Hats, bandanas or other accessories expressing gang membership, affiliation or support are prohibited. • Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/or others. • Sunglasses may be worn indoors only if there is a medical need to wear them. • Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc. • Safety dress requirements for specific classes must be followed.
	Grooming Standards	<p>Students must comply with the following standards at school and school events:</p> <ul style="list-style-type: none"> • Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disrupting to students or staff.
Drug Free Schools Statement	Drugs and Alcohol	<p>MUHS is considered a "drug free school zone" under state law. Therefore, the following is prohibited:</p> <ul style="list-style-type: none"> • The use, distribution or possession of a tobacco product on school property regardless of the individual's age. • The use, distribution, manufacture, purchase or sale of illegal drugs, inhalants, noxious substances, drug paraphernalia, imitations of illegal drugs/noxious substances, dietary supplements or medication. • The use, possession, sale, purchase or distribution of alcoholic substances. • Intoxication or being under the influence at school or a school event.
	Medications	<p>Must be administered and stored in the Nurse's Office. The medication must be in its original container and prescription medication must have an unaltered pharmaceutical label attached.</p>
Early Withdrawal		<p>Students are not able to leave school before the end of the semester and receive credit, except in an extreme emergency. You must make special arrangements if such an emergency comes up and you want to withdraw from school before the end of the term. The work needs to be finished to get credit for your class. Your parents must ask for your early withdrawal in writing. The principal must approve the withdrawal before arrangements are made with teachers. Under no circumstances is an early release approved for more than 10 school days. Students who leave before the end of the semester, without making the proper arrangements, will not get credit for the semester's work.</p>
Facility Usage		<p>The facilities at MUHS are available for use by clubs, activities and outside organizations. Requests must be submitted via a Facility Usage & Request Form by a staff member or adult. After the proper paperwork is submitted and approved, the activity/event will be added to the calendar. Unauthorized use of the facility is prohibited.</p>
Fees/Fee Payment		<p>Students are responsible for payment of all class related fees prior to being permitted to participate and receive a grade for the class. Any student who does not pay the required fees will not receive their transcript or diploma upon leaving school or graduating.</p>
Fire Drills & Emergencies		<p>Students will be notified of a fire drill or real emergency by the siren tone over the PA system.</p>

		Fire drill instructions are posted in every classroom. Follow the teacher's instructions and walk to the indicated exit. Do not return to the classroom until the "all clear" is announced.																		
Good Neighbor Policy		State law allows schools to become involved in appropriate incidents where students are enroute to school or enroute to their home. School administrators can discipline students involved in such incidents. The sidewalks and yards of our neighbors whose homes or business are near campus are off limits to Mingus students. You are welcome to use the sidewalks to and from school but not to loiter on the sidewalks, yards or at shopping centers during the school day.																		
Grades		<p>All courses taught for credit receive a letter grade or a pass/fail option. The final examination may not count for more than 20% of the final grade. Grade point values and the percentage used to determine each grade are listed below.</p> <table border="0"> <thead> <tr> <th>Percentage</th> <th>Letter Grade</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>90-100%</td> <td>A = Superior</td> <td>4.0</td> </tr> <tr> <td>80-89%</td> <td>B = Above Average</td> <td>3.0</td> </tr> <tr> <td>70-79%</td> <td>C = Average</td> <td>2.0</td> </tr> <tr> <td>60-69%</td> <td>D = Below Average</td> <td>1.0</td> </tr> <tr> <td>0-59%</td> <td>F = Failure</td> <td>0.0</td> </tr> </tbody> </table> <p>I = Incomplete, maximum length of time to make up a course is 10 school days W = Withdrawal from class, W/P = Withdrawal Passing, W/ = Withdrawal Failing NC = No Credit - insufficient attendance to earn credit</p>	Percentage	Letter Grade	Value	90-100%	A = Superior	4.0	80-89%	B = Above Average	3.0	70-79%	C = Average	2.0	60-69%	D = Below Average	1.0	0-59%	F = Failure	0.0
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Graduation Recognition		Students are recognized at graduation for academic achievement. Students are awarded a gold, silver, and bronze tassel based on their cumulative GPA after seven semesters of high school.																		
Hallways		<p>Students are expected to be in class when the tardy bell rings. Students should rarely need to leave class until the dismissal bell rings. When a teacher grants a student permission to leave class a hall pass or nurse pass must be worn by the student while out of class.</p> <p>Hallway etiquette and behavior that respects the rights of others is required. All students and staff have the right to an unobstructed, safe passage through clean hallways. Hallways are to be treated as passageways as a first priority. To meet this expectation, the following rules are in place.</p> <ul style="list-style-type: none"> ➤ Students may not sit in hallways leaning up against lockers. ➤ Students may not sit with legs outstretched. ➤ Students may not stand in a group that obstructs the hallway. ➤ Students may not be in the auditorium seating areas, stairwells, or pass-through corners. <p>For safety, students may not sit on the auditorium walls and rails.</p> <p>Students may not eat or drink in the hallways. Food transported through hallways must be sealed and placed in backpack. Water is always encouraged.</p>																		
Hazing		<p>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</p> <p><u>Definitions</u></p> <p>"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:</p> <ul style="list-style-type: none"> ○ 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 educational 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. <p>"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</p> <p><u>Directions</u></p> <p>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 <u>do not</u> include either of the following:</p> <ul style="list-style-type: none"> ▪ 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 extracurricular program, or a legitimate military training program. <p>All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy</p> <p><u>Reporting/Complaint Procedure</u></p> <p>Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing,</p>																		

		<p>with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.</p> <p>A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.</p> <p>The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:</p> <ul style="list-style-type: none"> ▪ An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent. ▪ The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report. ▪ The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent. ▪ 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.
Immunizations		Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided.
Library		<p>Students are invited to become acquainted with the Library to use its services regularly. The Library staff is always available to help students and staff with research and recreational reading. Maintaining a learning environment and taking proper care of materials is the responsibility of each student and staff member.</p> <p>A pass is not required before or after school, but all students need a pass during regular school hours while classes are in session. School rules for behavior apply to the Library at all times. Students MUST have an educational purpose in order to use the internet. A student ID is required in order to check out any materials. Food and drink items are not permitted in the Library.</p>
Lockers		Lockers are available to students through the Bookstore for a fee. <u>Students may not share lockers.</u> Responsibility for personal property, locks, and lockers lies with the student. The administration reserves the right to search a locker if it has reasonable cause to suspect that items which endanger the health or safety of students exist. Students are responsible for the contents of their lockers at all times. All contents of a student's locker are considered under their control and their possessions.
Personal Items		MUHS cannot assume responsibility for students' personal property and items while on campus (e.g.: automobiles, bikes, cycles, clothing, backpacks, purses, locker contents, electronic devices, etc.) and will not go to extraordinary lengths to recover lost items.
Nurse's Office and Health Services		<p>Mingus does provide nurse's service. Teachers will send students who are ill to the Nurse's Office first, the front office second. Students must not leave school ill or injured without signing-out at the Attendance Office. Use of prescription medication is permissible if approved by parents. Over the counter medication will only be administered if it has been brought to the nurse's office from the student's home. Mingus Union High School will not provide any medication; all medication must be provided by the student/parent.</p> <p>Contact the School Nurse at 928-649-4441 or Activities Secretary 928-649-4455.</p>
Off-Campus Jurisdiction		<p>In accordance with state law, violations in conduct by students going to and from school could result in disciplinary actions.</p> <p>School rules and other reasonable expectations of acceptable student behavior are extended to included student conduct while off campus during the regular school day or at any school sponsored event. This includes the student's conduct while going to and from school, during the lunch hour and released periods and any off campus school related activity. A student may be disciplined by the school</p>

		<p>for any misconduct while off-campus at the times specified above.</p> <p>Students who want to park on campus must obtain a permit prior to utilizing the parking area.</p>
Parent Contact with Teachers		<p>Direct and frequent communication between the school and a student's home greatly enhances a student's motivation and success. Parents are asked to give 24-hour notice when making an appointment with individual teachers.</p> <p>Meetings with your child's teachers can be arranged via the Counseling Department or by contacting teachers via phone or email. Please do not put teachers or students in an awkward position by dropping in during instructional time.</p> <p>Teacher contact information is available on our school website www.mingusunion.com and can also be found in each teacher's course syllabus. Parent conferences are scheduled for September 13 and 14, 2018 and February 14 and 15, 2019.</p>
Parking on Campus		<p>Student parking on school grounds is a privilege limited to students who possess a valid driver's license and vehicle insurance. Student vehicles parked on school grounds must be registered with the school and display permit if provided. A \$75 fee is required to park at MUHS.</p> <p>Students are given information about parking regulations when a permit is issued. A violation of any regulation may result in suspension of the parking privilege, "booting" of the vehicle, school disciplinary action, and citation by local law enforcement. <u>Students may not trade, sell, or loan parking spaces!</u></p> <p>Students who do not register and pay for parking or park in a space not registered to their vehicle will receive one (1) warning citation for parking violations. After the first warning students will be fined \$5.00 for the first violation, subsequent parking citations fines would double with each citation. Students could appeal fines after the third citation to a review committee of staff and students. Students who continue to have parking violations will lose privileges for a period determined by the review committee up to the remainder of the current semester. All fines will be added to the student's bookstore account. Students with outstanding balances at the end of the school year will not receive a parking space for the next school year if returning, until the account is paid in full. Seniors will have to pay fines as part of their checkout procedure prior to graduation.</p> <p>Students are not to loiter in the parking lot. Loitering is defined as being in the parking lot while not in the process of arriving, departing, or participating in a school activity.</p> <p>Neither the school nor the district is responsible for theft or damage to any vehicle or its contents when a student, parent, or other visitor parks the vehicle on campus.</p> <p>Search of a Motor Vehicle: A school official may search a motor vehicle at any time, without notice and without consent.</p>
Power Hour		<p>Students have a one-hour lunch every day except for Wednesdays and early release days.</p> <p>What to do during Power Hour?</p> <ul style="list-style-type: none"> ○ Eat ○ Attend club and sports meetings ○ Conduct school business (Bookstore, Athletics, Guidance office, etc.) ○ Meet with counselors for group sessions and academic questions ○ Meet with career specialist ○ Attend college visitation meetings ○ Attend AP study groups and performance practices ○ Meet with teachers for Academic Overtime <p>Academic Overtime: Academic Overtime is mandatory lunch tutoring for 30 minutes. If you are receiving a 69% or lower in your class(es), you will be required to attend Academic Overtime.</p> <p>What does this mean?</p> <ul style="list-style-type: none"> ○ During Power Hour, you will have 30 minutes of Academic Overtime and 30 minutes for lunch. ○ Academic Overtime lasts a week for as long as your grade is a D or F. ○ Teachers may also assign day-to-day Academic Overtime if a student is missing an assignment. ○ Academic Overtime is for everyone. Students do not need to be failing to attend Academic Overtime. Any student may attend for extra help or to work on class work. <p>What happens if student doesn't attend Power Hour?</p> <p>Strike 1 - Warning</p>

		<p>Strike 2 - Detention</p> <p>Strike 3 - Counselor Meeting with Student & Parent</p> <p>Strike 4 - Administrator Meeting with Student & Parent and assignment to Student Improvement Plan (SIP - afterschool 2-hour detention)</p> <p>Strike 5 - 2 Days SIP</p> <p>Strike 6 - 3 Days SIP</p> <p>Strike 7+ - 4 Days SIP</p>
Public Displays of Affection		<p>Students are reminded that public displays of affection are inappropriate and will not be tolerated. Parents may be contacted if students are involved in public display of affection.</p>
Schedule Changes & Dropping Classes		<p>Schedule changes will be permitted for the following reasons:</p> <ul style="list-style-type: none"> • Missing a class period or duplicate class • Missing a prerequisite class • Missing a class needed for graduation or college entrance • A class that you completed in summer school or online is on your schedule <p>Level changes will be permitted within the first 4 weeks of school if the teacher, parent, and student are in agreement that the class is not the appropriate placement. Please see your counselor regarding specific guidelines.</p>
Search & Seizure		<p>Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff. School officials may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety, or welfare of students or staff may be in danger.</p> <p>Search of Lockers and Desks: The district is the owner and has control of student lockers and desks, which are provided as a convenience to students for storage of personal items. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel. Students are responsible for the contents of their lockers at all times. All contents of a student's locker are considered under their control and their possessions.</p> <p>Search of a Motor Vehicle: A school official may search a motor vehicle at any time, without notice and without consent.</p> <p>Search of a Student's Person: A search of a student's person, backpack, or other belongings shall be undertaken only if there is reasonable suspicion that the student possesses a dangerous, prohibited, or illegal substance, or object or items that may interfere with school purposes and/or present a threat to people or property.</p>
Student ID Card Credentials		<p>Every student is required to have their MUHS ID attached to their school issued lanyard around their neck at all time on campus during the school day. Students are required to have their student ID available at all school activities.</p> <ul style="list-style-type: none"> • Failure to have student ID/credentials will require the purchase of a new set from the bookstore which will be charged to the students account. • Student IDs must be presented to leave campus at lunch, to obtain textbooks, pick up yearbooks, use computers/internet at school, for discounts at athletic events, and for discounts at area businesses. • Replacement cards and lanyard are \$6 and can be purchased in the bookstore.
School-wide Expectations: The Mingus Way		<ol style="list-style-type: none"> 1. Maintain a positive, productive, and clean learning environment and school. 2. Demonstrate respect for yourself and others. 3. Report unsafe conditions. 4. Be where you are supposed to be at the time you are supposed to be there.

		<p>5. Follow school expectations and procedures at all times.</p> <p>6. Be present and take ownership of your education; make positive meaning with your learning!</p>
Student Records		<p>Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records:</p> <ol style="list-style-type: none"> 1. To inspect and review the student's educational records. 2. To request amendment of the student's educational records to ensure that the records are not inaccurate misleading or in violation of student's rights, including the right to a hearing, if necessary. 3. To consent to disclosure of personally identifiable information contained in the student's educational record, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA. 4. To file complaints with the US Department of Education. <p>Divorced parents have equal rights relating to student's records unless school has been provided a court order to the contrary.</p>
Visitors at School		<p>Parents and Guardians are always welcome at Mingus Union High School. All visitors must register at the office in order to obtain permission to remain on school grounds or to enter any classroom. Classroom visitation during school hours must be prearranged with school administration. Student visitors and adult visitors are not allowed on MUHS campus during the regular school day</p> <p>Violators of this policy will be cited for trespassing.</p>

Student Behavior Guidelines

To assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are based on existing policies and procedures of the district and are designed to create a pleasant and safe environment for all students in our schools.

The Governing Board believes that student rights must be balanced with student responsibility. Students have the right to:

- equal treatment,
- equal access to the educational program, and
- due process.

Students also have, to a more limited extent, the freedom of expression and association.

Expectations of Students

You as a student play the biggest role in your academic success at Mingus Union High School. Students are expected to exhibit the following core values:

1. Accountability
2. Respect
3. Pride
4. Trustworthiness
5. Responsibility

You must remember that you are responsible for your own actions. If your actions are in violation of school rules and regulations, you will have to accept the consequences.

You should also understand that Arizona law allows the district to hold you accountable for your behavior on school property, on the way to and from school, during any school-sponsored activity, at school bus stops, and in other locations outside school grounds if the behavior has a negative impact on other students, teachers, or school activities. *J-2000*

Teachers will provide guidelines and expectations to students for each class. Students who fail to meet expectations for appropriate behavior will be assigned consequences by the teacher. Students will be referred to an administrator for insubordination, failing to serve teacher-assigned consequences, or acts that may warrant suspension.

When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students.

The school's response to inappropriate behaviors is subject to change by the direction of Mingus Union High School District #4 Governing Board.

It shall be the policy of the Governing Board of the Mingus Union High School District that repeat offenders of any school regulation may be denied attendance to Mingus Union High School. All decisions of the Governing Board will follow due process procedures.

Disciplinary Actions

Students engaging in inappropriate behavior are subject to disciplinary actions. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities. One or more of the following actions may be taken by school officials:

Informal Talk/Verbal Warning	A school official (teacher, administrator or counselor) talks to the student and tries to reach an agreement on how the student should behave.
Conference	A formal conference is conducted with the student and one or more school officials.
Parent Involvement/Written Warning	The parent is notified by telephone, personal contact, letter or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.
In-School Discipline	The student is subject to consequences that do not require suspension from school, such as loss of privileges, lunch detention, after school detention, school service, (after school) temporary removal from class, and assignment to an alternative learning classroom (ALC).
Alternative Learning Center	Temporary assignment to an alternative learning classroom (ALC) is an alternative to off-campus suspension. ALC may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments will be given to a student placed in an ALC. All campus and activity privileges are revoked.
Administrative Behavior Contract	Assigned by the administrator, detailed consequences to address indicated behaviors.
Restitution	The student reimburses the cost to the district of restoring/replacing items damaged or destroyed.
School Board Behavior Contract	Assigned by Governing Board. Failure to abide by contract will result in immediate administration of consequences heretofore held in abeyance.
Suspension from Transportation	Removal from school transportation for a set period of time. Parents/students are responsible for making alternate arrangements.
Suspension from Athletic Participation	Student may not participate in games and/or practice as determined by the Athletic Director and Administration

Suspension from Social or Extracurricular Activities	Student may not participate in activities as determined by Activity Director and Administration.
Suspension from Parking Privileges	The student may not park or drive on campus for a fixed period of time.
Exclusion from a Particular Class	Student may be withdrawn from a class with loss of credit and enrolled as a study hall student for the balance of the semester.
Short-term Suspension	The student is subject to a suspension of 10 school days or less. School administrators may impose short-term suspension. During that suspension, the student is not permitted on district property or at district functions.
Long-term Suspension	The student is subject to a suspension of 11 school days or more. Long-term suspension may be recommended by the school administrator and imposed by the Governing Board. During that suspension, the student is not permitted on district property or at district functions.
Expulsion	The student is permanently denied the right to attend Mingus High School. Expulsion is recommended by the school administrator and imposed by the Governing Board following a hearing before a board-designated hearing officer. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the Governing Board has readmitted the student to school

DETENTION AND ALC PROCEDURES

1. Students shall be in their seats in the ALC when the bell rings or immediately upon being sent to ALC by teacher.
2. Students shall report to the detention room prepared with class-work or a book that relates to the student's current classes.
3. There will be no eating or drinking (except water) in the ALC/detention room.
4. Students dismissed from detention for misbehavior or who do not come prepared with work serve assigned ALC consequences upon return.
5. Students/Parents must arrange transportation if dismissed from ALC for non-cooperation.

School day served in the ALC room on the high school campus -

The student is responsible for bringing required texts, notebooks, paper, pens/pencils and being prepared to work for the entire day. It is the student's responsibility to make up missed work in his/her regular classes. Work completed by students will be returned to the appropriate teachers for their own evaluation and determination of credit.

A student who does not bring work for each class period (except ALC and/or study hall) may be assigned additional consequences.

Students will:

- report by 8:20 a.m.
- bring their lunch or purchase lunch from the cafeteria unless eligible for free lunches, in which case a lunch will be provided. Friends or family are not allowed to bring lunches.
- eat in the ALC at the same time as cafeteria lunches are served.
- adhere to the dress code.

Students will not:

- talk to, interact with, or disturb others in ALC.
- eat or drink except at lunchtime, or as authorized by the ALC Supervisor.
- listen to or interact with audio/video equipment (CD player, IPOD, TV, cell phone, etc.).
- argue with or engage in disrespectful behavior towards the ALC Supervisor.

Parents must pre-arrange, through the Attendance Office, to have a student leave for a medical or legal reason.

Unacceptable behavior Failure to observe all ALC procedures will result in removal from ALC.

First removal Automatic assignment to Short-Term Off-Campus Suspension, and reassignment to ALC upon return from Off Campus Suspension.

Second removal Five (5) days of Short-Term Suspension.

Third removal Seven (7) to ten (10) days Off Campus Suspension
Referral to Police/Probation.
Recommendation for Long-Term Suspension.

SEVERITY DEFINITION SCALE/DISCIPLINARY ACTIONS

NOTE: Consequences listed below may be imposed either alone or in combination.

<p>Classroom Administrative Level I</p>	<ul style="list-style-type: none"> ▪ Academic misconduct ▪ Automobile ▪ Dress Code Violation ▪ Hall Pass Violation ▪ Excessive Tardy ▪ Unexcused Absence ▪ Skateboards, Roller blade, bicycle, go-ped violations (first offense only) 	<ul style="list-style-type: none"> ▪ Informal Talk/Verbal Warning ▪ Written warning ▪ Conference ▪ Lunch Detention ▪ After school detention ▪ Loss of credit on assignment with no retake ▪ Confiscation of items causing disruption (mandatory parent pick up after school)
<p>Classroom Administrative Level II</p>	<ul style="list-style-type: none"> ▪ Attendance Violations/Truancy ▪ Failure to complete disciplinary actions ▪ Forgery ▪ Information Systems/Electronic Device/Cell phone violations ▪ Chronic Tardiness ▪ Disrespect ▪ Repeated Level I infractions 	<ul style="list-style-type: none"> ▪ Alternative Learning Center - ALC ▪ Community Work Service---CWS ▪ Lunchtime Restriction to Campus ▪ Loss of Computer Privileges ▪ Loss of Parking Privileges ▪ Police Referral ▪ Counseling ▪ Suspension from Transportation <p>Level I consequences</p>
<p>Administrative Level III</p>	<ul style="list-style-type: none"> ▪ Incitement ▪ Lying/false accusation ▪ Trespassing ▪ Good Neighbor Policy Violations ▪ Defiance of Authority, Insubordination, Classroom Disruption ▪ Plagiarism/cheating ▪ Gambling 	<ul style="list-style-type: none"> ▪ ALC (In School Suspension) ▪ 1-3 Days of Off Campus Suspension--OCS ▪ Police Referral ▪ Counseling ▪ Referral to Diversion Program ▪ Suspension from athletic participation ▪ Suspension from other privileges

	<ul style="list-style-type: none"> ▪ Bus Violation/disruption ▪ Student Speech violation (involving peers) ▪ Disorderly Conduct ▪ Repeated Level I and II infractions 	<ul style="list-style-type: none"> ▪ Suspension from extracurricular or school activities on the day serving consequences <p>Level I & II consequences</p>
Level IV	<ul style="list-style-type: none"> ▪ Robbery/Extortion ▪ Theft ▪ Vandalism/Defacing/Destruction of Property <\$100 ▪ Tampering with Material, Grades, or Records ▪ Fighting ▪ Violent Behavior ▪ Public Display of Affection ▪ Tobacco violation ▪ Repeated Level I, II, III infractions 	<ul style="list-style-type: none"> ▪ 3-5 Days Off Campus Suspension ▪ Behavior Contract ▪ Police Referral ▪ Restitution ▪ Counseling ▪ Involuntary Transfer to Another Class <p>Level I, II, III Consequences</p>
Level V	<ul style="list-style-type: none"> ▪ Alcohol Possession/Use Violation ▪ Gang Activity/Association Violation ▪ Criminal Activity ▪ Drug Possession/Use ▪ Medication/Dietary Supplement ▪ Sexual Abuse ▪ Vandalism/Defacing/Destruction of Property \$100-\$500 ▪ Violation of Behavior/Attendance Contract ▪ Student Speech Violation/Verbal Abuse of Staff ▪ Sexual Harassment/Sexual Misconduct/Sexting ▪ Harassment/Threatening/Intimidation ▪ Bullying/Cyberbullying ▪ Sexual Offence ▪ Repeated Level I,II,III, IV Infractions 	<ul style="list-style-type: none"> ▪ 5-10 Days Off Campus Suspension ▪ Police Referral/Prosecution ▪ Exclusion from a Particular Class ▪ Required Urinalysis at student/parent expense ▪ Recommendation for treatment program (student/parent expense) ▪ Behavior contract ▪ Restitution ▪ Long Term Suspension (1 year) <p>Level I, II, III & IV consequences</p>
Level VI Administrative School Board Level	<ul style="list-style-type: none"> ▪ Arson ▪ Assault of a Student ▪ Hazing ▪ Assault/Threatening/Intimidation/Harassment of Staff Member ▪ Disruption of Normal Educational Process ▪ Drug Violation (Distribution) ▪ Alcohol Violation (Distribution) ▪ Endangering Health, Welfare, Safety of Others ▪ Possession of Dangerous Weapon/Instrument ▪ Possession of Deadly Weapon/Firearm ▪ Threatening an Educational Institution ▪ Unauthorized Entry ▪ Fireworks/Incendiary Device Violation ▪ Vandalism/Defacing/Destruction of Property >\$500 ▪ Repeated Level I, II, III, IV, V Infractions 	<ul style="list-style-type: none"> ▪ Police Referral/Prosecution ▪ Restitution ▪ Long Term Suspension (1 year or more) ▪ Expulsion ▪ 10 Days Off Campus Suspension

EXHIBIT

**STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

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

The Governing Board of the Mingus Union High School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

- damage to or theft of personal property.

Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

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

Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

JICK-EA ©

EXHIBIT

**STUDENT VIOLENCE / HARASSMENT /
INTIMIDATION / BULLYING**

COMPLAINT FORM

**(To be filed with any School District employee who will forward
this document to the principal or the principal's designee)**

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached

During the hours _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

Specify your complaint by stating the problem as you see it. Describe the incident, the participants, the background to the incident, and any attempts you have made to solve the problem. *Be sure to include all relevant dates, times, and places.* Additional pages may be attached if necessary.

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

Name of person (s) _____

