

# **Combs High School**



**Student/Parent  
Handbook  
2019-2020**



**Combs High School  
Home of the Coyotes  
2505 E. Germann Road  
San Tan Valley, AZ 85140  
(480) 882-3540**

**Administration:**

Chris Farabee, Principal .....	3545
Scott Sheldon, Assistant Principal .....	3554
Scot Schmidt, Assistant Principal.....	3548

**Counselors:**

Brandon Outcalt, Counselor (A-F).....	3555
Jolene Peterson, Counselor (G-M) .....	3552
Brenda Lohr, Counselor (N-Z).....	3553

**Frequently Used Numbers:**

Absences/Tardies .....	7002
Bookstore .....	7301
Cafeteria.....	3544
Health Office.....	7130
Library Media Center .....	7204

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## **J.O. COMBS UNIFIED SCHOOL DISTRICT #44 MISSION STATEMENT**

We are a community of learners collaborating to ensure maximum academic and social growth for all students. We utilize research-based practices and strategies delivered by highly competent employees who are committed to excellence in an atmosphere of mutual respect and trust.

## **COMBS HIGH SCHOOL MISSION STATEMENT**

Combs exists to build a prosperous community through exemplary education and meaningful social interaction.

## **COMBS HIGH SCHOOL MOTTO**

Together we can  
Together we will

## **COMBS HIGH SCHOOL VISION**

Combs, in partnership with the community, is a culture where students maximize their potential and are:

- accepting of all
- lifelong learners
- committed to the service of others
- socially and digitally responsible citizens

## **COMBS HIGH SCHOOL GOAL**

Students will improve their performance in reading, writing, and mathematics with the support of all subject areas.

## **COMBS HIGH SCHOOL VALUES**

**Trustworthiness:** “We demonstrate courage, honesty and loyalty to support family, friends and school.”

**Responsibility:** “We acknowledge, accept and meet our obligations in an environment dedicated to lifelong learning, accountability and perseverance.”

**Citizenship:** “We work for the common good by volunteering, protecting and participating in our community, while respecting authority and the law.”

**Fairness:** “We treat people equally without prejudice or favoritism.”

**Respect:** “We recognize the dignity and worth of each individual with acceptance of diverse cultures, talents and skills that each individual brings to our community.”

**Caring:** “We demonstrate concern for others, showing empathy and compassion for all individuals.”

## **CONTINUOUS NOTICE OF NONDISCRIMINATION**

The J.O. Combs Unified School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at [301 E. Combs Rd., San Tan Valley, AZ 85140](#) or (480) 987-5300.

El Distrito Escolar Unificado de J.O. Combs no discrimina basada por la raza, el color, el origen nacional, el sexo, la discapacidad o la edad de una persona en sus programas o actividades y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. Las consultas pueden dirigirse al coordinador del Título IX o al coordinador del Título II de la Sección 504 / ADA en 301 E. Combs Rd., San Tan Valley, AZ 85140 o [\(480\) 987-5300](#).

## **COMBS HIGH SCHOOL HONOR CODE**

The Honor Code at Combs High School exists to promote honor, respect, integrity and responsibility. The students at Combs High School are committed to behave honorably, respect peers, authority and property, demonstrate integrity and self accountability and will enable others to do so.

## **CAMPUS HOURS**

Office Hours: 6:30 – 3:30  
Campus opens: 7:00 - 3:30  
Class hours: 7:15 – 2:15\*

\*Every Monday students are dismissed at 1:30

## **Early Dismissal Days**

December 19th (Final Exams)  
December 20th (Final Exams)  
May 18th (Final Exams)  
May 19th (Final Exams)

## **Early Release**

Combs High School will be on a weekly early release schedule during the 2019-2020 school year. The school will be on a weekly release in order to provide professional development time for teachers. The early release days will occur on Mondays and release time will be at 1:30 p.m..

## **STUDENT CODE OF CONDUCT**

Please refer to Governing Board policies at [www.jocombs.org](http://www.jocombs.org) or contact your school for more information:

- Student Conduct – JIC
- Dress Code – JICA, JICA-R
- Drug and Alcohol Use by Students – JICH, JICH-R
- Secret Societies/Gang Activity – JICF, JICF-R
- Tobacco Use by Students – JICG
- Weapons in School – JICI
- Student Violence/Harassment/Intimidation/Bullying – JICK, JICK-EB

A search of a student may occur when the administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, school personnel, or property. The search shall be confined to outer clothing, purses, book bags, cell phones and the information contained therein, etc. Any other body search is inappropriate in the school setting.

A Code of Student Conduct is used in our high schools and as a guideline for student discipline. It was developed to help your child receive quality instruction in an orderly educational environment. In addition to appropriate behavior at school, students must exhibit proper behavior on their way to school, on their way home, on the bus, and when participating in school activities. Students who do not adhere to appropriate behavior are subject to both District and school discipline policies. The school needs your cooperation in this effort. Therefore, please

- (1) review and discuss the Code of Student Conduct with your child and
- (2) sign the signature sheet.

Note: Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing or complying with Code of Student Conduct rules.

## **E-MAIL**

Staff members may be contacted through e-mail. In general, all staff have the same ending address. Simply insert the staff member's first initial and entire last name before [@jocombs.org](mailto:@jocombs.org)

## **FINAL EXAMS**

Final exam dates are posted on the school calendar. Pay close attention to these dates as students are not allowed to take their final exams early. Test security is very important and each department gives a departmental final exam. Giving an early exam jeopardizes the integrity of the test. Students can make arrangements to take their exams at a later time. Students have the first 10 school days to complete their missed final exams from the previous semester. The student's absence must be excused prior to or on the date of the absence for the student to be allowed to make up the exam. Students are responsible for making arrangements to make up exams during this time with their teachers.

## **IDENTIFICATION CARDS**

Due to the increased concern regarding student and staff safety, all staff members and students are provided identification cards which must be carried at all times during the school day. ID photos are taken for students entering Combs High School for the first time at no cost. Students must have a current ID to leave campus due to an early release or off-campus pass, check out library materials, when picking up a yearbook, and to conduct bookstore business. **In addition, a CHS ID must be shown to**

gain entrance to all extracurricular activities and to ride district transportation. IDs are the property of Combs High School. If defaced, students must pay for the cost of a replacement ID. Replacement ID cards are \$5.00 and may be purchased from the bookstore during the school year.

## ACADEMIC INFORMATION

### ACADEMIC INTEGRITY

Honesty is a foundation value for success in career and life. Each student has an obligation to think and act with honesty and integrity, and respect the wishes of teachers and others in carrying out all academic assignments. Combs High School has established an Honor Code that all students will sign and be expected to know and follow. Academic integrity encompasses any academic project, paper, performance, quiz, exam or any other work assigned by a teacher for a grade or credit (including optional credit). Cheating, fabrication and plagiarism (**see definitions below**) are all forms of academic dishonesty that will not be tolerated.

- Cheating:** Using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment.
- Fabrication:** Involves the falsification or invention of any information or citation in an academic exercise or assignment.
- Plagiarism:** Refers to using another’s words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another’s work, and for acknowledging and documenting the source appropriately. Violations in carrying out class assignments, including the inappropriate use of the internet, cell phones, PDA’s, calculators, or any other technology, will result in disciplinary consequences.
- Consequences:** The first offense results in a zero on test/work and up to 5 days of ISS; second offense, in that class or any other class over the four years, results in withdrawal from class with an “F”.

### STUDENT RECORDS

Parents have access to their children’s school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.

The policy and procedures for maintaining students’ school records is governed by a federal law, the Family Educational Rights and Privacy Act (FERPA). Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in the child’s best interest.

FERPA and District policy do not require parent permission for release of a specific type of student record information called “Directory Information.” When such releases are for educational school-related purposes the information could include the following:

- Student’s name
- Student’s address
- Student’s phone number
- Date of birth
- Class designation
- Previous district attended
- Student’s photograph
- Achievement or honors
- Extracurricular participation
- Parent’s name
- Serious discipline violations

If you need to prevent us from using Directory Information described previously, notify your child’s principal in writing. Most of the information contained in FERPA is about ensuring that you and students who are 18 years of age or older (“eligible students”) are afforded certain rights with regard to the student’s records. They are:

- The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student’s records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is:



## TITLE IX

The J.O. Combs School District will take all steps necessary to insure that, "The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, color, religion, national origin, handicap, pregnancy, parenthood, marriage, or any other reason not related to the student's individual capabilities."

## GRADUATION

Per district policy, students **must** complete all twenty two (22) graduation requirements to participate in the graduation ceremony; **no exceptions**. Graduation requirements are as follows:

### Subject Area Credits Year (recommended)

English	4	9, 10, 11, 12
Math	4	9, 10, 11, 12
Science	3	9, 10 or 11
Social Studies	3	9, 11, 12
Fine Arts/CTE	1	9, 10, 11 or 12
Electives	7	9, 10, 11 or 12

No more than one credit earned as administrative/library assistant will be counted among the twenty-two required for graduation. All course/online credit and credit received from other approved off-campus programs must be verified by transcript by May 1<sup>st</sup> of the current school year. **Students who have not provided transcripts for credit earned at another institution by May 1st may be excluded from the graduation ceremony.**

## PROGRESS REPORTS

Combs High School will send report cards at the end of each semester. **Grades are available for viewing through Jupiter Grades at any time.**

## JUPITER GRADES

Jupiter Grades is an internet-based portal that allows students and parents to check their current grades and homework online anytime. Everything is updated live *as teachers input grades*. Jupiter Grades is fully compliant with FERPA and COPPA.

Teachers can post homework, announcements and upload worksheets, notes, permission slips, etc. Students and parents can see a homework calendar for all their classes on one page, including any missing assignments, and they can download posted files. Each student has their own digital file locker, so they can easily work on their files from any computer at school or home.

You can access Jupiter Grades from any computer with internet access: Mac or Windows; Firefox, Internet Explorer, Safari, or Chrome. No software or plug-ins to install! The mobile version for iPhone, iPad, Android, and others lets parents and students view grades, homework and guidance on the go.

Grade reports and text messages are sent directly from Jupiter Grades to students and/or parents. Parents can set automatic alerts to be notified whenever a student is absent, missing assignments, or has low grades.

The following are the grade notification dates for Combs High School students:

### Report Card Dates

1 <sup>st</sup>	December 20th
2 <sup>nd</sup>	May 19th

## SCHEDULE CHANGE PROCEDURES

If a student's request for a schedule change **meets** one of the stated criteria listed under **Importance of Accurate Course Selection** on page 9 of the Course Catalog, he/she must complete the schedule change form located in the Counseling Office within the first 2 school days of each semester. Once the form is completed, return to the Counseling Office for approval. The form will be reviewed by the counselor and administration. When the class has been changed, the counselor will give the student a

new schedule. Students are expected to attend classes as they are listed on the original schedule until the new schedule is received from the counselor.

## **ATTENDANCE INFORMATION**

### **ATTENDANCE POLICY**

To report absences please call **480-882-3540 option 1 (available 24 hours a day)**. The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. High school attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Much classroom activity cannot be replicated; class discussion and participation is lost forever to those who are absent.

Students will be disciplined as a result of unexcused absences. Consequences will include any of the following depending on the severity of student noncompliance: in-school suspension, off-campus suspension and withdrawal from class. Students must be enrolled in four credit-bearing classes. Any student dropped from courses due to attendance will be withdrawn from school if their schedule drops below four credit-bearing classes. Students under 16 years of age can be cited for truancy.

### **DEFINITIONS**

- **Absence:** A student will be marked absent for not being in attendance at school when required by law. Excused absence - an absence is excused if a parent or guardian notifies the school. The reason for the absence must be given.
- **School-related absence:** If a student misses class due to a pre-approved school-related activity, it will not count as an absence.
- **Suspension:** The days of suspension do not count as absences for attendance policy.
- **Tardy:** A student is tardy when s/he is not in class when the tardy bell rings.
- **Unexcused absence:** Any absence that is not excused by 2:30 PM on the same day by a parent or guardian. Students will be accountable for information missed. Teachers are not required to issue credit for the work.

### **ATTENDANCE APPEALS**

A student is allowed 9 absences, excused or unexcused per class per semester. On the 10th absence in any class, a student will receive a NC (no credit) for the semester grade in that class.

A student who misses 10 or more classes must have a passing grade on the final exam **AND** appeal to the attendance committee for credit to be reinstated if there are extenuating circumstances (ex: health issues, family issues, college visits, etc).

Appeals will be submitted by the due date. Any absences after the appeal has been turned in **may** make the application void.

Appeal applications are due early so they can be in place should they become necessary.

### **Steps to Complete a Attendance Appeal**

Make sure you are appealing your absence BEFORE the following due dates:

**Deadline to Appeal Non Attendance F for Semester 1: December 9, 2019**

**Deadline to Appeal Non Attendance F for Semester 2: May 11, 2020**

Write a letter "To Whom it May Concern" stating the reasons you were absent from school. Attach proof. For example, if you were at the doctor, attach a copy of the doctor's note. If you were at a funeral, attach the funeral program, etc.

Submit your letter and **copies** of proof to your counselor.

The appeal committee will meet to consider your appeal.

Be patient. This process can take up to 4 weeks.

If your appeal is approved, the grades you received in the NC classes will be restored on your transcripts.

If your appeal is denied you will be responsible for making up those classes/credits.

**MAKEUP WORK-** It is the student's responsibility to obtain makeup work from his/her teachers.

- **Excused absence:** Students will be allowed the number of days absent to make up assignments. Work that was assigned prior to an absence will be due upon return to class. If a class project and/or major assignment has a specific due date and a rubric has been given to the student, that assignment shall be due on the stated date regardless of the excused absence. If the student is absent on the due date, the assignment shall be turned in on the day the student returns to class.
- **Unexcused absence:** Students will be accountable for information missed. Teachers are not required to issue credit for the work.
- **Off-Campus Suspension:** Students are not allowed on campus during this time. Upon return from a suspension, students have the corresponding amount of days to make up all missed assignments.

## **CLOSED CAMPUS**

Combs High School is a closed campus. A closed campus is designed to aid in the safety and accountability of students. Combs practices the following closed campus procedures:

- All students will remain on campus during normal school hours.
- Parents or legal guardians are the only people allowed to sign out their children.
- Students will not be allowed to go off campus for lunch.
- Any student that has parental permission to leave campus must have cleared it through the attendance office.
- Students may not be signed out over the phone by a parent and be sent home with another student.

## **PARENT NOTIFICATION**

- Automated calling system will call daily on all absences.
- Computer generated letters are mailed on the 5<sup>th</sup>, 10<sup>th</sup> and 15<sup>th</sup> school absence.
- On the 10<sup>th</sup> consecutive **unexcused** absence, students may be withdrawn from school.

## **TEACHER RESPONSIBILITY**

- Teachers will complete attendance for each class daily.
- Teachers will make parent contact about attendance concerns.
- Teachers will allow excused students the number of days absent to make up the work when they return unless arrangements are made with the teacher.
- Teachers will hold students accountable for work missed when they return from unexcused absences, but not give them credit for the work.
- Teacher will have makeup work readily available to students with excused absences. After student/parent request, teachers will provide work within 48 hours for parent pick up.
- School related absence – teacher will assist student in arranging a time to take test/turn in assignments prior to the absence.

## **STUDENT RESPONSIBILITY**

- Students are accountable for their absences/tardies and should keep a record of their own absences/tardies so they know the totals at all times.
- For every day absent (excused only), students have one day to make up work.
- School related absence – students must take test/turn in assignments prior to the absence.
- It is the student's responsibility to obtain makeup work from his/her teachers.
- Upon return from a suspension, students have the corresponding amount of days to make up all missed assignments.

## **ATTENDANCE PROCEDURES**

The following is a summary of the Combs High School Attendance procedure:

## **PARENT CALLS**

Only the parent/legal guardian of the student can notify the school of an absence or request an off-campus pass. When a parent/legal guardian calls to excuse their student, the absence is listed as excused and the reason given is documented. **Parent or legal guardian must call on the same day of the absence before 2:30 p.m.**

## **LEAVING CAMPUS**

Parents are expected to **check in with the attendance office prior to a student leaving campus**. Students cannot leave campus during lunch without the parent or authorized person coming into the attendance office and signing them out.

## **UNEXCUSED ABSENCE**

If a parent does not call on the same day of the absence, and the teacher enters the student absent, the computer automatically records that student unexcused.

## **18 YEAR OLD CHECKOUT**

- Students must have a car, valid school parking permit and notarized check out form on file.
- Students may not check themselves out once they have arrived to class. If a student is checking themselves out, they must do so prior to class starting.
- Students must report to the main office, sign out and leave campus. Once a student checks out, they are unable to return to campus unless a parent or guardian is physically present with them to check them in or an email containing proof of guardianship and relevant medical/legal notes.

## **TARDY RULES AND PROCEDURES- (SWEEP)**

Students who are not in the classroom when the bell rings are considered tardy and will be sent to the Sweep room. Students will be expected to complete school work during their time in the Sweep room. It is the students responsibility to communicate with their teachers about any classwork assignments, tests and quizzes to make up during their time in the Sweep room.

An **excused tardy** is defined as late arrival for school because of an appointment such as: doctor, dentist, etc. and the parent or legal guardian calls to excuse the tardy. A tardy will also be excused if a documentable traffic issue that has delayed the students' arrival to class such as: a car accident.

An **unexcused tardy** is defined as a late arrival to school without a parent or legal guardian calling to excuse. Examples of this are: oversleeping, dropping off students at other schools, making stops for food and drinks, car trouble and flat tires. Students that have an unexcused tardy will be sent to Sweep for the remainder of that period.

**Excessive excused/unexcused tardies will result in additional student discipline starting at the 5th tardy.**

## **DITCHING**

If a student is ditching, she/he will receive an unexcused absence ("UA") and has no opportunity to make up the missed test or work. Students will be given a referral for ditching with additional student discipline.

## **ATHLETICS & EXTRA-CURRICULAR ACTIVITIES**

Combs High School offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their school program. Athletic team, club, and class experiences are designed to help satisfy recreational, social, emotional, and extended academic needs and interests of all students.

## **PARTICIPATION REQUIREMENTS**

- The student must have passing grades in all credit-bearing courses. Grade checks are required periodically.
- Students must attend 50% or more of their classes to be eligible to participate in athletics or

activities for that day,.

- If a student has an unexcused absence in any class, she/he cannot participate that day.
- Any student serving In-School Suspension, or Off-Campus Suspension cannot participate in any school related activity the day(s) of the suspension.

## **ASSEMBLIES**

Assemblies and pep rallies are held for a variety of purposes: to teach, to entertain, to display school spirit, to celebrate and to honor various students, teams, clubs and organizations. Members of the audience should respect and show courtesy toward the rights of the performer(s) or speaker(s). All assemblies are considered part of the regular school day. Students are **required** to attend assemblies and arrive on time. **Students who do not attend assemblies are subject to disciplinary action.**

## **OFF-CAMPUS PASSES**

To leave campus a student's parents/guardian must call the attendance office on the day of and prior to the time of the absence to receive an off-campus pass and to be excused. Students must have their ID to leave campus. Students who are ill must report to the nurse. The nurse will make arrangements with the parent/guardian with regard to how the student will get home.

## **ARIZONA INTERSCHOLASTIC ASSOCIATION AND EXTRA-CURRICULAR ACTIVITIES REQUIREMENTS**

*Freshmen, Sophomores, and Juniors* must be enrolled in at least **six (6)** credit classes and have received passing grades in all credit-earning courses. Seniors who are on track to graduate must be enrolled in a minimum of four (4) credit bearing classes to be eligible.

## **ACTIVITY/ATHLETIC ELIGIBILITY**

1. Payment of \$90.00 per activity/sport with a max of \$360.00 per year per family.
2. Registration completed on [registermyathlete.com](http://registermyathlete.com)
3. The student has on file the results of a physical examination and an AIA Brain Book Concussion test indicating that she/he is fully able to compete (A.I.A. activity). Physicals must have been completed after March 1, 2019 for the 2019-2020 school year.
4. The student does not become 19 years of age before September 1st of the school year (A.I.A. activity).
5. The student is academically eligible. Grade checks are required periodically.
6. The student has not been out of school for more than ten consecutive school days (A.I.A. activity).
7. The student does not play on a team other than the high school team during the school's competitive season of the same sport (A.I.A. activity).
8. The student must be covered by extracurricular activity insurance or provide proof of insurance (A.I.A. activity).
9. The student has met residency requirements (A.I.A. activity).
10. If the student is a transfer, she/he must meet the current A.I.A. eligibility requirements.
11. Article 15 of the A.I.A. Handbook states that a student cannot compete in a club team during season.

## **ATHLETIC PASSES**

Athletic passes are sold in the Combs High School bookstore and allow free entrance to all regular season home events. A student athletic pass is \$15.00, an adult single athletic pass is \$50.00 and the "Coyote Family" athletic pass, which allows entrance for up to six immediate family members, is \$200.00.

## **INSURANCE**

J.O. Combs Unified School District (JOCUSD) students may purchase an insurance policy which covers nearly every kind of accident which might occur during the school day. Twenty-four hour accident coverage may also be purchased for your student. Students who participate in activities governed by the A.I.A. may obtain extended coverage, on a yearly basis, which will cover every activity or sport except football. Students participating in football will be required to purchase extended coverage each year. The JOCUSD will accept waivers from families with existing insurance coverage. Please contact your local campus bookstore for fee information.

## **SPORTSMANSHIP**

**The following actions constitute good sportsmanship from students, staff, parents and**

### community members:

1. Provide positive cheering and other moral support for our team members.
2. Show respect for game officials and refrain from any unsportsmanlike act directed toward them.
3. Censure fellow students whose behavior is unbecoming.
4. Refrain from applauding errors by opponents or penalties inflicted upon them.
5. Refrain from criticizing players or coaches for loss of a game.

### **The following actions shall constitute grounds for removal from the particular event and/or restriction from attendance at further events and possible school discipline:**

1. Disrespect to either home or visiting participants and spectators.
2. Disrespect to school, security officials and game officials.
3. Throwing of any objects, including confetti, at any time.
4. Disruption of the game by a digital device.
5. Use of profane language, obscene gestures or similar behavior.
6. Being under the influence of alcohol or drugs.
7. Damage or abuse of school property.
8. Actions which are a potential hazard to health, safety, or well being of spectators or participants.
9. Other inappropriate behavior deemed sufficiently repetitive, flagrant, or severe by the staff.

**Students, staff members, parents and community members should remember that all school rules and regulations are in effect at all school events.**

## **ATHLETIC SPORTS FOR THE 2019-2020 SCHOOL YEAR**

### Fall Sports

B/G Cross Country	Football
B/G Golf	Girls Volleyball
B/G Swimming	Pom
Cheer	

### Winter Sports

B/G Basketball	Cheer
B/G Soccer	Pom
Wrestling	

### Spring Sports

Baseball	Softball
B/G Track	Boys Volleyball
B/G Tennis	Girls Sand Volleyball

## **RELEASE HOURS**

*Students granted release time must leave campus as soon as their release time starts. Students involved in extracurricular activities or clubs will need to leave campus and return to school at the end of the school day for practice or meetings. Students will not be given a pass to remain in the library or in a staff member's office during release time in order to attend practice or club meetings. Parents must ensure students have reliable, daily transportation. Students with release time may not stay on campus and ride the bus home under any circumstances.*

In order to leave campus during the school day, students must show their school ID. These can be obtained from the book store. Releases are only allowed to students for religious instruction and by approval of the Principal.

## **DANCES**

Dances sponsored by clubs or organizations within the school will be held throughout the year. **Students must show a current CHS Identification Card or be identified by a CHS staff member.** Students are not allowed to leave and re-enter a dance under any circumstances. Guests are permitted for dances with a guest pass. Guest passes are available through the Administration Office. Guest passes are required for all non-CHS students and must be signed by Administration for approval prior to the dance. All school rules are enforced during dances. Students must dance appropriately. All dances will end at the scheduled time with the exception of Prom which will end at 11:00 p.m.

## **BOOKSTORE**

The Bookstore is open Monday through Friday from 6:45a.m. to 12:15p.m., and 1:00p.m. to 2:45p.m. A CHS student identification card is required in order to pick up yearbooks and dance pictures, receive

refunds for class fees, or obtain a book. All fees (class, club, athletic etc.) are payable through the bookstore with credit/debit card, cash or check made payable to CHS for the amount of purchase only. Students are reminded to retain their receipts for all purchases.

Textbooks will be distributed during summer registration. Books issued are the responsibility of the student and must be returned to the bookstore if a class is dropped or at the end of the school year. Damaged or non-returned books must be paid for by the student at the bookstore.

### **AZ SCHOOL TAX CREDITS**

If you are an Arizona Taxpayer, you can donate up to \$200.00 per year (\$400.00 if married filing jointly) to public schools in support of extracurricular activities, and when you file your Arizona taxes, you will reduce your tax liability dollar for dollar! Essentially, tax credits are prepaid taxes, except YOU choose where your tax dollars are spent.

You can designate your contribution to pay for any school sponsored activity that requires enrolled students to pay fees to participate, such as extended field trips, sports, band, drama, art, science labs, technology-- even Kindergarten tuition. For more information, visit [www.JOCombs.org](http://www.JOCombs.org).

### **LOST AND FOUND**

The lost and found is located in the bookstore. All lost or found articles should be reported to the bookstore. All unclaimed articles will be given to Goodwill at the end of each semester. If items are stolen, see security immediately and fill out a report.

## **CAFETERIA**

J.O. Combs School District participates in the National School Lunch/Breakfast program. Nutritious meals are served each day. All meals served must meet patterns established by the U.S. Department of Agriculture. **All food and beverages sold on campus must meet Smart Snack Requirements.**

### **FREE/REDUCED APPLICATIONS**

One application per household is needed each year. You will be notified in writing of your status. Please allow 10 days for response. Qualifying students receive one breakfast meal and one lunch meal daily. Applications are accepted anytime during the year.

### **MANAGEMENT OF LUNCH ACCOUNTS**

Charging accounts is not allowed. Students are notified at least 3 meals before they run out of money. Each time they purchase a meal the computer will alert them they will need money. Please talk to your child about remembering to let you know when accounts get low.

### **EZSCHOOLPAY.COM**

On-line payment option. You will need to call 480-987-5312 for your student's ID number to begin. Checking your student's account balance is a great benefit on-line.

### **FUNDRAISERS**

Fundraisers for food/drinks/snacks must be submitted to Food Services for a waiver at least two weeks prior to the fundraiser date. For more information on fundraisers please contact The Food Service Department.

### **FOOD ALLERGIES**

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA required form. Forms are available from the school cafeteria manager, school nurse, or district office. They must be completed and signed by a physician. A new form is required each year. Parents and nutrition service staff are encouraged to make the school office aware of all students' allergies.

### **PRICES**

Breakfast: Paid student \$1.25, reduced student meal \$.30

Milk: \$.50

Water: \$.75

Lunch: Paid student \$3.40 combo meal, reduced student meal \$.40

Various a la carte items available

## **MENUS**

Visit our website at [www.jocombs.org](http://www.jocombs.org)

## **RETURNED CHECKS**

A \$25.00 fee is charged for each returned check. The students account will be affected if fees are not paid.

## **CELL PHONES, ELECTRONIC/DIGITAL DEVICES**

In order to maintain the classroom as a place of rigor and relevance, CHS has adopted a policy to limit classroom disruptions.

Electronic devices that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school. The only exception to this policy shall be items brought to the classroom for instructional related activities that are supervised by the classroom teacher.

In addition, students may possess cell phones/electronic devices for use before school, passing period, lunch, and after the school day, but their use during the school day is strictly prohibited unless the teacher is allowing you to use the device for educational purposes. **Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls.** Cell phones/electronic devices must be turned off and kept out of sight during class time. The student bears total responsibility for safeguarding their cell phone/electronic devices. If an emergency occurs during the school day, a parent/guardian should contact the office immediately. Students will be immediately contacted and brought down to the office, if requested. Students may continue to use cell phones before or after school hours to communicate home and arrange rides. We recognize that technology is a part of the fabric of life today but rather than ban cell phones, we are opting to have reasonable limits to its use.

If a student violates the policy, any staff member may confiscate the device and turn it into to the office. Only the student's parent or guardian listed on the emergency card with proof of identity may reclaim the device. CHS assumes no responsibility of the device. The administration recommends that students avoid bringing these items to school because the CHS administrators cannot treat reports of these non-essential devices as a high priority.

## **FOOD AND DRINK**

Food and drinks including gum, except capped, bottled water, are not allowed in classrooms. All food and drink dropped off needs to come through the front office, not through the gates. We will not accept food deliveries from businesses or delivery services for students during lunches, except from the students parents.

## **DELIVERIES/MESSAGES**

To minimize classroom disruption, **the school does not deliver packages, flowers or other items to students during the school day.** At lunch, a space will be provided for parents to exchange/leave items for their student. It is the responsibility of the parent/guardian to contact their student to pick the item up in the main office. Due to the need to focus on school issues, the staff of the main office can not call a student over the public address system. At the end of the school day, all perishable items will be thrown out and non-perishable items will be taken to the bookstore and placed in lost and found.

Students should not bring balloons and flowers to classes because of student allergies. Phone messages will not be delivered except in case of an emergency. Transportation changes between student and parent are not considered an emergency.

## **DRESS CODE**

### **DRESS CODE/STUDENT AND PARENT RESPONSIBILITY**

It is the belief of the faculty and administration that school pride and image are influenced by the general appearance of our students. Additionally, Combs High School expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within our school.



Students are expected to dress appropriately and in good taste. **Any article of clothing or style of dressing that interferes with instruction is considered inappropriate** If a student or parent has any questions about whether specific attire or accessories are in compliance with this Dress Code, they should contact an Assistant Principal prior to wearing such attire or accessory to ensure compliance.

## **CHS RESPONSIBILITY**

On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code. We want to provide the freedom for students to express themselves within the set of parameters listed.

## **DRESS CODE GUIDELINES**

### **PANTS, SKIRTS, SHORTS, ETC.**

- Pants must be worn at the waist, sagging pants are not allowed.
- Student's undergarments should not be visible to others. Pants, shorts or skirts must cover bras underwear at all times. Shirts or blouses must cover bras and bra straps.

### **SHIRTS, TOPS, BLOUSES, ETC.**

- School appropriate clothing should cover the student's stomach, back and chest. In other words, shirts and other tops must meet the pants/slacks/skirts with no exposure of stomach, back or sides.
- Shirts or blouses must have shoulder straps of at least 2 inches, no spaghetti straps. No strapless shirts or tube tops will be allowed.
- No see-through shirts or necklines that expose any cleavage.

### **HEAD COVERINGS**

- Exceptions for religious reasons only.
- Hoodies can not be worn on campus or in class during school hours. For everyone's safety, we must be able to identify each person on our campus.

### **INAPPROPRIATE DRESS**

- Attire or accessories which advertise, display, and/or promote drugs, alcohol, tobacco, gang activity, violence, sexual activity, disrespect, lewd, vulgar, or obscene language, and/or bigotry toward any group or person.
- Bandanas may not be displayed in pockets/backpacks or worn at any time.
- Clothing, jewelry and personal items (backpacks, binders, gym bags, purses, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothes cannot be worn with excessive holes or tears that display an inappropriate amount of the back, chest, stomach and buttocks.
- Appropriate shoes or sandals must be worn at all times.
- Sunglasses may not be worn in school buildings.
- Students must comply with dress code on spirit days, at extra-curricular activities and school events.

### **CONSEQUENCES**

Any student violating this policy is subject to disciplinary action. In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school and/or parent.

## **COUNSELING**

The Counseling Department mission is to ensure that all students acquire the national and state guidance standards in the areas of academics, post-secondary planning and career options. Academic

Guidance is the primary responsibility or role that each counselor assumes. Counselors also provide social emotional support for students and provide resources for long-term support.

**Each counselor:**

- aids with academic and post-secondary and career planning; (ECAP)
- maintains credit checks of students and maintains a plan for graduation;
- registers students for the upcoming school year;
- registers new students throughout the year;
- handles schedule change requests;
- provides academic support; i.e., tutoring requests, study skills help, etc;
- schedules and facilitates requested parent/teacher conferences;
- coordinates study team evaluations/screenings;
- coordinates 504 plans and communicates with teachers.
- writes letters of recommendation and aids in the college application process;
- aids with personal/social issues and referrals

A counselor is available and “on-call” each day to enroll new students, meet with parents that walk in without an appointment and need assistance, assist administrators and for student crises and emergencies. Combs’ Guidance Department welcomes students to use the resources that are available in the Guidance College and Career Computer Center. We encourage students to listen to the daily announcements and newscasts that announce the most updated Guidance information. Feel free to come into the Guidance Center, meet your counselor and explore all of the college, career, scholarship, and military aids that are available.

## **HALLWAY EXPECTATIONS**

### **HALL PASSES**

**All students must have a pass from a staff member to be in the halls. No passes will be given the first and last 10 minutes of class so teachers can take attendance.** This applies to all students including teacher assistants, student council members, and newspaper staff members.

Students who do not return to class within a timely manner may receive disciplinary consequences from an administrator.

While classes are changing, many students are moving through the CHS hallways and sidewalks. While classes are in session, the hallways and sidewalks should be empty except for those students with a pass. **During lunch time, students are not allowed in the buildings without a pass.** The rules of conduct set forth below are established not only for instructional reasons, but for reasons of safety, cleanliness, comfort and convenience. The need to be considerate of other people and to respect their “space” is essential. Students should never use profane or vulgar language, should never run, yell, scream, or make excessive noise while in the halls.

## **HEALTH SERVICES**

A full-time Registered Nurse (RN) is available to students during the school day. Students who need to see the RN **MUST** have a written pass from their teacher. Students who do not have a pass will be sent back to class. Students must sign in as they enter the nurse’s office on the sign in log. Students who are ill and need to be picked up by their parents or designee must sign out with the front office. Any student with a **medical problem** (i.e. seizures, asthma, diabetes, or heart problems) should report the problem to the nurse. Students who require medication during the school day must have their medication brought in by a parent/guardian in the original current prescription bottle and must have a parental medication release signed by their parent/guardian and the prescribing physician. The nurses office does not stock any supplies to treat asthma, diabetes or severe allergic reactions

The nurse **is not responsible** for assuring that students take their medication while at school and is not required and may be unable to call students down that miss their dose. Students may not carry medications while on campus; they must be kept at the RN’s office. Remaining medication must be picked up at the end of the school year by a parent or guardian, or it will be disposed of.

Students may carry inhalers and epi-pens at any time, but a signed parental/guardian medication release must be on file in the RN’s office. All medication releases are good for the current school year only and must be renewed annually.

Students with **diabetes** will be permitted to have immediate access to blood glucose testing equipment with them at all times if those accommodations are medically based upon appropriate documentation. Diabetic students should carry snacks and juice with them at all times as these items are not available at the nurse's office.

In order to be **excused from PE**, the student must bring a signed note from their parent/guardian to the RN. If there are more than three consecutive absences, a signed Physician's excuse **must** be given to the RN that states how long the absence will remain in affect. Students who have an accident or injury at school need to report it to the RN immediately.

## **IMMUNIZATION REQUIREMENTS**

*Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. **Students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided.***

## **LIBRARY MEDIA CENTER**

The Combs High School Library Media Center opens at 7:00 a.m. and closes at 3:00 p.m. For half-days, teacher in-service days and testing days, the library will close at the end of the **scheduled school day**.

## **CHECKING OUT MATERIALS**

- A Combs ID card must be shown
- Books can be checked out for three (3) weeks; must be renewed every 3 weeks if you need more time. They can be renewed for a maximum of six (6) weeks.
- Any book out over six (6) weeks results in a referral
- Students are limited to three (3) checkout items that are not textbooks, however, all three (3) items may not be nonfiction (in case several students are trying to research the same topic).
- No fines are assessed for overdue books, but no more checkout of materials until overdue books are returned
- Students **MUST** pay for lost or damaged items

## **LIBRARY COMPUTERS**

The main use of the library computers is for educational research. Staff members reserve the right to ask users to relinquish use as warranted, especially if the student is in violation of the J.O. Combs District Technology Agreement.

## **EXPECTED BEHAVIOR IN THE CHS LIBRARY**

The Combs Library rules of behavior are designed to protect the rights and safety of our students, faculty, and staff as they relate to the proper use of the library. Library rules of behavior are enforced in accordance with the Combs Student Code of Conduct as specified in this handbook.

- Use the Library to study, to read, or to do research for class assignments.
- Work in a manner that allows others to concentrate; disruptive behavior may result in the loss of library privileges or expulsion from the library.
- Follow school policies.
- Leave your food and drink outside the library.
- Respect not only the staff and other students, but also the library materials and furnishings.
- **YOU** are responsible for the proper treatment and return of all materials used.

## **MOVIES**

Combs High School students may view movies periodically throughout the school year. The movies viewed may be rated up to PG13.

## **OFF-CAMPUS JURISDICTION**

In accordance with state law, violations in conduct by students going to and from school functions could result in disciplinary action. School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school and release periods. A student may be

disciplined by the school for any misconduct while off campus at the times specified above.

## **STUDENT PARKING**

Students must fill out a parking permit application in the bookstore and all information, including copies of student's drivers license and proof of insurance., must be complete and accurate before a permit will be issued. Combs High School is not responsible for loss resulting from damage or theft of student's vehicles or its contents.

- Parking tags are nontransferable. Students and/or parents cannot sell or give away parking rights.
- Parking rules will be enforced for the safety of the drivers and pedestrians. Violations may result in the loss of parking privileges and/or school discipline.
- The permit displayed in the car must match the vehicle description on file associated with the permit number.
- Students must have their parking permits displayed at all times while on campus.
- If a student has early release, s/he must provide a student ID in order to leave campus.
- Students are encouraged to carpool **if parents find this acceptable**; however, the driver is responsible for passenger behavior. **Parking privileges may be lost due to passenger misbehavior.**
- Loss of parking privileges may include, but are not limited to the following: Reckless driving, transporting alcohol, illegal substances or weapons, failure to drive courteously, failure to provide adequate seating for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles and **leaving campus without approval.**
- Students need to remember all of their belongings, as they will not be able to go to their vehicle unless Security is available.

## **FEES/REFUNDS**

The parking permit fee is \$50 for the entire school year, or \$25 per semester if a student obtains their license midway through the year.

- Students who forfeit their parking privileges due to infractions of school rules will **NOT** receive a refund.
- There is a replacement fee for lost permits.

**Note:** Students without parking permits **will not** be permitted to park on campus.

## **CONSEQUENCES**

Students who park on campus without a parking permit may have their car booted. Motorcycles without a permit may be chained. Student will be assessed a \$25.00 fee for having the boot or chain removed. Students will have an option to buy a parking pass at that time plus pay the boot fee. Students will be referred to an administrator for consequences if more than one incident of parking on campus without a permit is reported.

## **PERSONAL TRANSPORTATION**

- Bikes must be locked in a designated bike rack.
- No skateboards/razors are allowed on school property and must be stored with an administrator.

## **PEDESTRIAN SAFETY**

Students are expected to cross streets at the crosswalks. Concern for the safety of students while walking as well as driving requires that this procedure be followed.

## **MISCELLANEOUS ITEMS**

### **TELEPHONE USAGE AND MESSAGES**

Only in the case of an emergency, and with a pass from a staff member, may a student receive permission to use an office phone. Due to our busy days, **ONLY EMERGENCY** incoming telephone

messages will be taken for a student. Messages will be given at a time when classes are not in session. Students may call from the classroom with a staff member's permission.

### **ELEVATOR KEY POLICY**

In order to check out an elevator key, the injured or disabled student must meet with the school nurse to obtain approval and agree to abide by the following rules. The key is to be checked out from the administrative office.

1. No one other than the injured student may use the elevator. If the student allows others to ride the elevator, she/he could be suspended for insubordination.
2. Students must sign an agreement form in order to use the elevator.
3. A \$15.00 security deposit will be held until the key is returned.
4. When the key is returned by the agreed upon date, the deposit check will be returned. If the key is not returned, the checked will be deposited and the student will forfeit the refund.

### **EMERGENCY PROCEDURES**

State law requires all schools to practice drills. The purpose of these drills is to acquaint all students with the different exits depending on the area he/she may be in at the time of the drill. In case of a drill, students are asked to exit in an orderly efficient manner. Emergency protocols are published and made available to all staff. Staff is trained and both personnel and students drills on a regularly scheduled basis.

### **FALSE ALARMS**

If it is determined that a false alarm has been reported, the student will be subject to school discipline and a referral to law enforcement will be made.

### **VISITOR INFORMATION**

Parent/guardian visitors to Combs High School are welcome during business hours which are Monday through Friday from 6:45 a.m. until 3:00 p.m. All visitors must receive permission from the administration to be on campus. Visitors must report to the main office immediately upon arrival on campus and receive permission from administration to be on campus. Those approved will be issued a visitor pass.

Any non-registered visitor without a pass will be asked to leave and considered Trespassing. Students are not allowed to bring visitors without prior approval of an administrator.

### **VANDALISM**

Defacement of any school property will require repair of the damage and/or monetary restitution to the school district by the parent or guardian of the student, in accordance with Arizona State Law. Students caught vandalizing school property will be disciplined in addition to providing monetary restitution.

### **VOICE MAIL**

Combs High School has a voice mail system with which to communicate with parents, students and community members. The messaging system is not meant to take the place of personal interaction. Rather, it is hoped the system will enhance the ease with which we are able to communicate. To access the system, dial 480-882-3540 and follow the tutorial message. Please listen to the entire message before making your selection. If at any time you have trouble or need to speak with a person, simply dial 0. Comb's voice mail system includes an attendance line and faculty/staff voice mailboxes.

### **VOLUNTEERS**

Combs volunteer program utilizes the donated time and talents of parents/guardians and community members. Volunteers can be seen in a variety of positions around campus. All of us at Combs are truly indebted to these generous people. If parents/guardians would like to volunteer, please contact the front office.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public display of affection (PDA) is prohibited. The school recognizes that genuine feelings of affection may exist between two individuals; however, students should refrain from inappropriate behaviors on campus or at school related events.

### **SEXTING/DISTRIBUTION OF PORNOGRAPHIC MATERIALS**

Sexting is defined as the act of sending sexually explicit messages or photographs electronically, primarily between cellular devices. Students who possess or distribute these materials may receive disciplinary action from an administrator and a possible referral to law enforcement.

## SENIOR WALK

Senior Walk honors Combs seniors who have made outstanding contributions to the Combs community. If selected, honoree names will appear in a special program, as well as appear on the Senior Walk banner and be honored during the Homecoming Assembly and during halftime at the Homecoming Football Game. Homecoming King and Queen are selected from members of Senior Walk and are crowned during halftime at the game. Senior Walk candidates must meet certain criteria and students need to begin their **freshman year** in order to qualify:

- 3.25 GPA
- No history of chronic behavior and/or attendance referrals.
- Participated in documented community service during each year of high school. Students must have 30 hours each year and have documented community service with at least three different organizations/places (120 hours total).
- Have been involved in two extracurricular sports and/or activities each year at CHS.

## TECHNOLOGY USE AGREEMENT

The J.O. Combs Unified School District requires that all students and a parent/guardian sign a district technology use agreement **before** using school computers. The technology use agreement form can be found in the J.O. Combs Student Policies and Regulations handbook. **Students who violate the technology use policy will lose computer privileges. The purpose of school computers and equipment is for educational use only.**

**Student use of computers and equipment is a privilege, not a right.** Any other use of school computers will result in loss of computer use privileges for an entire school year. A second offense will result in loss of computer use privileges for the remainder of your high school years.

**Personal laptops are NOT allowed on campus.**

### *Electronic Information Services User Agreement*

**Acceptable Uses.** I understand and agree as follows:

1. The EIS System has been established for a limited educational purpose and may only be used for educational purposes. The term "educational purposes" includes classroom activities, career or professional development, limited high-quality personal research and other work related purposes. I may not use the system for entertainment purposes (unless specific written permission is given for this purpose), commercial purposes or political lobbying. I am expected to follow the rules set forth in the District's disciplinary code and the law. In addition to this Agreement, use of the EIS System is governed by Governing Board Policy IJNDB and Administrative Regulation IJNDB-R, copies of which are available at each school office.
2. The EIS System has not been established as a public access service or a public forum. Therefore, the District has the right to place reasonable restrictions on the material accessed or posted through the system. I am expected to follow the rules set forth in the District's Policies and Administrative Regulations and the law. I realize that all E-mail can be recorded and stored along with the source and destination of the E-mail, and that messages are not necessarily deleted when I delete them.

**Unacceptable Uses:** To prevent unacceptable use of the EIS System, I understand and agree as follows:

### **1. Personal Safety or the Safety of Others**

- a. I will not post contact information about myself or others (i.e., names, addresses, telephone numbers, school address, etc.)
- b. I will not meet with someone I meet online.
- c. I will promptly tell my teacher or school principal if I receive any message that is inappropriate or makes me feel uncomfortable.

### **2. Illegal Activities**

- a. I will not attempt to gain unauthorized access to the EIS System or any other computer system through the EIS System or go beyond my authorized access. I will not attempt to log in through another person's account or access another person's files.
- b. I will not attempt to disrupt the EIS System or destroy data by spreading viruses or by any other means.

- c. I will not use the EIS System to engage in any other illegal or inappropriate acts (drug or alcohol purchase, distribution or sale, criminal gang activity, threatening conduct, etc.).

### **3. Plagiarism and Copyright Infringement**

- a. I will not plagiarize works I find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were mine.
- b. I will respect the rights of copyright owners. Copyright infringement would occur if I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate uses of that work, I will follow those requirements. If I am unsure of whether I may use a work, I will request permission from the copyright owner. I will ask a teacher or EIS System administrator if I have questions.
- c. I will not download copyrighted music or video content or use the Districts resources to Reproduce or share copyrighted content unless authorized by an EIS System administrator.

### **4. Language**

- a. I will not use obscene, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. I will not post information that could cause damage or danger of disruption to the educational environment or operations of the District.
- c. I will not engage in personal attacks, including prejudicial or discriminatory attacks on individuals or groups. I will not harass others. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by someone to stop sending them messages, I will immediately stop.
- d. I will not knowingly or recklessly post false or defamatory information about a person or organization.
- e. I will not post chain letters or engage in "spamming" (sending unnecessary messages to a large number of people).

### **5. System Security**

- a. I am responsible for my individual account. I will not provide my password to another person or use another person's password unless I have obtained prior written permission to do so from my teacher (for a student) or an EIS System administrator (for an employee).
- b. I will not permit another person to use my account or use another person's account unless I have obtained prior written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
- c. I will immediately notify my teacher or the EIS System administrator if I have identified a possible security problem.
- d. I will not download any software unless I have obtained prior written permission to do so from my teacher (for a student) and an EIS System administrator (for an employee).
- e. I will follow the District virus protection procedures when downloading software that I have been given prior written permission to download, to protect against the inadvertent spread of computer viruses.
- f. I will not attempt to harm or destroy data of another user or any other agencies or networks connected to the EIS System. This includes, but is not limited to, uploading or creating computer viruses.
- g. I will not attempt to repair or relocate District owned Technology Resources without prior written approval. All requests for repair or service will be channeled through the District Technology Services.
- h. I will have all portable information systems and educational technology resources assigned to me (such as notebook computers and peripheral or companion devices) at allocated sites during school hours unless prior written approval has been received.
- i. I will receive permission from the District Technology Services Department prior to adding a personal device to the WiFi network.

### **6. Inappropriate Transmission of and Access to Material**

- a. I will not transmit or access material that is profane or obscene (i.e. pornography), that advocates illegal acts, or that advocates violence or discrimination towards others (i.e. hate literature).
- b. If I mistakenly access inappropriate information, I will immediately tell a teacher (for a student), or my supervisor (for an employee) so they know I did not intentionally access the information.
- c. I will transmit communications using only District approved and District managed communication systems. I will not use free, web-based mail, messaging, videoconferencing or

chat services, except in special cases where arrangements have been made in advance and written approval has been received by the District's authorized supervisory personnel.

- d. The development and posting of all web pages or personal sites must be pre-approved in a manner specified by the District's Technology Services Department. Material placed on web pages must relate to school and career preparation activities.
- e. I am responsible for any expenses incurred while using services or products not authorized by the District.

#### **7. Appropriate Email Use**

- a. I will be brief. Few people will bother to read a long message.
- b. I will use accurate and descriptive titles in my communications, so people will know what is about before they read it.
- c. I will address the most appropriate audience for my message, not the widest.
- d. I will remember that humor and satire is very often misinterpreted.
- e. I will remember that if I post to multiple groups, I will specify all groups in a single message.
- f. I will site references for any facts that I present.
- g. I will not attack correspondents; I will persuade them with facts.
- h. I will exercise good judgment and care to ensure that I do not repost messages or otherwise use the EIS system in a manner that will embarrass, hurt or harm others.
- i. I will send professional messages, use spell-check, use correct grammar and appropriate punctuation in all e-mail communications. Writing in all capital letters is perceived as "yelling" the message..
- j. The Superintendent or the Principal must approve an "All User" e-mail prior to transmission.

#### **My Rights**

I understand that the District may restrict my speech for valid educational or business reasons. The District will not restrict speech on the basis of a disagreement with my opinions. I understand and agree that:

1. I have **no right of privacy** with respect to the EIS System, including software, E-mail or Internet access. My parents can request to see the contents of my E-mail files at any time (applies to students under 18 years).
2. Routine maintenance and monitoring of the EIS System may lead to discovery that I have violated District Policies, Administrative Regulations, this Agreement or the law.
3. An individual search will be conducted if there is a reasonable suspicion that I have violated this Agreement, District Policy, Administrative Regulation or the law. The investigation will be reasonable and related to the suspected violation.
4. The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted using the EIS System.
5. If I am alleged to have violated this Agreement, District Policy IJNDB or Administrative Regulation IJNDB-R or the law in my use of the EIS System, I will be provided with notice of the suspected violation and an opportunity to present an explanation of what occurred. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, it will be handled in a manner described in the disciplinary code.
6. The District reserves the right to restrict or revoke my use of the EIS System at any time, if deemed within the District's best interest.

#### **TRANSPORTATION**

Students who walk, ride with another student, or ride a school bus to or from school are expected to exhibit good behavior. Combs High School has the authority to correct any act of misbehavior that may take place as students travel to and from school. Misbehavior while traveling will be dealt with in accordance with the severity and frequency of the incidents.

#### **School Bus Conduct**

Bus transportation will be available to students living outside a 1.5 mile radius of the school. **Out-of-District students may be eligible to ride the buss. Students will need to contact transportation to determine the closest bus stop to their house.** Bus route information may be obtained at [jocombs.org](http://jocombs.org) website by clicking on the bus stop locator link and entering the address of residence or by calling the Transportation Department at 480-987-5309 and press option #1 for dispatch.



- All eligible bus riders will receive a transportation mailer prior to the start of school advising of bus stop locations, pick up time, and drop off time.
- CHS students MUST show their school ID, in the morning and afternoon once ID's are issued.
- Students must load and unload at their designated bus stop. Riding to or from school on alternate routes requires a written approval from home as well as a stamp from the CHS office.
- All students who ride a school bus are responsible for behaving in accordance with the District Transportation Policy. **Bus riding is a privilege ~ not a right!**

## **J.O. COMBS SCHOOL BUS REGULATIONS**

Refer to Policy JICC, JICC-R, JICC-EA, JICC-EB or contact your school for more information.

The District provides bus transportation for all students who live one mile or more from school. For High School and Middle School it is one and one half miles. For safety reasons, the District encourages parents to supervise their children at the bus stop.

Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to loss of transportation privileges.

### **Behavior on the School Bus and at the School Bus Stop**

For the purpose of providing safe transportation for all students the following guidelines must be observed:

1. Students are to obey the bus driver at all times
2. Students should stand off the roadway while waiting for the school bus.
3. Students are required to be at their scheduled bus stop at least ten (10) minutes prior to their scheduled stop time.
4. Students must cross the roadway ten (10) feet in front of the school bus, at the direction of the bus driver.
5. Students may only ride on their assigned route unless a parent/guardian has written a note and it has been stamped, dated, and initialed by the school office. Most buses can not accommodate additional riders.
6. Students must board and depart only at their designated bus stop
7. Act respectful and appropriate while waiting for the school bus.
8. Give your proper name when requested by the bus driver or monitor.
9. Remain seated at all times while the bus is in motion.
10. Remain silent at railroad crossings
11. No food or drink except water bottles on the bus.
12. Students shall not carry or consume any controlled substance or any beverage containing alcohol.
13. Students may not write on seats, or vandalize district property. Parents will be held responsible for repairs or replacements.
14. No glass containers will be allowed on the school bus.
15. The school bus shall not transport any animals, or reptiles of any kind on the school bus this includes school projects.
16. Students shall not carry on or transport in a school bus an explosive device, gun, knife, or weapon of any kind.
17. Students shall not carry a skateboard, roller blades, scooters, or balloons on the school bus.

### **Depending on the offense the criteria for disciplinary action is as follows;**

- Verbal Warning on bus and/or student conference with transportation discipline representative.
- Student conference with transportation representative and phone call home to parent/guardian
- On campus consequence or suspension from bus riding privilege depending on seriousness of actions.
- Revocation of riding privileges for remainder of semester
- Physical altercations between students on the bus may result in immediate bus suspension and will be turned over to site administration immediately.

**Consequences will be given on a case by case basis but the above criteria will be the guideline.**

## **GANG ACTIVITY**

A gang is two or more people whose activities violate the law or school rules. Gangs 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. Students who participate in gang related activities will receive school discipline and a referral to law enforcement.

## **COMBS STUDENT DISCIPLINE**

### **CHS CODE OF DISCIPLINE**

Combs High School is committed to the development of the whole person; intellectual and physical, with emphasis on the development of good character. With this in mind, Combs embraces high expectations for students in the classroom, as well as participating in activities and athletics. By striving to achieve these expectations, students will develop the necessary self discipline and learning competencies required for continued success in the world of higher education and in their careers. In addition, these beliefs help to ensure a positive classroom and school environment that is; safe, orderly and supportive of learning. The disciplinary guidelines in the handbook enable the staff to maintain this level of expectation, and it is important that parents and students understand the individual responsibility and accountability required for maintaining civility in all aspects of life at Combs High School.

### **NOTICE TO PARENTS REGARDING STUDENT DISCIPLINE**

In some situations teachers may temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with rules established for the referral of students and under the conditions of A.R.S. 15-841, when applicable. Under A.R.S. 15-843, disciplinary policies involving the confinement of students will require prior written parental notification. If applicable the prior written notice will occur either in the I.E.P. process or in a written student behavior contract. The School is exempt from prior written parental consent if a school principal or teacher determines that the student poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian by the end of the same day that confinement was used (Policy JK, Student Discipline).

### **CHS utilizes several forms of disciplinary consequences including:**

- **Lunch Detention (LD)**- LD is utilized as a lower level disciplinary consequence. The student reports to the ISS room during his/her lunch. Students will be given the opportunity to eat after the lunch detention has been served. Students are not allowed to sleep, talk, or be unoccupied. The focus is on utilizing time to complete school work.
- **In-School Suspension (ISS)**- ISS may be utilized as an alternative to out-of-school suspension which is prescribed by Combs High School disciplinary procedures. The administrator may elect to assign ISS as a means of providing a constructive, educationally related consequence for specific discipline categories. When assigned ISS, the student reports to a classroom within the school that is maintained as a strictly quiet area where the student works on assignments that are brought to the ISS room. Students are not allowed to sleep, talk, or be unoccupied. Students remain in the ISS room all day. Lunch and bathroom breaks will be supervised. The focus is on utilizing time to complete school work. ISS is supervised by a staff member at all times.
- **Off-Campus Suspension (OCS)**- OCS is used for higher level/chronic discipline (10 days or less). When suspended, students cannot participate in any school-related activity or be on any campus in the J.O. Combs School District. Any work missed can be made up for full credit and the absence(s) does not count against the ten allowed per the attendance policy.
- **Conference**- Student will have a conference with a staff member to address an inappropriate student decision that has occurred.
- **Copying Student Handbook/Administrative Assignments**-Students may be required to copy various sections of the student handbook and/or complete administratively determined academic assignments to assist the student with changing behavior and making appropriate decisions.

### **GUIDELINES FOR SELECTED OFFENSES/RECOMMENDED DISCIPLINARY CONSEQUENCES**

These are minimum recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be greater at the

administrator's discretion.

- \* White- consequence is an option for this offense
- \*\* Black- Consequence is not an option for this offense

Offense	Lunch Detention 1 - 3 Days	Lunch Detention 4 - 5 Days	In School Suspension 1 - 5 Days	In School Suspension 5+ Days	Off Campus Suspension 1 - 5 Days	Off Campus Suspension 5+ Days	Long Term / Expulsion Recommended	Law Enforcement Referral
Absence w/o Permission								
Academic Integrity								
Student in violation of the school academic dishonesty policy will also receive a 0 on the assignment with no opportunity to make up the assignment as a consequence. Multiple infractions of academic dishonesty may result in a loss of credit for the course.								
Alcohol								
Alcohol includes use, possession, distribution, sale, or possession of paraphernalia commonly associated with alcohol use. Additionally, this offense can include students reasonably believed to be under the influence of alcohol on campus.								
Arson								
Assault (Student or Staff)								
Bullying								
Dangerous Instrument								
Defiance/ Insubordination								
Disruptive Behavior								

<b>Offense</b>	<b>Lunch Detention 1 - 3 Days</b>	<b>Lunch Detention 4 - 5 Days</b>	<b>In School Suspension 1 - 5 Days</b>	<b>In School Suspension 5+ Days</b>	<b>Off Campus Suspension 1 - 5 Days</b>	<b>Off Campus Suspension 5+ Days</b>	<b>Long Term / Expulsion Recommended</b>	<b>Law Enforcement Referral</b>
<b>Dress Code</b>								
Students found to be in violation of dress code may be asked to change clothes. Students who refuse to change articles in violation of school policy may be suspended for the remainder of the day.								
<b>Drugs</b>								
Drugs includes use, possession, distribution, sale, or possession of paraphernalia commonly associated with alcohol use. Additionally, this offense can include students reasonably believed to be under the influence of alcohol on campus.								
<b>Electronic Devices</b>								
Electronic devices being used in class may be confiscated by the teacher and placed in the front office. Electronic devices used in class can only be picked up by a parent or guardian.								
<b>Endangerment</b>								
<b>Fighting</b>								
<b>Firearms</b>								
Firearms includes the use, possession, distribution or sale of firearms. This offense also includes a simulated firearm, which is defined as any object designed to look like a firearm or capable of firing a projectile.								
<b>Forgery</b>								
<b>Gambling</b>								
<b>Gang Activity/Negative Group Affiliation</b>								
<b>Harassment</b>								
<b>Hazing</b>								
<b>Indecent Exposure</b>								
<b>Intimidation/Threats</b>								

Offense	Lunch Detention 1 - 3 Days	Lunch Detention 4 - 5 Days	In School Suspension 1 - 5 Days	In School Suspension 5+ Days	Off Campus Suspension 1 - 5 Days	Off Campus Suspension 5+ Days	Long Term / Expulsion Recommended	Law Enforcement Referral
Pornographic, Profane, or Violent Material								
Profanity								
Public Display of Affection								
Robbery								
School Threat								
Sexual Assault/ Harassment								
Simulated Weapons								
Tardy								
Technology Misuse								
	Student who violate the technology agreement may have their account locked. The administrative team will meet with all students who have had accounts locked to reinstate access.							
Theft/ Extortion								
Tobacco								
	Tobacco and Vape includes the use, possession, distribution or sale of tobacco or the use, possession, distribution, or sale of tobacco paraphernalia, including lighters and/or matches.							
Trespassing								
Vandalism								
<b>MANDATORY DISCIPLINE FOR SPECIFIED OFFENSES</b>	<b>Students found to have engaged in damaging school property may be required to pay the actual cost of replacing damaged items.</b>							
The JO Combs School District maintains a zero-tolerance policy for the following infractions and	The JO Combs School District maintains a zero-tolerance policy for the following infractions and							
Weapons Violation	Weapons (see definition) (Law Enforcement referrals will be made when applicable)							
Harassing and/or discriminatory conduct relating to an individual's gender.	Harassing and/or discriminatory conduct relating to an individual's gender.							
1 <sup>st</sup> 5 day suspension and completion of district-approved sensitivity counseling program	1 <sup>st</sup> 5 day suspension and completion of district-approved sensitivity counseling program							
2 <sup>nd</sup> 3 to 5 day suspension and completion of district-approved sensitivity counseling program	2 <sup>nd</sup> 3 to 5 day suspension and completion of district-approved sensitivity counseling program							
3 <sup>rd</sup> 3 to 5 day suspension and completion of district-approved sensitivity counseling program	3 <sup>rd</sup> 3 to 5 day suspension and completion of district-approved sensitivity counseling program							

2<sup>nd</sup> Semester suspension (reducible to 10 days with parent/guardian and student completion of district-approved sensitivity counseling program). If an offense is particularly egregious, discipline may be moved to a higher level. After a second offense, behavior may be viewed as discrimination (see definition). (Law Enforcement referrals will be made when applicable)

## **DEFINITIONS OF SELECTED OFFENSES**

**Cheating** - Using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment. Plagiarism refers to using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work, and for acknowledging and documenting the source appropriately.

**Extortion** - Attempting to obtain or obtaining money or property by threat or force.

**Harassing and/or discriminatory conduct** - For the purposes of this policy, harassing and/or discriminatory conduct is oral, written, graphic or physical conduct relating to an individual's gender, race, color, religion, religious beliefs, ethnicity, national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) or disability, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs or activities. Harassment may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment is created by behaviors such as the following when based upon, related to, or motivated by an individual's gender, race, color, national origin, ethnicity, religion, religious beliefs, or disability:

- Intimidation and implied or overt threats of physical violence;
- Physical acts of aggression or assault upon another, or damage to another's property;
- Demeaning jokes, taunting, slurs, derogatory nicknames or innuendoes.
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace l. (Reference Governing Board Policies JB and JFCL.)

**Intimidation** - Use of language or conduct to frighten or attempt to frighten or coerce another person into submission or obedience.

**Physical Abuse** - Intentional or reckless touching of another person that does not result in physical injury.

**Physical Assault** - Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Includes taking or attempting to take anything by force or threat

of force and intentional use of a vehicle in a manner dangerous to person or property.

**Property Damage** - Intentional or reckless injury or abuse to the property of another.

**Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, and/or any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.

(Reference Governing Board Policy ACA)

**Theft** - The taking or attempted taking of property belonging to another person without permission. Petty theft involves property with a value less than \$100. Grand theft involves property with a value of \$100 or more.

**Threat** - Use of language or conduct to make or attempt to make another person fearful of physical injury.

**Vandalism** - Willful destruction or damage of property.

**Verbal abuse** - Use of profane or disrespectful language to insult or humiliate another person.

1 "Fighting words" as defined by the United States Supreme Court in *Chaplinsky v. New Hampshire*, 315 U.S. 568, 571-72 (1942).

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

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

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities

- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy J1CK. Provided that:

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

The guidelines to be followed are:

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

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

A student or student's parent or guardian may initiate the complaint process by completing Exhibit J11- EA.

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

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

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed. **J11-EB ©**

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

The Governing Board of the J.O. Combs Unified 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. Please see School Board Policy JICK-EB.

## EXHIBIT

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

-3232 © JICK-EB

### STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING

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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 preference, 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.

