

# HOLBROOK HIGH SCHOOL

 **H**ELPING STUDENTS

**H**ELP THEMSELVES

**S**UCCEED

STUDENT PLANNER  
2014 - 2015

## **Bell Schedule**

*7:50 Warning bell*

7:55-8:55 **1<sup>st</sup> period**

Pledge/Principal's Announcements

9:00-9:55 **2<sup>nd</sup> period**

10:00-10:55 **3<sup>rd</sup> period**

11:00-11:55 **4<sup>th</sup> period**

11:35-12:30 **NAVIT 4<sup>th</sup> period**

11:55-12:35 **Lunch**

12:35-1:30 **5<sup>th</sup> period**

1:35-2:30 **6<sup>th</sup> period**

2:35-3:30 **7<sup>th</sup> period**

### **HHS Student Expectations**

**“Be here and be ready!”**

- **Be at school.**
- **Get to class on time.**
- **Be an active learner.**
- **Be accountable for your behavior.**
- **Be good to one another.**

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## Holbrook High School Administrative Faculty

Principal	Lance Phaturos
Assistant Principal / NAVIT	Dr. Charles E. Haussman
Dean of Students	Dan Nielson
Principal's Secretary	(TBA)
Attendance Secretary	Debby Warner
Registrar/Front Office Receptionist	Mary Candelaria
NAVIT Career Technician	Teri White
Student Accounts Coordinator	Dawn Turley
Sophomore Counselor	Donna Campbell
Athletic Director/Junior Counselor	Paul Demuth
Senior Counselor	Cindy Percy
Gear Up Coordinator	Amber Dennis
Front Office Receptionist (am)	Linda Best
Front Office Receptionist (pm)	(TBA)

### **HOLBROOK HIGH SCHOOL**

#### **Motto-Mission Statement**

*Helping students Help themselves SUCCEED*

#### **Belief Statements**

*We know* all students can learn and become functional adults.

*We know* it is the school's responsibility to motivate all students to learn and provide them meaningful opportunities to learn.

*We know* it is the school's purpose to further student real-world awakening.

*We know* self-directedness and the ability to be self-managing, self-monitoring, and self-modifying are vital life skills.

## **EQUAL OPPORTUNITY POLICY OF** **DIGNITY AND RESPECT**

Holbrook High School believes that it is our responsibility to provide a harmonious, orderly, and positive environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. We believe that all employees, parents/guardians, and students are entitled to be treated and are obligated to treat others with courtesy, fairness, and decency. Only through the commitment and ongoing attention of each of us to a safe, caring, and supportive atmosphere can we expect to achieve our objective of empowering all of our students to become capable and responsible lifelong learners.

Holbrook High School has a diverse, multicultural school community, a fact that we consider an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the legal and moral imperative of an equal opportunity society free of prejudice and discrimination. Accordingly, in this high school, statements or behavior by any member of the school community which degrades, discriminates, harasses, or stereotypes any other person on the basis of race, color, and national origin, gender, disability, age, religion, and socioeconomic background is unacceptable and prohibited. Holbrook High School also stands in conjunction with the Equal Access Act, which states that no public elementary or secondary school or State or local education agency that provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours shall deny equal access or a fair opportunity to meet.

A copy of the Holbrook Governing Board #3 policy JII, Student Concerns, Complaints, and Grievances follows and additional information may be obtained in the school office.

# School-wide Frameworks

## School Culture Components:

- *Construct a **safe and orderly school environment** that is conducive to learning and appropriate to a public educational setting.*
- *Promote a **caring, friendly, and welcoming** school atmosphere.*
- *Ensure all students feel **connected** to the HHS community.*

**Whole-Child Educational Approach:** We are concerned with every student's **intellectual growth** as well as their **emotional, physical, and social well-being**.

## Core Instructional/Learning Goals:

- Strengthen student **communication skills** (reading, writing, listening, and speaking).
- Increase student **vocabulary development**.
- Enhance student **cognitive abilities** (higher-order thinking, problem solving, innovation, creativity, and horizontal thinking/fusion).

## The Four B's:

- *Be Here and Be on Time!*
- *Be Accountable for Your Behavior!*
- *Be an Active Learner!*
- *Be Good to One Another!*

## **Three Key Student Questions:**

(1) What are your **future career plans**?

(2) What are your **postsecondary education plans** that will allow you to reach your future career goals?

(3) What are you doing **now** to **prepare** yourself to successfully complete your postsecondary educational needs and reach your future career ambitions?

## Postsecondary Education and Career Readiness:

### Reaching the Determination level of the Aspiration's Model...

<p><b><u>Imagination</u></b> Sets goals for the future but does not put forth the effort to reach those goals.</p>	<p><b><u>Determination</u></b> Sets goals for the future and puts forth effort in the present to reach those goals.</p>
<p><b><u>Hibernation</u></b> Has no goals for the future and puts in no effort in the present.</p>	<p><b><u>Perspiration</u></b> Works hard in the present, but has no goals for the future.</p>

Quaglia Institute

### HHS ECAP (Education and Career Action Plan) Model...

#1 Analyze and discover your <b>ELEMENT</b> (Sir Ken Robinson).	
Natural Aptitudes (What are you good at?)	Personal Passions (What do you love to do?)

#2 Research **CAREERS** that align with your Element and describe the **POSTSECONDARY EDUCATION (credentials/skills/training)** that will be required to enter those careers.

#3 Identify <b>PRESENT EFFORTS</b> you can fulfill in order to reach your postsecondary education and career goals.	
HHS Course-Curriculum Mapping	Co-Curricular and Outside of School Mapping

\*Students will interact with ECAPs via the following courses: Industrial Technology (9<sup>th</sup>); World History/Geography (10<sup>th</sup>); U.S. /Az. History (11<sup>th</sup>); and English (12<sup>th</sup>).

Students are strongly encouraged to take the **PLAN** (pre-ACT assessment) during their sophomore year; the **PSAT** (National Merit Scholarship candidates) and **ASVAB** (especially if interested in the military) during their junior year; begin taking the **ACT** college entrance exam at the start of their junior year; and complete the **FAFSA** during January of their senior year. Students are also strongly encouraged to explore the **College Readiness** course offered at HHS, utilize the **Career Center** as a valuable personal resource (see Mrs. White), and contact Ms. Percy regarding **financial aid, scholarship, and NPC Dual Enrollment information**.

**Required high school credits for enrollment into a 4-year college/university:**

4 credits of English; 4 credits of math with Algebra being the lowest (Algebra, Geometry, Algebra II, and Trig/Pre-calculus); 3 credits of a **lab science**; 3 credits of social studies; 2 credits of a **second language**; 1 credit of a **fine arts**.

\*Please note: Students planning on attending a 4-year college/university upon graduation will have to take the ACT college entrance exam; thus, respective **students are strongly encouraged to begin taking the ACT at the start of their junior year**. Students seeking financial aid and scholarship opportunities (e.g., Chief Manuelito Award) are also strongly encouraged to begin taking the ACT at the start of their junior year.

**NAVIT:** Holbrook High School is pleased to invite you to apply to the Northern Arizona Vocational Institute of Technology. **NAVIT is a career and technical education program that is partnered with Northland Pioneer College**. These programs provide **career training at a college level** and the students that participate **earn college credit and** in some cases **state and national certifications/credentials**.

You can apply for the NAVIT programs toward the end of your sophomore year as long as you meet the following criteria:

- Have a minimum 2.0 GPA
- Have a good attendance and tardy record
- Have a good discipline record (no less than 70 points)
- Are on track to graduate (not failing any core requirement classes)

\*Some of the programs do have other qualifying requirements per N.P.C.

Because of our unique geographical location, Holbrook High School has more programs to offer our students than any of the other 10 school districts that participate in NAVIT.

- Certified Nursing Assistant (1 semester program offered senior year)
- Cosmetology (4 semester program)
- Construction Technology (4 semester program)
- Fire Science (2 semester program offered senior year)
- Industrial Maintenance and Operations (4 semester program)
- Medical Assistant (4 semester program)
- Welding (4 semester program)

Some of these programs are located in Winslow or Snowflake and therefore, if you live on the reservation, you will need to secure a space in the dormitory or with family members here in Holbrook. Transportation to these programs departs before our normal bus runs to the reservation arrive at HHS.

For further information or to apply to NAVIT, see Dr. Haussman in the office or Mrs. White in the Career Center.



## The Common Core State Standards (2014-15):

- Designed to be **relevant to the real world**, reflecting knowledge and skills that young people need for **success in postsecondary education and careers**.
- **Rigor** is defined as the application of content knowledge through **higher-order thinking skills**, so that all students are prepared for the 21<sup>st</sup> century.
- **Literacy across the content areas:** The Common Core standards recognize that students read and write in different ways for different content areas. For example:

-Social Studies: Students need to be able to analyze, evaluate, and differentiate primary and secondary sources.

-Science and Technical classes: Students often need to make extensive use of elaborate diagrams and data to convey information and illustrate concepts.

Thus, students must gain **literacy skills** specific to a variety of disciplines to be postsecondary education- and career-ready!

- **PARCC** (Partnership for Assessment of Readiness for College and Careers).

## A Survey of 21<sup>st</sup> century Workplace Requirements:

- Ability to **communicate** effectively.
- Ability to work as a team member (**collaborate**).
- Flexible human relations (**adapt**).
- Preparedness to face changes and challenges (**cognitive perseverance**).
- Preparedness to **solve problems**.
- Willingness to take risks (**judicious risk-taking/judgment**).
- Capacity in analysis and conceptualization (**higher order-thinking**).
- Capacity and willingness to learn new things (**curiosity**).
- Ability to **question**, to query, to challenge, and to **innovate (creativity)**.
- Willingness and capacity to assume **personal responsibility**.
- Capacity for **self-reflection** and **self-management**.

--Kai-Ming Cheng

“What's new today is the degree to which economic competitiveness and educational equity mean these [above] skills can no longer be the province of the few. This distinction is not a mere debating point. It has important implications for how schools approach teaching, curriculum, and content.”

--Andrew J. Rotherham

# **REGISTERING FOR CLASSES**

## **Registration**

Pre-registration packets are given to returning students at the end of the school year. Prior to the beginning of school each fall, registration is held. Dates and times are published in the local newspaper and aired on radio stations. Returning students who have not completed pre-registration will need to come with a parent to fill out necessary paperwork to finalize their admittance to school. Students may receive class schedules for the coming year at this time and upon review can meet with a counselor to make any necessary changes to their schedule. Students owing money need to pay the debt. The school nurse (per state law) verifies that all necessary shots have been taken.

New students and their parents need to bring necessary paperwork for enrollment. They will meet with an Administrator as part of the enrollment process.

## **Class Schedule Changes**

Students at Holbrook High School are advised at the time of registration that their program for the coming year is to be a carefully planned one. This should eliminate, in most cases, the need for schedule changes. However, in cases where there is sufficient reason for a schedule change, those changes will be made in the following manner:

1. The student must obtain a change of schedule form from the guidance office.
2. The student must secure the following signatures in this order:
  - A. Teacher whose class the student expects to enter
  - B. Teacher whose class is being dropped
  - C. The student's parents/guardians
  - D. The student's assigned counselor
3. No schedule changes will be allowed after the second week of the semester without administrative approval.
4. A schedule change after the deadline has passed may be completed only by administrative action when such a change is deemed in the best interest of the student.

## **Class Auditing**

If a student enrolls after the tenth day of a semester and has not been previously enrolled in another school, that student may be required to audit classes and not receive credit for those classes

## **Withdrawal from School**

State law requires a withdrawal form, which must be signed by the parent or guardian and an attendance officer of the school. The student must have a signature and withdrawal grade from each teacher. Withdrawal is complete when the student has obtained signatures from the library faculty, each teacher, and an exit interview is held with an administrator or counselor. All accounts must be cleared with the office. A hold will be placed on all grades and transcripts until all accounts are paid.

## Graduation Requirements

Twenty-two (22) credits based on the following formula:

<b>English</b> .....	<b>4 credits</b>
English 9 (1 cr.); English 10 (1 cr.); English 11 (1 cr.); English 12 (1 cr.)	
<b>Math</b> .....	<b>4 credits</b>
Algebra II or its equivalency (Topics) is required.	
<b>Science</b> .....	<b>3 credits</b>
<b>Social Studies</b> .....	<b>3 credits</b>
World Hist. /Geog. (1 cr.); U.S/AZ Hist. (1 cr.); Econ. (.5 cr.) U.S/AZ Gov. (.5 cr.)	
<b>Physical Education</b> .....	<b>½ (.5) credit</b>
<b>Health</b> .....	<b>½ (.5) credit</b>
<b>Fine Arts/CTE</b> .....	<b>1 credit</b>
<b>Electives</b> .....	<b>6 credits</b>

Please note: Meeting the AIMS reading, writing, and math standards are graduation requirements for the Class of 2015 (current seniors), Class of 2016 (current juniors).

### **\*\*\*Arizona University Admission Requirements are as follows:**

Four years of English	Four years of Math (Algebra and above)
Three years of lab science	Two years of social studies
Two years of foreign language	One year of fine arts (music or art)

### AIMS Augmentation

**Every student for which AIMS is a graduation requirement must meet the AIMS reading, writing, and math standards in order to graduate high school in the state of Arizona.** However, there is an augmentation process that is available to students who do not meet an AIMS standard. The **three (3) components** pertaining to the AIMS augmentation system are: 1) the student had to **take the AIMS assessment** at every opportunity (**5-times**: once in the spring of her/his sophomore year, and twice in the fall and spring of her/his junior and senior years). If a student **missed a testing opportunity**, an **appeal** can be made to Principal Lance Phaturus. However the absence must have been **due to “extreme circumstances”** and must have been **documented**; 2) The student must have participated in an **AIMS remedial/tutorial program** related to the respective standard(s); and 3) The student is awarded the following **points for semester grades** received in graduation credit requirement courses (4 English, 4 math, 3 science, 3 social studies, and 1 Fine Art/CTE) of which **5%** can be **applied** toward his/her **AIMS scale score**: A = 2 points; B = 1.5 points; and C = 1 point. What does this mean? A student who falls far below on an AIMS standard is not able to accumulate enough points in order to augment (even if he/she had straight A’s!). A student must be **approaching at the upper levels of the AIMS standard(s) and have A’s, B’s, and C’s** (the more A’s, the better!) in their graduation credit requirement courses in order to have an opportunity to augment.

## AIMS Reciprocity

The SAT and ACT college entrance exam scores can be used in place of AIMS scores. Students who receive a 420 or higher on the SAT or **16 or higher on the ACT** combined English/writing, reading, and/or math portions of these exams can utilize these scores toward their respective AIMS graduation requirements.

## Uniform Grading Scale

The following grade scale is used for all classes at Holbrook High School:

<b>A+ = 98-100</b>	<b>A = 93-97</b>	<b>A- = 90-92</b>
<b>B+ = 87-89</b>	<b>B = 83-86</b>	<b>B- = 80-82</b>
<b>C+ = 77-79</b>	<b>C = 73-76</b>	<b>C- = 70-72</b>
<b>D+ = 67-69</b>	<b>D = 63-66</b>	<b>D- = 60-62</b>
<b>F = 59 and below</b>		

## Grading Period Schedule

Midterm 1	September 2, 2014
End of First Quarter	October 3, 2014
Midterm 2	November 7, 2014
End of Second Quarter and First Semester	December 19, 2014
Midterm 3	February 6, 2015
End of Third Quarter	March 6, 2015
Midterm 4	April 17, 2015
End of Fourth Quarter and Second Semester	May 22, 2015

## Finals

Finals are scheduled during the last four days at the end of each semester. Students must take the finals for each class on the days for which they are scheduled. Missed finals cannot be made up without administrative approval. Finals will not be given early unless extenuating circumstances exist and administrative approval has been granted.

## Grade Point Average (GPA)

A student's grade point average will be based on all course work. No grades will be dropped in calculating the GPA that appears on a student's permanent record.

Grades will be given the following point values: A = 4.00; B = 3.00; C = 2.00;  
D = 1.00; F = 0.00

## Weighted Classes

Holbrook High School recognizes the following classes for weighted credit due to the advanced material covered and work required: All Pre-AP English classes, AP English classes, Advanced Chemistry, AP Studio Art, AP Am/AZ History, AP World History, Physics II, Trigonometry/Pre Calculus, and Calculus. The following grade points are given for these classes: A=5.00; B=4.00; C=3.00; D=2.00; F=0.00.

## Honor roll and Superintendent's list

To make the Holbrook High School Honor Roll, the student must have a 3.0 GPA with No more than one "C".

Superintendent's List qualification includes a 4.0 GPA with one "B".

## Calculating Class Rank for Seniors

Class rank will be calculated at the end of the second semester. Calculations will be based on the highest 11 units of required courses and the highest 7 units of elective course grades. Any math course for which algebra and geometry are a prerequisite may be substituted for algebra or geometry.

## Fifth Year Seniors

Holbrook High School has an academic focus and it is expected that all students graduate in four years. When students require an extra year to graduate, they forfeit the opportunity to participate in school dances. These students are placed by administrators in programs that will enable them to complete their education as soon as possible and transition into their post high school lives.

## Seniors in the Phenix School

Seniors who complete their high school education at the Phenix Schools may participate in all school activities including graduation, unless they were placed in the program for disciplinary reasons, in which case they may only participate in graduation. Students in this program must have 70 points to participate in school activities. **Seniors must have 70 points to participate in the graduation ceremony in any way.**

## Scholarships

Information concerning scholarships is available from the Career Center in the B Building. You should inquire about scholarships periodically during your junior and senior years since applications arrive during the fall and early spring. In order to qualify for a scholarship, you should do well in school, take part in extra-curricular activities, and be a good citizen of your school and community. What you do each year in high school counts—not just what you do the last year.

Scholarship applications are available outside Ms. Percy's room in B building.

## Graduation Honors

### Regent's Honors Tuition Waiver: 3 Parts.

**(Part 1)** Students must complete all 16 core competency courses by graduation with a B or better in each course. (16 core competency courses: 4 units English; 4 units Math; 3 units Lab Science; 2 units Social Science; 2 units Foreign Language; and 1 unit Fine Arts.)

**(Part 2)** Students must meet at least one of the following academic requirements:

- Option 1: GPA: Cumulative GPA of 3.5 on a 4.0 scale
- Option 2: Class Rank: Student is in the top 5% of high school graduating class upon graduation.

**(Part 3)** Students must meet at least one of the following assessment options:

- Option 1: Exceed Standards on all 3 of the AIMS Tests.
- Option 2: Exceed Standards on 2 of the AIMS Tests and MEET Standards on 1 of the AIMS Tests. Additionally, they would either need to receive a minimum score of 3 on two Advanced Placement tests or a minimum score of 4 on two International Baccalaureate exams.

### **Note: funding pending AZ Legislative approval**

**Class Honors:** Class rank will be calculated at the end of the eighth semester for the valedictorian, salutatorian, and top 5 percent in determining "Class Honors". Any math course for which algebra and geometry are a prerequisite may be substituted for algebra or geometry in computing class honors. The top twenty-two credits will be used to calculate class honors for the class of 2015. Final class rank for the top 5% will be calculated at the end of the eighth semester or upon completion of all graduation requirements as specified in the early graduation contract. Calculation will be based on the highest 14 units of required courses and the highest 8 units of elective course grades. Any math course for which algebra and geometry are a prerequisite may be substituted for algebra or geometry in computing final class ranking.

**Governing Board Graduation with Distinction:** Students who have an overall GPA of 4.0 at the end of their seventh semester at HHS will graduate with Governing Board distinction.

## Student Concerns, Complaints, and Grievances

Pursuant to Board Policy J-3600, JII, 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.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- Concern for the student's personal safety.

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 professional 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/grievance falls within this policy shall be determined by the Superintendent.

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

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

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.

### **No Child Left Behind**

As the parent of a student in the Holbrook Unified School District, under the No Child Left Behind Act of 2001, you have a right to know the professional qualification of the teachers who instruct your child. The No Child Left Behind Act gives you the right to ask for the following information about each of your child's classroom teachers:

- Whether the State of Arizona has licensed or qualified the teacher for the grades and subject he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which state licensing criteria have been waived.
- The teacher's college major and whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like any of this information, contact Brenda Mangum at 928-524-6144.

## **Section 504 Policy**

Section 504 is a Civil Rights Statute that guarantees non-discrimination of a handicapped individual in the United States under any program or activity receiving Federal financial assistance [104.4]. Section 504 defines handicapped [104.3(j) (1)] as any person who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having one or more of the following impairments,

Major life activities [104.3 (j) (2) (ii)] means functions such as:

- Caring for one's self
- Performing manual tasks
- Walking
- Seeing
- Hearing
- Speaking
- Breathing
- Working
- Learning

In school terms, the handicap must impede the student's ability to access or demonstrate learning. If you believe a non-Special Education student is challenged by a handicap that impedes his/her ability to access or demonstrate learning, please contact the building principal for information regarding a 504 plan.

## **Non-Discrimination Statement**

Holbrook High School, Holbrook Unified School District Number 3, and the Holbrook Unified School District Number 3 Governing Board are committed to a policy (Board Policy A-0250, AC) of nondiscrimination in relation to race, color, religion, sex, age, national origin, and/or disability. This policy will prevail in all matters concerning students, staff members, the public, educational programs and services, extracurricular activities, and individuals with whom the school, district, or board does business. The lack of English language skills will not be a barrier to admission and participation in the educational and extra-curricular programs at HHS. The Principal, Mr. Lance Phaturus, is the Title IX and Section 504 Coordinator for Holbrook High School. For information, call Mr. Phaturus at 928-524-2815. Address: 455 N. 8<sup>th</sup> Ave., Holbrook, AZ 86025.

## **Declaración de Ausencia de Discriminación**

La Escuela Holbrook High, Escuelas Unificadas de el Distrito número 3 de Holbrook, y la Mesa Gobernadora de las Escuelas Unificadas de Holbrook estan cometidos a una poliza de ausencia (Board Policy A-0250, AC) de discriminación en relación a raza, color, religion, sexo, edad, y origen nacional, y o incapacidad. Esta poliza prevalecera en todos asuntos referente a estudiantes, miembros de personal, el publico, programas educadores, y servicios, actividades extracurricular, y individuales con quien la escuela, el distrito, o la mesa gobernadora tiene negocios. La falta de el lenguaje en Ingles no va a ser una barrera para admitir y participar en la educación y programas extracurriculares en la escuela Holbrook High. El Principal, Sr. Lance Phaturus, es el coordinador de la escuela Holbrook High de el Titulo IX y Seccion 504. Para mas información, hable al Sr. Lance Phaturus al número 928-524-2815. Dirección: 455 N. 8<sup>th</sup> Avenue, Holbrook AZ 86025.



## Sexual Harassment Policy

All individuals associated with Holbrook Unified School District #3, including; but not limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times, so as to provide an atmosphere free from sexual harassment (Board Policy A-0300, ACA and A-0311,ACA-R).

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:
  - a. Such conduct has the purpose or effect of substantially interfering with an individual's education or work performance, or creating an intimidating, hostile, or offensive environment.
2. Sexual harassment may include, but is not limited to:
  - a. Suggestive or obscene letters, notes, jokes, invitations, derogatory comments, slurs, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
  - b. Continuing to express sexual interest after being informed that the interest is unwelcome.
  - c. Engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
3. Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer, as provided in Board Policy ACA-R.
4. A substantiated charge against a student in the district shall subject the student to disciplinary action, which may include suspension or expulsion.
5. All matters involving sexual harassment complaints will remain confidential.  
Ref: ARS§ 41-1461 et seq. Title VII, Sect. 703; Title IX; Fed Reg. 74676.

## **FERPA and Directory Information**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents and eligible students (18 and over) the right to inspect and review the student's education records maintained by the school, to ask that they be corrected if believed to be misleading or inaccurate, and requires the school to obtain permission before releasing information from a student's education record to anyone other than school officials with a legitimate interest, a school to which a student is transferring, audit officials, financial aide officials for specified students, organizations conducting certain studies on behalf of the school, accrediting organizations, the court system, health and safety officials, and the juvenile justice system.

FERPA also dictates that Directory Information may be given out without consent. Directory Information consists of the student's name, address, telephone listing, date and place of birth, e-mail address, photograph, grade level, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height if student is a member of an athletic team, honors and awards received, and the student's most recently attended education agency or institution. Parents and eligible students may request that Directory Information not be disclosed. Any request must be in writing and submitted to the Superintendent's office within two weeks of receiving this notice.

## **Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school. (Board Policy J-2950, JICFA)

### Definitions

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

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

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

### Directions

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following:

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

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

**Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint.

The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

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

## Rights of Homeless Students

The Holbrook School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available (Board Policy J-1000, JFABD).

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program.
- In a hotel/motel, campground, or similar situation due to lack of alternatives.
- At a bus station, park, car, or abandoned building.
- In temporary or transitional foster care program.

According to the McKinney-Vento Homeless Act, eligible students have rights to:

**Immediate enrollment:** Documentation and immunization records cannot serve as a barrier to the enrollment in school.

**School Selection:** McKinney-Vento eligible students have the right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

**Participate in Programs** for which they are eligible, including Title 1, National School Lunch Program, Head Start, Even Start, etc.

**Transportation Services:** A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

**Dispute Resolution:** If you disagree with school officials about enrollment, transportation, or fair treatment, of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, please contact:

Alfred Clark  
Home Liaison  
Holbrook Unified School District #3  
PO Box 640  
Holbrook, AZ 86025  
(928) 524-6144 ext. 1011

# **Holbrook Unified School District #3**

## **Family-School Partnership**

**The Holbrook Family-School Partnership's mission is to provide opportunities for the school, family and students to actively participate in the educational process through a variety of activities and events; as well as, through multiple forms of communication that will enable each child to be successful in school.**

### **What is a Family-School Partnership?**

The Holbrook Family-School Partnership is a school to family and family to school initiative that involves sharing of ideas, establishing open, two-way communication between the school, family, and community, and instigating shared decision making in efforts to involve everyone in our students' education. The Holbrook Family-School Partnership--schools, families, and the community--recognizes that a child's education is a responsibility shared by all. To ensure that all students are effectively educated, the schools and parents must work as knowledgeable partners.

### **The Holbrook Family-School Partnership believes:**

- ✓ Every child deserves a quality education.
- ✓ All participants should seek the best interests of the child.
- ✓ There should be a positive environment for the parents, school, and students to enhance the educational process.
- ✓ There should be honest and open communication between the parents, teachers, and students.
- ✓ It is a responsibility of the parents, teachers, and students to become involved in the educational process.

Our community's diversity is a strength we can build on to establish programs and practices that enhance family involvement and reflect the specific needs of students and their families. Programs and practices will be comprehensive and coordinated in nature with the intent to create the best possible educational environment for all students.

The Holbrook Family-School Partnership meets once a month to discuss school related issues and is designed as a team approach to designing the best methods in making direct connections between the family and school environments. Meetings are held at the Holbrook District Office, are open to the public, and everyone is welcome to attend.

### **What are the Family-School Partnership's goals?**

- 1) Holbrook's Family-School Partnership will provide support for effective family involvement programs and practices through specific activities that enhance the understanding and implementation of effective family to school and school to family partnerships.
- 2) Once adopted, pertinent components of the Family-School Partnership policy and goals will be included in each school's student handbook. In addition, family involvement activities and services will be promoted through the local media, brochures, and the HUSD #3 website.
- 3) Holbrook's Family Involvement Partnership will assist schools with the implementation of the six standards for meaningful family involvement:
  - a) Communicating
  - b) Parenting
  - c) Student Learning
  - d) Volunteering
  - e) School Decision-making and Advocacy
  - f) Collaborating with the Community

These standards, developed by the National Parent Teacher Organization, were designed to help school and parent leaders develop dynamic parent involvement programs that are meaningful, well planned and long-lasting. The “National Standards for Parent/Family Involvement Programs,” provides detailed information and quality indicators for effective family-school partnerships and will be used as a guideline for establishing Holbrook’s Family-School Partnership.

- 4) Holbrook’s Family-School Partnership will address barriers that hinder family-school partnerships and identify strategies to overcome those barriers.
- 5) Holbrook’s Family-School Partnership will develop yearly action plans to ensure that family-school partnerships are progressive throughout the district.
- 6) Holbrook’s Family-School Partnerships will work with school personnel, site council members, and community members to effectively communicate family-school initiatives.

**What is meant by Family-School Partnerships?**

**Family partnerships can be defined in many different ways from attending parent conferences and school performances to more foundational needs such as:**

- ✓ ensuring that children are at school every day and on time
- ✓ making education a priority
- ✓ setting a routine and providing a space for completion of homework assignments
- ✓ maintaining communication with school and teachers
- ✓ reading to or with children every day

**Schools can promote effective family partnerships by:**

- ✓ providing avenues for regular, two-way and meaningful communication
- ✓ promoting parental involvement and providing various resources for parents
- ✓ encourage families to play an integral role in assisting in each student’s learning
- ✓ welcoming families in the school
- ✓ providing opportunities for families to participate in educational decisions

**Working together, schools, homes, and the community can best support children’s educational needs by:**

- ✓ ensuring basic physical, social, and health needs are met
- ✓ setting goals and expectations
- ✓ seeking children’s best interest in all decision making
- ✓ expressing positive attitudes

**What are some barriers preventing effective Family-School Partnerships?**

Holbrook’s Family-School Partnership recognizes the barriers to meaningful family involvement and has a commitment to address those barriers in order to best meet the needs of families and students. Among the primary barriers identified are the following:

- distance and transportation
- technology and communications access
- time and competing priorities
- socio-economic status and job commitments
- intimidation factors (i.e. lack of education, poor literacy skills, personal insecurities, or adverse educational experiences)
- health issues or lack of child care

We also acknowledge that schools must work to break down barriers such as:

- inadequate communication
- lack of a welcoming atmosphere (including an open and welcome environment within the school, a warm reception by all staff, and accessibility to buildings)
- lack of planning or resources to provide transportation and child care, as well as holding meetings and activities at times conducive to the greatest participation
- addressing language needs through interpreters and written translations

For more information or to attend Family-School Partnership meetings, call Dr. Koerperich at 928-524-6144.

### **FIGHT SONG**

Fight Holbrook High School and go in to win  
Push on old Holbrook and fight.  
May word and deed keep you in the lead,  
Push on for victory with all your might.  
Rah-Rah-Rah  
Loyal and true we are always with you  
Fight though the game goes hard.  
From East to West we know you're the best,  
Push on for victory.  
(First time only)  
Hit 'em, Smash 'em, come on team let's go!  
(Repeat)

### **ALMA MATER**

Hail to our school so fair, Hail Alma Mater:  
Thy red and blue and white will ever proudly fly.  
For thy name and for thy fame,  
Our love will never fail.  
To thee, Old Holbrook High  
All hail All hail.

# Student Council Officers

2014-2015

Advisor: Ms. Thompson

## STUDENT BODY

<b>President</b>	Kelly Lee
<b>Vice President</b>	Julian Garcia
<b>Secretary</b>	
<b>Treasurer</b>	Daviana Reyes
<b>Historian</b>	Kylah Spangler

## SENIOR CLASS

<b>President</b>	Shelby Kinlichee
<b>Vice President</b>	Daniel Foster
<b>Secretary</b>	Angelica Castillo
<b>Treasurer</b>	Joy Briceland
<b>Representatives</b>	Nizhoni Boyd & Brandi Cline

## JUNIOR CLASS

<b>President</b>	Chris Pate
<b>Vice President</b>	Alexandra Jeffers-Sample
<b>Secretary</b>	Gwyneth Dush
<b>Treasurer</b>	
<b>Representative</b>	Tessa Candelaria

## SOPHOMORE CLASS

<b>President</b>	Omar Valverde-Jaquez
<b>Vice President</b>	Mariah Kelly
<b>Secretary</b>	
<b>Treasurer</b>	Alishea Kee
<b>Representative</b>	Daniel Gonzales

## FRESHMAN CLASS

**To Be Determined Fall Of 2014**

President  
Vice President  
Secretary  
Treasurer  
Representative



## Key School Policies, Procedures, and Protocols

**Attendance—Be Here! A student cannot learn, grow, and succeed if they are not in school;** thus, consistent with state law, Holbrook School District #3 (Board Policy J-1650, JHB) holds to the philosophy that parents or guardians are primarily responsible for the attendance of their children at school. (ARS§ 15-802), “Every person who has custody of a child between the ages of eight and sixteen years shall send the child to a school for the full time school is in session with the school district in which the child resides...”

**State law requires that a parent or guardian authorize a student’s absence from school and notify the school in advance or at the time of the absence.** This notification saves the school time and helps to protect the child. If a student is absent and the school has not been notified, the school will do its best to contact the parent by phone. It is vital that the school have one or more phone numbers to contact a parent or guardian during the school day. If a phone number changes, inform the school right away.

When it is impossible for the parent or guardian to notify the school in advance or at the time of the absence, please notify the school that the absence was authorized on the morning the student returns to school.

If no notice of authorization is received within one day of the student’s return, the absence shall be considered unexcused (UA). State auditing procedures require that when a student is absent due to a doctor or dentist appointment the office must have a certificate from the physician or dentist on file. If a doctor or dentist note is not submitted to the office, a “parent authorized” (PA) code will be marked on the student’s attendance record instead of a “doctor appointment”.

### Steps to Follow When Absent

1. Have the parent or guardian phone the school (524-2815) or (800-627-7572), and notify the office.
2. Have the parent or guardian write an excuse giving their name, the name of the student, the date, the days of absence, the reason for the absence, and his/her signature.
3. Present this note to the attendance clerk on the day of their return, prior to going to 1st period.
4. All work missed must be made up. It is the responsibility of the student to ask for the work that was missed and turn it in as directed by the teacher. The student will be allowed no less than one day for each day missed to make-up assignments.
5. **Absences not verified within 24 hours of the students return to school will be considered ditching/truancy and referred to the administration for disciplinary action.**

**Students are expected to be in school** except in cases of emergency, or for the reasons listed below. These are the only legal excuses for absence from school:

1. Personal Illness- The school may require a certificate from the attending physician.
2. Illness in the family-It is expected that the student’s work will be kept current.
3. Quarantine- the absence arising from this condition is limited to the length of the quarantine as determined by the proper health official.
4. Death of a relative- the absence arising from this condition is limited to three days, unless reasonable cause is shown by a relative or parent for a longer absence.
5. Observance of a religious holiday- any student may be excused if the reason for the absence is for the purpose of observing a religious holiday consistent with that person’s beliefs or creed.

**Examples of unexcused absences** are: ditching, missing the bus, hunting, shopping, vacationing, babysitting, oversleeping, or not attending school because of no clean clothes. If a student, or their parent or guardian, feel that there are extenuating circumstances that should be considered for an unexcused absence, they should consult with the building principal who has the authority to excuse the absence.

Parents must let the school know if a student will be out of school for an extended period due to prolonged illness. However, if a student is absent for ten consecutive days, his/her name will automatically be taken off the school roll. The student, however, may re-enroll.

The school must excuse all other prolonged absences prior to the absence. Calling the school and making prior arrangements, so as to give the teachers' sufficient time to prepare the homework for the student, can best facilitate family needs.

### **Reporting absences to parents**

School absences will be monitored closely by school personnel. Parents/guardians will be notified by letter after the 5<sup>th</sup> and 10<sup>th</sup> absence of each semester. A student-parent-administrator conference will be required after the 10<sup>th</sup> absence in any semester.

### **Loss of Credit due to Absences**

The Holbrook High School Governing Board approved policy on excessive absences reads that after the 10<sup>th</sup> absence from any class in a given semester, credit for that class or those classes may be pulled. An attendance hearing will be scheduled with the student, parent and assistant principal to determine if the student will lose credit due to excessive absences. This will apply even if the student who exceeds the allowable number of absences is passing the class. Parents/guardians will be encouraged to bring supporting material such as doctors' notes. **Students who lose credit due to excessive absences will be placed on contract for the subsequent semester and be allowed to improve their attendance and have their credit restored.** Un-excused absences during the subsequent semester will make restoration of credit much less likely.

Extenuating circumstances which cause students to be absent more than the specified number of ten days, such as lengthy illness, hospitalization, serious personal or family problems, acceptable educational experiences, or other such causes which the administration and parents may agree upon shall be considered "unexpected events." If these cause the student to be absent for more than the specified period of ten days, the parents will bring this "unexpected event" to the attention of the administration for consideration of extenuating circumstances. Students who have been disciplined for "ditching" may not make this application. Students with a chronic health condition which may keep them away from school must procure a Medical Certification of Chronic Health Conditions form from the attendance office for their doctor to complete and return to the school. Students not completing this form will not be given consideration for chronic health problems when deciding loss of credit issues.

## **Tardiness**

The staff at HHS believes that being on time for class is very important and adds to the success of all students. Any student that is tardy twice in one day will receive 2 lunch hour detentions (LHDs) and a loss of 5 points.

Beginning with the student's **1st tardy** of each semester an entire Lunch Hour Detention (LHD) will be served in rooms (S-1 or S-3). Students will receive written notification of this assignment. On the day of the assignment; students will go to the cafeteria, get their lunch then go to their assigned room (S-1 or S-3) for the entire lunch hour, where they will eat and study. Students who are chronically tardy will be disciplined according to the schedule in the discipline section, page 39.

**STUDENTS WILL HAVE UNTIL 8 A.M. THE FOLLOWING DAY TO CLEAR THEIR TARDY FROM THE PREVIOUS DAY.**

## **Ditching/Truancy**

Class attendance is essential for success and academic achievement. Students and parents are responsible to make sure that all absences are cleared through the attendance office. Absences that are not cleared are considered ditching. The consequences for ditching are outlined on page 39.

## **Restricted Campus**

Students will be expected to be on campus at all times from 7:50 am to 3:30 pm, unless they are signed out in the office by parents or guardians. Bus students are considered to be on school property upon boarding the school buses in the morning.

## **Lunch Time Policy**

1. All students will remain on school grounds from the time they arrive in the morning until they are dismissed from school in the afternoon.
2. **A student may go off-campus for lunch so long as the proper parent consent form is signed and on file with the office. Students on behavioral/fighting, drug/alcohol, or attendance contracts do not have this privilege and the privilege for any student may be revoked by the administration if needed to keep or restore order.**
3. Students may be released for doctor or dental appointments, illness and other legitimate reasons.
4. Students leaving campus without authorization will receive disciplinary action.

## **STUDENT SERVICES**

### **Food Services**

In concert with the Arizona Nutritional Standards Holbrook High School offers a breakfast and a hot lunch on a daily basis. Breakfast is served from 7:30 to 8:00 am and lunch is served from 11:45 am to 12:10 pm. Students are assigned a number for their meal account. Application forms for free or reduced lunches are available in the office. Current meal prices are breakfast - \$1.50 and Lunch - \$2.00 for students and \$3.00 for adults.

## **Community Eligibility Lunch Program**

During the 2014-2015 school year, the Holbrook Unified School District will participate in the Federal Community Eligibility Lunch Program. This program will allow all students access to free breakfast and lunch. Breakfast and lunch programs will be operated under federal and state guidelines.

In addition to the school lunch program, Holbrook High School and Holbrook Junior High School will operate an alternative food service program (snack bar) during lunch hours that will be a pay-per-item food service. Students will be required to pay cash for items they purchase. This is not included in the free lunch program.

### **Health Office**

A school nurse or health aide is available on a limited basis in the health office. These individuals do not take the place of a doctor.

A student must secure a pass from his/her teacher to visit the health office. If it becomes necessary for a student to leave school for any reason, arrangements must be made through the nurse and the office before being checked out. *Students who become ill at school must not leave the school without the knowledge and permission of the office staff.*

A limited selection of over the counter medications is available through the nurse's office. Students must have a current Medication and Health Information Consent on file to use these services. These medications do not take the place of appropriate medical treatment. Students who have a fever over 100 °, are vomiting, coughing, or are visibly sick should stay home to avoid spreading the illness to others.

### **Medication at School**

A school nurse, health aide, or office staff member may administer treatments or a single dose of medication if:

- a. A physician has prescribed the medication.
- b. The medication is in the original, labeled container with directions regarding its administration.
- c. The medication is accompanied by a signed Consent to Give Medication at School form.
- d. The medication is maintained at all times in the custody of the school nurse or office personnel.

Under certain circumstances including asthma, students may be allowed to carry medications with them. A signed consent form must be on file to carry inhalers or any medication. Please see the nurse for more information.

### **Immunizations**

ARS§ 36-672 states immunizations must be up to date for school attendance. Students who register without adequate immunizations will be suspended until proof of the required immunization is received. Under certain circumstances students will be allowed additional time to obtain immunization records. Students who are notified of inadequate immunizations during the school year will have two (2) weeks to complete the required immunizations before suspension will occur.

## **Epidemic/Infestation Prevention**

The Holbrook School District is a social organization in which students and staff closely interact and associate. As a result, it is important that any communicable illnesses are reported to the schools immediately. Parents have the obligation to report instances of MRSA, pink eye, lice, bed bugs, and any other such illnesses or infestations that may be spread from home to school. Students will not be allowed to attend school, under certain conditions, while the student has conditions that involve conditions that could spread to other students or staff.

The Holbrook School District will be diligent to communicate any epidemics or infestations that may occur within each school or throughout the District.

**All student and employee health related policies may be found in Students Policy J-5250.**

## **Concurrent Enrollment with NPC**

Students at HHS have the opportunity to take courses from Northland Pioneer College during the school day on the high school campus. This program is designed to expand the opportunities for students and give college credit for college level classes while enrolled in high school. Students interested in participating in NPC concurrent enrollment classes should meet with the junior / senior counselor for specific information pertaining to available classes and the amount of credit Holbrook High School will award for successful completion of each class.

## **Career Center and NAVIT**

The career center is part of the guidance department and is located in the B building. Material is available to provide information regarding a student's post-high school options and opportunities. Services include the following: exploring careers, locating information on colleges and technical schools, setting up meetings with college and military representatives, and providing resource material in these areas. Contact Information for Northern Arizona Vocational Institute of Technology (NAVIT) is located in the Career Center under the direction of Mrs. Teri White, or in the office from Dr. Haussman.

## **George Gardner Performing Arts Center**

The performing arts center is located in the center of the high school campus. In addition to its use for evening plays and concerts, it is also used for school assemblies, awards assemblies, and other daytime events and performances. Events from all schools in the Holbrook District may be held in the performing arts center. High School students are not allowed in the center during the school day except under the supervision of a teacher or during a high school event.

Students who attend events must abide by the following rules. Backpacks are to be left in classrooms during events. Food, gum, and drinks are prohibited in the performing arts center. These items must be discarded in a trash can before entering the center. Students must refrain from putting their feet on the seats or seat backs. The school rules for cell phones and other electronic devices apply to the center and these items will be confiscated if seen in the center. Hats, hoods, and sunglasses may not be worn in the center. Students should walk at all times while in the center. Failure to comply with these rules will result in disciplinary action.

## Library

The library is provided for the use of all high school students. Students may use the library at any time outside of class hours and during regular class hours with a pass from the teacher.

The library will enforce "quiet hours" at all times including before school, noontime, and after school. The HHS library subscribes to periodicals, and daily and biweekly newspapers. The facility houses approximately 15,000 volumes and 9,000 pieces of audio-visual software for both student and teacher use. Lost or damaged books must be paid for to clear library records.

Backpacks, food, drink, gum, electronic devices, and dark glasses are not allowed in the library. Students with outstanding fees or late books may not attend school dances until those issues are resolved with the librarian.

## After school tutorial

After school tutorial is provided for students who want or need additional assistance in classroom work. It is held **Monday through Thursday from 3:45 pm to 6:00 pm**. Certified teachers supervise and provide tutoring along with student tutors during this time. Students must sign in upon arrival and may leave at any time unless they ride the activity bus. However, once a student leaves tutorial, he/she may not return. An activity bus pass will be provided for those students who live on or near an activity bus route. All students who ride the activity bus will be required to attend the full tutorial session. Any student who arrives late will not receive a bus pass. Any student who falsifies the activity bus pass will be subject to disciplinary action.

## Student Risk Analysis

The Holbrook Unified School District is dedicated to ensuring our schools have a culture of student safety and student success. Beginning during the 2014-2015 school year, any student that demonstrates identifiable deficiencies in the areas of substance abuse, violence, academics, and anti-social behaviors will be analyzed through a student risk analysis assessment. Each school will develop procedures for a risk analysis; as well as, implement interventions, with assistance from the parents, prior to recommending expulsion from the school. The intent of a student risk analysis is to help the student and parents seek interventions for personal academic and social deficiencies that may exist in students attending our schools. It is critical that students demonstrate positive behaviors on our campuses. Any behaviors that demonstrate potential risks to students, staff or the overall education institution will be addressed immediately.

## Counseling

The counselors are here to help students whenever possible with available resources. They are responsible for scheduling, supporting academic achievement, advising students in post high school options, solving personal problems, and supervising group counseling. Students and parents can make appointments to speak with the counselor or arrange teacher conferences by calling the school at 524-2815.

**\*The counselors at HHS are not therapists or psychologists. They do not provide long-term therapy or psychological services to students.**

## **Group-Counseling Program**

At Holbrook High School there is a Group-Counseling Program to help young people gain the information and skills necessary to make appropriate decisions about their lives and to help them cope with problems that arise in their lives.

Students may get into a “Group” in a variety of ways. Students may be referred to a “Group” by their teachers, by their counselor, by the administration, by their parents, by their friends, or even by referring themselves. The first rule of all groups will be confidentiality. Anything said or anything that happens in a group is not to be repeated outside of that group. Also, no teacher or student will need to know what group a student is going to. In order to maintain this confidentiality, the following process will be followed whenever a student is assigned to a group:

1. When a student is assigned to a group, he/she will be given specific instructions such as the day of week, the period of the day, and the location where group is to be held. The student is to report to group at the specified time, however, the student is responsible for letting his/her regular teacher know that they are present that day before they go to his/her group.
2. A special attendance form will be given to the teacher indicating that the student actually attended group.
3. Students who are assigned to group will be responsible to make-up any work missed from their regular classroom while they were attending group. Arrangements should be made directly with the student’s teachers concerning how the make-up is to be handled
4. Students who are disciplined for drugs or alcohol will be required to see a counselor

## **Student Assistance Program (SAP)**

Holbrook High School implemented the Student Assistance Program (SAP) during the 2012-2013 school year. SAP is a school-based program that includes a systematic effort to identify, assess, support and educate students with alcohol/drug use problems OR other related high-risk behaviors which are interfering with a student’s education and life development.

Students who have demonstrated high-risk behavior(s) and are facing an Out-of-School Suspension (OSS) may be given the opportunity, depending upon the severity of the infraction, to participate in the SAP in place of one or more days of OSS. The student will participate in a minimum of 8 one hour sessions of the SAP.

All students who are serving an In-School Suspension (ISS) will participate in SAP for one hour a day for the duration of their stay in ISS.

ALL participation in the Student Assistance Program must be approved by the Administration and the SAP Coordinator prior to any student entering into the program.

## **Positive Behavioral Interventions and Support (PBIS)**

Holbrook High School will be implementing the Positive Behavioral Interventions and Support (PBIS) system began in the beginning of the 2012-2013 school year. The objectives of PBIS are to enhance the quality and the efficiency of classroom instruction while diminishing disruptions that impede teaching and learning. PBIS is an on-going process of developing systematic and individualized strategies for achieving important social and learning outcomes.

## **Key School Norms (Positive Behaviors and Expectations)**

### **“Create a Clean Campus!”**

Unfortunately, life can pose serious challenges for some students. Therefore, it is vital that as a Holbrook High School community member that each and every one of us takes responsibility in helping HHS be a “special place,” clean of not just graffiti and litter, but also drugs and alcohol, drama and harassment, turmoil and fighting. For some students, HHS is the most stable environment they have and for all students, it is a vehicle to a better life. Thus, please respect and fulfill the following 4 B’s and their respective behaviors.

### **Be Here and Be on Time!**

- Be at school almost every day and be on time for school.
- Be on time for your classes. Know when to socialize. Keep moving on the right side in the hallways and campus walkways. Make it to your classes without having to run.
- Know your current academic progress (know what your grades are) and seek assistance from your teachers and get to tutorial (on time!) if needed.

### **Be Accountable for Your Behavior!**

- Promote a drug and alcohol free environment in all school settings.
- Use appropriate language and volume in all school settings (“social situational awareness”).
- Keep your campus, classrooms, buildings, and restrooms clean (throw away trash, food, and gum in proper receptacles; pick up and throw away trash).
- In the classroom, permit the teacher to teach and allow your peers to learn.
- Fulfill your learning obligations in a timely manner.
- At sporting events, respect our opponents and our school.
- In the auditorium, respect the performers and the environment.
- If you are going to tutorial: notify your parent/guardian; use your time wisely; and respect other’s right to learn.
- Be cooperative and serious during all emergency drills (fire evacuation, lockdown, lockout, etc.) and situations.

**Be an Active Learner!** (It’s the teacher’s job to facilitate learning and meaning; it’s your job to create learning and meaning.)

- Be curious about learning (constantly ask “why” and “how”).
- Engage in active listening when someone is speaking.
- Think when you read.
- Construct and ask questions during all learning activities.
- Make connections between learning (connect new learning to prior learning and make predictions about future learning).
- Take notes during direct teacher instruction and highlight/underline key concepts, ideas, information, and vocabulary when reading.
- Participate and provide meaningful input during class discussion.

### **Be Good to One Another!**

- Smile at one another and practice common courtesy (e.g., “please,” “thank you,” “excuse/pardon me,” “I’m sorry,” “you’re welcome,” hold doors open for one another, say hello to one another, remove your cap when entering a building, etc.).
- Respect personal and school property.
- In the cafeteria, respect other student’s place in line and clean your area before leaving.
- Guard against gossiping or rumor mongering and overreacting to gossip and rumors. Respect the opinions of others and be sensitive to one another’s feelings, especially in the classroom



# STUDENT ACTIVITIES

## Student Council

The purpose of the student council is to initiate and plan the students' extracurricular activities. It coordinates student organizations and their activities for the benefit of everyone. Students are invited to attend council meetings; you may not participate in the meetings unless you request to be included on the agenda at least two school days in advance.

## Scheduling of Student Activities through Student Council

To schedule an activity on the activity calendar or to sponsor a fundraising event, the sponsoring group must obtain a Student Activity Request form from the high school office. The activity request must be submitted 1 week in advance of the activity to the student council and the administration for approval. All events must have class or club sponsor signatures appearing on the activity request to be considered by the student council and administration.

## Rules for Dances

1. With administrative approval, persons who are not students at Holbrook High School may come as a guest of a Holbrook High School student to the Homecoming, Winter Formal, Morp, and the Junior-Senior Prom, providing they have a Guest Application on file in the assistant principal's office prior to the event. Guest Applications can be obtained in the assistant principal's office beginning three weeks before each dance. **Guests to Holbrook High School (HHS) dances must be under 21 years of age and should be enrolled in a high school or be high school graduates. Guests not enrolled in high school will be admitted to dances if they were approved for a dance the previous year as a high school student. Guests who are not in high school or have never been approved to attend an HHS dance must schedule an administrative interview prior to the dance. All guests must have administrative approval to attend. Guests will be required to present picture identification and proof of graduation to be admitted to HHS dances.**
2. Six school personnel are required to be present. No dances will be allowed without the necessary chaperones.
3. If unfamiliar with a student, faculty chaperones may require a student to show a school I.D. card in order to be admitted.
4. Students who leave the building during a dance will not be permitted to return.
5. A faculty sponsor will deny admission to any student who has been drinking alcoholic beverages.
6. If refreshments are served, someone must be in charge and responsible for serving refreshments and for cleaning the area after its use.
7. School dropouts, expelled students, students with overdue library books, or students with fewer than 70 discipline points will not be admitted.
8. Holbrook Junior High School students are excluded from HHS dances.
9. No student will be allowed to bump-and- grind or dance in any manner that simulates a sexual connotation.
10. Doors will be closed one and one-half hours after a dance begins. Students will not be admitted unless pre-arranged with an administrator.
11. Upperclassman must fill out an application to bring underclassman to Prom.
12. Tickets will be pre-sold for all dances; however, with administrative approval, the sponsoring organization may sell tickets at the door. Students must present their ticket for admission to the dance.

**There are four dances held each school year:**

- 1<sup>st</sup> semester: Homecoming Dance, and Winter Formal.  
2<sup>nd</sup> semester: MORP and Junior-Senior Prom.

**Athletics**

Students are eligible to participate in these programs which feature competition against neighboring high schools if they meet the following standards:

1. May not be nineteen (19) years old prior to September 1 of the current school year.
2. Student must have a birth certificate on file in the athletic office.
3. **\*Students must have a physical each year prior to beginning the first sport in which they participate.**
4. Student must have a signed emergency release form on file in the athletic office.
5. Student must have insurance either purchased from the school or their own family insurance. If the student has family insurance the parent must sign a form with this information.
6. A Parent's/guardian's signature must be on the form provided allowing the student to participate in the Interscholastic Athletic program.
7. Student must maintain proper behavior in class and around the school campus.
8. Student must maintain proper grades according to the Academic Eligibility Code.
9. Students participating in any sport must provide proof of passing the class "BRAINBOOK" per AIA requirements.

The following is a list of the sports offered at HHS:

**Fall:**

Football  
Volleyball (girls)  
Soccer (boys and girls)  
Cross Country (boys and girls)  
Chess

**Winter:**

Basketball (boys & girls)  
Wrestling  
Spirit Line

**Spring:**

Baseball (boys)  
Softball (girls)  
Track  
Golf

**Academic Eligibility**

All students participating in athletics, clubs, or organizations of any kind are subject to academic eligibility rules. Basically, students must maintain passing grades and follow school rules to be eligible to participate in activities. Students with failing grades or insufficient points (less than 70) are not eligible to participate. The specific rules that apply are outlined in the Activities Handbook. Each student receives an Activities Handbook when they join a club or athletic team.

**Activity Tickets**

Activity tickets are sold to students and the public at the beginning of the school year and will continue to be sold throughout the school year. Those who purchase activity tickets will be admitted to all school athletic events when presenting them at the gate. For the 2014-2015 school year; two different types of passes are offered: a season long pass and a school year long pass. The season long pass for an individual is \$30.00 and \$60.00 for a family (up to four family members). The year long pass for an individual is \$50.00 and \$100.00 for a family (up to four family members).

## Organizations

There are many different organizations for students to become involved with at HHS. These range from service orientation to social activities to performance and competition based. Whatever your strengths, there is a club at Holbrook High School that needs your participation! Get involved with your school; it will make your time at HHS more enjoyable! The following is a list of the clubs and organizations at HHS: (Please contact the sponsor for more information about the club or how to join)

### Organization List for HHS 2014-2015

<u>Name</u>	<u>Sponsor</u>	<u>Purpose</u>
Band (3 groups) (class)	Mrs. Meeks	Fine Art
Baseball Club	Mr. Pond	Sport
Boy's Basketball Club	(TBA)	Sport
Boy's Soccer Club	(TBA)	Sport
Chess Club	Mr. Mitchell	Sport
Choral Music (3 groups) (class)	Mr. Gardner	Fine Art
Cross Country Club	Mr. Mendoza	Sport
Drama Club	(TBA)	Fine Art
*FBLA	Mr. Madison	CTE
FCCLA	Mrs. Carlson	CTE
Football Club	Mr. Bokker	Sport
Fusion (class)	Mr. Obren	Fine Art
Girl's Basketball Club	Mr. Perkins	Sport
Girls Soccer Club	Mrs. Baloo	Sport
Golf Club	Mr. Novell	Sport
Green Club	Dr. Bowen	Service
KEY Club	Mr. Carlson	Service
*National Honor Society	Mrs. Foree	Academic/Service
Outdoor Club	Mrs. Campbell	Personal Growth
Roadrunner News (class)	Mrs. G. Novell	Academic
Robotics Club	Mrs. G. Novell	Academic
Running Club	Mrs. Demuth	Personal Growth
Science Club	Mrs. Sandoval	Academic
Skills USA	Mr. Larson	CTE
Spanish Club	Mr. Pond	Academic
*Spirit Line	Mrs. C. Carlson/C. Kester	Sport
Softball Club	Mr. Bakurza	Sport
*Student Council	Ms. Thompson	Service
Track Club	Mr. Demuth	Sport
Volleyball Club	Mrs. Baldonado	Sport
*Wax Club	Mrs. Craig	Personal Growth
*Wrestling Club	Mr. J. Bokker/ N. Moyte	Sport
*Yearbook (class)	Mr. Carlson	Academic

\*Requirements must be met for membership

## Senior Trip

A Senior Trip can be sponsored by the Holbrook Unified School District if it is a one day (non-overnight) event open to all seniors and the class can cover all costs. The trip must be approved by the administration and governing board.

### **Hazing**

There shall be no hazing of any student in attendance at any of the District's schools. Hazing is defined as any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace – any student. (ARS§ 15-2301.C.2)

## **GENERAL INFORMATION**

### **Family or Student Emergencies**

When there is a family emergency and a student needs to be reached, please contact the school office at 928-524-2815. When the situation requires it, an administrator will bring the student to the office and have them return the call to the parent. **Student cell phones are to be turned off during the school day and unauthorized use of phones will result in phones being confiscated, regardless of the reason for the use.** Students who have emergencies while at school and need parental assistance may come to the office and meet with an administrator. The administrator will determine whether a need exists for the student to contact a parent immediately or another course of action is appropriate.

### **Food**

No food or drink is permitted in classrooms except for bottled water.

### **Fire Drills**

Upon hearing the fire alarm signal, students will vacate the rooms using procedures posted in each classroom. Fire drills must be taken seriously at all times with all movement being done in a neat and orderly manner. After all is clear, the call to return to classes will be given over the P.A. System.

### **Lock Down Drills**

Holbrook High School will conduct periodic lock down drills. Teachers will lock doors to their classrooms and close all blinds and curtains. Students and teachers will sit on the floor out of view, teachers will take attendance, and students will be asked to remain calm. All students and teachers will wait for further instructions.

### **Hall Passes**

Whenever a student needs to be out of class, he/she must have signed out of their current class and have that teacher's hall pass in their possession. No student should be in the halls or out of class without such a pass (**One student per hall pass**). Every teacher will have a sign out sheet in their classrooms.

### **Textbooks and Fees**

Textbooks and workbooks will be provided free of charge to all students. You will receive your textbooks and workbooks in your classes from your teachers. Each book will have a number on it. Each student is financially responsible for the care of the books issued to him or her if they are lost, stolen, or damaged. Report your textbook missing to your teacher and find out how much the replacement cost will be. Most textbooks cost between \$45.00 and \$80.00 while workbooks cost between \$8.00 and \$15.00. At the end of the year, you will be charged if your assigned book has been damaged beyond normal wear and tear. (ARS§15-727; Board Policies I-5250 and J-6950, JQ).

### **Lockers**

The lockers are school property; they are provided for your convenience. The school has the right to inspect all lockers at any time (Board Policy J-3400, JIH). **The school accepts no responsibility for articles in lockers. Valuable items are left at your own risk.** Any damage to lockers (i.e., stickers, decals, writing, etc) is the responsibility of the person who is assigned the locker. (A fee of \$20.00 can be assessed) Any assessed charges are the responsibility of the person who is assigned to the locker.

Athletic lockers are provided to keep student belongings in during P.E. and athletic activities. These lockers should always be used with a lock. Personal equipment should not be left overnight in athletic lockers. **The school accepts no responsibility for articles left in athletic lockers.**

### **Personal Belongings**

Valuable personal belongings may not be brought to school. **The school accepts no responsibility for any belonging that is brought to school, whether left in a locker or a student's backpack.** There is no need for students to bring expensive electronic games, musical devices, or cell phones to school. Students take the risk of losing these items when they bring them to school. The administration will not spend time finding items for students when they are lost or stolen.

### **Telephones**

Students may only use the phone in the office. During school hours students must have permission from an administrator to use the phone. Phone use during school hours is for emergencies only. Cell-phone use other than prior to the 7:55 bell, at lunch, and after dismissal is only permissible with administrative approval. Cell phones may not be used as clocks, calculators, or personal reminders while at school.

### **Student Drop Off/Pick Up**

As a matter of safety for students and staff arriving to school in the morning and departing immediately after school, we ask that students **utilize the curb-side drop off/pick up zone on 8<sup>th</sup> avenue** east of the school when being dropped off **prior to 7:55 a.m.** and being picked up immediately after school. Please **refrain from being dropped off** (prior to 7:55 a.m.) **and picked up** (immediately after school) **in the staff parking lot in front of the office.** For your safety, **please do not walk across the staff parking lot in front of the office.**

## Cars and Use of Parking Lots

All motor vehicles must be operated by a person with a valid Arizona driver's license. Students must provide a copy of a valid Arizona Driver's License at registration.

1. Faculty parking will be in the front of the main office, seminary parking lot, 8<sup>th</sup> Avenue, and in spaces designated near the student parking lot and cafeteria.
2. **Students must park in the student parking lot. Parking along adjoining streets is not permitted.**
3. Four visitor spaces will be designated in the parking lot in front of the main office.
4. **Students are not to park in the faculty parking lots.**
5. Students may not sit in parked cars upon arriving at school or during school hours.
6. Trash is not to be thrown on the parking lot or in the streets. Proper containers for trash are provided at convenient locations.
7. Alcohol or illegal drugs are not to be used or kept in vehicles and violations will be treated in the same manner as if used inside the school building.
8. Any student found violating any state, local, or school regulation concerning driving on school property will receive disciplinary action.
9. The speed limit in all parking areas is 5 miles per hour. Students may not come to school or leave the school while in the back of a truck driven by another student. This includes during the lunch hour.
10. Violators may be subjected to a fine and/or be towed away at the owners' expense. In addition, disciplinary action may be taken.

## Student Checkout

Students can only be signed out of school by a parent/guardian. **A student can be signed out of school by a designated person on his/her contact list only upon prior approval (phone call or signed note) by a parent/guardian.** Chronic removal from school is discouraged and will be addressed by administration.

## Skateboards / Roller Blades

No skateboards, roller blades, or roller blade-sneakers (Heelies) are allowed on campus at anytime during the school day. Students may not store skateboards in their lockers.

## Laser Pointers, and Other Non-Educational Objects

Electronic devices such as laser pointers or "Game Boys", and toys such as fingerboards, dice, etc. will not be allowed at HHS. They will be confiscated and kept until a parent comes to pick them up. **The school will accept no responsibility for lost or stolen items.**

Throwing water balloons, snowballs, or any other object that is a danger to the safety and welfare of other students will result in disciplinary action.

## Dress Code

**Any clothing or the way clothing is worn that is disruptive to educational activities or non-conductive to the educational environment is unacceptable!**

1. Shorts, skirts, and dresses worn to school or activities must have hemlines no shorter than four inches above the knee.
2. Sagging pants are prohibited. The waistline of the pants is to be worn on the person's waist, not below. The pants must stay on the waist without a belt.
3. Students will not be allowed to wear clothing that is too large. Oversized shirts and coats (i.e. trench coats) may not be worn in such a manner as to conceal sagging clothing or to provide concealment for items inappropriate for school. (Electronic devices, weapons, substances, etc.)
4. Clothing that is torn, and exposes skin above the knee will not be allowed.
5. Bare midriffs, halter-tops, tank tops (must be three fingers wide straps), spaghetti straps, spandex as outerwear and see-through clothing that are deemed indecent or inappropriate are not allowed. Exposed cleavage is inappropriate regardless of the type of shirt being worn.
6. Obscene language or symbols such as drugs, tobacco, sex, blood, violence, satanic symbols, alcohol, racial supremacy, gang affiliation, or anything depicting illegal activity on any type of clothing or jewelry is expressly prohibited.
7. Bare feet or slippers are never acceptable. In the interest of student safety, shoes must be worn at all times.
8. Jewelry, including spikes or studs shall not be worn if it presents a safety hazard to self and/or others.
9. Wallet chains and chains covering clothing are prohibited.
10. Hairnets will not be worn on campus. No headwear may be worn by staff members or by male or female students in school buildings, except for properly approved occupational safety headgear required for special classes. Hats may be worn with the bill facing forward on campus outside of buildings. Hats are to be removed when entering any building on campus including the gym.
11. No blue or red bandanas or headbands of any color, size, or shape may be carried, worn, or displayed on school property. Any clothing that displays gang signs, colors, names or any identification symbols is not allowed (Board Policy J-2900, JICF). **"Insane Clown Posse" attire is considered gang affiliation and is not to be worn on campus or to school activities.**
12. Sunglasses may not be worn in buildings unless they are prescription, and approved by the administration.
13. Students may not wear entirely black attire. For example, students cannot wear a black shirt (top) and black pants at the same time. Dark blue on black or other very dark shirts and pants in combination are also prohibited.
14. "Beanies" (knit caps) may only be worn outside of the buildings.
15. All hoods must be removed in the buildings and classrooms.
16. Hair may not be worn in a manner that covers the eyes or face of the student.
17. Outlandish dress and excessive hairstyles are not school approved and students who come dressed inappropriately will subject themselves to school discipline.
18. Pajamas are not appropriate attire for school.

**The administration reserves the right to determine prohibitive dress at any time in order to maintain a safe and appropriate learning environment (Board Policy J-2350, JICA)**

## Excessive Tardiness

- **1st – 4th Tardy:** Lunch Hour Detention (LHD) assigned
- **4th tardy - Loss of off campus privileges.**
- **5th Tardy: 3 days In School Suspension (ISS), 1 LHD and Loss of 16 points.**
- **6th Tardy: Level 3 S - 3 days Out of School Suspension (OSS) and Loss of 16 points.**
- **7th Tardy: Level 3 S (C 5) - 4 days OSS and Loss of 16 points.**
- **8th Tardy: Level 3 S (C 6) - 5 days OSS and Loss of 17 points.**
- **9th Tardy: Level 3 S (C 7) - 6 days OSS and Loss of 17 points.**
- **10th Tardy: Level 4 (C 8) - 9 days OSS and Loss of 17 points.**
- **Long Term Suspension Hearing will be conducted.**

## Ditching/Truancy

The following consequences will be applied for incidents of ditching/truancy:

- On the **1<sup>st</sup> ditching** incident a student will serve 3 days of In-School Suspension (ISS). Loss of 16 points
- On the **2<sup>nd</sup> ditching** incident a student will serve 3 days of ISS followed by 2 days of LHD. Loss of 16 points
- On the **3<sup>rd</sup> ditching** incident a student will receive three days of out-of school suspension, and five days of in-school suspension. A mandatory parent-student-administrator conference will occur after OSS. Loss of 17 points
- On the **4<sup>th</sup> ditching** incident a long term suspension hearing will be conducted.

**Note: Any student who has ditched forfeits his/her right to appeal a loss of credit due to excessive absences.**

## Acceptable Use Policy (AUP) for Computers

Before students can have access to the Internet in Holbrook School District, they must have a signed copy of the AUP on file in the library. Parents must also sign this form. A copy of the full acceptable use policy is provided with the signature sheet. Parents and students should be aware of the following “conditions of use” within this policy:

1. Any cost or expenses incurred by the district, including reasonable attorney’s fees, due to the improper downloading, purchasing, or transmission of material or information in violation of any local, state, or federal laws become the express liability of the parent/guardian.
2. Costs incurred by the district for vandalism or any malicious attempt to harm or destroy another’s data, the district network or other agencies’ networks become the express liability of the parent/guardian. This includes the deliberate uploading, downloading or creation of computer viruses.
3. Use or misuse of information obtained on the Holbrook School District #3 network is “at your own risk.”

A complete copy of the acceptable use rules can be obtained from the High School Library. Consequences for AUP violations may include loss of computer privileges for a designated period of time plus any additional violations as applicable per the HHS student handbook.



## Cell Phones, Electronic Devices/Games, Musical Devices, Cameras, and Guitars

Cell Phones, portable radios, iPods, Mp3 players, CD players, or other electronic devices/musical devices, cameras, and walkie talkies must be **turned off** and **concealed during school hours**. They may not be used for any reason during the day, including use as a clock. They may be used on campus prior to the 7:50 am warning bell, during lunch, and after dismissal at the end of the day. Headphones are not to be worn around the neck in the buildings, in the classrooms, or on campus except during the permissible times listed above. Guitars may be played on campus at lunch only. Guitars must be stored in a secure place during the day. The following consequences will be administered to those that fail to comply with this policy:

**1<sup>st</sup> Violation-** Handled on an individual basis with teacher / administrator.

**2<sup>nd</sup> Violation-** Device is confiscated and will be returned to a parent or guardian only. Level Three S “Failure to Cooperate with a School Rule” discipline referral will be issued, which will result in a loss of 16 points, 2 days ISS, and three days of out-of-school suspension (OSS). OSS will be waived if parent leaves device until the end of the grading period.

**3<sup>rd</sup> Violation-** Device is confiscated and will be returned to a parent or guardian only/Mandatory parent-student-administrator conference. Level Four D “Refusal to Obey a Reasonable Request” discipline referral will be issued, which will result in a loss of 25 points, 3 days ISS, and 5 days OSS. OSS will be waived if parent leaves the device until the end of the semester.

**4<sup>th</sup> Violation-** Device is confiscated and will be returned to a parent or guardian only. Level Four (2<sup>nd</sup> referral) C “Insubordination” discipline referral will be issued, which will result in a loss of 25 points and a nine day out-of-school suspension along with a long term suspension hearing.

In addition, it is **against the rules** and **unlawful** (ARS§ 13-3019) for any person to knowingly photograph, videotape, film, digitally record, or by any other means secretly view, with or without a device, another person without that person’s consent if they are in a restroom, bathroom, or locker room or if done in a manner that allows the viewing of another person’s body in a way that is not normally visible to the public. It is also **against the rules** and **unlawful** to disclose, display, distribute, or publish images recorded in violation of the aforementioned legal guidelines.

### Key Arizona Laws Regarding Student Conduct

- A teacher may remove a student from the classroom who is disruptive. (ARS §15-841.A.2.)
- A school may reassign a pupil to an alternative program if the pupil refuses to comply with rules. (ARS§ 15-841.E; ARS§ 15-841.F.)
- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior, or for violent or dangerous behavior. (ARS§ 15-841B.)
- School boards have the job of supporting and assisting teachers in the enforcement of rules. (ARS§ 15-843.D.1.-4)

### Student Conduct

In addition to the general rules set herein, the student is expected to obey all rules and regulations adopted by the Board of Education for their conduct. Students shall not engage in any activities prohibited herein nor shall he or she refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these rules and regulations will be subject to warning, reprimand, suspension, or expulsion, in addition to other civil and criminal prosecution.

LEGAL REF.: ARS§ 13-2911, 15-341(27), 15-507, 15-521, (A) (4), 15-841, 15-842, 15-843.

CROSS REF.: J-4600, JK—Student Discipline; J-4850, JKD; J-4900, JKE—Student Suspension/Expulsion/Due-Process Rights; K-1700,KFA—Public Conduct on School Property

## **HHS Discipline Conceptual Foundation**

- Harmony is a prerequisite of a meaningful educational and social experience. All of us share a vested interest in a safe, stable and orderly school.
- Punishment and discipline are two different things! The purpose of school discipline is neither “punishment” nor “forced control” of students but to nurture and when needed, demand cooperation so that our educational mission can be better fulfilled.
- A campus environment that reflects our educational purpose is vital.
- School rules (as are the laws that govern us) are written to protect righteousness in human relationships; thus, misbehavior is primarily an offense against human relationships and secondly a violation of school rules.
- Besides educating students, schools are also “people-citizen developers” and as a result improper student behavior and conflict can be a teachable moment in which offenders have a learning opportunity to increase their capacity to take responsibility for their actions and change their behavior.
- Accountability is taking responsibility for misbehavior, self-correcting misbehavior and most importantly, repairing the harm that results from misbehavior.
- The willingness to change disruptive and destructive behavioral patterns is more important than apologizing for them.
- Unfortunately, not all students will choose to cooperate with our rules and be accountable for repairing the harm that occurs from their misbehavior and as a result, stern decisions will have to be made in order to protect the academic and social integrity of HHS.

## **Student Conduct on Buses**

The District takes a firm stance against misconduct and improper behavior on board the buses. Our number one priority is to transport students to school and back home as safely as possible in an orderly environment. In order to ensure the safety of all passengers on board these buses, misconduct, distracting, or improper behavior will not be tolerated. We have a zero tolerance policy regarding student conduct on the bus. Under Arizona law, it is a privilege not a right to ride a school bus. Your safety is the issue! Every student should be familiar with all the rules governing conduct of students while riding the bus. Some of the more important rules are:

- a. Remain seated while the bus is in motion
- b. Keep head and arms inside the bus
- c. Walk in front of the bus when crossing the street
- d. Remain quiet enough that instructions from the driver can be heard at all times. Follow all direction from the driver or monitor
- e. Profane language is prohibited
- f. Lighted devices are prohibited

Students are to conduct themselves consistent with established standards for classroom behavior. When students do not conduct themselves properly, the bus driver will speak to the student about their behavior and inform the Principal of the misconduct. The student’s misconduct may be brought to the attention of the parents.

Students who are issued a bus conduct report may have their bus riding privileges suspended. In such cases, the parents of the student involved become responsible for transportation to and from school.

### **Bus Transportation Change Requests**

All bus transportation change requests must be made **prior to 2:30 p.m.** during a full day of school and **11 a.m.** during a half-day of school.

## **Student Conduct Definitions**

**Alcohol:** The use, possession or distribution of alcoholic substances. This includes off-campus consumption and then being on district property or at a district function.

**Arson:** Deliberately setting fire to a building or other property.

**Bus Violation:** Interrupting, disturbing, or breaking the rules on a school vehicle in transit.

**Cheating:** Not tolerated. Involves the act of fraudulently deceiving teachers, other school employees, or students in areas of academics, athletics, or student discipline.

**Dangerous Objects:** Any object or device that can cause injury or death.

### **Dangerous Weapon(s)**

The Holbrook Unified School District is dedicated to creating safe school environments. Each school campus is dedicated as a “Weapons Free Zone”. Any student that attends school or school events in possession of a weapon will be dealt with through local policy enforcement; as well as, possible police intervention. It is critical that parents are involved by communicating the importance of not possessing a weapon while on campus. The following details outline some basic information pertaining to weapons on school campuses:

**Definition of a weapon:** Any instrument designed for lethal use that is used or displayed as a weapon or used to frighten or intimidate. The term includes a firearm, knife, or destructive device. “Firearm” means any loaded or unloaded pistol, revolver, rifle, or shotgun whether the projectile is expelled by gunpowder, pressurized air, or other source.

A knife is considered a weapon regardless of the length of the blade or ability to be locked. Any knife is considered a weapon.

**The possession of dangerous devices/weapons may result in nine days of Off Campus Suspension, plus a discipline hearing for recommendation to the School Board for additional disciplinary action which may include expulsion.**

**This action will be determined through a threat analysis and complete investigation of surrounding circumstances and intent of the person in possession.**

**Disorderly Conduct:** Personal behavior that disturbs the regular or normal functions of an event.

**Ditching:** Unexcused absence at any time.

**Dress Code:** See details on page 38.

**Extortion:** The solicitation of money, or something of value, from another person in return for protection, or in connection with a threat to inflict harm.

**Fighting:** Engaging in physical conflict with another person.

**Forgery:** Falsely and untruthfully making or altering a document, a signature or any other instrument.

**Gambling:** Risking money, etc., on the outcome of something involving chance.

**Gang Activity:** A gang is a group of two or more persons who form an allegiance to each other or to a common purpose and engage, whether individually or collectively, in an antisocial and/or criminal behavior.

**Harassment:** Frequently troubling, disturbing, pestering, or tormenting someone physically or verbally.

**Illegal Drugs:** The use of any addictive substance. The use (including inhalation), possession or distribution of a non-prescribed drug, narcotic or other noxious substance. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or distribution of drug paraphernalia and/or imitating the use of a non-prescribed drug, narcotic, and other noxious substance.

**Inappropriate Language (Profanity):** The use of language that is not suitable, fitting or proper for the particular occasion.

**Insubordination:** Defiance of school rules or authority, insults, profanity, obscene gestures or language.

**Loitering:** Any person who annoys a child or who without legitimate reason therefore loiters on the grounds of any public school at which children are in attendance or within three hundred feet, thereof, shall be deemed a vagrant, and upon conviction fined not more than five hundred dollars, imprisoned in the county jail not more than six months, or both (ARS§ 12-922). **All visitors must report to the office.**

**Lying:** To make an untrue statement with intent of creating a false or misleading impression.

**Physical Assault:** A physical attack to hurt an individual.

**Sexual Abuse or Harassment:** Unwanted sexual or gender based behavior that occurs when one person has formal or informal power over the other. See policy page 16.

**Theft:** The act of stealing. The unlawful taking away of another's property without their consent.

**Threats/Intimidation:** An expression of intention to inflict evil, injury, or damage.

**Tobacco:** The use, distribution or possession (if under the legal age) of tobacco, of any kind.

**Trespassing:** An unwarranted, unlawful, and illegal act committed on the person, property, or rights of others.

**Truancy:** An unexcused absence for at least one class period during the day. (ARS§ 15-803)

**Vandalism:** The willful or malicious destruction or defacement of public (school) or private property.

### **School Resource or Other Law Enforcement Officers on Campus**

Cooperation with law enforcement agencies is desirable, keeping in mind the rights of pupils and parents. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of Arizona, and recognize the potential enrichment that law enforcement agencies can make in the educational program. Board Policy J-3400, JIH relates to this section.

**Interviews:** Interviews of pupils by law enforcement officers who show proper identification will be permitted during the school day only when interviews during non school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts will be made to notify the parent, guardian, or other adult person having the care and custody of the child. In the event that an interview is conducted on the school premises, the principal or his representative will be present during the interview.

**Arrests:** Custody and/or arrest may be affected by a police officer after he has shown proper identification and credentials.

**Confinement:** Under A.R.S. 15-843, no student shall be confined (placed in a closed room alone) for disciplinary purposes without written parental notification that confinement may be used for disciplinary purposes. However, an exemption to prior written consent may occur if an administrator or teacher determines that the pupil poses imminent physical harm to self or others. The administrator or teacher shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

## Description of Discipline

**Lunch Hour Detention (LHD):** Assigned to students on the 1<sup>st</sup> through 4<sup>th</sup> tardy and subsequent tardy violations. LHD will be served in Mrs. Craig's room (S-3) or the ISS room (S-1) with Mrs. Campbell. Failure to serve assigned LHD on assigned day will result in 5 additional LHDs; **LHD is the entire lunch period.**

**Lunch Detention:** Teacher assigned detentions are intended to serve as beginning levels of behavior modification: for minor misbehavior. Students are required to purchase/acquire lunch from the school lunch program when assigned to these detentions. These detentions are generally 5-10 minutes in length.

**In-School Suspension (ISS):** ISS is intended to serve as a middle level of behavior modification for minor or repeated misbehavior. A day in ISS is devoted to completing academic assignments. ISS will run from 7:55am - 3:30 pm on Monday through Friday.

**Out-of-School Suspension (OSS):** OSS is intended as a consequence for serious or repeated offenses. The student is not allowed on the school campus during the period of suspension.

**Community Service:** The student is assigned to work with a school district maintenance person for a period of two hours after school.

**Intervention:** An intervention is a discipline technique used at the initial stages of discipline. Some examples of intervention strategies are:

- Student planning for future behavior
- Student and/or Parent Counseling
- Student social skill assessment
- Peer Mediation
- Mediation with a counselor or administrator

## **Holbrook High School Discipline Policy/Point System**

Students at Holbrook High School are responsible for their own behavior. The following guidelines have been developed for a safe and orderly school environment. If a problem should occur, teachers, guidance personnel, administrators, police and parents may be involved in conferencing, counseling, and advising the student involved. Students who are referred to the office will be dealt with according to the approved policies.

Students will begin the school year with 100 points. Points will be deducted from this 100 points based on the level of the infraction and the number of infractions on that level. **Seniors must have 70 points to participate in the graduation ceremony.** Students who have lost a minimum of 75 points during the school year will meet with the Assistant Principal to sign a behavior contract for the remainder of the year. Students who lose their 100 points during the school year have lost the privilege of continuing as a student in good standing and may have the following options:

1. Withdraw from Holbrook High School, or
2. Be referred to the hearing officer for a long-term suspension hearing, or
3. Be referred to the Holbrook School District Board of Education for possible long-term suspension or expulsion from Holbrook Public Schools
4. Be placed on a behavioral contract

### **Points of Clarification**

All procedures will be in accordance with Holbrook Unified School District policy.

Students involved in a second fight in the same school year may face long term suspension.

Any inappropriate acts that violate the law or are not specifically covered in this plan will be dealt with by the administration. Any extreme violations, in any category, may be dealt with more severely than the code prescribed. Police may be notified. Administration reserves the privilege to make appropriate or necessary decisions to meet the needs of students.

Students who have 70 or more points will be allowed to participate in athletics, clubs, dances, and incentive activities during the school year. **Students who have lost more than 30 points will not be allowed to participate in these activities. Seniors must have 70 points to participate in the graduation ceremony.** Students may do community service to replace points and become eligible for activities. A student may replace a maximum of 50 points per semester through community service or through other activities as stated below. Students working to replace points in order to participate in an activity must complete their community service activities at least 24 hours prior to the activity. Keep in mind that students may only complete HHS community service activities on Mondays through Thursdays from 3:45 to 6:15 pm. HHS does not sponsor community service activities on Fridays, Saturdays, or Sundays.

## Replacement of Discipline Points

A student may replace up to 50 points per semester by successfully completing any of the following:

1. Four weeks of no tardies and good behavior in all classes and around campus: 10 points.
2. Clean quad at lunch and improve his/her point total by 1 point per day. The administrator on duty will evaluate this process.
3. Clean the campus after school under the supervision of a custodian. Improve his/her point total by 1 point per 30 minutes of work. (2 students per custodian).
4. Complete a community service project, which positively benefits the community of Holbrook. The student can improve his/her point total by 15 points based on completing an individual community service project. **The service project must be pre-approved by administration at least five school days prior to the activity.** The sponsoring group must agree to the supervision responsibilities. The sponsoring group must provide evidence of completion to the school.
5. Participate in a counseling program either at school, with Community Counseling or any other program. The student can improve his/her point total by 5 points per semester based on the counselor's determination of student involvement and attendance to the counseling session. The counselor will confer with administration as to the number of points to be replaced. The student must request to put this process in action.
6. Maintaining a "B" average can earn 5 points back per semester. The student must bring this to the attention of the Dean of Students to acquire the points.
7. Five points will be awarded to students whose parents come in for a conference with administration, resulting in a significant positive change in behavior or grades. These points can be awarded at the end of each of the first three grading periods by student request.
8. Students assigned to ISS can earn up to 3 points a day. Points will be awarded when the student shows good behavior, follows the ISS rules, and completes assigned work while in ISS. Failure to cooperate in ISS will result in no points being awarded.

## DISCIPLINE CODES

<u>CODE</u>	<u>DISCIPLINE</u>
1.	A. Office/Conference/Counseling B. Lunch Detention C. Intervention and/or D. Parent Conference (Phone or in-office)
2.	A. One day of ISS (In-School Suspension) and/or B. Intervention and/or C. Parent Conference (Phone or in-office) D. Lunch Detention
3.	A. Two days of ISS (In-School Suspension) and/or B. Referral to Intervention Team
4.	A. Three days of ISS (In-School Suspension) and/or B. Referral to Intervention Team C. School work detail D. OSS (Out of-School Suspension) up to three (3) days
5.	A. Up to five (5) days OSS (Out of-School Suspension) and/or B. Referral to Intervention Team
6.	A. Up to six (6) days OSS (Out of-School Suspension) and/or B. Referral to Intervention Team
7.	A. Up to seven (7) days OSS (Out of- School Suspension) and/or B. Referral to Intervention Team
8.	A. Nine (9) days OSS (Out of- School Suspension) B. Student is scheduled for a disciplinary hearing for long-term suspension.
9.	A. Nine (9) days OSS (Out of- School Suspension) plus hearing for recommendation to the school board for additional disciplinary action which may include expulsion.



## Infractions/Discipline

The following tables contain a list of behaviors and actions not compatible with the safe and orderly operation of Holbrook High School. The list is intended to be comprehensive, but may not be complete. Any student action, not included on these tables, may be subject to disciplinary action in accordance with district policy.

<b>LEVEL ONE</b>									
Number of referrals	1	2	3	4	5	6	7	8	9
Points lost for each referral	9	9	9	15	15	15	15	15	15
A. Public display of affection	1	2	3	4	5	6	7	8	9
B. Dress Code Violation*	1	2	3	4	5	6	7	8	9
C. Harassment	1	2	3	4	5	6	7	8	9
D. Failure to clear absence within 48 hours of return to school	1	2	3	4	5	6	7	8	9
E. Use of radios, iPods, Mp3 players, CD players, electronic devices, cell phones, etc. during school hours. Items confiscated		3	3	4	5	6	7	8	9
F. Failure to complete teacher assigned detention	1	2	3	4	5	6	7	8	9
G. Littering on campus	1	2	3	4	5	6	7	8	9
H. Failure to serve detention (lunch, all day, etc.)	1	2	3	4	5	6	7	8	9

<b>LEVEL TWO</b>									
Number of referrals	1	2	3	4	5	6	7	8	9
Points lost for each referral	11	11	11	11	15	15	15	15	15
A. General disruption in class, assembly, cafeteria, school activity, bus, etc.		3	4	5	6	7	8	9	10
B. Use of snowballs, rocks, mud, water guns, shaving cream, rubber bands, etc.	2	3	4	5	6	7	8	9	10
C. Carrying and/or using cigarette lighter, pocket knife, matches	2	3	4	5	6	7	8	9	10
D. Failure to identify self to school employee/providing false info.	2	3	4	5	6	7	8	9	10
E. Use of profanity/vulgarity in speech, writing, gestures		3	4	5	6	7	8	9	10
F. Misuse of school property	2	3	4	5	6	7	8	9	10
G. Trespassing while suspended	2	3	4	5	6	7	8	9	10
H. Failure to complete infraction consequence	2	3	4	5	6	7	8	9	10
I. Failure to cooperate with request of school employee		3	4	5	6	7	8	9	10
J. Harassment complaints - bullying	2	3	4	5	6	7	8	9	10
K. Careless Driving/Parking Violations	2	3	4	5	6	7	8	9	10
L. AUP/Computer violations	2	3	4	5	6	7	8	9	10
M. Other as determined by administration	2	3	4	5	6	7	8		
*Some dress code violations will be treated as a level 5 (i.e. wearing black attire, etc.)									

<b>LEVEL THREE</b>					
Number of referrals	1	2	3	4	5
Points lost for each referral	16	16	17	17	17
A. Disruptive objects / fire extinguishers, etc.	3>4	5	6>7	8	9
B. Gambling	3>4	5	6>7	8	9
C. Forgery of notes / fake phone calls	3>4	5	6>7	8	9
D. Minor vandalism (restitution)	3>4	5	6>7	8	9
E. Jeopardizing the safety of oneself or others, pushing	3>4	5	6>7	8	9
F. Minor theft (restitution)	3>4	5	6>7	8	9
G. Leaving class and/or campus without permission	3>4	5	6>7	8	9
H. Lying or cheating	3>4	5	6>7	8	9
I. Getting students out of class without authorization	3>4	5	6>7	8	9
J. Classroom Disruption	3>4	5	6>7	8	9
K. Truancy / Ditching	3>4	5	6>7	8	9
L. Insubordination, failure to go to appropriate area as directed	3>4	5	6>7	8	9
M. Instigating a confrontation	3>4	5	6>7	8	9
N. Sexual Harassment	3>4	5	6>7	8	9
O. Hazing	3>4	5	6>7	8	9
P. Careless/Reckless Driving	3>4	5	6>7	8	9
Q. Tardies (4 or more)	3>4	5	6>7	8	9
R. Possession/Use of pornographic material	3>4	5	6>7	8	9
S. Repeated Use of Profanity	3>4	5	6>7	8	9
T. Other as determined by administration					

<b>LEVEL FOUR</b>			
Number of referrals	1	2	3
Points lost for each referral	25	25	25
A. Harassment or Intimidation / threatening or verbal abuse	6>7	8	9
B. Major Theft (Restitution and police call)	6>7	8	9
C. Insubordination, disrespect of school employees	6>7	8	9
D. Refusal to obey a reasonable request from a school employee	6>7	8	9
E. Flashing Gang Signs and/or minor gang activity	6>7	8	9
F. Fighting (written plan required, Police will be called)	6>7	8	9
G. Possession / Use/ Sale of Tobacco	6>7	8	9
H. Assault	6>7	8	9
I. Hazing	6>7	8	9
J. Sexual Harassment	6>7	8	9
K. Lying/Cheating			
N. Chronic Use of Profanity			
O. Other as determined by administration			

<b>LEVEL FIVE</b>		
Number of referrals	1	2
Points lost for each referral	34	34
A. Possession of or distributing pornographic/ indecent material	8	9
B. Indecent exposure / intimate acts	8	9
C. Open / persistent defiance of authority	8	9
D. Vandalism (restitution and Police called)	8	9
E. Physical attack with bodily harm (Police will be called)	8	9
F. Gang activity / graffiti on school property (Police called)	8	9
G. Extortion (Police called)	8	9
H. False fire alarm / setting fires (Police called)	8	9
I. Endangerment	8	9
J. Sexual Harassment	8	9
K. Hazing	8	9
L. Truancy/Ditching	8	9
M. Tardiness	8	9
N. Possession/use of alcohol	8	9
O. Possession/use of Drugs (marijuana, methamphetamine. etc.)		
P. Possession of drug paraphernalia		

<b>LEVEL SIX</b>		
Police will be called for all referrals		
Number of referrals	1	
Points lost for each referral	100	
A. Arson		
B. Bomb threat	9	
C. Possession/use/under the influence of a controlled substance (Marijuana, Methamphetamine, etc.: <b>Second offense while attending HHS.</b>	9	
D. Possession of Drug Paraphernalia: <b>second offense while attending HHS</b>	9	
E. Possession/use/under the influence of alcohol: <b>Second offense while attending HHS</b>	9	
F. Physical assault of an employee/student	9	
G. Possession / use of explosives	9	
H. Use or possession of any instrument as a weapon	9	
I. Possession of a weapon or dangerous device or firearm	9	
J. Threats of bringing a gun, bomb, or physical harm	9	
K. Sale of a controlled substance: Marijuana, Cocaine, Meth.	9	

**Any level six violations will result in an automatic referral for a due process hearing and a request to the Holbrook School Board for long-term suspension or expulsion.**

## Due Process

Relative to student discipline, due process means that school officials must follow certain notice and hearing procedures before a student can be suspended or expelled. In some situations, there are also procedures which students may follow if they do not agree with the school's actions. Hopefully, students will never be in a situation where due process is needed. If a student is faced with a possible suspension or expulsion, the appropriate due process procedure will be implemented. The following summary provides an overview to acquaint students and parents with the existing procedures.

**Short Suspension:** A short suspension is 1-3 days. The notice and hearing required for a short suspension is more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension. The unit administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for short suspension shall be initiated.

**Long Suspension:** A long suspension is 4-9 days. In addition to imposing a short suspension, the administrator may recommend that a long suspension be imposed.

**Long Term Suspension:** A long term suspension is 10 days or more when a student engages in behavior that is in violation of the rules and regulations set by the school. A formal hearing will be set by the Superintendent to determine length of suspension.

**Expulsion:** This is the permanent withdrawal of the privilege of attending a school, unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion shall take effect only after a formal hearing is held and the Governing Board has made a decision to expel. Written notice shall be sent to the student and parent that the administration has recommended to the Governing Board that the student be expelled. The student and parent shall be given notice of applicable due process procedures. All expulsion hearings shall be conducted by a hearing officer that shall hold a closed hearing to protect the privacy of the student unless the parent requests that it be open to the public. The parent and any student subject to expulsion shall be given the written notice of the date, time and place for the hearing at least five working days prior to the hearing. The hearing officer's recommendation may be appealed by sending a written notice of appeal to the board within two working days after receipt of the hearing officer's decision. The board is the ultimate authority in the district and is not bound to accept the hearing officer's recommendation.

### **Search and Seizure Policy J-3400, JIH**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right is however, balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger. Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in school property) may be conducted at any time when there is reason to believe that something that violates a law or school rule is on school property. This search of school property may be made without the student being present.
2. Illegal items (firearms, explosive devices, weapons, drugs, etc.) or other possessions reasonably determined to be a threat to the safety, security of others, or might possibly interfere with school purposes may be seized by school employees.
3. Items which are used to disrupt or interfere with the educational process may be removed from a student's person.
4. A student's person may be searched by school employees when there is reason to believe that the student has on his/her person illegal items that may interfere with school purposes.
5. The school maintains ownership of students' lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.

### **Drug and Alcohol Policy J-3050, JICH**

Drug and alcohol related offenses during school time or school related functions include:

1. Possession/use/ or being under the influence of an illegal drug or substance imitations.
2. Possession of drug paraphernalia.
3. Possession/use/or being under the influence of alcohol.
4. Involvement or affiliation with a student using alcohol or an illegal drug.

**Consequences** for the above include the following:

**1<sup>st</sup> offense:** five (5) days out of school suspension, proof of counseling/ mandatory participation in the HHS drug/alcohol group meetings, and a student behavioral contract signed by an administrator, the student, and the student's parent or guardian.

**2<sup>nd</sup> offense** during any period of enrollment at HHS: Nine days out of school suspension, due process hearing, and recommendation to the Governing Board for expulsion.

## Conduct of All Persons Using School District Property

The Holbrook Schools are for enrolled students or official visitors only. Criminal trespass in the State of Arizona is a Class 3 misdemeanor (ARS§ 13-1502). Possible penalty: up to 30 days imprisonment and/or up to \$500 fine. Other applicable violations include:

- a. Interference with peaceful conduct of education institutions - Class I misdemeanor (ARS§ 13-2911).
- b. Disorderly Conduct - Class I misdemeanor (ARS§ 13-2904).
- c. Loitering - Class I misdemeanor (ARS§ 12-2905). Possible Penalty for Class I misdemeanor: up to 6 months imprisonment and up to \$1,000 fine (ARS§ 15-507)

A person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a Class 3 misdemeanor - possible penalty: up to 30 days imprisonment and/or up to \$500 fine.

All persons using or upon school property for any purpose shall not engage in:

1. Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
2. Physical abuse of or threat of harm to any person on school district owned or controlled property or at school district sponsored or supervised functions.
3. Threat of damage or damage to property of the school district, regardless of the location, or property of a member of the community or a visitor to the school, when such property is located on school district controlled premises.
4. Forceful or unauthorized entry to or occupation of school district facilities, including both buildings and grounds.
5. Unlawful use, possession, distribution, or sale of drugs, alcohol, and other illegal contraband on school district property or at school sponsored functions.
6. Conduct or speech that violates commonly accepted standards of the school district, and which under the circumstances, has no redeeming social value.
7. Failure to comply with the lawful directions of school district officials or of school district security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so.
8. Knowingly violating school district rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
9. Any conduct constituting a breach of federal, state, or city law, or duly adopted regulation of the Board. See Board Policy K-1700, KFA.52

**Helping students Help themselves Succeed**  
**2014-15 PARENT/SCHOOL TITLE I COMPACT**

Holbrook High School has been designated a Title I school. All students at Holbrook High School are considered Title I students and are eligible for supplemental educational services. At Holbrook High School, we believe it is the entire school's responsibility to provide **high quality curriculum and instruction** that supports our students' ability to: **critically read, write, and think; meet all graduation requirements; and effectively reach postsecondary education and career pursuits.** We also believe that **communication** between school and parents is essential to the educational process. At our annual **Back to School Night** we communicate core beliefs, frameworks, and values, and share the results of our ADE School Report Card with those in attendance. Mid-way through each quarterly grading period we mail **mid-term student progress reports** to parents. At each quarterly grading and semester period we mail **report cards** to parents. We have a **Parental Access Support System (PASS)**, which is accessible through the Internet by using a student identification number and PASS personalized identification number (PIN). At any time, PASS can be accessed so parents have up to date information on their child's attendance and academic progress. We utilize a **School Reach** phone system to communicate important information to parents and guardians. We provide a **website** that displays key school happenings, information, and frameworks. In order to facilitate dialogue between parents and teachers, one **parent/teacher conference** occurs each semester during a school year. Parents are also welcome to set up a conference with their child's teacher(s) at any time. We invite all parents to observe, participate, and volunteer in classroom and school activities. Below is a Guarantee for Success Compact that outlines the major roles that key stakeholders must play if student achievement is going to occur. Please review them with special attention to the theme of communication, which is spread throughout the compact. We believe that if all key stakeholders will be accountable for this "shared responsibility," student success will be guaranteed!

## Guarantee for Success Compact...A Shared Responsibility!

As a <b>TEACHER,</b>	As a <b>STUDENT,</b>	As a <b>PARENT,</b>	As an <b>ADMINISTRATOR,</b>
I agree to:	I agree to:	I agree to:	I agree to:
<ul style="list-style-type: none"><li>• Be organized and prepared to teach every class;</li><li>• Maintain an orderly classroom environment;</li><li>• Facilitate student engagement from bell-to-bell;</li><li>• Check for student understanding and <b>provide feedback in a timely manner;</b></li><li>• <b>Be available and approachable for extra help;</b> and</li><li>• <b>Answer all student questions.</b></li></ul>	<ul style="list-style-type: none"><li>• Be at school and in class on a regular basis;</li><li>• Take notes;</li><li>• <b>Ask and answer questions;</b></li><li>• Complete assignments in a timely manner;</li><li>• Study for tests and quizzes;</li><li>• <b>Ask for extra help if needed;</b> and</li><li>• Try to learn!</li></ul>	<ul style="list-style-type: none"><li>• Send child to school and ensure they are in all classes on a regular basis;</li><li>• <b>Reinforce education as a top priority at home;</b></li><li>• <b>Monitor child's homework and academic progress;</b></li><li>• <b>Attend Back to School Night and parent-teacher conferences;</b> and</li><li>• <b>Contact the school if I have any questions or concerns.</b></li></ul>	<ul style="list-style-type: none"><li>• Protect the integrity of classroom instructional time;</li><li>• Maintain a safe, orderly, and positive school environment;</li><li>• Construct and enforce policies and procedures that foster organizational efficiency and student learning;</li><li>• <b>Be visible and available to all stakeholders;</b> and</li><li>• <b>Facilitate dialogue between students, teachers, and parents.</b></li></ul>

**Bold** emphasizes the important theme of **COMMUNICATION!**

**I have read and agree to the expectations of the above compact and will discuss them with my child.**

**Student's name**

**Parent's Signature**

**As principal of Holbrook High School I will do all I can to insure that the above expectations are fulfilled.**

**Principal's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



# ORIENTATION

2014 – 2015

I have read and understand the expectations of attending  
Holbrook High School, and I will uphold those standards.

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Date of completion \_\_\_\_\_