

**Cortez High School**  
8828 North 31<sup>st</sup> Avenue  
Phoenix, AZ 85051

Phone: (623) 915-8200  
Fax: (623) 915-8244  
Attendance: (623) 915-8201

# **CORTEZ HIGH SCHOOL**

*Student Handbook*

Glendale Union High School District #205 Governing Board .....	1
Cortez High School Administration .....	2
Principal: Reid Chitwood .....	2
Assistant Principal Operations and Resources .....	2
Assistant Principal Student Services .....	2
Assistant Principal Discipline and Attendance .....	2
Academics/grades/student services .....	1
Glendale Union High School District Diploma .....	1
Testing Program .....	1
Glendale Union Online Night School And Summer School .....	2
GRADE REPORT and COMMUNICATION .....	2
Honor Roll .....	2
Principal's Pass .....	2
Class Rank .....	3
Repeating a Class .....	3
National Honor Society .....	3
Citizenship .....	3
Audit .....	3
Schedule Changes .....	3
Early Withdrawals .....	4
Make Up Policy .....	4
Counselors .....	4
Social Worker .....	5
English Language Learner Program .....	5
Alternative Learning Activities .....	5
8th Hour .....	5
Electronic Information Resource School/Student User Privileges .....	6
Homework .....	6
Honors Program .....	6
Special Education .....	6
Discipline and Attendance .....	7
Office of Discipline and Attendance .....	7
Administrative Jurisdiction .....	7
General Conduct .....	7
Attendance .....	7
Tardy .....	8
Academic Probation .....	8
Leaving Campus During School .....	8
Ditch Day .....	9
ID Cards .....	9
Student Dress Code .....	9
Prohibited Items .....	9
Student Conflict .....	9
Vandalism or Defacing Property .....	10
Pass Policy .....	10
Student Loading and Unloading .....	10
Student Parking .....	10
School Bus .....	10
Eating Areas .....	10
Jay-Walking .....	10

Fire Alarm.....	10
Male-Female Interaction.....	11
Detention.....	11
Saturday Suspension.....	11
On/Off Campus Suspension.....	11
Personal Property.....	11
Visitors.....	11
Phone Calls and Deliveries to the Classroom.....	12
Silent Witness Program.....	12
Assemblies.....	12
Media Center.....	12
Student Rights and Responsibilities.....	13
Operations and Resources.....	16
Dances.....	16
Dance Dress Standards.....	16
Activity Attendance Policy.....	16
Non-School Publications.....	17
Club Induction Guidelines.....	17
Special Interest Clubs.....	17
Sponsor gift Limit.....	17
An Organizations Money – How to Collect or Spend.....	18
Limitations on Activities.....	18
Signs and Posters.....	18
PE Lockers.....	18
Book Lockers.....	18
Sportsmanship.....	19
Eligibility Information.....	19
General Athletic Policy.....	20
Athletic Guidelines.....	20
Financial Responsibility.....	21
Bookstore.....	21
Debts.....	21
Textbooks.....	21
Student Fees.....	21
Student Loans.....	21
Check Cashing Policy.....	21
Travel Reduction Plan.....	22
Notice to all Seniors.....	22
District Guidelines for Student Attendance and Conduct 2009-2010.....	23
Statement of Compliance.....	23
Declaracio De Conformidad.....	23
Students Whose Home Language is Other Than English.....	24
Academic Eligibility for Extracurricular Participation.....	24
Student Assistance.....	24
Parent/School Communication.....	24
Policy 6308 Student Lockers.....	25
Policy 6011 Attendance/Tardy Requirements.....	25
Policy 6004 Tardy Policy.....	26
General Disciplinary Procedures.....	27
Policy 6001 Student Disruption of the Educational Program and Climate of the School.....	27

Policy 6003 Disciplinary Action-Suspension and Expulsion .....	31
Due Process and Appeals .....	34
Due Process Policy .....	35
Policy 6001 Student Interaction with District Employees .....	36
Dissemination of Student Directory Information.....	36
Reporting of Sexual, Racial, or Other Harassment/Bullying .....	37
GUHSD Online High School.....	37
Educational Planning.....	38
Graduation Requirements.....	38
Use of Electronic Resources .....	46
School/Student User Contract Computer/Network Acceptable Use Policy .....	46
Publication Permission .....	47

# GLENDALE UNION HIGH SCHOOL DISTRICT

## Governing Board Members



Vicki Johnson  
President



Donna Stout  
Clerk



Kevin Clayborn



Ian Hugh



Pam Reicks

Governing board members are legally charged with the responsibility of setting goals and establishing policies which will govern the operation of the district. The governing board meets the first and third Wednesdays of every month at 7:30 p.m. in the District Administrative Center.



Serving both Glendale & Phoenix communities since 1911

7650 N 43rd Avenue  
Glendale, AZ 85301  
623-435-6000

[www.guhsdaz.org](http://www.guhsdaz.org)

Dr. Jennifer Johnson  
Superintendent



## **CORTEZ HIGH SCHOOL ADMINISTRATION**



**Principal: Reid Chitwood**

Welcome to the 2009-2010 school year. Cortez is proud to acknowledge that we have been identified as an "Excelling" School by the Arizona State Department of Education for the past three consecutive years. You will find Cortez High School to be a friendly and caring school committed to providing you a quality education. Our teachers and support staff are committed to the educational and social needs of our students and community. Our faculty and staff will assist you in making sound decisions and choices while providing our students with an excellent education.

We encourage all of you to become involved with the numerous school activities and to come to us with a positive attitude eager to learn. We welcome students and parents to become a part of the Cortez family. Let us have a great school year.

Welcome!  
Reid Chitwood  
Principal

**Assistant Principal  
Operations and Resources  
Sherri Anderson**



**Assistant Principal  
Student Services  
Walt Sampson**



**Assistant Principal  
Discipline and Attendance  
Jacquelyn Parmeley**



## **ACADEMICS/GRADES/STUDENT SERVICES**

Mr. Sampson is the Assistant Principal for Student Services. He works closely with the counseling and career centers to assure student academic needs are being met. This office is closely involved in curriculum development and campus testing.

### **Glendale Union High School District Diploma**

The Glendale Union High School District is designed to satisfy the graduation requirements established by the State Board of Education and those of the Glendale Union High School District Governing Board and provides students with a strong foundation for success in adult life. Meeting these requirements and passing all state AIMS tests will result in a high school diploma but may not satisfy all requirements for acceptance into a college or university. 20 credits are required for the Glendale Union High School District diploma for the students of the classes of 2010, 2011, & 2013; 23 credits for class of 2013( refer to the A-Pages (A-2) for specific course requirements). The student and his/her parents are encouraged to check the admission requirements of any college or university the student wishes to attend. Specific courses which satisfy requirements for the Glendale Union High School District diploma are as follows:

### **Testing Program**

#### ***State Mandated Testing***

Freshman students are required by law to take the state-mandated student achievement test (TerraNova). Since this test is considered important, the TerraNova results will be placed on the student's permanent record card. This displays each student's national percentile rank.

Sophomore students are also required to take and pass the AIMS assessment - starting with the class of 2006 - graduation requirement. If a student has not passed one or more portions of the AIMS test they will be required to take part in preparation activities for each portion of the test they have not passed. The preparation comes in many forms:

- Math Standards Class (loss of one elective)
- Writing Standards Class (loss of one elective)
- Reading Standards Class (loss of one elective)
- Pullout sessions
- EOP preparation Sessions
- Other options if needed

#### ***District Testing***

In most classes the student is required to take the district assessment and/or multiple choice Performance Based Assessment. (PBA) This district test is counted as a large part of the student's grade and is often used as part of the final exam for each class.

#### ***College Preparation Testing***

The counseling department offers to students various testing programs throughout the year.

Students who are planning to enter college are offered the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMSQT). Both sophomores and juniors are encouraged to take this test, the purpose of which is twofold:

1. The student learns how he/she compares in verbal and mathematical knowledge with national competition
2. When taken during the junior year, the student automatically competes for qualification in the National Merit Scholarship Program.

For more information, see your counselor.

Most colleges and universities in the United States require the results of an entrance examination before the student is admitted. In addition, many scholarships require this test information. In Arizona, the three state universities accept results of either the American College Test (ACT) or the College Board (SAT).

In the case of out-of-state institutions, the student should check to see which examination is preferred. This information is available by corresponding with the college in which you have an interest or by consulting with your counselor. Second semester juniors and seniors are advised to schedule one or both of these tests as early as possible. Certain sophomores can benefit by taking the tests as well. If you have a question as to which test you should take, consult your counselor. Test dates are posted in the counseling office.

### **Glendale Union Online Night School And Summer School**

This curriculum provides parents with the educational assistance to meet their student's academic needs for credit recovery. Tools such as weekly lesson checklists, online portfolios, parent pages and teacher support are provided for you.

Each course is designed to meet state of Arizona and national curriculum standards. Worksheets, reading assignments, interactive online practice activities, tutorials, unit reviews, quizzes and tests are included as part of our online instruction. Courses begin with a brief video introduction and links to course information to help students get started.

For more information, please see your local school counselor.

### **GRADE REPORT and COMMUNICATION**

In an effort to provide more timely information to families Glendale Union High School District will no longer mail report cards, progress reports and other related communications unless requested. All the afore-mentioned documents are easily accessible through the Parent Portal, Student Portal, email updates and both the District and Cortez High School website.

If you have not yet signed up for the Parent Portal, where you can gain instant access to your child's grades and other valuable information, we request you do so immediately at <http://portal/guhsdaz.org> . If you already have an account through the Parent Portal and need to update your information, you can by logging on to [mystudent.guhsdaz.org](http://mystudent.guhsdaz.org).

If you do not have internet access and would like to receive all school communications through the US Postal Service, please complete the Mail Request Form available in the Cortez High School front office.

### **Honor Roll**

The Honor Roll shall consist of those students who have an average of 4.0 honor points or better, with no grade lower than a "3" and no grade in citizenship less than "satisfactory" in either the second or fourth quarter. Teacher Assistant grades are not computed for the honor roll. This is done on a semester basis only.

### **Principal's Pass**

Principal's Passes will be awarded to all students who meet the following requirements: Receive a grade of "1" in ALL classes and an "A" or "S" in citizenship for the entire semester.

Students receiving an "unsatisfactory" in citizenship will not be considered for Honor Roll or Principal's Passes.

This pass will allow the student free admission to all school athletic events, plays (as designated), and music concerts for one semester. This pass does not grant free admission to dance or other club-sponsored activities.

### **Class Rank**

Students will be ranked on the basis of their honor points. Computations for ranking purposes will be carried out to four (4) decimal places. Students who pass 6 subjects per semester will receive 1 honor point more. Study hall and T.A. grades are not computed for the purpose of class rank or grade point average.

### **Repeating a Class**

Effective with the class of 1997, a student repeating a class for grade improvement will receive a notation on the transcript recognizing the higher grade as the final grade for the course. The higher grade will be averaged into the GPA and HPA. Please see your counselor for more information, as there are certain conditions and restrictions.

### **National Honor Society**

Selection to the National Honor Society is based upon four criteria: scholarship, leadership, service and character. The Cortez Chapter constitution states, "Candidates shall have spent at least one semester at Cortez High School and shall be members of the junior or senior class. Candidates eligible for selection shall have a cumulative honor point of 5.0 and shall maintain the same without receiving an unsatisfactory citizenship grade. All students who rise in scholarship and citizenship to or above the qualification level shall be admitted to candidacy for selection to membership. Their qualifications shall then be reviewed for Service, Leadership, Citizenship and Character. The candidates' qualifications on the basis of these criteria will be evaluated by the Faculty NHS Selection Committee.

The idea that one has an obligation to use one's talents, skills and knowledge for the betterment of others is the cornerstone of Society projects and activities.

Students are encouraged to become involved early in their academic years with community, school and activity projects.

### **Citizenship**

The citizenship grade is an indication of a student's participation in class other than credit earning activity. Citizenship includes general classroom behavior, getting to class on time, willingness to be helpful, proper use of library and restroom passes, and the care and use of school facilities.

### **Audit**

Audit is defined as enrollment in class on a non-credit basis.

Any student enrolled on audit must meet all class requirements including attendance, homework and tests.

Any student originally enrolled in a class for credit may request to be placed on audit status but must do so by the 12th day of the semester.

Any student enrolling in a new class after the 12th day of a semester will be enrolled on audit.

### **Schedule Changes**

Schedules are determined through a yearly registration review of four year plans. Therefore, schedule changes will be made for the following reasons only:

- Course completion in summer school, night school or by correspondence.
- Placement, clerical, or computer error

- Teacher, counselor, or administrator recommendation
- Medical reason

All students are accountable for work missed when adding a class. No course may be added for credit after the 12th day of the semester.

No schedule changes will take place after the fourteenth week of the semester: i.e., students will not be permitted to withdraw from a first semester class after one week from issuance of the November interim reports or from a second semester class after one week from issuance of the April/May interim report.

### **Early Withdrawals**

Students will NOT be permitted to withdraw from school before the end of the school semester and receive credit WITHOUT approval from the Principal.

All courses and semester exams must be completed during the regular semester examination schedule in order that a student receives a final grade and semester credit. Early withdrawals may affect final grades. Request for early withdrawal must be obtained from the Principal TWO WEEKS prior to the requested date of exit. Please check the school calendar for the closing day of school.

### **Make Up Policy**

Regular attendance is a prime factor in the development of a student; therefore, each day's attendance should have a very significant effect on a term grade.

Teachers should require that students make up work after each absence if credit is to be received for that day's activities. Upon returning from any absence, the student may be requested to sign in with the teacher for an appointment to obtain make-up assignments. TOTAL RESPONSIBILITY for acquiring and completing make-up work lies with the STUDENT.

Classification of an absence does not affect the student's right to make up work missed; however, this should not be interpreted to mean that identical activities or tests be given for make up after an absence. The student has the right to make up any class work for which a grade is given.

Students are NOT permitted to do make-up work during regular class time. All teachers will be available, by appointment, before and/or after school for students to make up work or tests. The make up of class assignments should be arranged for in the teacher's room whenever possible.

Students who have multiple consecutive absences may have up to five school days to make up assignments that are given on a day of absence.

If the student is absent on the date an assignment is due and had knowledge of the assignment prior to the absence, the assignment will be due immediately upon the students return to class. Class participation points lost through absenteeism may be made up by individual discussion with the teacher, by written report, or by other arrangements as agreed upon by the teacher and the student.

Assignments not meeting these timelines will be considered unacceptable and will receive a score of zero (0).

This policy is not intended to exclude the possibility that other prior and specific arrangements may be made between student and teacher when circumstances warrant.

### **Counselors**

Upon entering high school, students are automatically assigned a counselor.

Counselors are teachers who have special interest in working with students as individuals and have had extra training in this field. Your counselor accepts you as you are and helps you to understand yourself, your friends and the adults with whom you must live and work.

You should see your counselor about the following things:

1. School plans and courses.
2. Future training - colleges, special schools, military service, etc.
3. Job opportunities, requirements, and your suitability or aptitudes.
4. Your general ambitions, plans, hopes and ideals.
5. Your worries, fears, unhappiness, "failures", and disappointments.

Your counselor builds a record of your work aptitudes, interest and capacities.

Your grade school record, the results of special tests, information from questionnaire forms, interview notes, reports from teachers and others - all these serve to build a picture of your personality. If you can get to know yourself while you are in high school and to understand why you feel and think the way you do, your chances for success and contentment in later life are much improved.

### **Social Worker**

The school's social worker will assess social service needs of Cortez High School students and families by consulting with teachers, counselors, and administrators about students' educational needs or problems.

### **English Language Learner Program**

The goal of the ELL program is to facilitate the education of an English Language Learner (ELL) whose native language is other than English and who is not yet proficient in English. All instruction in the ELL program is in English and incorporates the four basic skill areas of listening, speaking, reading and writing. Placement into the program is based on assessment of English proficiency, an interview and an academic evaluation. Students may enter at any of three levels: beginning, intermediate or advanced. Exit from the program is determined by annual re-assessment of English proficiency and may occur after one, two or three years. Additional academic support is provided through ELL Resource, one period per day, if necessary.

### **Alternative Learning Activities**

In cases of conflict with student's belief system or personal sensitivities, the staff member is to provide alternate learning objectives without penalty. (Example: Such classroom activities as biological dissection or the reading of specific literary work.)

### **8th Hour**

8th Hour is a mandatory class. Its purpose is to assist all students enrolled in a freshman level classes that are not passing one or more of their classes. Additionally, any teacher at any grade level may require attendance of their failing student to 8th Hour. Students who are enrolled in 8th Hour will benefit from this class by:

- receiving remediation and tutoring in the specific areas necessary for the student to be successful.
- having the opportunity to complete current assignments and specific missing assignments that may have been identified by their teacher.
- develop stronger organizational and study skills.

This class will be held during the last hour of the official school day, as identified on page 13 of the Student Handbook. Class will begin promptly at 2:40 PM and end at

3:25 PM, Monday through Thursday. A school bus will be provided for a 4:00 bus run for all students who qualify to ride the school bus. Attendance is mandatory, as it is with all their other scheduled classes. Unexcused absences will be dealt with through the Attendance Office.

### **Electronic Information Resource School/Student User Privileges**

The use of the school's electronic resources and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of your assigned account must be in support of education and research and within the educational goals and objectives of the GUHSD. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

All rules of conduct described in the Student Handbook apply when you are on the network. The administration, staff, or faculty may request that the System Administrator deny, revoke or suspend specific user accounts.

### **Homework**

It is the belief of the Governing Board that worthwhile, appropriate homework is an important aspect of high school education. Homework is defined as work or study assigned by the teacher for completion outside classroom time.

The following statements of responsibility help to define the expectations of students:

#### **STUDENT**

- Schedules his or her activities to make time for doing homework.
- Does his or her own work.
- Does neat and legible work.
- Uses correct communication as required by the teacher.
- Completes the homework assignment.
- Submits homework at the designated time.

### **Honors Program**

Cortez High School provides Honors, Advanced Placement, and Dual Enrollment Courses to meet the students' special instructional needs.

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

### **Special Education**

Cortez High School offers a comprehensive curriculum that meets the needs of students identified to have a learning disability. Curricular programs include; Community Based Programs, Life Skills Program, Learning Skills and Inclusion. It is our goal to educate all students in the least restrictive environment while meeting their specific educational needs.

All educators are appropriately certified and highly qualified, supported by the school psychologist. For more information or answers to specific quests please call 623- 915-8200 and your call will be forwarded to the appropriate specialist.

## **DISCIPLINE AND ATTENDANCE**

Mrs. Parmeley is the Assistant Principal for Discipline and Attendance. She works closely with teachers, parents, and students to assure a positive climate both in the classroom and on campus.

### **Office of Discipline and Attendance**

We believe all students can behave appropriately in our classrooms. We will not tolerate a student interrupting our teaching or interfering with another student's learning.

Students, parents, and the staff of Cortez High School must share in the responsibility for creating the best possible school setting. In order to create a positive environment in which students can learn, we must expect:

- Demonstration of courtesy and respect for all people.
- Respect for all personal property.
- Appropriate behavior conducive to the school setting.

The following behaviors are neither appropriate nor conducive to the school setting:

- Disrespect or defiance.
- Unsafe conduct.
- Disrupting the educational process.
- Inappropriate language.
- Destruction of property.

### **Administrative Jurisdiction**

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

### **General Conduct**

Students at Cortez are expected to conduct themselves in a manner consistent with expectations of parents, educators, and the community. Those who are uncooperative or violate the code of good school citizenship will be referred to the Assistant Principal. Students are responsible for their own actions.

### **Attendance**

The school day officially runs from 7:55 a.m. to 3:35 p.m. The hour from 2:35 p.m. to 3:35 p.m. is considered part of the regular school day. During this time, teachers may require student's attendance for academic or disciplinary action.

Absence is defined as a student's non-attendance in his/her classroom during an assigned period. A parent may excuse an absence for the following reasons:

- Illness verified by the parent/guardian
- Doctor or dentist appointment
- Religious Holiday

A parent or guardian must call the Attendance Office at 623-915-8201 or 623-915-8211 to excuse an absence on the same day as the absence. The student's I.D. number should be given when calling. This will enable the office to avoid calling a student out of class the next day to clear the absence. After school hours, voice mail is available for any messages.

Since direct verbal communication between parents/guardians and the school is the best deterrent to truancy, notes will only be accepted with verbal confirmation from a parent.

Parental support in attendance matters will allow the administration to deal promptly and effectively with those students who are absent without their parent's permission.

Any unexcused absences (truancy) will result in disciplinary action. In addition, unexcused absences may cause your student to lose credit eligibility in his or her class(es).

Students who do not have a full schedule are not to loiter on campus during their free time. Students are required to remain in the snack bar area until their class begins or until 2:35 p.m. when extracurricular activities begin. This does not preclude students from using the Media Center during this time.

### **Tardy**

A tardy is defined as not being in the correct workstation, prepared to work, when the final bell rings.

- A tardy will be exempt from the absence/tardy limit only with documentation from a doctor, dentist or court (on same day as the tardy). Students with documentation will be sent to class with a pass and cleared through the Attendance Office.
- Any tardy without documentation will count toward the absence/tardy limit of 12. Any student without documentation will be sent to the Sweeps room until the end of the period.

Cortez High School does have a "SWEEPS" program. Any student tardy to class will not attend class that hour and is required to go the Sweeps Room for the entire class period. A tardy will count toward the absence/tardy limit of 12.

Cortez High School is a closed campus. Leaving school without following proper checkout procedures will result in disciplinary action. This includes lunch period!

### **Academic Probation**

Students who reach eight absences and/or tardies in one or more classes will be automatically placed on Academic Probation for the duration of the semester. This means that the student is in danger of losing credit in any class that absences and/or tardies are greater than 12. If all absences and/or tardies beyond the date Academic Probation began are for legitimate or unavoidable reasons and missed schoolwork is being made up in a timely manner, school personnel will work diligently to afford the student every opportunity to earn credit. Students and parents will be notified that they have been placed on Academic Probation and will be given the written conditions of probation and a due process affidavit. Students will be removed from Academic Probation at the end of the semester. Credit eligibility may be lost if the student is absent and/or tardy more than 12 times per semester and any of the following conditions exist:

- The student is truant or suspended
- Make-up assignments are not completed in a timely manner.
- Classroom behavior is not conducive to a positive learning environment.

### **Leaving Campus During School**

Students may NOT leave campus during the school day without following the proper check out procedure. THIS INCLUDES LUNCH PERIOD! The correct checkout procedure is:

If a student needs to leave during the school day:

1. The parent will call the attendance office before school to provide the information regarding the checkout time and reason.
2. The student should arrive at Attendance Office prior to the checkout time to pick up a Permit to Leave Campus.

### **Ditch Day**

ID Cards District Governing Board policy prohibits any unauthorized student outings during school days for purely recreational or social purposes. Students who fail to comply will be subject to disciplinary action.

The Glendale Union High School District does not sponsor or condone any senior graduation trips, flings, or tours.

### **ID Cards**

A valid Cortez High School ID is required to be in your possession at all times during school and at all school activities. Any staff member may ask for a student's ID card at any time. Failure to produce the requested ID card may result in the student being removed from campus or the activity and/or disciplinary action.

All ID's are the property of Glendale Union High School District.

If the ID card is lost, stolen, or damaged, it is the responsibility of the student to purchase a replacement (\$5.00). ID's will be printed TUESDAY, WEDNESDAY, AND THURSDAY before and after school in the Media Center.

If you withdraw from school prior to graduation, your ID must be returned to the Bookstore or a fine of \$5.00 will be assessed.

### **Student Dress Code**

**Shirts:** Must have collars and sleeves. Polo shirts can be solid colored, striped or patterned. Length must be below hip but not longer than mid thigh. Full buttoned shirts must be buttoned up. Tailored shirts must be tucked in. T-shirts are permissible, but must have a crew neck and is a solid color, striped, patterned, promote school spirit, or represent a Cortez High School sport, club, or organization. T-shirts cannot have any advertisements, logos, slogans, cartoon characters (etc) on them.

**Pants:** Must be worn at waist. Preferably dark colors or tan, no baggy/sagging pants or shorts, no hip-huggers, no sweat pants or pajama pants, no mesh type/gym type shorts, no rips or tears.

**Skirts and Dresses:** Skirts and dresses are allowed but cannot be any shorter than your middle fingertip. No spaghetti straps. All blouses worn with skirts must adhere to the previous shirt requirements.

**Shoes:** No foam rubber flip flops (must have a hard sole), no slippers.

**Accessories:** Baseball caps are OK but cannot have any additional writing on the hat (name or ID# inside of the cap is ok). No Old English writing/lettering on caps. No slogans or writing on backpacks other than student name and ID# or brand name. No pins or accessories on backpacks or clothing. No headbands, bandanas, do-rags, beanies, hairnets. No chains, metal rings/studs or pins on any outer garment or backpack. Sunglasses are not to be worn indoors at any time.

### **Prohibited Items**

CD Players, radios, cell phones, laser pointers, cameras or other devices that disrupt the educational process are prohibited on campus. Skateboards and roller blades are not permitted on campus at any time. Students are not to have sports bottles or glass containers of any kind on campus. Permanent markers are prohibited at all times.

### **Student Conflict**

Students are required to take all necessary measures to avoid fighting with another student. If you have a conflict with a student, report the conflict to a teacher, counselor, or administrator

immediately. The consequence for fighting is a minimum 5 day off-campus suspension for the first offense. Second offense = 9 day off-campus suspension and the third offense is a long-term suspension.

#### **Vandalism or Defacing Property**

Students guilty of vandalism or defacing school property will be held responsible to make full restitution to include labor and materials. Possession of permanent markers, liquid paint markers, spray paint cans or tips, or any other item used to mark or destroy items on campus will result in disciplinary action.

#### **Pass Policy**

Students are required to carry passes issued by their teacher while out of class. Students who abuse this pass policy will have the privilege revoked. Students found on campus without a pass are subject to disciplinary action.

#### **Student Loading and Unloading**

Students should be dropped off and picked up from the Dunlap Avenue parking lot or from the street curb on 31st Avenue. DO NOT DROP OFF OR PICK UP STUDENTS IN THE 31ST AVENUE PARKING LOT.

#### **Student Parking**

Students who drive to school are required to register their vehicle in the Attendance Office and pay \$10.00 for a parking permit. A parking permit will be issued and is to be displayed on the vehicle while it is parked on campus. Parking permits will be issued to juniors and seniors exclusively, subject to availability. PARK AT YOUR OWN RISK!

All student vehicles are to be parked in the student parking lot off Dunlap Avenue. Vehicles which are parked illegally, in faculty/visitor parking lot, or in a manner that blocks or hinders safe movement of others will be subject to disciplinary action and lose of parking privileges. Any vehicle entering the school grounds is subject to search by school authorities.

#### **School Bus**

The school district provides bus transportation for students who live more than a mile and a half from school. Students must show their I.D. card with the proper bus pass in order to board the bus. Students need to be at their assigned bus stop no sooner than 5-10 minutes before scheduled bus arrival. Bus drivers are not expected to wait for students. The bus driver has complete charge of the bus and his/her instructions must be followed. Rules for passengers are posted in the front of each bus. Students whose behavior threatens the safety of others will be denied transportation. Riding the bus is a privilege. If you abuse it, you can lose it.

#### **Eating Areas**

Food will be allowed in the cafeterias, the quad, and the snack bar area. Please place trash in the appropriate containers upon leaving your area. Students leaving trash around campus will be subject to disciplinary action. Food and drink are not to be taken into the classroom. Students are not to sell candy or other food items in the buildings.

#### **Jay-Walking**

In an effort to reduce the danger associated with crossing Dunlap Avenue, students may be suspended for crossing Dunlap Avenue at a place other than at designated crosswalks.

#### **Fire Alarm**

Tampering with or setting off a fire alarm is a criminal offense. Violation of this code will be punishable by a minimum 9 day off-campus suspension and contact with the police.

**Male-Female Interaction**

Companionship and friendship in good taste is encouraged. Excessive displays of affection, such as kissing and prolonged embracing, are not permissible.

**Detention**

School personnel may assign students after-school detention for infractions of school rules. When assigned a detention, students are given a choice of today or tomorrow. Jobs and other after school activities will not be a valid excuse for non-attendance. If a student accumulates more than one detention for a given day, or fails to report when assigned, he/she will be assigned Saturday Suspension. Students absent on their detention day are expected to report to the Assigning Teacher BEFORE school of the day they return to reschedule the detention. Failure to reassign the detention because of an absence will result in a Saturday Suspension. Failure to sign a detention form for the teacher will result in an off-campus suspension.

**Saturday Suspension**

Because Cortez High School places such a high value on every minute of the school day, students who violate certain rules may be given the option of serving a Saturday Suspension in lieu of an off-campus suspension. The choice of offering a Saturday Suspension rests solely with the administration. A student may only acquire three consecutive Saturdays, after which an off-campus suspension will be issued. Failure to serve an assigned Saturday Suspension will result in an off-campus suspension and the loss of the Saturday option.

Saturday Suspensions will be held from 9:00 a.m. to 11:00 a.m. in the school cafeteria. All students must have their valid school I.D. card to enter. Doors will be closed and locked at 9:00 a.m. Late students will not be admitted. Students must have schoolwork to occupy the entire two-hour period. Failure to comply with the rules may result in the student being sent home and receiving an off-campus suspension.

On occasion, a Saturday Suspension may be rescheduled due to illness or emergency. A phone call to the Attendance Office by the parent/guardian on the following Monday by 8:00 a.m. is required to reschedule. Requests for rescheduling may be denied.

**On/Off Campus Suspension**

Any suspensions affect the student's absences in classes. Please be aware that suspension may affect a student's eligibility. Students suspended off campus may not be on campus or participate in any school activity for the duration of the suspension. Students needing to meet with a teacher during the suspension MUST sign in at the Attendance Office to obtain a pass to be on campus. Failure to obtain a pass will result in further suspension.

**Personal Property**

It is highly recommended that students not bring personal property to school. Cortez High School assumes no responsibility for any personal property which is brought to school.

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

**Visitors**

Visitors on campus during school hours must register in the Front Office and be issued a visitor's pass. Prior approval must be obtained from teachers and administration 24 hours in advance of the visit. Visitors not in possession of a pass will be subject to the trespass laws of the State of Arizona.

### **Phone Calls and Deliveries to the Classroom**

Due to the volume of calls coming in to the school, it is not possible to relay messages to students except in emergencies. Classrooms will not be interrupted to give messages or deliver forgotten items to students. The teacher will be contacted between classes and asked to send the student to the office to pick up a message or forgotten items during non-class time.

Students are not to receive flowers, balloons, cakes, or other celebratory items during school hours. These items will remain in the Attendance Office until school is dismissed.

### **Silent Witness Program**

Students may call the Attendance Office during the hours of 6:00 p.m. and 6:00 a.m. to make an anonymous call to give information pertaining to destruction of school property, vandalism or criminal activity on our campus. The phone number to call is (623) 915-8208.

### **Assemblies**

All students shall attend the required assemblies. As a reminder to you if you are a new student, the Cortez student body maintains a reputation for being a fine audience. All student body assemblies will be called to order and dismissed by your student body president or an officer serving in this capacity.

### **Media Center**

The Media Center of Cortez High School is delighted to provide materials, services, and programs that compliment the student experience. The Media Center is open from 7:15 a.m. to 4:00 p.m. Monday through Thursday and 7:15 a.m. to 3:30 p.m. on Fridays. Individual students are only admitted by pass during class hours. The student must present his/her I.D. card to check out materials.

Also located in the Media Center, the Computer Lab is available for student use during regular Media Center hours. While working on the computers students must:

- Contribute to a positive learning environment
- No food, gum, candy, or drinks
- Proper use of equipment (students will be required to make restitution of \$75.00 per hour for damage to hardware or software.)
- No infringement of copyright laws
- No floppy disks
- Sit in assigned seat at all times
- Students must have their I.D. card
- Log onto your personal account only
- No inappropriate internet use

Computer violations may result in loss of computer privileges.

To provide a clean and appropriate environment, no food or drinks are allowed in the Media Center.

### ***Student Health Services***

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

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

home or she may send him/her back to class. Any further care is the responsibility of the parents.

***Injuries and Medical Release***

If you are injured on the way to or from school, during the school day, or at any school related activity, you are required to notify the coach, teacher, supervisor, or nurse immediately of the injury and causes.

Any student excused from P.E. or athletics by a doctor must be released by that same doctor before participating in the activity again. The medical release must be brought to the nurse's office and filed with your health records.

***Immunization Requirement***

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

***Medication***

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

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

***Specialized Health Services***

Information on the following health services is available through the Health Center:

Immunization	Visual Problems	Communicable Diseases	V.D.
Sickle Cell Anemia	Hearing Problems	Handicapped Programs	AIDS

***Health Insurance Programs***

It is the responsibility of parent/guardian to provide student health insurance protection. An Accident Insurance Plan for students is available at the time of registration. IT IS OPTIONAL. Due to the low premium rate, the coverage applies to injuries only and the benefits are limited. It is a secondary policy to any program you may currently have. Optional features of the plan include dental and life insurance coverage.

***Student Rights and Responsibilities***

***Right to Student Records***

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

If you are under 18 years of age, your parents have the right to review and challenge the content of your personnel records. If you are over 18 years old, you have the right to review or challenge these records.

Schools also keep separate records on student discipline. Your parents also have the right to review these records. If you are over 18, you have the right to review them. A copy of these records is held in the Attendance office at the school. Disciplinary action for which records are kept include: expulsions, suspensions, punishment, referral to special classes or transfer to another class or school. These records will assure that the student has been accorded due process.

Procedures for reviewing student records are available in the school office.

No records, other than transmittal of official school transcripts to new school of enrollment, will be released to another individual, school system or agency without the knowledge or written consent of your parents or yourself, if you are over 18.

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

### ***Dissemination of Student Directory Information***

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

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

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

### ***Summary***

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

The school is a community and the rules and regulation of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Recent court decisions have indicated clearly that people in the United States have the right to receive a free public education and the deprivation of that right may occur only for just cause and in accordance with due process of law.

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

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal and assistant principals are authorized to suspend students for cause.

All conduct which materially and substantially interferes with the educational process is prohibited. Persons engaging in this type of behavior are subject to suspension or a recommendation for expulsion.

Students are obligated to obey a reasonable request of any school or district official. The failure to do so shall be considered insubordination.

All persons must, upon request, identify themselves to school authorities or staff. This provision covers all persons on campus or at school-sponsored events. The failure to comply can result in a suspension and/or the notification of law enforcement officials. A current school I.D. card should be carried by all students and will be presented to any district staff member upon request.

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

## **OPERATIONS AND RESOURCES**

Ms Anderson is the Assistant Principal for Operations and Resources and Athletic Director. Her office is responsible for bookstore operations, student government and activity programs, athletic administration and athletic eligibility questions.

### **Dances**

A schedule of dances has been established as a part of our student activities program. The presentation of dances complements the educational process. When establishing the activities schedule, it is recognized that all students will not be able to participate in every activity.

The dance schedule provides for three types of dances during the year. The greatest number of dances are informal and do not require a date or special dress. Dances defined as semi-formal or formal have some special requirements that must be met. Students attending semi-formal or formal dances need to meet dress standards and attend with a date. Dances are social learning experiences and, as such, have specific goals to be achieved.

All students must have an I.D. card to be admitted.

No students will be admitted to a school dance more than one hour after its scheduled starting time unless a special permit has been secured in advance.

Students that are attending another high school may attend a Cortez school dance only as the date of a Cortez student.

The Cortez student must obtain a pass for his/her guest from the Assistant Principal for Discipline and Attendance's office Monday through Thursday the week of the dance.

This may be accomplished by signing a request list in the attendance office with the following information: Cortez student's name; I.D. number; guest's name and name of school currently being attended. Approved passes may be picked up in the attendance office the day of the dance.

The Cortez "host" student is responsible for remaining with their guest, and all guests are bound by school rules and regulations.

The Homecoming dance and Junior-Senior Prom are the only dances to which a Cortez student may bring a date older than high school age. Elementary or junior high school students will not be admitted or receive a guest pass to attend any Cortez dance.

### **Dance Dress Standards**

The following guidelines are established to assist you when selecting the dress style for school dances.

- Informal Dances: Standard school attire with appropriate shoes.
- Semi-formal Dances: Boys - Dress slacks, collared shirt, with appropriate shoes. Girls - Dress, sweater and skirt combination. No pants.
- Formal Dances: Boys - Dress slacks with coat and tie, suit and tie or standard formal wear with appropriate shoes. Girls - Formal dress or nice party dress.

### **Activity Attendance Policy**

To participate in extra-curricular activities (practice, rehearse, perform, compete) a student is required to attend ALL of his/her classes. In other words, a student who misses any portion of a school day is ineligible to participate in activities that day or evening.

Exceptions:

4. Circumstances beyond the control of the student as determined by the coach/sponsor/director.
5. Unavoidable absence verified by parent and/or the school to the coach's/sponsor's/director's/teacher's satisfaction. Students suspended from school are, therefore, ineligible to participate in any school activity for the duration of the suspension.

### **Non-School Publications**

All non-school publications must be approved by a school administrator before they may be distributed on the campus. Failure to obtain prior approval may result in suspension.

### **Club Induction Guidelines**

There may be no formal initiations as a part of club activities.

No induction activities will be scheduled to interfere with the daily school routine or class presentations. No dress requirements will be imposed that will substantially identify members from other members of the student body. Formal inductions may be scheduled in good taste and in keeping with the educational goals of the organization. Formal induction must be scheduled by the Assistant Principal for Operations and Resources.

Induction breakfasts may be approved if they do not interfere with the regularly schedule day and comply with School Board Policy 5702.

NO KIDNAPPING ACTIVIES OF ANY SORT WILL BE ALLOWED; AND, ANY CLUB OR ORGANIZATION PARTICIPATING IN SUCH AN ACTIVITY WILL LOSE PRIVILEGES TO OPERATE AS A SCHOOL PROGRAM.

### **Special Interest Clubs**

Academic Decathlon - To increase intellectual competitiveness and to promote the ability to communicate are the purposes of the Academic Decathlon.

Teams of public and private eleventh and twelfth grade students are invited to compete in a series of ten competitive events measuring academic strengths covering a prescribed curriculum. These events include tests in Economics, Language and Literature, Fine Arts, Mathematics, Science, Social Science, and the Super Quiz - a team event held before an audience. In addition, there are communication tests which include the writing of an essay, the delivery of a prepared and impromptu speech and an oral interview.

The Cortez Academic Decathlon Team consists of two Varsity, two Scholastic, and two Honor Students as determined by grade point average. Any competition at school level may include freshman through seniors; however, only juniors and seniors may compete at District, Regional, State and National levels. Each team is invited to participate in Regional Competition held the first weekend of February. Through the process of elimination, forty teams will participate in the State competition in March. Team meetings are scheduled when needed before or after school with the Academic Decathlon Coaches. Dates for application will be announced in October.

### **Sponsor gift Limit**

Governing Board Policy 4247 prohibits any teacher, staff member or administrator from receiving gifts from individuals, clubs, organizations or athletic teams which have a value in excess of \$50.00. Don't embarrass your sponsor, coach or administrator with gifts exceeding this limit as they are required to return the item to the presenter.

### **An Organizations Money – How to Collect or Spend**

There is a complete set of directions in the teacher's handbook which tells how to collect, handle, or spend your organization's money. If you are an officer, ask your sponsor to let you read these instructions.

**Collecting Money:** All money collected must be turned in to the Bookstore by the organization's treasurer. If collections are to be made from several people, receipt forms may be obtained from the bookstore. The Bookstore manager will instruct you on how to use the form.

**Requesting Money:** If your organization wishes to make a purchase, the person authorized should secure a request form from the bookstore. This form must be filled out completely. It must be signed by a sponsor of the organization and the president and treasurer. Give the requisition to the bookstore at least one week in advance; and, after it is approved by the Assistant Principal for Operations and Resources, a purchase order will be processed by the bookstore.

### **Limitations on Activities**

There will be no club class or organizational activities during the last week of the 1st semester or during the last two weeks of the school year.

There will be no formal or informal activities scheduled on Sundays unless by district administrative approval.

### **Signs and Posters**

Signs or small posters may be placed in classrooms and on campus if the following conditions are met:

6. All signs or posters must be in good taste.
7. Any sign or poster for non-school activity must be approved by a school administrator prior to its display on the campus.
8. Any sign or poster for school-related activities must be approved by a school administrator before it is put up.
9. Persons or organizations displaying posters are responsible for immediately removing the advertising following the event or activity.
10. The failure to remove posters or advertisements from the campus can result in clean up charges in the amount of \$5.00 being assessed by the administration or student government. All fines are payable to the Student Council.
11. All signs or posters must be placed on the bulletin boards located on campus. No signs or posters should be placed on any doors, windows or buildings.

### **PE Lockers**

Cortez students are provided a P.E. locker if they are taking Physical Education. Only one locker will be issued per student and only one student is to use the locker. Lockers may not be exchanged between students. The lockers are provided for your convenience and at your own risk. P.E. lockers are relatively safe if you remember to lock the locker each time you use it and refrain from sharing your combination with others. For problems with your P.E. locker, contact your teacher. The school accepts no responsibility for items kept in your locker.

Inspections of lockers may be conducted by school authorities without student consent at any time, for any reason and without a search warrant. (Board Policy 6308)

### **Book Lockers**

Book lockers are not available. Students may need to purchase a tote bag or back-pack.

## **Sportsmanship**

The practice of good sportsmanship and positive relationships between Cortez and other student bodies is essential to the continued welfare of our school and student body. We have worked hard to achieve a favorable image in the eyes of those with whom we come in contact.

It is hoped that each of you will work hard to continue the development of those characteristics of sportsmanship and friendliness that have identified our student body in the past.

## **Eligibility Information**

Cortez High School is a member of the Black Canyon Region of the 4A Conference. We are governed by the rules and regulations of the Arizona Interscholastic Association. Student eligibility is one of the conditions regulated by the A.I.A. and the basic eligibility requirements are outlined for your information. These regulations apply to both boys' and girls' interscholastic athletics.

**Age Limit:** Students who become 19 years of age on or after September 1 are eligible to compete for the remainder of the school year; but, if they become 19 years of age before September 1, they are not eligible for any part of that school year. A birth certificate or certified document of birth shall be required to establish eligibility. A student will be asked to establish eligibility when he or she first competes for a team and, for most students, this will be during their Freshman year. To establish this eligibility, a birth certificate, original hospital certificate, passport or other recognized court document establishing birth must be presented. (BAPTISMAL CERTIFICATES ARE NOT ACCEPTABLE.) The school secretary will certify the information needed, and we will return the certificate to you.

**Parental Permission:** Before a student can be allowed to practice for any interscholastic athletic contest, they shall have on file in the office of the principal, for each school year, a permit from the parents or guardian giving permission for participation.

**Physical Examination:** No student will be eligible to represent his/her high school in any interscholastic athletic contest unless there is on file with the principal, a physician's statement for the current school year certifying that the student has passed an adequate physical examination and that, in the opinion of the examining physician, he/she is fully able to compete in athletic contests. The physical is the responsibility of the family.

**Residence:** No student will be eligible to represent this school in interscholastic competition unless their parents meet the A.I.A. residence requirements. The general requirement states that the parents or legal guardian must reside in the district in which the high school is located.

This requirement will be waived in the case of a foreign exchange student or students meeting A.I.A. exemption requirements. For answers to eligibility questions, contact the Assistant Principal for Operation and Resources.

**No Pass, No Play Policy:** In order to be eligible to participate in those extracurricular activities governed by the Arizona Interscholastic Association, a student must be enrolled in a minimum of 5 classes and must be passing all classes in which enrolled. A senior may be enrolled in a minimum of 4 credit earning classes and must be passing all classes in order to maintain eligibility. Students who have failed to earn a cumulative passing grade at the end of any designated interval will be ineligible for the following designated interval.

**Scholarship:** A student must have been and must be maintaining a passing grade in each of five or more classes in his/her preceding grading interval in school. He/she must also have met the same requirements throughout the entire semester.

THE VIOLATION OF ANY ONE OF THESE RULES SHALL BE JUST CAUSE FOR THE SCHOOL TO FORFEIT ANY CONTEST IN WHICH THE STUDENT PLAYED. SEE THE ASSISTANT PRINCIPAL FOR OPERATIONS AND RESOURCES IF YOU HAVE ANY QUESTIONS CONCERNING ELIGIBILITY.

### **General Athletic Policy**

In addition to the A.I.A. policies, there are some guidelines that have been established at Cortez to help in the administration and control of our local program.

Members of our athletic teams are expected to set a positive example of citizenship and attendance. Any student athlete violating any of the general citizenship or attendance regulations may face the temporary loss of his/her eligibility to participate by the school administration. Participation in athletics and activities is a privilege to be earned.

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

### **Athletic Guidelines**

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

Athletic equipment will not be considered bought if paid for after it is lost. All athletic equipment remains the property of the GUHSD.

1. Quitting or Termination
  - a. Any student who quits a sport without the prior notification of the appropriate coach may be restricted from trying out for another team until the season of play for the team he/she quit is terminated.
  - b. If the student contacts the appropriate coach prior to his/her quitting and by mutual consent or agreement the student terminates his/her participation, approval may be granted to clear the individual for participation in another sport.
  - c. When a student quits or terminates his/her membership on a team, it is his/her responsibility to promptly return all uniforms and equipment issued to him/her or arrange for the ~~30-~~ payment of lost or damaged items. Until a student pays for or returns all equipment issued to him/her, he/she will not be cleared for participation in another sport.
2. Absences from Practice
  - a. Attendance at all practices is mandatory unless excused by the appropriate coach. It is the individual's responsibility to notify his/her coach when he/she cannot attend a scheduled practice. The failure to notify the coach will result in the absence being an unexcused absence. A student may be removed or suspended from a team for excessive absences.
3. Athletic Lockers
  - a. Athletic lockers are provided for the storage of athletic equipment only and are not to be used as P.E. lockers or for other purposes. If the lockers are being used for the storage of items other than athletic equipment, the locker may be emptied of its contents by the administration, coaching staff or equipment manager.
  - b. The athletic locks and lockers are the property of the school and are subject to search at any time considered necessary by the administration or coaching staff.

**Financial Responsibility**

Any student participating in the school activities program is fully responsible for equipment or uniforms entrusted to them in the event of theft, loss or damage. If equipment issued to a person is not accounted for in a satisfactory manner, participation, awards, and clearance for other sports or activities will be withheld until a satisfactory resolution is achieved. Do not share your locker with others or leave an open locker unattended.

**Bookstore**

The bookstore is the center of business activities on the campus. You may obtain textbooks and school supplies during the designated hours. The bookstore will be open before school, during lunch hours, and after school. Exact hours will be announced.

**Debts**

No records or transcripts will be sent to any other institution until all debts to the school are paid. All debts must be cleared in order to register.

**Textbooks**

In compliance with Arizona Revised Statutes, the Glendale Union High School District will provide free textbooks for all students.

Additionally, A.R.S. 15-727 and 15-729 requires students to be responsible for the care of textbooks and related material.

There will be a \$3.00 charge for bar code replacement and a \$3.00 late charge for books not returned at the time of a class change. Any alteration of the ID number/barcode originally stamped in the books will be classified as a lost book and the student will be charged full-book value.

All students must return their books within five (5) days of withdrawing from a class whether schedule change or end of first semester. Each book returned after five days will be charged a \$3.00 late fee. Students who fail to return textbooks and materials to school prior to May 29, 2009, will be charged the full purchase price to replace lost or missing books and materials. All books must be turned in by due date of May 29, 2009. Each book turned in after that will be assessed a \$3.00 late charge.

**Student Fees**

Laws 1995, Chapter 71, provides Governing Boards the power to assess reasonable fees for fine arts and vocational education courses for materials offered beyond those required to successfully complete the basic course requirements. Students taking specialized laboratory classes, such as woods, metals, and fine arts, may be charged for materials used in the production of personal projects. In addition, most students choose to purchase a yearbook. These fees are subject to change. Consumable materials such as magazines and supplies must be purchased where required.

**Student Loans**

Inquiries regarding student loans can be made at the bookstore.

**Check Cashing Policy**

Personal checks will be accepted at the bookstore ONLY when accompanied by a bank guarantee check card. Checks will be accepted for only the exact amount of the purchase.

**Travel Reduction Plan**

The 1988 Arizona Legislature passed an Air Quality Bill which requires employers - including school systems - with more than 100 full-time employees/students to reduce single-car occupancy travel to and from the work or school site by 5%.

In order to comply with this legal requirement each Glendale Union High School District school has developed a plan to accomplish this goal. The plan includes encouraging car pooling, van pooling, alternate travel (bicycles), and preferred parking. It also includes restricting student parking to upper-grade students.

**Notice to all Seniors**

It shall be the responsibility of each senior wishing a photograph in the yearbook publication to supply a photograph to the yearbook sponsor in accordance with the following instructions:

12. Each senior must have a picture made by Grads Professional Photography however the senior is not obligated to purchase these pictures.
13. The picture must be a color, glossy print.
14. We strongly recommend the style of dress for Guys: nicely dressed with a jacket and tie. If one is not comfortable with wearing a jacket, he is to at least wear a tie. Ladies are to wear something dressy.
15. Reminder to seniors: In recent years commercial photo studios have been mailing out notices which indicate that you have an appointment for the purpose of taking graduation pictures. Neither your school nor the school district has been involved with this practice. Whether you honor this appointment or not is strictly individual choice.

## **DISTRICT GUIDELINES FOR STUDENT ATTENDANCE AND CONDUCT 2009-2010**

Glendale Union High School District  
7650 N. 43rd Avenue – Glendale, Arizona 85301

As a student in this high school district, you have the right to a quality education. To make sure that every student enjoys that right, the district has established policies and procedures regarding student attendance, tardiness and disruptive behavior. These Guidelines for Student Attendance and Conduct are designed to create a pleasant and safe environment in your school. The rules are reasonable and fair, and are the same at each school.

**\*\*Your attitude toward school is extremely important. If your main reason for coming to school is to learn and to be active in school programs, you will probably never have serious attendance or discipline problems.**

**\*\*You are responsible for your own actions. If you do not follow school rules, you will have to accept the consequences. Arizona law allows the school district to hold you accountable for your behavior on the way to and from school, and during any school-sponsored activity.**

The district developed these policies so that you and your parents will know exactly what is required of you, and what actions will be taken in each problem area. You may be counseled by teachers or administrators regarding your behavior. Accept their advice as valuable and understand that they want to help you.

We are proud of our students. We hope you will take advantage of the activities and opportunities offered to you and enjoy your high school years. If you respect your teachers and fellow students, and if you accept your responsibilities as a student and citizen, you will gain the most from your high school experiences.

### **Statement of Compliance**

The Glendale Union High School District does not discriminate on the basis of race, creed, color, national origin, sex or handicap in its educational program or activities, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990 (ADA), respectively.

Inquiries concerning application of the above federal regulations to the district's programs or activities should be directed to the following:

Title VI – Assistant Superintendent of Human Resources – 623-435-6000

Title IX – Administrator of Operations/Athletics – 623-435-6000

Section 504 – Director of Special Education – 623-435-6000

Title II – Assistant Superintendent of Student Services – 623-435-6000

### **Declaracio De Conformidad**

El distrito escolar "Glendale Union High School District" no hace distinción alguna basada en la raza, el color, la religión, la nacionalidad de origen, el sexo ni la incapacidad de personas, en sus programas ni actividades educativas, cumpliendo con el Capítulo VI de la Ley de los Derechos Civiles de 1964, Capítulo IX de las Enmiendas Educativas de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973, y Capítulo II de la Ley de 1990 perteneciente a Los Americanos Incapacitados (ADA).

Preguntas sobre la aplicación de la reglas federales respectivo a los programas o actividades del distrito deben dirigirse a:

Capítulo VI – Superintendente Asistente de los Recursos Humanos – 623-435-6000

Capítulo IX – Administrador de Operaciones /Atletismos – 623-435-6000

Sección 504 – La Directora de los Programas Especiales – 623-435-6000

Capítulo II – Superintendente Asistente de los Servicios de Estudiantes – 623-435-6000

### **Students Whose Home Language is Other Than English**

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

La administración de Glendale Union High School District, desea mantener la comunicación con todos los padres y custodios con hijos en el distrito. Si se necesita comunicarse en español, favor de ponerse/en contacto el/la Director(a) del los Servicios en la escuela específica.

La administración de Glendale Union High School District, desea mantener la comunicación con todos los padres y custodios con hijos en el distrito. Si se necesita comunicarse en español, favor de ponerse/en contacto el/la Director(a) del los Servicios en la escuela específica.

### **Academic Eligibility for Extracurricular Participation**

Scholarship Requirements Under Governing Board Policy 5700-A

- a. A student shall receive a passing grade in a minimum of five (5) credit-earning subjects at the conclusion of each week for eligibility during the next week.
- b. The student must pass all credit earning classes in which he/she is enrolled. All students must be enrolled in a minimum of five (5) credit earning subjects each semester for the first six semesters.
- c. A senior must be enrolled in and pass a minimum of four (4) credit-earning subjects during the seventh and eighth semesters.
- d. Passing grades are determined by the teacher. Please refer to the course syllabus for grading information.

Scholarship requirements for eligibility shall pertain to all activities involving competition between schools. Questions pertaining to academic eligibility can be answered by contacting your school Assistant Principal for Operations and Resources

### **Student Assistance**

The Glendale Union High School District has taken several steps to provide academic support for all our students. District schools offer most of the student services listed below:

- Computer Labs
- Peer Tutoring
- Enrichment Seminar
- Study Halls
- Teacher assistance before and after school
- Learning Centers
- Night, summer and correspondence classes

### **Parent/School Communication**

Parents with concerns should first speak with the teacher involved, then the appropriate assistant principal, and then the principal before seeking assistance at the district office level.

Rev. 4/99

**Policy 6308 Student Lockers**

Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Inspection of lockers may be conducted by school authorities without student consent at any time, for any reason and without a search warrant. Adopted June 6, 1984

**Policy 6011 Attendance/Tardy Requirements**

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship which exists between academic success and regular, punctual school attendance. High school attendance and punctuality is ultimately the responsibility of the student and his/her family. Students should miss school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion and participation is lost forever to those who are absent. Tardiness disrupts the learning environment of everyone in the class. It must be emphasized that regular attendance/punctuality is the key to much of the success a student may gain from his/her high school program.

If a student is absent and/or tardy for more than twelve (12) class periods in any particular class in a semester, the student may lose credit eligibility in those classes for the semester. It is the policy of the district to grant exceptions to this rule when absences/tardies beyond twelve (12) are due solely to a chronic health condition certified according to district procedure. No procedures or guidelines will deprive students of procedural due process.

Adopted: June 22, 1983 - Amended: 5/15/85; 10/21/87; 6/2/04

***Procedures for Policy 6011******Attendance*****CLASSIFICATION OF ABSENCES**

ABSENCES (NOT TO EXCEED TWELVE (12) WHICH INCLUDES TRUANCIES, TARDIES AND SUSPENSIONS): Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period and is a result of:

- A. Personal illness
- B. Doctor or dentist appointments which cannot be made up after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the attendance office upon the student's return to school.
- C. Serious family illness or a death in the family
- D. Suspensions
- E. Prior notification by the parent to the administration

RECOGNIZED RELIGIOUS HOLIDAYS ARE NOT SUBJECT TO THE TWELVE (12) ABSENCE LIMIT, BUT DO REQUIRE NOTIFICATION TO THE ADMINISTRATION BY THE STUDENT'S PARENTS AT LEAST 24 HOURS IN ADVANCE.

***General Attendance/Tardy Administrative Procedure***

1. The school district expects parents/guardians to call the attendance office each day a student is absent from school. Reasonable attempts will be made by the school, through phone calls or letters, to inform parents/ guardians of a student's absence. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.
2. When a student transfers from one school to another within the Glendale Union High School District, the student's attendance record will transfer to the new school. Absences and truanancies accumulated in one school will be recorded and counted at the new school.

3. To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5<sup>th</sup>) absence and/or tardy in any class period during the semester.
4. Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.
5. Students who reach eight (8) absences and/or tardies in one or more classes during any semester will be automatically placed on ACADEMIC PROBATION. Students will be removed from ACADEMIC PROBATION at the end of the current semester if the following conditions are met:
  - a. Twelve or fewer absences for the current semester with NO TRUANCIES, SUSPENSIONS OR TARDIES AFTER ACADEMIC PROBATION BEGINS.
  - b. ALL make-up assignments due to absenteeism are completed in a timely manner.
  - c. Classroom behavior is conducive to a learning atmosphere.
6. Students will be notified that they have been placed on ACADEMIC PROBATION and the student will be given the written conditions of probation and a due process affidavit
7. **A student who reaches his/her thirteenth (13<sup>th</sup>) absence and/or tardy may lose credit eligibility in the class or classes in which the thirteen (13) absences/tardies are recorded.**
8. On the thirteenth (13<sup>th</sup>) absence/tardy the Assistant Principal will advise the student/parent/guardians of the following alternatives:
  - a. The student may be placed in compulsory study hall.
  - b. The student may appeal the loss of credit under the provisions of Policy #6004, Attendance/Tardies Appeals Procedures.
9. Students who transfer to a compulsory study hall must abide by the following guidelines:
  - a. Truancy from study hall will be considered insubordination. A student may be suspended for insubordination. See Policy #6001 Student Disruption of the Education Program and Climate of the School - Disobedience.
  - b. A student taking fewer than four (4) credit-earning classes will be dropped from school. Exceptions must be approved by the Principal (Level II Hearing Officer).
10. Students who enroll in school after the eighth (8<sup>th</sup>) day of the semester will automatically be placed on ACADEMIC PROBATION.
11. A student-initiated schedule change may cause a loss of credit eligibility.
12. Excused absences due to school activities (field trips, performing groups, student government, etc.) are excluded from the attendance/tardy policy.
13. Absences from scheduled classes as a result of on or off-campus suspensions will be included in the total number of absences for the semester in which the suspension occurs.

### **Policy 6004 Tardy Policy**

Tardies are viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but also disrupts the education of other students. If a student is to learn, he/she must be in an assigned work station prepared to work before the tardy bell rings. The school reserves the right to make the determination whether or not a student is tardy. For each and every class in which a student has exceeded a combined total of twelve (12) absences/tardies in a semester, the student may lose credit eligibility in those classes for the semester. Students who are tardy three (3) times in a nine week grading period will receive a "U" in citizenship for that grading period. No procedures or guidelines will deprive students of due process. Adopted: June 22, 1983 – Amended: 5/15/85; 6/2/04

### ***Procedures for Policy 6004***

#### ***Tardies***

##### **Definition**

When the bell rings signaling the end of the class period, students will have five (5) minutes to pass between classes. Each student must be in the correct class and work station, prepared to

begin class, when the bell rings signaling the start of the new class period. Students not in the correct class/work station at the bell will be counted as tardy. Tardies caused by appointments for medical or legal reasons will be excused if appropriate documentation is provided by the parent to the attendance office upon return to school. If a student has a pass from a school official, he/she will not be considered tardy. All school officials will take every precaution not to issue passes except when necessary.

## **General Disciplinary Procedures**

### ***Threat Assessments***

Students may be required to participate in an individual threat assessment to be conducted by a Glendale Union High School District Social Worker. Reasons that a student would be required to participate in a threat assessment include, but are not limited to, the following:

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

### ***Probationary/Behavior Contracts***

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

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

## **Policy 6001 Student Disruption of the Educational Program and Climate of the School**

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

### ***Potential Problems and Regulations***

- **DISRUPTION OF THE EDUCATIONAL PROCESS** – Students may not by action or expression disrupt the educational process or interfere with the rights of others. Students shall not cause or threaten to cause inconvenience to the operation or

administration of the school district. This includes but is not limited to evacuation of a district building, place or district-sponsored function.

- **CLASSROOM DISRUPTIONS** – Students are responsible for contributing to a positive and appropriate learning environment. Severe distractions to the continuation of the instructional process are prohibited.

Some examples considered classroom disruption are:

1. Students not performing assigned tasks.
2. Students exhibiting any behavior that interferes with the teacher's right to teach or the students' right to learn.
3. Students speaking, or blurting out, at inappropriate times.
4. Students moving around the classroom inappropriately.

The faculty or staff member immediately responsible for the class will determine what constitutes disruptive or distracting behavior.

- **PLAGIARISM OR FAILURE TO FOLLOW TEST-TAKING PROCEDURES** - The integrity of the instructional process must be maintained. Therefore, a student's test/assignment may be disqualified without the right of make-up when plagiarism is evident or the teacher's test-taking procedures have not been followed. In addition, the student may be subject to further discipline.
- **ELECTRONIC DEVICES** – The use of electronic devices is not prohibited in GUHSD schools however, the disruption of the educational environment by the possession or use of radios, tape/compact disc players, beepers, cellular phones, or other electronic devices, is prohibited.
- **GENERAL STUDENT CONDUCT AND APPEARANCE** - Student conduct, dress, and personal appearance must be such that it is appropriate and meets reasonable safety, health and decency standards and that it will not disrupt or distract from the instructional procedure of the school nor tend to diminish the disciplinary control of the teacher. Accordingly, students at school activities may not wear or carry symbols that endorse or imply the use of substances which are not legally available to minors or which have profane, violent, or sexual connotations. (ARS 13-205.A.5)
- **INSUBORDINATION** - Students will comply with the reasonable requests of a staff member. Failure to do so shall be considered an act of insubordination.
- **NON-CHECK OUT** - Students may not leave campus without following the local school check out procedure.
- **TRUANCY** - Truancy is defined as an unauthorized absence from class(es) and is considered to be a misconduct by students.
- **VIOLATION OF GOOD NEIGHBOR CONDUCT** - The jurisdiction of the school is primarily limited to the school premises or at school-sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action. (ARS 13-2905.A.5)
- **LOITERING (TO REMAIN IN AN AREA FOR NO OBVIOUS REASON)** - Students are prohibited from loitering in or around the school campus. (ARS 13-2905.A.5)
- **PARKING VIOLATIONS** - All student vehicles are to be parked in the prescribed location in a safe and orderly manner as authorized by local school regulation. Any vehicle parked inappropriately is subject to removal as provided in Governing

Board Policy 6309 and ARS 15-842.A.5. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.

- **VEHICLE OPERATION VIOLATIONS** - All students bringing vehicles (motorcycles, bicycles, cars, trucks, etc.) on campus will operate the vehicles in a safe, responsible and prudent manner at all times.
- **POSSESSION OF TOBACCO PRODUCTS** – Students are not permitted to be in possession of tobacco products on campus or at school-sponsored events.
- **USE OF TOBACCO PRODUCTS** – Students are not permitted to use tobacco products on or near school property or at school-sponsored events.
- **INAPPROPRIATE LANGUAGE/GESTURES** – Students are prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material.
- **DESTRUCTION OR THEFT OF PROPERTY** – The destruction, theft, or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable physical force to protect school and personal property. (ARS 15-843)
- **SEXUAL MISCONDUCT** – Inappropriate public displays of affection or sexual misconduct is prohibited.
- **SEXUAL HARASSMENT** – Sexual harassment of or by any student is prohibited. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. (See reporting procedures on page A-11)
- **RACIAL AND OTHER HARASSMENT/BULLYING** – Racial and other harassment/bullying based on race, color, religion, gender, national origin, age or disability or other factors is prohibited. Harassment/bullying is defined to include, but is not limited to: verbal or physical conduct that creates an intimidating, hostile, or offensive school environment or that unreasonably interferes with a student's work performance. (ARS 15-341.A.40) (See reporting procedures on page A-11)
- **FIGHTING/MUTUAL COMBAT/INTIMIDATION/BULLYING** – Students shall not fight, push intimidate or otherwise abuse other students. For the purposes of reprimand, suspension and expulsion for fighting/mutual combat/intimidation/bullying shall include but not be limited to the following types of conduct:
  - a. Exhibiting behavior which intentionally, knowingly or recklessly causes any physical injury to another person;
  - b. Exhibiting behavior which intentionally places another person in reasonable apprehension of immediate physical injury;
  - c. Intending to injure, insult or provoke another person by knowingly touching him/her;
  - d. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence which disturbs the normal operation of the Glendale Union High School District, any school sponsored activity or threatens to create a disruption or injury to students, guests or employees of the Glendale Union High School District;
  - e. Engaging in fighting, violent or seriously disruptive behavior;
  - f. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation;
  - g. Making protracted commotions, utterances or displays with the effect of preventing the orderly administration of the Glendale Union High School District or a district sponsored function or sporting event;

- h. Refusing to obey a reasonable order of an employee of the Glendale Union High School District to disburse which is issued to maintain public safety and to avoid injury or harm to persons or property;
- i. Threatening by word or conduct to cause physical injury to another person or serious damage to property;
- j. Threatening to use or using physical force against another in response to a verbal statement.
  - **GANG ASSOCIATION OR ACTIVITY** – For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who: (1) have a name; (2) claim a territory; (3) have rivals/enemies; (4) interact together to the exclusion of others; and (5) exhibit anti-social behavior often associated with crime or a threat to the community. Behavior which initiates, advocates or promotes activities which threaten the safety or well being of persons or property on school grounds or which disrupts the educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing/paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.
  - **VERBAL ABUSE OF STAFF** – Students shall not insult or verbally abuse staff members. (ARS 15-507)
  - **PHYSICAL ABUSE OF STAFF** – Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS 15-843)
  - **POSSESSION, SALE, USE OR BEING UNDER THE INFLUENCE OF DRUGS, ALCOHOL, OR OTHER CONTROLLED SUBSTANCES, OR POSSESSION OF DRUG PARAPHERNALIA** – Selling, possessing, using, or being under the influence of illegal drugs, alcohol, or other controlled substances, or being in possession of paraphernalia associated with drug use on school property or at school-sponsored events is prohibited. Students are also prohibited from selling or possessing imitation controlled substances on school property or at school-sponsored events.
  - **INCITING TO RIOT OR DEMONSTRATING** – Students are not to incite to riot, or to demonstrate in a disorderly or unauthorized manner on or adjacent to school property.
  - **FIREWORKS AND EXPLOSIVE DEVICES** – Students are prohibited from possessing or using fireworks or explosive devices on school property.
  - **WEAPONS (INSTRUMENTS OF OFFENSIVE OR DEFENSIVE COMBAT; SOMETHING TO FIGHT WITH)** – Students shall not possess or use firearms, weapons, facsimiles of weapons, or any other instruments capable of harming a person or property. Weapons include, but are not limited to: guns, bullets, chains, knives, clubs, brass knuckles or any other items that, when used as a weapon, can result in bodily harm or property damage. (ARS 15-341A[27] and ARS 13-2911)
  - **HAZING (Policy 6320)** – Any hazing, attempted hazing, or solicitations to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing or soliciting to engage in hazing is prohibited. It is not a defense to a violation of this policy if the hazing victim consented to or acquiesced in the hazing activity. This policy is pursuant to Arizona Revised Statutes, Section 15-2301, which requires educational institutions to adopt a hazing prevention and remedial policy. 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:

- a. 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 the District; and
- b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.

Adopted: August 3, 1970, Amended: 10/4/78; 6/22/83; 5/15/85; 7/2/86; 6/5/91; 5/19/93; 6/8/94; 2/1/95; 5/21/97; 1/19/05, 10/4/06

### ***Violations of Classroom Procedures***

The maintenance of an appropriate classroom environment is essential to promoting learning. In every classroom the teacher establishes and maintains classroom procedures that are to be followed by his/her students. Accordingly, in cases where classroom procedures are violated, the following steps will be followed by Glendale Union High School District classroom teachers.

**FIRST VIOLATION: TEACHER/STUDENT CONFERENCE:** The teacher will notify the student if his/her behavior is inappropriate and assign disciplinary action, if necessary.

**SECOND VIOLATION: TEACHER/STUDENT DISCIPLINARY ACTION:** When necessary a teacher may assign disciplinary action in order to correct routine classroom behavior problems. The assigning of before and after school detention is one alternative for teacher-assigned disciplinary action.

**THIRD VIOLATION: PARENT NOTIFICATION:** When the assigning of a minimum disciplinary action such as detention is ineffective, the teacher will contact the parents through a letter or phone call.

**FOURTH VIOLATION: ADMINISTRATIVE REFERRAL PENDING DEVELOPMENT OF A PLAN OF ACTION:** When the assigning of disciplinary action by the teacher and the contact with parents have proved ineffective in correcting classroom behavior problems, the student will be withheld from class until he/she has developed a satisfactory plan of action to correct behavior.

**FIFTH VIOLATION: CLASS CLOSURE PENDING PARENT CONFERENCE:** This action may be taken to affect one or more classes. A student whose classes are closed pending a parent conference may be directed to a study hall. In cases where parents are unable to meet with school officials expeditiously, they may make an appointment and the student may be returned to class pending the result of the scheduled conference.

**SIXTH VIOLATION: CLASS CLOSURE WITH LOSS OF CREDIT:** This action may be taken to affect one or more classes. A student who is affected by this action may be placed in a mandatory study hall, released early from school, or be allowed to report to school at a later starting time. In all cases, a student removed from class will lose credit for the semester in which the action occurs.

### **Policy 6003 Disciplinary Action-Suspension and Expulsion**

**SUSPENSION:** The policy of the Glendale Union High School District which relates to student suspension is in accordance with Arizona Revised Statute 15-843 which reads in part: "...The authority to suspend a pupil from school is vested in the superintendent, principal or other school officials granted this power by the Governing Board of the school district. In all cases of suspension, it shall be for good cause and shall be reported within five (5) days to the Governing Board by the person imposing it."

**EXPULSION:** Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of ARS 15-341, 15-342, and 15-843. The Board alone has the authority to exercise the power of expulsion of a student from the schools.

Adopted: September 30, 1957 – Amended: 12/15/69, 9/8/71, 6/22/83

***Possible Disciplinary Actions***

- A. **INFORMAL CONFERENCE:** A school official (teacher, administrator, or staff member) will talk to the student and try to reach an agreement on how a student should behave. This meeting may be recorded in an administrative log.
- B. **CONFISCATION:** A school official may confiscate any inappropriate item or material from a student.
- C. **LOSS OF CREDIT FOR TEST OR ASSIGNMENT:** Plagiarism or violation of test taking procedures may result in the student's loss of credit for the test or assignment.
- D. **DETENTION:** A school official may assign before or after school detention.
- E. **IMMEDIATE ADMINISTRATIVE REFERRAL:** Any student whose actions prohibit the continuation of the instructional process will be immediately directed to the Office of the Assistant Principal for Discipline and Attendance.
- F. **PARENT NOTIFICATION:** When the assigning of a minimum disciplinary action such as detention is ineffective, the school official will contact the parents through a letter or a phone call.
- G. **DEVELOPMENT OF A PLAN OF ACTION:** The Assistant Principal for Discipline and Attendance will outline appropriate behavior, and the student will develop a plan to correct inappropriate behavior. The plan may include but is not limited to community service, work duty, or educational seminars.
- H. **CLASS CLOSURE:** A student's class(es) may be closed upon administrative referral.
- I. **RESTITUTION:** A student responsible for destruction or theft will be required to pay for its repair, replacement, and labor costs.
- J. **REFERRAL TO SOCIAL AGENCY:** School officials may refer students to social agencies.
- K. **REFERRAL TO LAW ENFORCEMENT AGENCY:** Students may be referred to law enforcement agencies when school officials witness or receive information concerning criminal misconduct.
- L. **LOSS OF CREDIT:** A student may lose credit in one or more classes.
- M. **SHORT-TERM SUSPENSION:** Following an informal hearing a student may be suspended up to ten (10) days.
- N. **SUMMARY SUSPENSION:** The student is immediately suspended for an indefinite period of time. Suspensions of this type are only made when it is necessary to remove the student from school in order to eliminate a clear and present danger.
- O. **LONG-TERM SUSPENSION:** A student may be suspended eleven (11) days or more up to four (4) semesters. This suspension may be recommended by the local administration, but only imposed by a hearing officer appointed by the Governing Board. All long-term suspensions may be appealed to the Governing Board, with hearing rights guaranteed.
- P. **EXPULSION:** All conduct which will result in expulsion requires a formal hearing before the Governing Board or a designated hearing officer. The student will be allowed all rights as in a formal suspension hearing. No student shall be expelled unless the Governing Board has determined that such punishment is applicable after the formal hearing.

These definitions correspond with the following chart to show the disciplinary action that will be taken for each problem area. In each instance a minimum action is listed, as well as an action for the first occurrence and one for repeated occurrences.

MULTIPLE OFFENSES IN A COMBINATION OF CATEGORIES MAY RESULT IN LONG TERM SUSPENSION OR EXPULSION

PROBLEM AREA	RANGE	ACTION TO BE TAKEN
--------------	-------	--------------------

		<b>First Offense</b>	<b>Repeated Offenses</b>
DISRUPTION OF THE EDUCATIONAL PROCESS	MINIMUM	A	E
	MAXIMUM	P	P
CLASSROOM DISRUPTION	MINIMUM	A	E
	MAXIMUM	M	M
PLAGIARISM OR FAILURE TO FOLLOW TEST-TAKING PROCEDURES	MINIMUM	C	M
	MAXIMUM	C	L
GENERAL STUDENT CONDUCT, DRESS AND APPEARANCE	MINIMUM	A	G
	MAXIMUM	E	M
INSUBORDINATION	MINIMUM	A	E
	MAXIMUM	M	M
NON CHECK-OUT	MINIMUM	E	M
	MAXIMUM	M	O
TRUANCY	MINIMUM	E	M
	MAXIMUM	L	M
VIOLATION OF GOOD NEIGHBOR CONDUCT	MINIMUM	A	E
	MAXIMUM	M	P
LOITERING	MINIMUM	A	G
	MAXIMUM	M	O
PARKING VIOLATIONS	MINIMUM	A	E
	MAXIMUM	E	O
VEHICLE OPERATION VIOLATIONS	MINIMUM	A	E
	MAXIMUM	P	P
POSESSION OF TOBACCO PRODUCTS	MINIMUM	A	M
	MAXIMUM	M	O
HAZING	MINIMUM	M	M
	MAXIMUM	P	P
USE OF TOBACCO PRODUCTS	MINIMUM	M	M
	MAXIMUM	M	O
INAPPROPRIATE LANGUAGE / GESTURES	MINIMUM	A	G
	MAXIMUM	M	O
DESTRUCTION OR THEAT OF SCHOOL PROPERTY	MINIMUM	A	G

PROBLEM AREA	RANGE	ACTION TO BE TAKEN	
		First Offense	Repeated Offenses
	MAXIMUM	P / I	P / I
SEXUAL MISCONDUCT	MINIMUM	A	M
	MAXIMUM	O	O
SEXUAL, RACIAL, OR OTHER HARASSMENT / BULLYING	MINIMUM	A	G
	MAXIMUM	P	P
FIGHTING / MUTUAL COMBAT / INTIMIDATION	MINIMUM	M	M
	MAXIMUM	P	P
GANG ASSOCIATION OR ACTIVITY	MINIMUM	M	M
	MAXIMUM	P	P
VERBAL ABUSE OF STAFF	MINIMUM	M	M
	MAXIMUM	P	P
PHYSICAL ABUSE OF STAFF	MINIMUM	O	P
	MAXIMUM	P	P
POSSESSION, USE, OR BEING UNDER INFLUENCE OF DRUGS, ALCOHOL, OR CONTROLLED SUBSTANCES; POSSESSION OF DRUG PARAPHERNALIA	MINIMUM	M / K	O / K
	MAXIMUM	P / K	P / K
SALE OF ILLEGAL SUBSTANCES	MINIMUM	O / K	K / P
	MAXIMUM	K / P	K / P
INCITING TO RIOT OR DEMONSTRATING	MINIMUM	M	M
	MAXIMUM	P	P
FIREWORKS AN EXPLOSIVE DEVICES	MINIMUM	E	E
	MAXIMUM	P	P
WEAPONS	MINIMUM	M	M
	MAXIMUM	P	P
VIOLATION OF COMPUTER/NETWORK ACCEPTANCE USE POLICY	MINIMUM	A	G
	MAXIMUM	M	P

### Due Process and Appeals

Glendale Union High School District, as dictated by the United States Constitution as interpreted by the court. Every student is entitled to due process before he/she may be suspended or expelled. Each school is to establish its due process procedure within the following guidelines.

### **Due Process Policy**

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

### ***SUSPENSION***

1. When a student has been referred to an administrator for a violation of school regulations, the administrator must first determine the nature of the violation and the possible disciplinary action to be imposed if the charges are found to be accurate. The administrator must decide whether the alleged violation would subject the student to the possibility of short-term suspension (one to ten days) or to long-term suspension (more than ten days).
2. If responsibilities for the alleged violation could result in a short-term suspension, the student may have an informal hearing with the administrator to determine whether the charges were accurate. The student will be informed of charges against him/her. The hearing will consist of interviews with appropriate witnesses, interviews with the student and an investigation into the facts. After the hearing, the administrator will either suspend the student for up to ten (10) days or exonerate the student. A record of the hearing shall be kept and parents/guardian shall be notified.
3. The student will be allowed to remain in school until after the formal hearing unless the student poses a clear and present danger to himself/herself or others or the school property, in which case, upon being charged he/she may be suspended summarily and the informal hearing conducted within ten (10) school days of the violation.
4. If the offense is one which could result in a long-term suspension, the administrator must set up a formal hearing before a hearing officer who is appointed by the Governing Board. If the student poses a clear and present danger to himself/herself or to others or to school property he/she, upon being charged, must be suspended summarily and a formal hearing must be conducted, as expeditiously as possible, but within ten (10) school days of the violation.
5. A formal hearing consists of the following minimum requirements:
  - a. Written notice of the hearing must be given to the student and parents or guardians at least five (5) school days prior to the hearing.
  - b. The written notice shall contain specifics of the charge.
  - c. The student may be represented by counsel of his/her choice.
  - d. The student, his/her parent, guardian or counsel may present witnesses and may cross-examine witnesses presented by the school district.
  - e. The school district has the burden of proving the offense.
  - f. The hearing must be recorded on tape and record kept.
6. After the hearing, the hearing officer will render his/her decision within one (1) school day.
7. The decision must be written and sent to the parents of the student and to the Superintendent.
8. The suspension must be reported to the Governing Board within five (5) days.

### ***APPEAL PROCEDURES***

1. If a parent/guardian/student wishes to appeal a decision rendered by the Assistant Principal (Level I Hearing Officer), a written appeal must be filed with the Principal (Level II Hearing Officer) within one (1) school day after receipt of the initial decision. The Principal (Level II Hearing Officer) shall conduct an appeal hearing within five (5) school days of the time he/she receives the written appeal. The Principal (Level II Hearing Officer) shall rule on the appeal within one (1) school day following the appeal hearing.
2. If a parent/guardian/student wishes to appeal a decision rendered by the Principal (Level II Hearing Officer), a written appeal must be filed with the Superintendent (Level III Hearing Officer) within three (3) school days after receipt of the Principal's (Level II Hearing Officer)

decision. The Superintendent (Level III Hearing Officer) shall conduct an appeal hearing within five (5) school days of the time he/she receives the written appeal. The Superintendent (Level III Hearing Officer) shall rule on the appeal within one (1) school day following the appeal hearing.

3. If a parent/guardian/student wishes to appeal a decision rendered by the Superintendent (Level III Hearing Officer), a written appeal must be filed with the Governing Board within three (3) school days after receipt of the Superintendent's (Level III Hearing Officer) decision. The Governing Board shall review all documentation relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/ parent/guardian. In the cases of long-term suspension, appeal hearing rights are guaranteed.

### ***EXPULSION***

1. In all action concerning the expulsion of a student, the Governing Board shall decide in executive session, whether to hold a hearing or to designate one or more hearing officers to hold a hearing to hear the evidence, prepare a record and bring a recommendation to the Governing Board for action. Should the Governing Board determine that it will not designate a hearing officer it will also decide whether the hearing shall be held in executive session. The Governing Board shall give written notice, at least five (5) working days prior to the hearing by the Governing Board or the hearing officer or officers designated by the Governing Board, to all pupils subject to expulsion and their parents or guardians of the date, time and place of the hearing. If the Governing Board decides that the hearing is to be held in executive session, the written notice shall include a statement of the rights of the parents or legal guardians to indicate their objection to the Governing Board's decision to have the hearing held in executive session. Objections shall be made in writing to the Governing Board.
2. No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing is held by the Governing Board or a designated hearing officer.
3. Provision for students with disabilities. The 1997 Amendments to the Individuals with Disabilities Education Act (IDEA) prohibits the cessation of a free and appropriate public education for students with disabilities that have been suspended or expelled from school or in another setting.

Adapted: December 4, 1972 – Amended: 1/6/76; 9/20/78; 11/5/80; 7/6/83; 6/20/84; 11/6/85; 1/7/87; 5/20/87; 6/2/04

### **Policy 6001 Student Interaction with District Employees**

Students of the Glendale Union High School District are to demonstrate respect for district employees at all times, both on and off school property.

In any occurrences which have a demonstrated relationship to the Glendale Union High School District, all district policies and rules which pertain to the treatment of employees by students of the district are in effect. Adopted: November 5, 1986

### **Dissemination of Student Directory Information**

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

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

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

Student names will routinely be provided to the military recruiting services unless the students specifically request deletion of their names.

### **Reporting of Sexual, Racial, or Other Harassment/Bullying**

Definition of sexual, racial, and other harassment/bullying see page A-5.

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

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

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

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

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

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

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

### **GUHSD Online High School**

Glendale Union Online, sponsored by the Glendale Union High School District in Glendale, Arizona, has been offering online instruction for grades 9-12 since 2009. Our curriculum

provides parents with the educational assistance to meet their student's academic needs for credit recovery. Tools such as weekly lesson checklists, online portfolios, parent pages and teacher support are provided for you.

Each course is designed to meet state of Arizona and national curriculum standards. Worksheets, reading assignments, interactive online practice activities, tutorials, unit reviews, quizzes and tests are included as part of our online instruction. Courses begin with a brief video introduction and links to course information to help students get started.

For more information, please see your local school counselor.

### **Educational Planning**

All Glendale Union High School District students and parents are encouraged to develop an educational plan with the counselors. Each fall, freshman students and their parents are invited to meet with guidance counselors to develop a four-year educational plan. In subsequent years, the plan is modified as the individual needs of students may require, but it may not be changed without parent agreement. In selecting a course of study, students should consider their interests, abilities, and goals for the future.

### **Graduation Requirements**

Graduation requirements are set forth on the following pages. One (1) unit of credit is given for all full year (two semesters) subjects successfully completed except teacher assistant assignments, which carry 1/2 unit of credit per year. Twenty total credits are required for the Glendale Union High School District diploma for the classes of 2010, 2011, and 2012. Twenty – two total credits are required for the class of 2013.

Students transferring from other school districts will be eligible to graduate if they meet the requirements of this district while in attendance here, and have met the requirements of the former school while attending there.

To graduate from the Glendale Union High School District, a student must earn the required number of course credits and meet the state AIMS requirements. Students are eligible to participate in District sponsored graduation ceremonies only if they have successfully met all of the graduation requirements established by the Governing Board and have met the AIMS requirements specified by the state of Arizona. The GUHSD will not offer any alternative form of recognition for those students who have met the District's graduation requirements but failed to meet Arizona's AIMS requirements.

Physical Education may be waived for homebound students.

### ***5031A GRADUATION REQUIREMENTS***

(FOR THE GRADUATING CLASSES OF 2009, 2010, 2011)

The Glendale Union High School District diploma is designed to satisfy the graduation requirements established by the State Board of Education and those of the Glendale Union High School District Governing Board, and provides students with a strong foundation for success in adult life. Meeting these requirements will result in a high school diploma, but may not satisfy all requirements for acceptance into a college or university. Twenty (20) total credits are required for the Glendale Union High School District diploma. The student and his/her parents are encouraged to check the admission requirements of any college or university the student wishes to attend.

Specific courses that satisfy requirements for the Glendale Union High School District diploma are as follows:

- **4 Credits of Language Arts that must include:**

- ◆ 1 Credit of English 1-2
- ◆ 1 Credit of English 3-4
- ◆ 1 Credit of English 5-6
- ◆ 1 Credit of English 7-8 \*
- ◆ \* Or the approved ELL sequence
- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of Economic
- **2 Credits of Science (one credit of which must be a Lab Science)**
  - ◆ 1 Credit of Thinking Science\*
  - ◆ 1 Credit of Biology\*
  - ◆ \*Required of all students unless exempted to move into a higher-level Science
- **2 Credits of Mathematics**
  - ◆ 1 Credit of Algebra I\* to be taken during the freshman year
  - ◆ 1 Credit of Geometry\* to be taken following successful completion of Algebra I
  - ◆ \*Required of all students unless exempted to move into a higher-level Math
- **1 Credit of Fine Arts/Performing Arts or Career and Technical Education (CTE)**
  - ◆ This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the approved list of District courses which fulfill the state graduation requirements for Fine Arts or CTE. This requirement can also be satisfied by successfully completing two semesters of a Fine Arts subject as defined by the Arizona Board of Regents.
- **1 Credit of Physical Education**
- **7 Elective credits to be selected from the course offerings approved by this District**

Students transferring from other schools will be eligible to graduate if they meet the requirements of this District.

***ENDORSED DIPLOMA (FOR THE GRADUATING CLASSES OF 2009, 2010, 2011)***

A student in the Glendale Union High School District may pursue a Glendale Union High School District endorsement on his/her transcript and diploma, which indicates the student has exceeded the Glendale Union High School District and State requirements for graduation. It also indicates that the student has met or exceeded prerequisites for entering any one of Arizona's three state universities, provided he/she maintains a minimum grade point average of 2.0 in each of the following six core areas: Language Arts, Social Studies, Lab Science, Mathematics, Foreign Language and Fine Arts.

Students opting for an endorsement will be required to complete twenty-three (23) credits of study and maintain a 3.0 grade point average or rank in the upper 25% of their class.

Specific courses that satisfy requirements for an ENDORSED DIPLOMA are as follows:

- **4 Credits of Language Arts that must include:**
  - ◆ 1 Credit of English 1-2
  - ◆ 1 Credit of English 3-4
  - ◆ 1 Credit of English 5-6
  - ◆ 1 Credit of English 7-8\*
  - ◆ \* Or the approved ELL sequence

- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of Economics
- **3 Credits of Science to be selected from the following:**
  - ◆ 1 Credit of Thinking Science\*
  - ◆ 1 Credit of Biology\*
  - ◆ 1 Additional credit of Science
  - ◆ \* Required of all students unless exempted to move into a higher-level Science
- **4 Credits of Mathematics to be selected from the following:**
  - ◆ 1 Credit of Algebra I\*
  - ◆ 1 Credit of Geometry\*
  - ◆ 1 Credit of Algebra II \*
  - ◆ 1 additional credit of Mathematics
  - ◆ \*Required of all students unless exempted to move into a higher-level Math
- **2 Credits of Foreign Language (must be two years of the same Foreign Language)**
- **1 Credit of Fine Arts**
  - ◆ This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the list of Fine Arts subjects as defined by the Arizona Board of Regents.
- **1 Credit of Physical Education**
- **5 Elective credits to be selected from the course offerings approved by this District**

Transfer students may pursue the endorsement providing their transcripts indicate that comparable courses have been successfully completed.

All students will be required by the State to take and pass the Arizona Instrument to Measure Standards (AIMS) in Math, reading and writing in order to graduate. No student will be permitted to participate in graduation exercises unless he/she has met the requirements for graduation as defined in this policy.

Physical Education may be waived for homebound students.

#### ***STANDARD OF EXCELLENCE SEAL***

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

#### ***5031B GRADUATION REQUIREMENTS (FOR THE GRADUATING CLASS OF 2012)***

The Glendale Union High School District diploma is designed to satisfy the graduation requirements established by the State Board Of Education and those of the Glendale Union High School District Governing Board, and provides students with a strong foundation for success in adult life. Meeting these requirements will result in a high school diploma, but may not satisfy all requirements for acceptance into a college or university. Twenty (20) total credits are required for the Glendale Union High School District diploma. The student and his/her parents

are encouraged to check the admission requirements of any college or university the student wishes to attend.

Specific courses that satisfy requirements for the Glendale Union High School District diploma are as follows:

- **4 Credits of Language Arts that must include:**
  - ◆ 1 Credit of English 1-2
  - ◆ 1 Credit of English 3-4
  - ◆ 1 Credit of English 5-6
  - ◆ 1 Credit of English 7-8 \*
  - ◆ \* Or the approved ELL sequence
- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of Economics
- **2 Credits of Science (one credit of which must be a Lab Science)**
  - ◆ 1 Credit of Thinking Science\*
  - ◆ 1 Credit of Biology\*
  - ◆ \*Required of all students unless exempted to move into a higher-level Science
- **3 Credits of Mathematics**
  - ◆ 1 Credit of Algebra I\* to be taken during the freshman year
  - ◆ 1 Credit of Geometry\* to be taken following successful completion of Algebra I
  - ◆ 1 additional credit of Mathematics
  - ◆ \*Required of all students unless exempted to move into a higher-level Math
- **1 Credit of Fine Arts/Performing Arts or Career and Technical Education (CTE)**
  - ◆ This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the approved list of District courses which fulfill the state graduation requirements for Fine Arts or CTE. This requirement can also be satisfied by successfully completing two semesters of a Fine Arts subject as defined by the Arizona Board of Regents.
- **1 Credit of Physical Education**
- **6 Elective credits to be selected from the course offerings approved by this District**

Students transferring from other schools will be eligible to graduate if they meet the requirements of this District.

***ENDORSED DIPLOMA (FOR THE GRADUATING CLASS OF 2012)***

A student in the Glendale Union High School District may pursue a Glendale Union High School District endorsement on his/her transcript and diploma, which indicates the student has exceeded the Glendale Union High School District and state requirements for graduation. It also indicates that the student has met or exceeded prerequisites for entering any one of Arizona's three state universities, provided he/she maintains a minimum grade point average of 2.0 in each of the following six core areas: Language Arts, Social Studies, Lab Science, Mathematics, Foreign Language and Fine Arts.

Students opting for an endorsement will be required to complete twenty-three (23) credits of study and maintain a 3.0 grade point average or rank in the upper 25% of their class.

Specific courses that satisfy requirements for an ENDORSED DIPLOMA are as follows:

- **4 Credits of Language Arts that must include:**
  - ◆ 1 Credit of English 1-2
  - ◆ 1 Credit of English 3-4
  - ◆ 1 Credit of English 5-6
  - ◆ 1 Credit of English 7-8\*
  - ◆ \*Or the approved ELL sequence
- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of Economics
- **3 Credits of Science to be selected from the following:**
  - ◆ 1 Credit of Thinking Science\*
  - ◆ 1 Credit of Biology\*
  - ◆ 1 additional credit of Science
  - ◆ \*Required of all students unless exempted to move into a higher-level Science
- **4 Credits of Mathematics to be selected from the following:**
  - ◆ 1 Credit of Algebra I\* to be taken during the freshman year
  - ◆ 1 Credit of Geometry\* to be taken following successful completion of Algebra I
  - ◆ 1 Credit of Algebra II \*
  - ◆ 1 additional credit of Mathematics
  - ◆ \*Required of all students unless exempted to move into a higher-level Math
- **2 Credits of Foreign Language (must be two years of the same foreign language)**
- **1 Credit of Fine Arts**
  - ◆ This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the list of Fine Arts subjects as defined by the Arizona Board of Regents.
- **1 Credit of Physical Education**
- **5 Elective credits to be selected from the course offerings approved by this District**

Transfer students may pursue the endorsement providing their transcripts indicate that comparable courses have been successfully completed.

All students will be required by the state to take and pass the Arizona Instrument to Measure Standards (AIMS) in Math, reading and writing in order to graduate. No student will be permitted to participate in graduation exercises unless he/she has met the requirements for graduation as defined in this policy.

Physical Education may be waived for homebound students.

#### ***STANDARD OF EXCELLENCE SEAL***

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

#### ***5031C – GRADUATION REQUIREMENTS***

(BEGINNING WITH THE GRADUATING CLASS OF 2013)

The Glendale Union High School District diploma is designed to satisfy the graduation requirements established by the State Board of Education and those of the Glendale Union High School District Governing Board, and provides students with a strong foundation for success in adult life. Meeting these requirements will result in a high school diploma, but may not satisfy all requirements for acceptance into a college or university. Twenty-two (22) total credits are required for the Glendale Union High School District STANDARD DIPLOMA. The student and his/her parents are encouraged to check the admission requirements of any college or university the student wishes to attend.

Specific courses that satisfy requirements for the Glendale Union High School District STANDARD DIPLOMA are as follows:

- **4 Credits of Language Arts that must include:**
  - ◆ 1 Credit of English 1-2
  - ◆ 1 Credit of English 3-4
  - ◆ 1 Credit of English 5-6
  - ◆ 1 Credit of English 7-8\*
  - ◆ \*Or the approved ELL sequence
- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of Economics
- **3 Credits of Science (one Credit of which must be a Lab Science)**
  - ◆ 1 Credit Thinking Science \*
  - ◆ 1 Credit Biology\*
  - ◆ 1 additional Credit of Science
  - ◆ \*Required of all students unless exempted to move into a higher-level Science
- **4 Credits of Mathematics**
  - ◆ 1 Credit of Algebra I\* to be taken during the freshman year
  - ◆ 1 Credit of Geometry\* to be taken following successful completion of Algebra I
  - ◆ 1 Credit of Algebra II or equivalent \*
  - ◆ 1 additional credit of Mathematics
  - ◆ \*Required of all students unless exempted to move into a higher-level Math
- **1 Credit of Fine Arts/ Performing Arts Career and Technical Education (CTE)**

This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the approved list of District courses which fulfill the state graduation requirements for Fine Arts or CTE. This requirement can also be satisfied by successfully completing two semesters of a Fine Arts subject as defined by the Arizona Board of Regents.

- **1 Credit of Physical Education**
- **6 Elective credits to be selected from the course offerings approved by this District**

### ***ADVANCED AND HONORS DIPLOMAS (BEGINNING WITH THE GRADUATING CLASS OF 2013)***

A student in the Glendale Union High School District may pursue a Glendale Union High School District ADVANCED DIPLOMA or HONORS DIPLOMA, which indicates the student has exceeded the Glendale Union High School District and state requirements for graduation. It also indicates that the student has met or exceeded prerequisites for entering any one of Arizona's three state universities, provided he/she maintains a minimum grade point average of 2.0 in each of the

following six core areas: Language Arts, Social Studies, Lab Science, Mathematics, Foreign Language and Fine Arts. Students opting for an ADVANCED DIPLOMA or HONORS DIPLOMA will be required to meet the requirements set forth on the following pages.

### ***ADVANCED DIPLOMA***

The ADVANCED DIPLOMA requires a student to earn twenty-three (23) total credits. Additionally, a student must maintain a grade point average of 2.75 or rank in the upper 25% of his/her class at the end of seven semesters. An ADVANCED DIPLOMA indicates the student has met the prerequisites for entering any one of Arizona's three state universities.

Specific courses that satisfy requirements for an ADVANCED DIPLOMA are as follows:

- **4 Credits of Language Arts that must include:**
  - ◆ 1 Credit of English 1-2
  - ◆ 1 Credit of English 3-4
  - ◆ 1 Credit of English 5-6
  - ◆ 1 Credit of English 7-8\*
  - ◆ \*or the approved ELL sequence
- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of economics
- **3 Credits of Science (one credit of which must be a Lab Science)**
  - ◆ 1 Credit of Thinking Science\*
  - ◆ 1 Credit of Biology\*
  - ◆ 1 additional credit of Science
  - ◆ \* Required of all students unless exempted to move into a higher-level Science
- **4 Credits of Mathematics**
  - ◆ 1 Credit of Algebra I \* to be taken during the freshman year
  - ◆ 1 Credit of Geometry \* to be taken following successful completion of Algebra I
  - ◆ 1 Credit of Algebra II or equivalent \*
  - ◆ 1 additional credit of Mathematics
  - ◆ \*Required of all students unless exempted to move into a higher-level Math
- **2 Credits of Foreign Language (must be two years of the same foreign language)**
- **1 Credit of Fine Arts**
  - ◆ This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the list of Fine Arts subjects as defined by the Arizona Board of Regents.
- **1 Credit of Physical Education**
- **5 Elective credits to be selected from the course offerings approved by this District**

### ***HONORS DIPLOMA (BEGINNING WITH THE GRADUATING CLASS OF 2013)***

The HONORS DIPLOMA requires a student to earn twenty-four (24) credits. Additionally, a student must successfully complete a minimum of six honors/AP credits with four of the six credits taken during his/her junior and senior year; maintain a grade point average of 3.0 or rank in the upper 25% of his/her class at the end of seven semesters; and obtain a score of exceeds on at least two of the state-mandated tests (AIMS). An HONORS DIPLOMA indicates the student has met the prerequisites for entering any one of Arizona's three state universities.

Specific courses that satisfy requirements for an HONORS DIPLOMA are as follows:

- **4 Credits of Language Arts that must include:**
  - ◆ 1 Credit of English 1-2
  - ◆ 1 Credit of English 3-4
  - ◆ 1 Credit of English 5-6
  - ◆ 1 Credit of English 7-8\*
  - ◆ \*or the approved ELL sequence
- **3 Credits of Social Studies that must include:**
  - ◆ 1 Credit of World History and Geography/Arizona Geography
  - ◆ 1 Credit of United States/Arizona History
  - ◆ 1/2 Credit of United States Government/Arizona Government
  - ◆ 1/2 Credit of Economics
- **3 Credits of Science (one credit of which must be a Lab Science)**
  - ◆ 1 Credit of Thinking Science\*
  - ◆ 1 Credit of Biology\*
  - ◆ 1 additional credits of Science
  - ◆ \* Required of all students unless exempted to move into a higher-level Science
- **4 Credits of Mathematics**
  - ◆ 1 Credit of Algebra I \* to be taken during the freshman year
  - ◆ 1 Credit of Geometry \* to be taken following successful completion of Algebra I
  - ◆ 1 credit of Algebra II \*
  - ◆ 1 additional credit of Mathematics
  - ◆ \*required of all students unless exempted to move into a higher-level Math
- **2 Credits of Foreign Language (must be two years of the same foreign language)**
- **1 Credit of Fine Arts**
  - ◆ This requirement can be satisfied by successfully completing two semesters (1/2 credit each) to be selected from the list of Fine Arts subjects as defined by the Arizona Board of Regents.
- **1 Credit of Physical Education**
- **6 elective credits to be selected from the course offerings approved by this District**

Students transferring from other schools will be eligible to graduate if they meet the requirements of this District. Additionally, transfer students may pursue the ADVANCED DIPLOMA or HONORS DIPLOMA providing their transcripts indicate that comparable courses have been successfully completed.

All students will be required by the state to take and pass the Arizona Instrument to Measure Standards (AIMS) in Math, reading and writing in order to graduate. No student will be permitted to participate in graduation exercises unless he/she has met the requirements for graduation as defined in this policy.

Physical Education may be waived for homebound students.

#### ***STANDARD OF EXCELLENCE SEAL***

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

### **Use of Electronic Resources**

The use of the school's electronic resources and networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of the assigned account and the network must be in support of education and research and within the educational goals and objectives of the GUHSD. The Internet contains materials that are controversial or not appropriate for students. The District has taken precautions to restrict access to this type of materials by teaching students about responsible use and by using filtering software to block student access to inappropriate materials. Student misuse of the network can come in many forms, but it is commonly viewed as sending or receiving materials that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any malicious attempt to harm or destroy data of another user or of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. All rules of conduct described in the Student Handbook apply when utilizing the network, or when accessing any district information, sites, or e-mail addresses. Any website developed outside of the district or local school website may not use the school name or log without permission from the district or local administration. Websites created outside of the district or local school website may not be linked to the district or school website without permission from the district or local administration. Additionally, the administration, staff, or faculty may request that the System Administrator deny, revoke, or suspend specific user accounts. Rev. 6/05

### **School/Student User Contract Computer/Network Acceptable Use Policy**

The Glendale Union High School District computer and network communication systems are to assist in the collaboration and exchange of information among schools, school offices, parents, students and teachers. The goal is to promote educational excellence in the use of the network system and the Internet.

You should be aware that it is impossible to control access to all inappropriate materials on the global network. However, the school district will take steps to protect students and teachers from any information that may not be considered educational by making students/teachers aware of responsible network use and by the use of filtering software to attempt to block student access to inappropriate materials.

1. **Acceptable Use.** The use of your assigned account must be in support of education and research within the educational goals of the Glendale Union High School District.
2. **Access.** The open use of the network system requires the acceptance of this contract. The System Administrator will decide appropriate use of the network, and his/her decisions are final. If inappropriate use of the network is found, a teacher, administrator or the System Administrator may close an account or limit access to the network. Inappropriate use of the network will also result in a referral for disciplinary action following the guidelines of the Student Handbook.
3. **Personal Responsibility.** As a representative of the school, you accept personal responsibility for reporting any misuse of the network to the System Administrator. Misuse can come in many forms, but it is commonly viewed as any message sent or received or information posted that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All rules of conduct described in the Student Handbook apply when you are on the network, or use the network to produce or post information/assignments.
4. **Prohibited and unacceptable uses include, but are not limited to:**
  - a. Transmission of any material in violation of school policies or any federal or state laws. Some examples are copyrighted material, threatening or obscene material or material protected by trade secret.
  - b. Commercial activities by for-profit institutions.

- c. Use of product advertisement or political lobbying.
  - d. Any use which shall serve to disrupt the use of the network by other users.
  - e. Any use of another user's account or allowing another user to use your account.
  - f. Any attempt to log in to a network's restricted or secure areas or programs.
  - g. Any behaviors that are prohibited in the Student Handbook.
5. Security. If you identify a security problem, notify the System Administrator or Teacher at once.
6. Network Etiquette. You are expected to abide by the generally accepted rules of network etiquette and any school rules given in the Student Handbook. Use of the network, including e-mail, should be limited to educational uses.

**Publication Permission**

Permission is hereby given to the Glendale Union High School District to publish photographs, projects/ assignments, and the name of my child in district publications (including the World Wide Web). Additionally, I give permission for my student to be photographed for use in all publications. It is understood that any photographs or printed materials regarding any student will be used solely for informational purposes and will not be used for profit by the school district.

Publication permission may be restricted by contacting the records secretary/registrar.