Mingus Union High School Student Handbook

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

Fight Song

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

FIGHT! FIGHT! FIGHT!
Go Marauders, fight for Mingus, win for Red and Gray!
Marauder pride is on our side, we'll win today!
M-A-R-A-U-D-E-R-S!

Welcome to Mingus Union High School!

Vision Statement

Every Student Celebrated. Every Student Prepared.

Expected Learning Outcomes

Mingus Union High School educates every student to become:

Self-directed learners who Produce quality, authentic work; Organize and manage time efficiently; Learn and apply goal setting strategies that support educational and career goals; Assume responsibility and ownership for their learning.

Critical thinkers who Exhibit in-depth knowledge across disciplines; Synthesize multiple sources of information; Solve problems independently and collaboratively; Reflect on and analyze learning experience.

Effective communicators who Demonstrate competency in reading, writing, speaking, and active listening; Utilize technology to complement their knowledge; Express ideas and information confidently and creatively; Develop positive and effective interpersonal skills.

Responsible citizens who Demonstrate personal integrity and responsibility for decisions and actions; Recognize and understand current local and global issues; Develop respect for diverse cultures; Actively contribute within their community.

Administration

Principal: Genie Gee	928-649-4415
Assistant Principal: Shannon Anderson	928-649-4460
Dean of Students: Katherine Forbes	928-649-4471
Athletic Director/Title IX Coordinator: Yancey DeVore	928-634-4403
Director of Special Education: Chad Scott	928-649-4476
Director of Student Support Services: Gretchen Wesbrock	928-478-7944

Important Phone Numbers

Information	928-649-4386
Athletics Information	928-649-1455
Attendance	928-639-0744
Bookstore	928-478-7939
Cafeteria	928-649-4447
Counseling	928-649-4402
Nurse's Office	928-649-4441
Registrar	928-649-4403
School Resource Office (SRO)	928-649-4421
Student Services – Special Education	928-649-4406

MUHS Web Page – wwww.mingusunion.com

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

- Teacher Contact information and Google Sites
- Athletic/Activities Information and Schedules
- Enrollment and Registration Information
- Parent Information
- Clubs and Organizations
- Counseling and College/Career
- Bus Information
- School Calendar and Bell Schedules

Academic Integrity		Academic integrity is a fundamental value of education and MUHS, therefore, acts of cheating, plagiarism, falsification or attempts to cheat, plagiarize, or falsify will not be tolerated. Should it be determined that an academic integrity violation has taken place, the teacher reserves the right to assign a zero grade and submit a discipline referral to an administrator. Repeat infractions will result in additional discipline.
Academic Information Academic Expectations		Attending MUHS is a privilege and with that comes the responsibility for the student to participate and progress academically. In class, students are expected to participate according to the directions of their teacher. Participation will lead to academic achievement and progress, the major goal of a high school education. The long-term reward is graduation, but the short-term rewards are many and depend on the individual. Some overall scholastic expectations are as follows: • Take focused notes. • Enter class on time, prepared with necessary materials. • Follow the teacher's directions. • Ask for assistance from teachers/others as needed. • Study/review for tests. • Complete homework. • Participate in discussion. • Engage your mind in the course.
Advanced Placement Curriculum (AP)		Advanced Placement classes are weighted using the following values: A= 5.0, B= 4.0, C= 2.5, D= 1.0. AP students are expected to take the course's summative College Board AP exam in May. Test participation is required to receive the weighted grade. AP exam preparation is a significant component of the AP course. Students will need to purchase an AP test preparation book of the instructor's choosing.
Advisory		**Program Purpose:** The purpose of Advisory is to ensure that at least one adult in the school is getting to know each student well, making sure their learning needs are being met, and encouraging them to make good academic choices and plan for their future. **Role of the Advisory Teacher**: The Advisory teacher facilitates class activities, which include teaching skills related to their students' academic, college/career, and personal/social development. The Advisory teacher assists in creating an environment of respectful peer interaction during the advisory session and encourages students' academic, social, and extracurricular involvement in school. The Advisory teacher helps students develop a sense of belonging to a community, personalized instruction to better meet the needs of individual students, be a point of contact for parents, and assist in monitoring students' progress. **Role of the Advisory Student** Advisory is part of the student schedule, attendance is required. Students receive elective credit (pass/fail) based on attendance and required curriculum activities.

Athletics	AIA Rules and Practices	AIA rules and practices can be found on their website at www.aiaoline.org
	Student-Athlete Academic Requirements	A 9th,10th, or 11th grader must be enrolled in 6 classes in order to be eligible for athletic participation. Seniors must be enrolled in 5 classes to participate in athletics
	Grade Check Policy	Weekly athletic eligibility checks: • A weekly grade check will be used to determine eligibility. If the official weekly grade check indicates that a student has received a non-passing grade in one or more of their classes, the students is determined to be ineligible at that point and may not participate in extra-curricular activities. • The coach/club sponsor is responsible for verifying that each participant in his/her activity has met grade requirements per policy and for declaring any student not passing as ineligible from all participation in his/her activity for the duration of the ineligibility. Academically ineligible students are not to miss instructional time due to activities.
	Code of Conduct	All student athletes and parents sign the MUHS Code of Conduct to participate in athletics at Mingus Union High School. Student athletes are held accountable to those standards in addition to the school policies. The full version of the Code of Conduct is included as part of the online eligibility platform.
	Insurance	To participate in athletics, an athlete must have insurance. Insurance forms are available in the Main Office. Myers-Stevens Insurance provides coverage options for any student enrolled in school.
	Physicals	All athletes need to complete a physical and athletic packet yearly to participate in sports.
	Physical Education Locks and Lockers	Students enrolled in physical education courses are issued lockers. Students can use specific locks available at the bookstore to secure personal belongings in their assigned lockers. Lost or stolen locks are the responsibility of the student.
	Athlete Attendance and Discipline	Student athletes are expected to be present at least half (3 class periods) to be eligible to participate in a sport for that day. An unexcused absence eliminates that student from any activities scheduled for that day. Any student athletes who are suspended may not participate in any school activity including practice, until the day after the suspension has ended.
	Sports Schedules	Students, athletes, parents, or fans may obtain sports schedules from the Athletics Secretary or by visiting the MUHS Athletics website.
	Sportsmanship/ Fan Behavior	Mingus Union High School participates in the AIA Victory with Honor program. Fan behavior is an integral part of upholding these principles. A paid entry fee does not constitute permission to taunt or cheer in a disrespectful, rude, or derogatory manner. Fans behaving in this way will be directed to leave the sports venue. Mingus Union High School students will be subject to the school's discipline policy as well. These principles apply to audiences at sporting and non-sporting events.
	Uniforms and Equipment	It is the responsibility of the athlete to properly maintain and care for school issued equipment and uniforms. Athletes are responsible for returning the uniform and equipment at the conclusion of the season. Athletes will be financially responsible for replacement costs of items damaged or not returned.
	AIA Sanctioned Athletics and Extracurricular Activities Violations	***Substance Abuse Rules*** a. The possession, consumption, production, or distribution of drugs is forbidden. b. The possession, consumption, production, or distribution of alcohol is forbidden.

c. The possession, consumption, production, or distribution of tobacco, tobacco products, or smoking (including electronic/vapor) is forbidden. Possession of electronic/vapor device is forbidden and will be considered a tobacco violation.

Implementation of Procedure

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

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

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

Ia. First Violation *In-Season*

a. Two (2) week suspension from all participation in that sport during the AIA sanctioned season. This includes practices, meetings, contests, travel, or any other team activities. If less than 2 weeks of the season remains, the balance of the two (2) weeks would carry into the next season of competition.
b. Immediate removal from any leadership position(s) held in extra-curricular activities. Students will be ineligible to hold or run for office in extracurricular activities for the next season of sport.
c. Student will be assigned an educational sanction by the Athletic Director which may include an on-line or in person educational course related to the offense. The athlete will not be eligible until the sanction is complete, and they are cleared by the Athletic Director.

Ib. First Violation Out-*of-Season*

a. Two (2) week suspension from all participation in that sport during the AIA sanctioned season once the season starts. This includes practices, meetings, contests, travel or any other team activities.
b. Immediate removal from any leadership position(s) held in extra-curricular activities. Students will be ineligible to hold or run for office in extracurricular activities for the next season of sport.
c. Student will be assigned an educational sanction by the Athletic Director which may include an on-line or in person educational course related to the offense. The athlete will not be eligible until the sanction is complete, and they are cleared by the Athletic Director.

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

<u>III. Third Violation</u>
Exclusion from all AIA athletic or activity participation for the remainder of the student's high school enrollment.

<u>Self-Referral by Student Athletes/Club Members</u>
Students may self-refer regarding student use of tobacco, alcohol, and other drugs. Mingus Union High School will work with students and their families to offer resources. Students will receive the same athletic consequences as a First Violation in or out of Season but will not receive school consequences.

<table>
<tr><td>Referral is allowed one (1) time in a student's four-year high school career.</td></tr>
<tr><td>Referral must be only by the student or a member of the immediate family.</td></tr>
<tr><td>Referral must be before the first in-season or out of season violation.</td></tr>
<tr><td>Referral cannot be used by students as a method to avoid consequences once a code of conduct rule is violated and a student has been identified as having violated one of the codes of conduct rules.</td></tr>
<tr><td>Referral must be made to a sponsor or coach, Athletic Director, teacher, administrator, or school counselor.</td></tr>
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<u>Individual Rules</u>
Sponsors and coaches may establish additional rules and regulations with the approval of the Principal and Athletic Director for their respective programs. Copies of all additional rules by sponsors or coaches will be on file in the principal's and athletic director's office. These rules pertaining to a particular sport or club must be given by the sponsor or coach in writing to all participants and explained fully at the start or at the time of initial participation in the club or sport. Penalties for violation of rules will also be in writing and shall be administered by the sponsor or coach.

<u>Appeal Procedure</u>
Students and their parents or guardians may appeal the decision of the administration or Athletic Director to an extracurricular participation committee. This committee of five shall be appointed by the Athletic Director and consists of an Activities Director or administrator, Athletic Director, teacher, neutral coach, and a neutral club sponsor. The appeal will require the following:
a. A written appeal must be presented to the principal within five (5) working days of the initial ruling.
b. The Appeals Committee shall render a decision within five working days, in writing, to the student and his/her parents or guardian. Students will remain ineligible for any club or sport participation during the appeal process. Appeals Committee decision is final – no further appeals will be considered.
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<td>Attendance</td>
<td>General Guidelines</td>
<td>We will make attendance a priority by ensuring your student feels safe and connected while at school. If your student falls behind in attendance, we will respond appropriately based on the number of absences to support your student</td>
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</table>

		in getting back on track. • A student must attend 90% of all class sessions to be eligible to receive credit. Therefore, students may not miss a class more than 9 times in a semester. School events/activities or days missed due to disciplinary action do not count towards the 9 absences maximum. Students are responsible for make-up work. • Absences must be excused within 24 hours of the date of the absence. If an absence is not excused within that time frame the absence will then be documented "unexcused." • A student will lose credit on the 10th absence from a class. A student must complete the appeal process to be considered for restoration of credits. • Appeals will only be granted for extenuating circumstances such as documented chronic illness or long-term illness, court requirements, bereavement. Vacations and non-school related trips cannot be appealed. • Students are responsible for making up any work that was missed due to an absence.
	Chronic Health Conditions	Mingus Union High School District is committed to providing an appropriate education to all students, including those with chronic health conditions resulting from illness, disease, or accident. Instructional provisions will be determined on an individual basis to ensure continuous learning that is integrated with the regular education program as much as possible. No student, certified by a licensed medical professional as having chronic health conditions, will be penalized for absences if absences are due solely to illness, disease, or accident. Credit will be given for completed course requirements. Students with extended absences may request make-up assignments from the teacher. Required paperwork must be completed by a physician and provided to the school nurse.
	Reporting Absences	***Parents or guardians are to call the Attendance Office on the day of an absence at 928-639-0744*** or ***email*** ***attendance@muhs.com***. **Si necesita ayuda en español, por favor llame: 928-649-4437.** If no phone call or email is received, the student, upon return to school, will be responsible for bringing a note from the parent/guardian to the Attendance Office. **All absences will be considered unexcused if not reported to the attendance office by the end of the school day.** **Sign Out Procedures During the School Day** **If a student leaves during the school day, *s/he must first sign out through the attendance office. In the event of an emergency, all students need to be accounted for. Failure to do so will result in the disciplinary action.*** A student ***may sign out only if***: • A parent/guardian has made arrangements PRIOR to the student leaving campus by phone or a note is presented to the Attendance Secretary. A note must include a phone number for verification. • A student is ill, and the office obtains permission from parents/guardian. • A parent/guardian comes in person to sign the student out.

		• A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented. • The school nurse has determined the student should go home due to illness; the parent(s)/guardian have been contacted and approved the student leaving campus if they are unable to come to the school and pick up the student.
	Late Entry	Students who enroll in school on the eighth day of a term or later without transfer grades will be registered on audit status and may not be able to earn credit toward graduation. The teacher may appeal for credit if class requirements are met.
	Loss of Credit, Appeal Procedures	A student will lose credit on the 10th absence from a class. A student must complete the appeal process to be considered for restoration of credits.
	Make-Up Policy	When a student is absent, it is his/her responsibility to arrange for and to make up any work missed. ***The number of days to make up work is the same as the number of days absent.*** Teacher approval is required for more time. Teachers may assign office hours to ensure all work is made up and to provide time to explain concepts and assignments that were missed. Parents are encouraged to consult Teacher Google Sites at www.mingusunion.com to view daily work, contact teachers, and arrange for make-up work if an absence is going to be lengthy. Pick up of assignments and books can be facilitated through attendance office if needed. **Homework will not be requested for students absent fewer than five (5) days.** Teachers will provide make-up work for students who have lengthy absences due to illness or who are on long-term "off campus" suspension.
	Tardy Policy	Student Responsibilities 1. Arrive to class on time daily. 2. Be in the classroom when the final bell stops ringing. 3. Students will be marked absent after 10 minutes late. 4. Administrators may excuse a tardy. 5. Students who chronically miss class will be referred to an administrator for corrective action. 6. Students reporting to school late because of a doctor's appointment or other parent excuse must report to the attendance office with a doctor's note or a phone call from the parent to excuse the tardy. They are given a pass to class.
	Truancy	Truancy is the deliberate missing of one or more class periods without the expressed permission of the parent/guardian. If a parent/guardian does not call the school or send a note as required, the student will be considered, by default, truant. All absences due to truancy will be considered class cuts. Students under the age of 16 years may be cited for truancy as a disciplinary measure. Arizona Revised Statute says the following: A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours that the school is in session, unless either: 1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 5, subdivision (c). 2. The child is accompanied by a parent, or a person authorized by a parent. 3. The child is provided with instruction in a homeschool. B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be

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<tr><td></td><td></td><td>considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.
C. For the purposes of this section:
1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Truancy Consequences:
Please see disciplinary matrix for progression of consequences.
Repeated offences may result in removal from classes and/or referral to probation department for truancy and/or incorrigible child.
Legal consequences for Truancy -
• Citation by the Cottonwood Police Department
• Further Law enforcement intervention; possible fines and incarceration</td></tr>
<tr><td>ACT/State Mandated Testing</td><td></td><td>Mingus freshmen and juniors will take the state mandated, grade level assessments in Spring 2024. Additional information will be provided. All MUHS students will participate in testing simulations and preparation throughout the school year.</td></tr>
<tr><td>Bell Schedules</td><td></td><td><u>Monday and Friday</u>
<table>
<tr><td>7:55am-8:50am</td><td>1st hour</td><td>55 minutes</td></tr>
<tr><td>8:55am-9:50am</td><td>2nd hour</td><td>55 minutes</td></tr>
<tr><td>9:55am-10:50am</td><td>3rd hour</td><td>55 minutes</td></tr>
<tr><td>10:55am-11:50am</td><td>4th hour</td><td>55 minutes</td></tr>
<tr><td>11:50am-12:25pm</td><td>Lunch</td><td>35 minutes</td></tr>
<tr><td>12:30pm-1:25pm</td><td>5th hour</td><td>55 minutes</td></tr>
<tr><td>1:30pm-2:25pm</td><td>6th hour</td><td>55 minutes</td></tr>
</table>
<u>Tuesday and Thursday (Advisory)</u>
<table>
<tr><td>7:55am-8:45am</td><td>1st hour</td><td>50 minutes</td></tr>
<tr><td>8:50am-9:40am</td><td>2nd hour</td><td>50 minutes</td></tr>
<tr><td>9:45am-10:10am</td><td>Advisory</td><td>25 minutes</td></tr>
<tr><td>10:15am-11:05am</td><td>3rd hour</td><td>50 minutes</td></tr>
<tr><td>11:10am-12:00pm</td><td>4th hour</td><td>50 minutes</td></tr>
<tr><td>12:00pm-12:35pm</td><td>Lunch</td><td>35 minutes</td></tr>
<tr><td>12:40pm-1:30pm</td><td>5th hour</td><td>50 minutes</td></tr>
<tr><td>1:35pm-2:25pm</td><td>6th hour</td><td>50 minutes</td></tr>
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<u>Wednesday – Late Start</u>
<table>
<tr><td>7:30am-8:45am</td><td>Late Start</td><td>75 minutes</td></tr>
<tr><td>9:00am-9:45am</td><td>1st hour</td><td>45 minutes</td></tr>
<tr><td>9:50am-10:35am</td><td>2nd hour</td><td>45 minutes</td></tr>
<tr><td>10:40am-11:25am</td><td>3rd hour</td><td>45 minutes</td></tr>
<tr><td>11:30am-12:15pm</td><td>4th hour</td><td>45 minutes</td></tr>
<tr><td>12:15pm-12:45pm</td><td>Lunch</td><td>30 minutes</td></tr>
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12:50pm-1:35pm	5th hour	45 minutes
1:40pm-2:25pm	6th hour	45 minutes

Parent/Teacher Conference and Exam Schedule (8 days/year)
September 14/15 and February 15/16 - Parent Teacher Conferences
December 20/21 and May 22/23 - Final Exams

Day One

7:55am - 9:10am	1st hour	75 minutes
9:10am - 9:20am	Break	10 minutes
9:20am - 10:35am	3rd hour	75 minutes
10:35am -10:45am	Break	10 minutes
10:45am – 12:00pm	5th hour	75 minutes
12:00pm and beyond	Parent Teacher Conferences and Exam Gra	

Day Two

7:55am - 9:10am	2nd hour	75 minutes
9:10am - 9:20am	Break	10 minutes
9:20am - 10:35am	4th hour	75 minutes
10:35am -10:45am	Break	10 minutes
10:45am – 12:00pm	6th hour	75 minutes
12:00pm and beyond	Parent Teacher Conferences and Exam Gra	

Assembly Schedule

7:55am-8:45am	1st hour	50 minutes
8:50am-9:40am	2nd hour	50 minutes
9:45am-10:35am	3rd hour	50 minutes
10:40am-11:30am	4th hour	50 minutes
11:30am-12:05pm	Assembly	35 minutes
12:05pm-12:35pm	Lunch	30 minutes
12:40pm-1:30pm	5th hour	50 minutes
1:35pm-2:25pm	6th hour	50 minutes

Bookstore

The bookstore is operated by the school district for the convenience of all students. The bookstore is available to students and parents to enable them to purchase supplies and pay class fees. *Fee waivers are available if needed.

The bookstore accepts online payments. Please visit our school website for more information.

Textbooks and related printed subject materials are given to the students each year and must be returned at the end of the year or with the withdrawal of a student. Lost and damaged textbooks must be replaced by the student at full cost. All payments for extracurricular activities are paid in the bookstore as well as Tax Donations. **Students are not allowed to go to the bookstore during class time.**

Buses

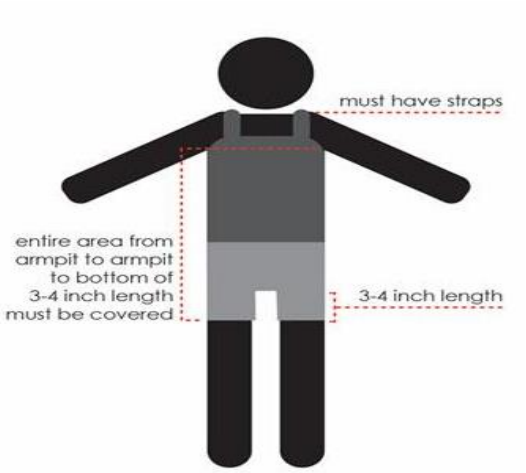
Students must have MUHS issued ID card to board school buses. Transportation is provided for travel from home to school and school to home only. Buses cannot be used for public transportation. Mingus Union provides bus transportation subject to the following rules and regulations:

		• Students must comply with the requests of the bus driver who has complete authority over the bus and its passengers. • Students must refrain from talking loudly or causing any sort of disturbance. • Students must always keep themselves and all their articles inside the bus. • Buses do not leave the paved roadways. Failure to abide by School Bus Rules may result in suspension from riding the bus to and from school.
Cafeteria/Lunch Area		Students have access to the cafeteria where a variety of meals are prepared. Students who bring their lunches are welcome to eat at the tables in the cafeteria or patio. Free and reduced-price meal applications are required to be submitted during registration. It is the responsibility of each student to "bus" their own table and take pride in keeping the cafeteria and grounds clean. Water is the only authorized beverage allowed in the classroom. No food or drink is to be taken into the gym, auditorium, library, classroom, or hallways at any time unless authorized by administration.
Care of School Property		Students may not mark school furniture, walls, ceilings, floors, or equipment with pen, pencil or any other instrument or cause damage to the infrastructure within the indoor or outdoor facilities of the school district. Students may not tamper with the fire alarms, fire extinguishers, security cameras, software, or any electrical systems, including the computer network. Anyone who willfully or negligently destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of other students, may face punitive measures and make restitution (pay) for damaged property. Staff members should obtain and report to the administration the names of students who violate the terms of this paragraph. Students participating in social media challenges that promote harm to school, the educational process, and/or staff in any way will be held accountable and may face consequences including suspension and/or possible expulsion. Each student must promptly return all classroom and library books, athletic clothing, supplies and equipment, cameras, musical instruments, and other school equipment and property entrusted or loaned to them. A student shall be responsible for returning such materials in the same condition in which they were entrusted or loaned to the student and shall bear the cost of repairing or replacing the damaged, lost, or stolen materials. Failure to return such materials upon request shall subject the student to disciplinary consequences and the potential loss of privileges.
Cell Phones and Electronic Devices		**Cell Phone Policy** Possession of or use of personal electronic communication devices by students is permitted provided that: • Such devices do not disrupt the educational program or school activity. • Such devices are kept in the "off" position in the classroom unless or until the teacher has expressly permitted their use. • The devices are permitted by the school administration and are used in accordance with school guidelines. Students will not be dismissed from class to make or answer telephone calls. Students are advised not to take or post on the internet unwanted pictures or videos of other students or staff members with their cell phones or any other device. Such incidents may be referred to law enforcement.

		Students bring these devices to school at their own risk. If a student has a cell phone or other electronic device on campus or on the bus and it is damaged, lost or stolen, the school and/or district is not responsible, nor does it have insurance to cover students lost or stolen property. MUHS does not investigate these concerns. Students may report theft, damage, or vandalism to the School Resource Officer. Students are allowed to use electronic devices before and after school hours. The students may use their devices in the cafeteria area during lunches. Cell phones and electronic devices confiscated by school personnel can be retrieved from security. Schools have the right to discipline students who use these devices under Board Policy JIC.
Child Find Notice		Children and youth may qualify for services under the Individuals with Disabilities Education Act (IDEA) or accommodations under Section 504 of the Rehabilitation Act (504). A child, school age through 21, can be referred for an evaluation at any time if they are suspected of having a disability regardless of where they receive schooling. Private school and home-schooled children may also access services. If the student is found eligible for school age services an Individual Education Plan or 504 plan will be developed. Questions can be directed to the Special Education Director.
Chronic Health Problems		MUHS is committed to providing appropriate educational opportunities for all students, including those with chronic health problems resulting from illness, disease, or accident, as defined by state statute. Students certified as having chronic health conditions won't be penalized for absences if the absences are due solely to illness, disease or accident. Homework is made available to students with chronic health problems to provide the opportunity to compete coursework and avoid the possibility of losing credit due to absence from school instructional arrangements are determined on an individual basis to ensure that continuous learning is integrated as much as possible, with the regular education program. Credit is based upon complete course requirements. To implement this regulation, a student with a chronic health problem is: • A student who is unable to attend regular classes for intermittent periods of one or more consecutive days, due to illness, disease or accident, but who is not a homebound student as defined by state statute. The student's chronic illness is reviewed periodically for any change in condition. Administration has the authority to recommend revocation of chronic health status if it is being abused. Chronic health forms are available in the Nurse's Office and must be submitted yearly by a parent/guardian and signed by a Doctor of Medicine.
Closed Campus/Junior and Senior Off Lunch Pass		MUHS is a closed campus for 9th and 10th graders. If a student is being checked out during lunch, the parent/guardian must come to the office to sign their student out. Juniors and seniors earn an Off Campus Lunch Pass based on the number of credits and grades received. Juniors and Seniors must have 12 credits completed to receive an Off Campus Lunch Pass. Students must present their Off Campus Pass to leave campus for lunch. Students can have their transcripts re-evaluated during the semester based on credits completed through Learning Lab.

Clubs		At MUHS, we encourage our students to get involved! Please note that there may be requirements for participation in some clubs/activities. Note that your membership/participation in clubs/activities with requirements for participation may be suspended and or revoked at the joint discretion of a school administrator and the club advisor if it is deemed that you have not adhered to the requirements. Fundraising must be submitted via a request form by the club advisor for approval by an administrator. Posters, advertisements, and flyers must be approved by the Principal PRIOR to being posted on campus.
Counseling and advising		The Mingus Union High School Counseling Department provides academic support services. ***Students are assigned a counselor according to their grade level.*** Students and parents are encouraged to work closely with their counselor regarding class changes, graduation plans, testing, and post-secondary options.
Crosswalks		Students must use designated crosswalks when crossing the street to arrive or depart from campus. Students should stop at the curb or edge of the road to look before crossing. When clear, students should walk – not run – and continuously be aware of their surroundings.
Harassment, Bullying, and Cyberbullying		Harassment and bullying of students are **prohibited** on campus and during school-related activities or circumstances. Harassment and bullying mean any severe or persistent physical or psychological abuse of a student by means of physical threats or assaults, verbal threats, or insults, or other hostile or degrading acts. Harassment and bullying include acts that are inflicted because of a student's actual or perceived race, ethnicity, religion, gender, sexual orientation, or disability. Harassment and bullying also include any type of sexual harassment, unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal, or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment. If a student believes that he or she has been harassed or bullied, the student should report the behavior to a school administrator. Likewise, all school employees are obligated to report such incidents. All reports of harassment, bullying, and hazing are confidential and will be investigated. Students who engage in harassment or bullying will be subject to disciplinary action. Sexual harassment that meets the legal definition of sexual abuse will be referred to police, as required by state law. Bullying by use of any electronic communication device. Any act of bullying by either an individual student, group of students, is prohibited on or while utilizing school property, in a school vehicle or at school sponsored functions. Bullying that occurs offsite and is brought into the school day is also punishable as a bullying offense. This policy also applies to students who support another's act of bullying. All Teachers will receive in-service training in bullying prevention methods. Teachers are required to report any cases of bullying to the appropriate administrator. Coaches will educate their athletes regarding hazing and will make clear that participation in hazing will result in dismissal from that activity.
Dance Information		To promote a safe and orderly school environment at all MUHS dances, students and guests will be asked to comply with the following guidelines. • If guests are enrolled in HS (grades 9-12), a copy of his/her current ID must be attached to a guest form.

		• If the guest has already graduated, he/she may not be over the age of 20 and must attach a copy of his/her driver's license or non-driver state ID to a guest form. • MUHS students must enter and leave with the guest. Once you have entered the dance/event, you may not leave and return. • Guests must show his/her current school ID (if under the age of 20) or a driver's license/non-driver state ID (if already graduated) for admission to the dance/event. The ID shown must match the photocopy of the ID from the original application to be considered valid. • The guest application must be submitted to MUHS administration prior to the dance/event. Applications will not be accepted at the door. • MUHS students are responsible for the behavior and demeanor of their guests. MUHS students are responsible for informing the guest of all MUHS behavior and dress code rules. If a guest does not follow the rules, he/she will not be allowed to attend another MUHS dance/event. • Freshmen are not permitted to attend Prom and Sophomores must be invited by a Junior or Senior to Prom. • The following are specifically prohibited at MUHS school sponsored dances: sexually explicit dancing, dancing that can result in injury or which may be a personal safety hazard, consumption or being under the influence of drugs or alcohol. • Any person removed from the dance/event by MUHS staff is not entitled to a refund.
Deliveries & Messages to Students		MUHS CANNOT interrupt instructional class time for any items dropped off for students. Students may pick up these items in the Front Office before school, during lunch, after school and during passing periods. MUHS will not be responsible for items not delivered nor will we contact students that the item is in the Front Office. The school will not accept or make any deliveries (flowers, balloons, lunch etc.) to students during the school day. The use of food delivery agencies (Door Dash, Grub Hub, etc.) will not be accepted by the school and will be turned away at the student's expense. We do not allow or accept food delivery orders of any kind at any time of the day. Students and/or parents may not order food delivery to be dropped off at school. The front office will not accept orders and will refuse delivery. Deliveries such as cash/checks, food items from outside vendors, balloons, flowers, stuffed animals, will not be accepted. All money brought for lunch must be paid in the cafeteria. MUHS WILL NOT interrupt instructional class time to deliver a message to a student unless a school administrator deemed it an emergency.
Directory Information		Directory information may be released to the public unless the parent or eligible student gives written notice to the district that any or all such information should not be made public without prior consent. Any such notice must be given to the Registrar within two weeks after receiving the handbook or after the student enrolls. Directory information includes the following: name, address, and telephone number; names of the parents; address and telephone number of parents; date and place of birth of the student; class designation (grade, etc.); extracurricular participation; weight and height if a member of an athletic team; attendance dates; awards received; and photograph. Be aware that directory information is used to compile such things as student

		telephone directories, athletic programs, and yearbooks.
Dress and Grooming Standards	Dress Standards	Mingus Union High School respects students' rights to express themselves in the way they dress. All students who attend are expected to respect the school community by dressing appropriately for a high school learning environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This information is intended to provide guidance to students, staff, and parents. On campus, the faculty, staff, and the administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code. **Minimum requirements:** 1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. <u>Tops must have shoulder straps</u>. <u>Midriff must be completely covered.</u> Rips or tears in clothing should be lower than 3 to 4 inches in length.  2. Shoes must always be worn and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.) 3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code. 4. Sunglasses may not be worn inside the building. 5. Specialized courses may require specialized attire, such as sports uniforms or safety gear. 6. Undergarments must not be visible. 7. The wearing of trench coats, blankets, or flags is not allowed. 8. A student's face must always be identifiable. Face coverings to prevent the spread of COVID are permitted. **Additional Requirements:** Students will refrain from displaying tattoos or wearing clothing, bandanas, hats, etc. that communicate, whether with language, images, symbols, artwork, color schemes, accessories, or clothing styles: • A message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors. • A message that advocates or promotes violence or terror. • A message that is sexually suggestive, vulgar, obscene or plainly

		offensive • A message that would cause a reasonable person, as a student or staff member, to feel threatened, intimidated, or harassed because of the person's race, ethnicity, religion, disability, gender, or sexual orientation. • A message expressing gang membership, affiliation, or support. Students who violate the school's dress standards may be asked to do any of the following: • Turn inappropriate clothing inside out. • Change into clothing that may be provided by the school. • Have other clothing brought to school. • Remove the accessory. Repeat violations of the dress standards may result in appropriate disciplinary action being taken.
	Grooming Standards	Students must comply with the following standards at school and school events: ▪ Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff. Resources are available through the Counseling Office.
Drugs, Drug Paraphernalia, and/or Alcohol	Drugs and Alcohol	Any person who shall have in their possession or uses tobacco/nicotine products, drugs and drug paraphernalia, or alcohol on school property may be guilty of a felony. Affiliation with a group using or possessing may be considered possession. Students will be disciplined in accordance with Governing Board policy and the laws of Arizona. Law enforcement officials and parents/guardians will be notified (see Discipline Guidelines). Any student who may need assistance with a drug or alcohol related problem may ask for help from any teacher, counselor, or administrator. All self-referrals will be kept confidential if possible.
	Medications	Must be administered and stored in the Nurse's Office. The medication must be in its original container and prescription medication must have an unaltered pharmaceutical label attached.
Early Withdrawal		Students are not able to leave school before the end of the semester and receive credit, except in an extreme emergency. You must make special arrangements if such an emergency comes up and you want to withdraw from school before the end of the term. The work needs to be finished to get credit for your class. Your parents must ask for your early withdrawal in writing. The principal must approve the withdrawal before arrangements are made with teachers. Under no circumstances is an early release approved for more than 10 school days. Students who leave before the end of the semester, without making the proper arrangements, will not get credit for the semester's work.
Facility Usage		The facilities at MUHS are available for use by clubs, activities, and outside organizations. Requests must be submitted online via a Facility Usage & Request Form by a staff member or adult. After the proper paperwork is submitted and approved, the activity/event will be added to the calendar. Unauthorized use of the facility is prohibited.
Fees/Fee Payment		Students are responsible for payment of all class related fees prior to being permitted to participate and receive a grade for the class. Any student who does not pay the required fees will not receive their transcript or diploma upon leaving school or graduating.
Final Exams		Students may not take semester final exams prior to the time they are scheduled. Students who are absent during semester final exams will receive an F (0%) for the final exam. In order for the grade to be changed, students must take the final within the first two weeks of the next semester as arranged through teacher and/or administration.
FERPA Rights		The Family Educational Rights and Privacy Act (FERPA) is a complex Federal law that protects the privacy interests of parents and students with regard to

		educational records. Generally, FERPA gives parents the right to inspect and review their children's education records, request amendment of the records, and have some control over the disclosure of information from the records. When a student turns 18 or enters college, FERPA classifies him or her as an "eligible student" and transfers the rights under the Act from the parent to the student. FERPA requires school districts to notify parents and eligible students annually of their rights under the Act. When you turn 18 years of age, you have the right to your FERPA records.
Fire, Lockdown Drills and Emergencies		State laws require periodic fire/crisis drills. In evacuations, students are to file out of the building in an orderly manner and stay in a group with their teachers. During lockdown drills, students are expected to follow teacher instruction and stay in the classroom. All drills and authentic crisis should be treated in the same manner. Cell phone usage is discouraged during an emergency until authorized by an administrator. This is done so that miscommunication will not negatively impact the situation. Students will be notified of a fire drill or real emergency by the siren tone over the PA system. Fire drill instructions are posted in every classroom. Follow the teacher's instructions and walk to the indicated exit. Do not return to the classroom until the "all clear" is announced.
~~**Good Neighbor Policy**~~		~~State law allows schools to become involved in inappropriate incidents where students are en route to school or en route to their home. School administrators can discipline students involved in such incidents. The sidewalks and yards of our neighbors whose homes or business are near campus are off limits to Mingus students. You are welcome to use the sidewalks to and from school but not to loiter on the sidewalks, yards or at shopping centers during the school day.~~
Grades		All courses taught for credit receive a letter grade or a pass/fail option. The final examination may not count for more than 20% of the final grade. Grade point values and the percentage used to determine each grade are listed below. Percentage — Letter Grade — Value 90-100% — A = Superior — 4.0 80-89% — B = Above Average — 3.0 70-79% — C = Average — 2.0 60-69% — D = Below Average — 1.0 0-59% — F = Failure — 0.0 I = Incomplete, maximum length of time to make up a course is 10 school days W = Withdrawal from class, W/P = Withdrawal Passing, W/ = Withdrawal Failing
Graduation Recognition		Students are recognized at graduation for academic achievement. Students are awarded a gold, silver, and bronze tassel based on their cumulative GPA after seven semesters of high school.
Hallways		Students are expected to be in class when the tardy bell rings and remain in class during the entire instructional period. Leaving class should be an extremely rare occurrence. When a student receives permission from a teacher to leave the class, they must be sure to obtain a pass from the teacher, have their student ID card, and be prepared to show this pass and ID card whenever requested by anyone in authority. A student with no pass will be out of class without permission. This may result in disciplinary action. Hallway etiquette and behavior that respects the rights of others is required. All students and staff have the right to an unobstructed, safe passage through clean hallways. Hallways are to be treated as passageways as a priority.
Hazing		There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as

		specified above shall be considered a "student" until graduation, transfer, promotion, or withdrawal from the district school. ***Definitions*** "Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply: ○ The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution. ○ The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation. "Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution. ***Directions*** It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. In accord with statute, violations of this policy do not include either of the following: ▪ Customary athletic events, contests, or competitions that are sponsored by an educational institution. ▪ Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program, or a legitimate military training program. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy. ***Reporting/Complaint Procedure*** Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with District policies. The staff member shall preserve the confidentiality of those involved, disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency. A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such a purpose. At a minimum, the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places, and times as to permit an investigation to be carried out. When a

		professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint. The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are: ▪ An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the timeline may only be by necessity as determined by the Superintendent. ▪ The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report. ▪ The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent. ▪ All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff, and others.
Immunizations		Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided.
Insulting a Teacher or Disturbing School		A person who knowingly insults or abuses a teacher or other school employee on the school grounds or while the teacher is engaged in the performance of his duties is guilty of a Class 3 misdemeanor. (A.R.S 15-507).
Internet and Network Access		MUHSD maintains a filter that blocks harmful content on the Internet from students. When you sign this agreement and bring in your own device, you will be allowed to use the district-supplied, filtered network for Internet access at your school, if available. **The district reserves the right to monitor use of the district's systems for improper use without advance notice or consent.** Your signature indicates your understanding that any activity that occurs with the use of the district's internet and network systems are not private and may be accessed by the District for the purpose of ensuring proper use. Your signature also indicates your understanding that we cannot filter any non-district network connections (such as 3G or 4G) that may be already present on your device, and that you agree to follow the Acceptable Use Policy and all other related MUHSD policies related to Internet use, regardless of the network you use. Use of electronic devices outside of these conditions is not allowed, can be considered a distraction to instruction, and will be handled as already described in the Student Handbook. **Examples of What You MAY Do with Your Device at School**: Using the device at times and in places when the teacher has given permission for you to use them, such as: - Conducting research on the web for a school project –citing resources, following copyright law, respecting the intellectual property of others Creating documents in collaboration with other students when working in groups Participating in class discussion threads, using respectful language to others ▪ Engaging in class activities using your device as a responder Taking a photo or video of a project to put into a class presentation.

		Examples of What You MAY NOT Do with Your Device at School: Texting to others for non-instructional purposes Bullying or threatening others Playing non-educational games Search for or access sexually explicit content Attempting to bypass network security or engaging in hacking Taking a photo or video of another person and posting it to the Internet Sharing personal information with others Engaging in plagiarism or copyright infringement Accessing the VPN
Leaving Campus without Permission		School officials have a responsibility for the supervision of all students during school hours. For this reason, leaving school property during school hours is viewed as a serious offense. Parents rightfully assume that their own child is observing their assigned schedule and is remaining on school property unless dismissed for valid reasons. Unauthorized exit from the building will result in disciplinary action. Note: A student who misses a scheduled class(es) because of the above violation is subject to disciplinary action for class cuts, where appropriate. Attendance cannot be excused if student is found off campus without permission.
Library		Students are invited to become acquainted with the library and to use its services regularly. The library clerk is always available to help students and staff with research and recreational reading. Maintaining a learning environment and taking proper care of materials is the responsibility of each student and staff member. A pass is not required before or after school, but all students need a pass during regular school hours while classes are in session. School rules for behavior always apply to the library. Students MUST have an educational purpose to use the internet. A student ID is required to check out any materials. Food and drink items are not permitted in the library. The MUHS Library is part of the Yavapai Library Network and students have access to materials from 41 other libraries in Yavapai County. Students may place a "hold" on items from other libraries using the electronic library catalog. These items will be transferred to MUHS library for the student to check out. Library resources include books and resources appropriate for high school students. Students have access to all library materials via their library card.
Lost and found		Loss or theft of any item should be reported to the front office immediately. If any article of value is found, it should be taken to the front office at once. Students should check in the front office if they have lost anything since many articles go unclaimed each year. MUHS cannot assume responsibility for students' personal property and items while on campus (e.g.: automobiles, bikes, cycles, clothing, backpacks, purses, locker contents, electronic devices, etc.) and will not go to extraordinary lengths to recover lost items.
Movies/Videos/ Electronic Materials		Movies, videos, and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any District facility (this includes buses and motels where students are present) except when: • The movie, video or electronic material has been previewed by the teacher or other certificated staff member. • The movie, video or electronic material has been determined to not contain material that is objectionable or inappropriate for the age group to which it is intended to be shown. • The responsible school administrator has approved the use of the movie, video, or electronic material prior to its showing. • The teacher or other certificated staff member has provided advance

		notification to each student's parent(s), or other responsible adult, of the title of the movie, video or electronic material and the date on which it will be shown. • When a movie, video or electronic material has a rating, the above advance notification will include the rating and the source providing the rating. • A student whose parent(s) or other responsible adult has provided notice of their disapproval will not be permitted to view the movie, video, or electronic material. Parents have the right to request that their child not view any movie or video, regardless of its rating or the purpose for which it is to be shown. A parent or guardian who objects to any learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion or, because of sexual content, violent content, or profane or vulgar language, may request to withdraw that student from the activity or from the class or program in which the material is used and request an alternative assignment. Please reference MUHS Board Policy IJND and INJD-R.
Nurse's Office and Health Services		Our priority in providing health services on our campus is to keep your student safe and healthy in a nurturing school environment. Teachers will send students who are ill to the Nurse's Office first, the front office second. **Students must not leave school ill or injured without signing out at the Attendance Office.** Specific procedures and permission forms are required for the School Health Office to administer any prescription medications; be aware that written orders from the prescribing physician are required if students are to receive such medications during school hours. Over the counter medication will only be administered if it has been brought to the nurse's office from the student's home. Mingus Union High School will not provide any medication; all medication must be provided by the student/parent. Contact the School Nurse at 928-649-4441 or Activities Secretary 928-649-4455.
Off-Campus Jurisdiction/ Good Neighbor Policy		In accordance with state law, violations in conduct by students going to and from school could result in disciplinary actions. School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day or at any school sponsored event. This includes the student's conduct while going to and from school, during the lunch hour and released periods and any off-campus school related activity. A student may be disciplined by the school for any misconduct while off-campus at the times specified above.
Parent Contact with Teachers		Direct and frequent communication between the school and a student's home greatly enhances a student's motivation and success. Parents are asked to give 24-hour notice when making an appointment with individual teachers. It is inappropriate for parents and students to make uninvited visits or phone calls to teachers at their homes. Meetings with your child's teachers can be arranged via the Counseling Department or by calling individual teachers, or through e-mail. Please do not put teachers or students in an awkward position by dropping in during instructional time. Teacher contact information is available on our school website www.mingusunion.com and can also be found in each teacher's course syllabus. Parent conferences are scheduled for September 14 and 15, 2023 and February 15 and 16, 2024. Please update your contact information (email, phone, address, etc.) with the school's front office to be sure you are receiving all the communication being sent by your school and the Mingus Union High School District.

Parking		Student parking on school grounds is a privilege limited to students who possess a valid driver's license and vehicle insurance. Students who want to park on campus must obtain a permit prior to utilizing the parking area. Student vehicles parked on school grounds must be registered with the school and display permit if provided. A $75 fee is required to park at MUHS. On-campus parking is permitted only in designated locations. Vehicles parked in other than designated areas or in restricted zones will be subject to removal. Any vehicle parked in a manner that will block or hinder the safe movement of others will be subject to removal. Vehicles not parked in assigned spaces are subject to ticketing, blocked wheels, and/or removal. Students who drive vehicles to school park at their own risk and must understand that neither the school nor the Governing Board can be held responsible for the vehicle. Any vehicle illegally parked may be impounded. Keep your car locked. Do not leave books or other valuables in your car. Report immediately, in writing, any incident involving vehicles to the security personnel or Dean of Students. The use of cars or motorcycles for cruising around during the lunch period, before school, or during the school day is forbidden. A student peeling out, speeding, or creating any safety concern will be subject to disciplinary action including suspension or revocation of parking permit. The speed limit on campus is 5 m.p.h. Students may park in the unpaved lot across Camino Real – without a fee – but must use the crosswalk to gain access to campus. All parking lot behavioral and safety expectations apply to the unpaved lot. Please be aware that the west building gates will be locked during school hours. Security staff will be available to assist with students arriving to and leaving campus at designated times. Students are given information about parking regulations when a permit is issued. A violation of any regulation may result in suspension of the parking privilege, school disciplinary action, and citation by local law enforcement. **Students may not trade, sell, or loan parking spaces!** Students who do not register and pay for parking or who park in a space not registered to their vehicle will receive one (1) warning citation for parking violations. After the first warning students will be fined **$5.00** for the first violation. **Subsequent parking citations fines will double with each citation**. Students may appeal fines after the third citation to a review committee of staff and students. Students who continue to have parking violations will lose parking privileges for a period determined by the review committee up to the remainder of the current semester. All fines will be added to the student's bookstore account. If returning, students with outstanding balances at the end of a prior school year will not receive a parking space for the next school year until the account is paid in full. Seniors will have to pay fines as part of their checkout procedure prior to graduation. Students may not loiter in the parking lot. Loitering is defined as being in the parking lot while not in the process of arriving, departing, or participating in a school activity. Neither the school nor the district is responsible for theft or damage to any vehicle or its contents when a student, parent, or other visitor parks the vehicle on campus. **Search of a Motor Vehicle:** A school official may search a motor vehicle at any time, without notice and without consent.
Planner		Every student will receive a student planner to promote organization and academic success. Parents are encouraged to read and review the planner with their student. Replacement agendas are available for purchase at $5.00.
Public Displays of Affection		Public displays of affection are inappropriate. Parents may be contacted if students are involved in public display of affection.

Release Time (schedule)		An open release time (when approved by administration) will be permitted only at the beginning or end of a student's schedule. Every MUHS student has a sequential daily class schedule with no "holes" in it.
Safety Glasses		Safety glasses are necessary in all our trade and industrial classes and many of our science and art classes. Students signed up for these classes will be required to use safety glasses whenever the class situation necessitates it.
Schedule Changes & Dropping Classes		Changes in student schedules are allowed only under certain circumstances. These include: • Missing a prerequisite class • Missing a class needed for graduation or college entrance. • A class that you completed in summer school or online is on your schedule. • Administrative reasons, balancing of classes. Level changes will be permitted within the first 4 weeks of school if the teacher, parent, and student agree that the class is not the appropriate placement. Please see your counselor regarding specific guidelines.
School Colors		The school colors are red and gray. White or black may be used as accent colors. Students and staff are encouraged to wear school colors on Fridays and at spirit events.
Search and Seizure		Students possess the right to privacy of person, as well as the right to freedom from unreasonable search and seizure of property, as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff. A student's person, backpack, cellphone, vehicle, or other belongings may be searched if there is reasonable suspicion that the search will produce evidence that the student has violated a law, Governing Board policy or school rule. A desk or locker is district property and may be inspected at any time as part of a student search or to ensure that the desk or locker is in sanitary condition and proper working order. Items searched will be promptly returned to the student, unless the school must take temporary custody of an item, such as a cellphone, to obtain evidence from it or a law enforcement officer requires possession of the item as part of a criminal investigation.
Security Cameras		To promote school safety and security, Mingus Union High School District operates and maintains surveillance video cameras throughout the school campus in hallways and exterior locations. These cameras are used to record images 24 hours a day, 7 days a week. Recorded images are reviewed in cases of risk to safety or security and may be used in disciplinary investigations resulting in disciplinary action.
Senior Pranks and Senior Ditch Days		The Mingus Union High School District does not sponsor nor approve of any type of Senior Prank or Senior Ditch Day. Participation in such activities may result in school discipline, denial of participation in graduation ceremonies, withholding the student's diploma until restitution is made, and involvement of the police if the offense is criminal in nature. We want to celebrate our seniors appropriately and respect the school and continuing students and staff in the process.
Signatory Rights of 18-Year-Old Students		When students reach the age of eighteen, they are presumed to be adults and may exercise their rights independently of their parents. If the student over eighteen intends to exercise their rights independently, the student must make such requests in writing to the school principal or superintendent, who shall honor such requests. If the student intends to exercise the right to dismiss themself from school, the school may contact the parent or guardian to indicate that this right has been invoked.

Student ID Card Credentials		All students are required to always have their school-issued photo ID card with them while on campus, and students must present it at the request of any faculty or staff member. The ID must be visible, legible, and in its original condition. Students who fail to comply will be subject to disciplinary action. A free student ID is available in the first two weeks of school or within two weeks of enrollment. If the card is lost or stolen, there is a $2.00 replacement cost for the first two replacement cards and $5.00 for any additional replacement cards. The ID card must be returned when withdrawing from school. Students who are eligible to leave campus during lunch must have their off-campus lunch card in their possession to leave. Paper copies and class schedules will not meet this requirement.
Student Records		Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Parents and students 18 years of age or older have the following rights in connection with educational records: 1. To inspect and review the student's educational records. 2. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading or in violation of student's rights, including the right to a hearing, if necessary. 3. To consent to disclosure of personally identifiable information contained in the student's educational record, with the exception of information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public without prior consent. Disclosure may also be made without consent in certain circumstances allowed by FERPA. 4. To file complaints with the US Department of Education. Divorced parents have equal rights relating to student's records unless school has been provided a court order to the contrary.
Title IX/Notice of Non-discrimination		Mingus Union High School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability or age in its programs, services, or activities – in access to them, in treatment of individuals, or in any aspect of their operations. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Compliance officer for Title IX Notice of Non-discrimination: Yancey DeVore 1801 East Fir Street Cottonwood, Arizona 86326 (928) 634-4402
Tobacco/Vape		Any student using tobacco in any form or who has in their possession cigars, cigarettes, E-cigarettes, including vaping pens, pipes or other smoking materials or who has in their possession chewing tobacco or snuff, on campus, in buses or at bus stops, parking lots, properties immediately adjacent to the campus, or at any school sponsored activity may be suspended. (A.R.S. 36-798.03)
Unhoused Students		Notice of Student Rights under the "McKinney-Vento Homeless Assistance Act." This federal legislation guarantees homeless children and youth the following: • The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment • The right to attend school in his/her school of origin (if this is requested by the parent or unaccompanied children and youth and is feasible) or in the school in the attendance area where the family or youth is currently residing • The right to receive transportation to his/her school of origin, if this is requested by the parent or unaccompanied children and youth

		• The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services • The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited • The posting of homeless students' rights in all schools and other places around the community. The term "homeless children and youths"—A. means individuals who lack a fixed, regular, and adequate nighttime residence and includes: • Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting formal care placement • Children and youths who have a primary nighttime residence that is a public or private place not designed for ordinarily used as a regular sleeping accommodation for human being • Children and youths who are living in cars, parks, public spaces or abandoned buildings, substandard housing, bus or train stations, or similar settings • Migratory children who qualify as homeless because the children are living in circumstances described above.
Visitors		All visitors (anyone not employed by the school) must enter the building through the front lobby doors to obtain permission to remain on school grounds or to enter any classroom. Classroom visitation during school hours must be prearranged with school administration and visitors must sign in and out in the front office and wear guest passes during their visit. Student visitors and adult visitors are not allowed on MUHS campus during the regular school day. Violators of this policy will be cited for trespassing.

Guidelines for Student Behavior

To assist you and others in the pursuit of a quality education, we have established some guidelines for student behavior. These guidelines are based on existing policies and procedures of the district and are designed to create a pleasant and safe environment for all students in our schools.
The Governing Board and Mingus Union High School District believe that student rights must be balanced with student responsibility. Students have the right to:

- Equal treatment,
- Equal access to the educational program, and
- Due Process

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

Expectations of Students

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

- Guard our Gold (Safety):
    - See something, say something,
    - Follow safety guidelines, &
    - Always keep Student ID on their person.
- Own Your Choices (Responsibility):
    - Be prompt, be prepared, pay attention,
    - Use technology & electronics appropriately,

    - Food and drinks in designated eating areas, &
    - Dress for the learning environment
- Love Each Other (Respect):
    - Be an active listener,
    - Respect diverse perspectives,
    - Enter and exit courteously, &
    - Use appropriate language
- Do the Right Thing (Integrity):
    - Encourage self and others,
    - Maximize every opportunity,
    - Practice honesty, &
    - Leave it better than you found it

You must remember that you are responsible for your own actions. If your actions are in violation of school rules and regulations, you will have to accept the consequences.
You should understand that Arizona law allows the district to hold you accountable for your behavior on school property, on the way to and from school, during any school-sponsored activity, at school bus stops, and in other locations outside school grounds if the behavior has a negative impact on other students, teachers, or school activities.
Teachers will provide guidelines and expectations to students for each class. Students who fail to meet expectations for appropriate behavior will be assigned consequences by the teacher. Students will be referred to an administrator for insubordination, failing to serve teacher-assigned consequences, or ats that may warrant suspension.
When a special education student engages in misconduct that could result in suspension or expulsion, the district shall follow state and federal laws governing suspension and expulsion of special education students.
The school's response to inappropriate behaviors is subject to change by the direction of Mingus Union High School's District #4 Governing Board.

Student Use of Physical Force in Self-Defense (Policies GBEB, JK, & JK-R)

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable:

- When made in response to verbal provocation alone,
- When assistance from a school staff member is a reasonable alternative, or
- When the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

Any administrator, teacher or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the minor to the extent reasonably necessary and appropriate to maintain order. Use of physical force shall not be construed to constitute corporal punishment. Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel and in the prevention and termination of the commission of theft or criminal damage to the property of the district or the property of persons lawfully on the premises of the district.
It shall be the policy of the Governing Board of the Mingus Union High School District that repeat offenders of any school regulation may be denied attendance to Mingus Union High School. All decisions of the Governing Board will follow due process procedures.

Disciplinary Actions

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

Informal Talk/Verbal Warning	A school official (teacher, administrator, or counselor) talks to the student and tried to reach an agreement on how the student should behave.
Conference	A formal conference is conducted with the student and one or more school officials.
Parent Involvement/Written Warning	The parent is notified by telephone, personal contact, letter, or certified letter. A conference may be conducted with the student, parent, appropriate school officials and any other individuals concerned.
In-School Discipline	The student is subject to consequences that do not require suspension from school, such as loss of privileges, lunch detention, after school detention, school service (afterschool) temporary removal from class, and assignment to an alternative learning environment.
Administrative Behavior Contract	Assigned by the administrator, detailed consequences to address indicated behaviors.
Restitution	The student reimburses the cost to the district of restoring/replacing items damaged or destroyed.
School Board Behavior Contract	Assigned by Governing Board. Failure to abide by contract will result in immediate administration of consequences heretofore held in abeyance.
Suspension from Transportation	Removal from school transportation for a set period. Parent/students are responsible for making alternate arrangements.
Suspension from Athletic Participation (See Athletics section)	Student may not participate in games and/or practice as determined by the Athletic Director and Administration.
Suspension from Social or Extracurricular Activities	Student may not participate in activities as determined by Activity Director and Administration.
Suspension from Parking Privileges	The student may not park or drive on campus for a fixed period.
Exclusion from a Particular Class	Student may be withdrawn from a class with loss of credit and enrolled as a study hall student for the balance of the semester.
Short-term Suspension (OSS)	The student is subject to a suspension of 10 school days or less. School administrators may impose short-term suspension. During that suspension, the student is not permitted on district property or at district functions.
Long-term Suspension (LTS)	The student is subject to a suspension of 11 school days or more. Long-term suspension may be recommended by the school administrator and imposed by the Governing Board. During that suspension, the student is not permitted on district property or at district functions.
Expulsion	The student is permanently denied the right to attend Mingus Union High School. Expulsion is recommended by the school administrator and imposed by the Governing Board following

	a hearing before a board-designated hearing officer. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the Governing Board has readmitted the student to school.

Prior Misconduct

Occasions of prior misconduct where a student has previously received discipline can be considered in subsequent student disciplinary proceedings to justify additional disciplinary consequences where it is established.

1. The student has not benefited from prior usually less severe disciplinary intervention, as demonstrated by a lack of in the negative behavior, or
2. The student is engaging in continued disruptive or disorderly behavior. A student who continually displays a blatant disregard for the school process by continually behaving in such a manner that results in multiple disciplinary referrals will be considered for long-term suspension.

Mingus Union High School Discipline Matrix

Administration will exercise discretion when determining consequences and may assign a more or less severe consequence than outlined in the guidelines below. Additionally, consequences listed below may be imposed either alone or in combination.

Level of Infraction	Disciplinary Actions/Authority
Level I: • Academic Misconduct (cheating, plagiarism, etc.) • Attendance Violations • Automobile Violations • Dress Code Violations • Hall Pass/Student ID Violations • Inappropriate Language Violation • Leaving School Grounds w/o Permission • Other minor violation of School Policy • Public Display of Affection	**Classroom, Administrative Level I:** • Informal Talk/Verbal Warning • Written Warning • Student Conference • Parent Conference • Parent Notification • Lunch Detention • After School Detention • Loss of credit on assignment with no retake • Confiscation of items causing disruption (mandatory parent pick up)
Level II: • Attendance Violations (Excessive truancy) • Classroom Disruption • Disorderly Conduct • Disrespect • Forgery • Inappropriate Language Violation (Involving Peers) • Information Systems/Electronic Devices/Cell Phone Violations • Insubordination Violation • Lying/False Accusation • **Repeated Level I Infraction**	**Classroom, Administrative Level II:** • Alternative Learning Environment • Community Work Service • Lunchtime Restrictions • Loss of Computer Privileges • Loss of Parking Privileges • Police Referral • Counseling • Suspension from Transportation • **Level I Consequence**

Level III: • Bus Violation/Disruption Incitement • Defiance of Authority/Insubordination • Gambling • Good Neighbor Policy Violations • Minor Aggressive Act/Recklessness • Possession of Contraband • Tobacco/Nicotine Violation (E-Cigarettes, Vapes, etc.) • Trespassing • **Repeated Level I or II infractions**	**Administrative Level III:** • In School Suspension • 1-3 Days Off Campus Suspension (OSS) • Police Referral • Counseling • Referral to Diversion Program • Suspension from Athletic Participation • Suspension from other privileges • Suspension from Extracurricular or School Activities (on the day serving consequences) • **Level I & II Consequences**
Level IV: • Alcohol & Drug Violation (Use/Possession/Under the Influence) • Combustibles (Possession/Use of) • Fighting (Mutual Combat) • Harassment/Threatening/Bullying/Intimidation/Hazing/Cyberbullying • Medication/Dietary Supplement (Unauthorized Possession) • Robbery/Extortion • Sexual Offense • Tampering with School Information System Records • Theft • Vandalism/Defacing/Destruction of Property <$100 • Violent Behavior • **Repeated Level I, II, or III infractions**	**Administrative Level IV:** • 3-5 Days Off Campus Suspension (OSS) • Academic/Attendance/Behavior Contract • Police Referral (Juvenile Status Arrest) • Restitution • Counseling • Involuntary transfer to another class • **Level I, II, & III Consequences**
Level V: • Alcohol & Drug Violation (Sale or Distribution) • Assault • Criminal Activity • Gang Activity/Association Violation • Indirect Threats/Safety Concerns • Sexual Abuse • Sexual Harassment/Sexual Misconduct (Sexting) • Simulated Firearm • Vandalism/Defacing/Destruction of Property ($100-$500) • Verbal Abuse of Staff • Violation of Academic/Attendance/Behavior Contract • **Repeated Level I, II, III, or IV infractions**	**Administrative/School Board Level V:** • 5-10 Days Off Campus Suspension (OSS) • Police Referral/Prosecution • Exclusion from a Particular Class • Recommendation for Treatment Program (student/parent expense) • Academic/Attendance/Behavior Contract • Restitution • Recommendation for Long-Term Suspension • Level I, II, III, & IV Consequences

Level VI:	Administrative/School Board Level VI:
• Aggravated Assault • Arson • Assault/Threatening/Intimidation/Harassment of Staff Member • Direct threats of an Educational Institution • Disruption of Normal Educational Process • Endangering Health, Welfare, Safety of others • Possession of Dangerous Weapon/Instrument • Possession of Deadly Weapon/Firearm • Unauthorized Entry • Vandalism/Defacing/Destruction of Property >$500 • **Repeated Level I, II, III, IV, & V infractions**	• Police Referral/Prosecution • Restitution • Recommendation for Long-Term Suspension • Recommendation for Expulsion • 10 Days Off Campus Suspension

Definitions

Academic Misconduct/Cheating: Cheating, plagiarism, or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.

Alcohol Violations: Use, possession, sale, purchase, or distribution of alcoholic substances. This violation includes drunkenness at a school event.

Arson: Damaging or attempting to damage property by fire or incendiary device.

Assault: A physical attack on a person who does not wish to fight. Recklessness causing physical injury to another; intentionally placing another person in reasonable threat of imminent physical injury; touching another person with intent to injure, or the commission of an act if committed by an adult would constitute robbery or assault. This violation includes a student who encourages another to commit an assault.

Attendance Violation: Missing or leaving school or class without permission or without signing out. Excessive absenteeism.

Automobile Violation: Misuse of an auto on school property, including unauthorized parking (see Parking section).

Bus Violation: Violation of bus rules: Insubordination, distracting the bus driver, profanity, fighting, moving while the bus is in motion, failure to comply with bus driver requests, other violations of school policies.

Bullying: A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power with the more powerful child or a group attacking those who are less powerful. Bullying can be physical in form (ex. pushing, hitting, kicking, spitting, stealing) verbal in form (ex. making threats, taunting, malicious teasing, name calling); or psychological in form (ex. social exclusion, extortion, intimidation, spreading rumors, manipulating social relationships). ***ARS 15-341***

Combustible: Any item designed to burn, smoke, or explode due to impact or other ignition.

Consumption: To use or ingest any amount of a substance.

Criminal Activity: Engaging in any conduct that breaks federal, state, or city laws.

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

Dangerous Weapon/Instrument: Use, display or possession of a knife, box cutter, ice pick, CO2- or spring-powered pellet or BB gun, laser beam pointer, brass knuckles, nunchakus, club, fireworks, explosive ammunition or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or starter gun.

Deadly Weapon/Firearm: Use, display or possession of any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to expel a projectile by the action of an explosive. This violation includes handguns, pistons, rifles, shotguns, and flare guns.

Defiance of Authority/Disrespect: Failing to comply with the reasonable directions of district employees or other disrespectful behavior. Failure to identify themselves to district employees when asked to do so. Physical resistance to school officials may result in expulsion, regardless of if such resistance is a first occurrence.

Disorderly Conduct/Classroom Disruption: Conduct that disrupts or interferes with the orderly operation or educational environment or mission of the school. This violation may include profanity, obscene gestures, unreasonable noises, repetitive behaviors intended to be antagonistic, obstruction of vehicular or pedestrian traffic, public displays of affection or any other act which creates a hazard or offensive condition and serves no legitimate purpose (including use of water guns and water balloons).

Dress Code Violation: Failure to comply with district and school dress standards (see Dress Code section).

Drug Violation (Distribution): Distribution, manufacture or sale of marijuana, other illegal drugs and inhalants and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).

Drug Violation (Possession/Use): Use, possession or purchase of marijuana, other illegal drugs and inhalants and other noxious substances. This includes off-campus use and then being on district property or at a district function. It also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

Forgery: Using the signature or initials of another person.

Fighting: Mutual participation in physical violence against a person or persons including self-defense:

Gambling: Engaging in games of chance for material gain.

Gang Activity/Association: Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the education environment or mission of the school. Using hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol or and other attribute indicates or implies membership or affiliation with such a group or that may be interpreted as such.

Good Neighbor Policy: Any act of Disorderly Conduct before school, during delayed start mornings, or during lunch release. Conduct that disrupts or interferes with the orderly operation and peacefulness of surrounding businesses or homes. This violation may include profanity, obscene gestures, unreasonable noise, obstruction of vehicular or pedestrian traffic, public displays of affection or any act which creates a hazard or offensive condition and serves no legitimate purpose.

Harassment/Bullying/Hazing: Physical or psychological abuse of another student by means of verbal or physical threats, intimidation, insults or other aggressive behavior. This violation includes abuse based upon race, ethnicity, gender, religion, or disability and forcing a student to risk or suffer physical or mental harm or degradation to join, participate, or remain in a school-affiliated organization. It is no defense

against a violation of this policy if the victim(s) consent or acquiesce to hazing. Consequences to hazing may result in 10-days off campus suspension and a possible recommendation for long-term suspension.

Incitement: Instigating violence/fights by spreading rumors, engaging in gossip, or passing notes that a reasonable person would find inflammatory.

Information Systems/Electronic Devices Violation: Inappropriate use of electronic devices, such as computers, personal digital assistants (PDAs), cell phones, smart watches, cameras and audio/video recorders, and other information systems devices, such as Internet and e-mail. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

Loitering: Lingering without purpose at any time on adjacent private property or in the parking lots.

Lying/False Accusation: Knowingly giving false or misleading information, including false or accusations against others.

Medication or Dietary Supplement (Unauthorized Possession): Unauthorized possession or distribution of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use will be treated as a drug violation. Prescription medications must be processed through the nurse's office.

Possession of a Weapon: Weapons in vehicles parked in the school parking lot are considered a possession violation.

Robbery/Extortion: The solicitation of money or property in return for protection or under threat to inflict harm.

Sexual Abuse: Sexual contact without consent. Any act which violates Sate Statute on illegal sexual conduct, (A.R.S. 12-1401.1, .2, and .3), sexual conduct with a minor, indecent exposure (A.R.S. 13-1402) and public sexual indecency (A.R.S. 13-1403). *Copies of these laws are available in the school office or school district office.*

Sexual Harassment: Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical or through any type of electronic means. Sexual harassment may also constitute sexual abuse.

Sexual Offense: Conduct, sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure, sexual intercourse, lewd phone calls, and possession of sexually explicit materials.

Student Speech: Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar, or plainly offensive speech; ethnic slurs, profanity, "fighting words", incitement to fight (including rumor, gossip, note passing), and threats of violence.

Tampering with School Information Systems: Interfering with, altering, or attempting to alter school records, grades, or other documents without authorization from an appropriate school official for the purpose of changing, falsifying or removing the original information found in such records.

Tardiness/Insubordination: Excessive late arrival to a scheduled class despite teacher interventions. Students must be in their seats, ready for instruction, when the bell rings.

Theft: Taking or concealing property that belongs to others. This violation includes copyright violations and passing counterfeit money.

Threats (A.R.S. 13-2911): Threatening the safety of persons or property. This includes violations of A.R.S. 13-2911: 1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disruption or interfering with the use of district property by students or staff, and (2) disobeying a lawful order to leave district property.

Tobacco/Nicotine Violation: The use, distribution, or possession of a tobacco product. The includes the sue of any type of vapor/inhalation product. Prescription medications must be processed through the nurse's office.

Trespassing/Unlawful Entry: Unauthorized presence on district property and/or unauthorized entry into district buildings.

Truancy/Unexcused Absence: Any absence that is not excused by the student's parent or legal guardian and approved by the appropriate school official.

Vandalism: Destroying or defacing property of the district, staff or students. This violation includes unauthorized graffiti.

Violent Behavior: Throwing items, showing, pushing, or any other aggressive acts that cause fear in others.

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STUDENT BULLYING / HARASSMENT / INTIMIDATION

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

The district, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The district shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying, harassment, or intimidation as defined by this policy will not be tolerated.

Definitions

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

A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

B. is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

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

A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

D. damage to or theft of private property.

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

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

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

Prohibitions and Discipline

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

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

Reporting Incidents of Bullying/ Harassment/Intimidation

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed, or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

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

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections, and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying, harassment, or intimidation and subsequent investigation shall be maintained by the district for not less than six (6) years. In the event the district reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be always observed.

The Superintendent shall establish procedures for the dissemination of information to students, parents, and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall

A. occur during the first (1st) week of each school year,
B. be provided to each incoming student during the school year at the time of the student's registration,
C. be posted in each classroom and in communal areas of the school, and
D. be summarized in the student handbook and on the district website, and

the Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to

A. Governing Board policy,
B. preventive measures,
C. incident reporting procedures,
D. available support services for students (both proactive and reactive), and
E. student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying, harassment, or intimidation. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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

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REGULATION

STUDENT BULLYING / HARASSMENT / INTIMIDATION

The district does not tolerate bullying, harassment, or intimidation in any form. Further, the District shall investigate each complaint of bullying, harassment, or intimidation and will take appropriate, timely, and responsive action.

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

A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

B. is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

Any student who feels he or she has been the victim of bullying, harassment, or intimidation or suspects other students of being bullied, harassed, or intimidated should file a complaint with the principal or the principal's designee or other school employee. The student's report may be provided verbally or in writing. A student's verbal report will be documented in writing by the employee receiving the report.

Any staff member who becomes aware of or suspects that a student is experiencing bullying, harassment, or intimidation shall immediately notify the principal or the principal's designee. Employees may initially give verbal notice to the principal or the principal's designee but shall submit a written report to the principal or the principal's designee within one (1) school day of the verbal report.

Reprisal directed toward a student or employee for the reporting of a case of bullying, harassment, or intimidation or a suspected case of bullying, harassment, or intimidation will not be tolerated. Students involved directly or indirectly in reprisal will be disciplined pursuant to Board Policies JK, JKD, and JKE. Any suspected violation of the law will be reported to law enforcement authorities.

Investigation of submitted complaints shall be initiated by the principal or the principal's designee as soon as is feasible, but not later than two (2) school days after the initial report. Each investigation will be comprehensive to the extent determined appropriate by the principal or the principal's designee. In investigating the complaint, the principal or the principal's designee will maintain confidentiality to the extent possible, subject to the restrictions pertaining to disclosure of personally identifiable student information established in the Family Educational Rights and Privacy Act (FERPA).

Each investigation will be documented by the principal or the principal's designee. Documentation will be maintained by the district for at least six (6) years. In the event the district must report incidents to persons other than school officials or law enforcement, all individually identifiable information shall be redacted.

Should the principal or the principal's designee determine that bullying, harassment, or intimidation has occurred discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal or the principal's designee will meet with the student who reported or was reported as being bullied, harassed, or intimidated to review the findings of the investigation. Additionally, the parent(s) or guardian(s) of the involved students will be informed of the findings of the investigation.

The Superintendent is responsible for determining the methods of information delivery to employees and students. The Superintendent shall provide to the school principals, supervisors, and all other District employees the information necessary to comply with Governing Board Policy JICK. The information related to bullying, harassment, or intimidation is to include but not be limited to preventive measures, incident reporting, related support services available (proactive and reactive), student rights, employee responsibilities, and the ramifications of not reporting a bullying incident or suspicion of bullying, harassment, or intimidation. The information shall be disseminated to District personnel at the beginning of each year and as the Superintendent otherwise determines to be appropriate.

The principal or the principal's designee is responsible to ensure information related to bullying, harassment, or intimidation is disseminated to students, and parents and guardians. The information shall include but not be limited to Governing Board policy, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information will

A. occur during the first (1st) week of each school year,

B. be posted in each classroom and in communal areas of the school,

C. be summarized in the student handbook and on the district website, and

D. be provided to each incoming student during the school year at the time of registration.

The principal or the principal's designee is also responsible to ensure information is disseminated to all students who report bullying, harassment, or intimidation, including, at the time the incident is reported, a written copy of

student rights, protections and support services available to the student; a copy of the report shall also be given to the student's parent(s)/guardian(s).

The principal or the principal's designee is responsible for the maintenance of documentation related to bullying, harassment, or intimidation.

JICK-EA ©

EXHIBIT

STUDENT BULLYING / HARASSMENT / INTIMIDATION

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

Please print:

Name _____ Date _____

Address _____

Telephone _____ Another phone where you can be reached _____

During the hours of _____

E-mail address _____

I wish to complain against:

Name of person(s) _____

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

_____

_____

_____

_____

_____

_____

_____

_____

_____

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

Name Address Telephone Number

_____

_____

_____

_____

The projected solution

Indicate what you think can and should be done to solve the problem. Be as specific as possible.

_____

_____

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I certify this information is correct to the best of my knowledge.

Signature of Complainant _____ Date _____

Document received by _____ Date _____

Investigating official _____ Date _____

STUDENT BULLYING / HARASSMENT / INTIMIDATION

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

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

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

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

A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,

B. is sufficiently severe, persistent, or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,

C. occurs when there is a real or perceived imbalance of power or strength, or

D. may constitute a violation of law.

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

A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,

B. exposure to social exclusion or ostracism,

C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and

D. damage to or theft of private property.

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

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

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

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

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

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

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

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

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

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