



**GILA BEND MS. /SR. HIGH SCHOOL
2017-2018 STUDENT/PARENT HANDBOOK**

Vision Statement

We maximize the educational and social potential of every student.

Mission Statement

To educate, empower, and ensure EVERY student excels for an ever-changing society.

**THIS HANDBOOK WILL BE REVIEWED ON A REGULAR BASIS
AND MAY BE MODIFIED OR CHANGED AT ANY TIME**
District will notify students and parents of changes when they occur.

ADMINISTRATIVE WELCOME

Welcome to Gila Bend High School for the 2017-2018 school year. This handbook is designed to give a clear understanding of the school policies and expectations, and to ensure a safe and secure environment for all of our students. Parents/legal guardians should feel free to contact the school office with any questions regarding this handbook.

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Website: <http://www.gbUSD.org>

Administration

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M. House, Jr. /Sr. High School Principal

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CALENDAR

Gila Bend Unified School District observes a four (4) day week calendar. Students generally attend school Tuesday through Friday. A list of the first/last days of school, observed holidays, and early release days is provided below. Please see official school calendar for specific dates of all events.

First Day of School	August 8, 2017
1 st Quarter Progress Reports	September 5, 2017
Last Day of 1 st Quarter	September 6, 2017
Fall Break (No School)	October 10-13, 2017
First Day of 2 nd Quarter	October 17, 2017
Parent Teacher Conferences-Early Release	October 18-19, 2017
1 st Quarter Report Cards Go Home	October 20, 2017
2 nd Quarter Progress Report	November 14, 2017
Thanksgiving (No School)	November 22-24, 2017
High School Finals	December 12-15, 2017
Last Day of 2 nd Quarter	December 16, 2017
Winter Break (No School)	December 19-29, 2017
First Day of 3 rd Quarter	January 2, 2018
Parent/Teacher Conferences-Early Release	January 3-4, 2018
2 nd Quarter Grades Go Home	January 5, 2018
3 rd Quarter Progress Report	February 6, 2018
Last Day of 3 rd Quarter	March 9, 2018
Spring Break	March 13-16, 2018
First Day of 4 th Quarter	March 20, 2018
3 rd Quarter Report Cards Go Home	March 23, 2018
4 th Quarter Progress Report	April 24, 2018
High School Finals	May 22-24, 2018
Last Day of 4 th Quarter	May 24, 2018
8 th Grade Promotion	May 24, 2018
Last Day of School	May 24, 2018
High School Graduation	May 25, 2018

BELL SCHEDULE

Mon, Tue, Wed, Thu, Fri	
7:30 AM	1 st Period Begins
8:55 AM	1 st Period Dismissal
8:59 AM	2 nd Period Begins
10:09 AM	2 nd Period Dismissal
10:13 AM	3 rd Period Begins
11:38 AM	4 th LUNCH
12:22 PM	5 th Period Begins
1:32 PM	5 th Period Dismissal
1:36 PM	6 th Period Begins
2:46 PM	6 th Period Dismissal
2:50 PM	7 th Period Begins
4:00 PM	7 th Period Dismissal

SENIORS / JUNIORS RELEASED AT 11:38

SOPHOMORES / FRESHMAN RELEASED AT 11:41

JUNIOR HIGH RELEASED AT 11:50

SECTION A: ACADEMIC PLANNING

Schedule/Course Change Policy

It is extremely important that course selection be made after careful and complete consideration. Students are expected to remain with the schedule set for them at the beginning of each semester.

Registration will be completed by the end of the first week of class each semester, and changes will not be made to a student's course schedule except in those cases where it is considered to be advisable and approved by the principal and school counselor.

College Entrance Requirements

Students planning to pursue a post-secondary education should determine the entrance requirements of the institutions they are considering attending. Catalogs can be obtained directly from each college, and the school counselor is available to assist students in gathering more information.

Admission to Community Colleges

There are several community colleges in Arizona. Courses vary from technical skills and trades to academic studies. Students can obtain a skill-based certification or associate degree. The associate degree can be used to transfer courses to four-year college/university. These two-year colleges require only a high school diploma or GED for admission. Placement tests in English and Math are administered by each school to determine the appropriate course level for a new student to begin with.

Admission to State Universities

Applicants to Arizona universities must generally meet the following requirements for admittance:

- Unconditional admission – 3.0 GPA **or** class rank in the 25th percentile or higher **or** an ACT score of 22 **or** an SAT score of 1040.
- Conditional admission – 2.5 – 2.99 GPA or class rank between the 26th and 50th percentiles.
- A minimum average grade of a “C” in classes required for entrance.

English	4 credits
Math (see counselor for specifics)	4 credits
Lab Science (Biology, Chemistry, Physics)	3 credits
Social Sciences (1 year of U.S. History, and 1 year of another social science)	2 credits
Foreign Language	2 credits
Fine Arts	1 credit

Students who are deficient in any one or two of the core curriculums may be admitted; however, the deficiencies must be removed within one year and cannot appear in both math and science.

SECTION B: ACADEMIC INFORMATION

Graduation Requirements

The current requirement for a student to receive a diploma from Gila Bend High School the successful completion of the number of credits listed in the following chart:

Course	Standard	Scholastic
English	4 credits	4 credits
Math	4 credits	4 credits
Science (Lab)	3 credits	3 credits
Modern Language	0 credits	2 credits
World History/Geography	1 credit	1 credit
American & AZ History	1 credit	1 credit
American Government/Economics	1 credit	1 credit
Fine Arts or CTE	1 credit	1 credit
PE (.5) Health (.5)	1 credit	1 credit
Electives	6 credits	6 credits
Community Service Hours	0	40
Total	22 credits	24 credits

Graduation Ceremony

To be eligible to participate in the graduation ceremony, students must have met and passed all of the required classes given at G.B.U.H.S. If a student has not passed all of the required classes he / she will be ineligible for Senior trip. They will not be able to walk during the ceremony.

Grade Reports

Student progress reports will be sent home at midterm of each grading period. Quarter and semester reports will be mailed at intervals of approximately nine (9) weeks, at the end of each quarter and/or semester.

Grading Scale

Assessments.....40%
Participation.....30%
Homework30%

Incomplete Grades:

Incomplete grades will change to a grade of “F” after one semester of inactivity.

Grading System for Cohorts 2015 and beyond

Non-Honors classes			Pre-Calculus, Calculus		
Percentage	Letter Grade	Grade Scale	Percentage	Letter Grade	Grade Scale
90-100	A	4.0	90-100	A	5.0
80-89	B	3.0	80-89	B	4.0
70-79	C	2.0	70-79	C	3.0
60-69	D	1.0	60-69	D	2.0
Below 59	F	0.0	Below 59	F	0.0

Valedictorian & Salutatorian

The student earning the highest number of grade points for his/her graduation class is named Valedictorian and the next highest is named Salutatorian. The selection is based on points through the end of the seventh (7th) semester. Students must be enrolled at Gila Bend High School for at least one year prior to senior year to be eligible for the award. In the event of a tie, GPA will be used to determine the recipients.

Early Graduation

Eligible students who wish to graduate early must submit a written request to the counselor during the first nine (9) weeks of the semester prior to the semester in which they will be completing the remaining graduation requirements. The principal may accept requests after this deadline under special circumstances. The request must contain the reason for the request, written approval of the student’s parent/legal guardian (if the student is under 18), and must indicate whether the student wishes to participate in graduation exercises. If a request is approved, a student’s grade level status can be changed to ‘senior’ after successfully completing the first nine (9) weeks of the school year.

Students who graduate early are not eligible for Valedictorian or Salutatorian. All graduation requirements must be met by the first school day in May of the desired graduation year. Diplomas will be awarded only at the completion of the spring semester. Final transcripts will be provided as soon as requirements are met.

Student Course Load

It is recommended that all students enroll in and attend seven (7) full length classes per day. Seniors may have an early release time if they are on track for graduation and have approval from the Principal and their parent/legal guardian. Eligible students may be released only after their final class period of the day.

Standard of Academic Integrity

Plagiarism – All student work presented for credit shall be the original work of that student. Any material that is quoted or summarized from other sources shall be credited to the original source. Shared projects should represent the work of the entire group.

Cheating – Any student who engages in academic cheating shall be subject to disciplinary action. Per the school matrix. The punishment shall be determined by the teacher and Principal. The student's grade will be affected, and may possibly lose credit for the course.

Student Aide Policy

Juniors and seniors may sign up to be student aides with permission from the principal, counselor, and teacher they wish to aide. Per administration request, there may be cases where freshman and sophomore students are placed as student aides. Student serving as aides:

- May only have one (1) aide position per semester.
- May only receive one (1) credit per year as an aide.
- May count only two (2) aide credits toward graduation.
- Must be on time to their assigned class.
- Must bring schoolwork with them in case their assistance as an aide is not needed.
- Are to abide by the rules of the classroom and teacher they aide.
- Will receive a pass/fail grade for the class based on attendance and work production, with no impact on overall grade points earned or GPA.

Physical Education

Physical Education (including weight training) is a required core component of the State of Arizona curriculum. The course is divided into two (2) criteria: classroom seat time and physical participation. In order to receive credit for the course, students are required to 'dress-out' when instructed to do so by the teacher. Students who are not in compliance with this policy will not receive credit for this course. Dressing out is an integral part of Physical Education.

SECTION C: CAMPUS PROCEDURES

Automobile Policy

In order to ensure safe and orderly use of the school parking lot, the following rules will be observed:

PROOF OF INSURANCE, DRIVER LICENCE AND REGISTRATION MUST BE ON FILE IN FRONT OFFICE.

- Driving in a manner that is deemed unsafe by the Gila Bend High School staff is grounds for immediate revocation of all campus driving privileges.
- Any Gila Bend High School student who drives to school must have a valid driver's license and park in the designated parking lot on the east side of the high school. Students are not to park at the elementary school.
- No student parking in the front of the High School, it's reserved for staff and visitors only. Parking for students is the parking island behind High School staff and visitor parking or North of the Handicap parking towards the Gym.
- Parking passes are **(mandatory)** and must be displayed on the vehicle at all times.
- Gila Bend High School requires that all student driven vehicles be identified with a GBHS permit and drivers have a related transportation form on file with the front office. A parking pass will be issued if these documents are on file.
- The student parking lot should not be a gathering place for students. Students should go directly to the main campus upon arriving at school.
- Vehicles should not be used to store materials needed during the school day.
- Keep vehicles locked. Gila Bend High School is not responsible for any theft.
- Pedestrians have the right of way at all times on campus.
- All car stereos should be at an appropriate volume so as not to disturb others upon entering the parking lot.

Bus Transportation

All students attending Gila Bend Schools will at times ride a bus for either field trips, athletic trips, going to and from school, or other school functions. Each student who rides the school bus is entitled to a safe and comfortable ride. Riding the school bus is a privilege, not a right, granted to students under conditions set forth by the Governing Board and the regulations of the Arizona Department of Transportation. Violation of any rule may result in suspension of riding privileges and restitution of damages, if any are involved. The following rules apply to all bus riders:

- Be on time to the bus stop.
- Look both ways before crossing the road and only cross the road in front of the bus.
- Remain seated at all times while the bus is in motion.
- No eating, drinking, or chewing gum is allowed.

- Promptly obey the instructions of the driver.
- No part of one's body is to extend out the window; no object may be extended or thrown out of the window.
- Emergency doors, exit controls, and safety equipment are to be used in an emergency only.
- There is to be no fighting, unnecessary noise, or boisterous conduct that may distract the driver.
- Aisles are to be kept clear of legs, feet and other objects.
- Students shall not deny other students the right to sit in a seat.
- No student will be allowed to depart a school bus except at their regular stop unless written permission has been granted by the student's parent/legal guardian in advance through the school office and presented to the bus driver.
- Approval for guest riders must be arranged in advance through the office.
- When the bus arrives at the school each morning, the students riding it are considered to be on campus and shall not leave school property except for during lunch or if signed out through the office by parent/legal guardian.

School Breakfast and Lunch Program

Gila Bend Unified School District participates in the federally funded National School Lunch Program, and with this program's assistance is able to offer breakfast and lunch for every student at no cost.

Adults may eat with their children but must check in at the school office prior to going to the cafeteria. The cost of an adult breakfast is \$1.50, and lunch is \$2.50.

Passing Times

Students will have Four (4) minutes to pass from one class to the next. A warning bell will ring one (1) minute before each class begins to remind students of the time. Students are expected to be in the room before the tardy bell rings, and ready for class as directed by the classroom teacher. Students who are late face consequences. If you are Tardy the Teacher will follow GBHS policy.

Campus Passes

When a teacher grants a student permission to leave class, the student must sign out of the class with time and date. A pass will be issued by the teacher. No student shall be outside of class during class time without a pass issued by a teacher or office staff. If the student does not have a pass they will be considered truant from class. GBHS policy will be followed.

Personal Electronic Devices

To prevent disruption of the learning environment, electronic devices will not be visible and/or used in any classroom unless permission is given by the teacher for educational opportunity. If an electronic device is being used in the classroom, the teacher has the right to take the phone. The phone will be taken to the front office. The student will be able to pick up the phone at the end of the day. These

incidents will be documented, and multiple offenses may result in further disciplinary action. As stated previously, Gila Bend Unified School District is **NOT** responsible for lost or damaged items that have been brought to school. Students are expected to respect the privacy of fellow students as well as the teachers and staff of GBHS. **Accordingly, no electronic images / pictures are to be uploaded to the web without permission from the school principal. Parent are not to call there children. Please call the front office and a message will be sent to tour child.**

Public Displays of Affection

Anything beyond holding hands or a brief hug is considered an inappropriate display of affection. Appropriate action will be taken per the GBUSD hand book.

Medication

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure is in place to ensure the protection of the school and the student:

- The medication must be prescribed by a physician.
- The parent/legal guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.
- The medication must come to the nurse's office in the prescription container issued by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.
- It is the parents' responsibility to deliver medications to the school nurse. Students should never be in possession of medication (either prescription or otherwise) while at school or while participating in a school sponsored event.

Over the counter medications may be administered at school with the following stipulations:

- The medication must be in the original packaging with all directions, dosages, compound contents, and proportions clearly marked.
- The parent/legal guardian must complete and sign a permission form. Appropriate forms are available from the school office.

A student diagnosed with breathing disorders and in need of a handheld inhaler may have the inhaler in his/her possession with a signed physician's statement and a parent/legal guardian permission form on file with the health office. Students diagnosed with anaphylaxis (a severe allergic reaction marked by swelling of the throat and/or tongue, hives, and trouble breathing) requiring the self-administration of emergency medication including epinephrine, may carry medication (usually in the form of an Epi Pen) with them. Appropriate forms are available from the school office.

Illness at School

Students who become ill during the school day should report to the high school office after receiving a pass from their teacher. The office will then issue a pass to the school nurse. No student should leave school due to illness without permission from the school nurse and/or high school office.

Leaving Campus Early

If a student needs to leave campus before the end of the regular school day, a parent/legal guardian must come to the high school office and sign the student out. Only legally emancipated students, with paperwork substantiating the emancipation on file with the office, may sign themselves out. Students returning to campus after having signed out must sign back in upon return. If an early dismissal for the school is scheduled, students and parents will be notified in advance. **STUDENTS ARE RESPONSIBLE FOR ATTENDING EVERY SCHEDULED CLASS DURING THE SCHOOL DAY. Consequences will be given to students per GBUSD hand book.**

Student Supervision After School

Students not being directly sponsored or supervised **must** leave campus no later than fifteen (15) minutes after the end of their last class period. Students who stay longer must be under the supervision of a district employee (teacher, coach, sponsor, etc.).

Search and Seizure

School administration may conduct or authorize a search/seizure when they have reason to suspect students are in danger, or a student possesses illegal or prohibited items.

Lost and Found

Lost items can be turned in and retrieved in the high school office. Students are urged to secure their books and personal items.

Student Flyers/Signs on Campus

All flyers, posters, and signs must be approved by the administration in advance before being displayed or distributed on campus.

Media Center

The media center has books, magazines, and research materials for class and recreational use. Audio/visual resources are also available. All materials must be checked out with media center personnel.

Textbooks/ District Property

Students are responsible for the care of their textbooks and any other district property they might be assigned. Students will be required to pay the current replacement costs for any lost or damaged textbooks.

Restricted Areas

Students shall remain only in those areas necessary for completion of their daily academic schedule. Examples of areas unauthorized for student entry include, but are not limited to, classrooms outside of their academic schedule, faculty lounge and work areas, custodial work areas, and secretarial work station in the HS office (students are allowed entry through the front door only). High school students shall not be on the elementary campus unless attending a scheduled class.

Visitors and Guest Passes

Student guests are allowed on campus when school is in session only with prior approval from the Principal. If approval is granted, the student guest must adhere to the standard school dress code as specified by policy. Parents are always welcome, but are required to check in with the office upon arrival to the campus.

Withdrawals and Transfers

Students withdrawing from school must fill out a withdrawal form, which can be obtained from the high school office. The withdrawal form must then be presented to each of the student's teachers for recording grades as well as any fines and/or fees the student may owe for materials (i.e. textbooks, equipment, etc). These fines and/or fees must be paid before withdrawing. The student must also fill out an exit interview form with the counselor.

SECTION D: ATTENDANCE GUIDELINES

The administration and staff at Gila Bend High School believe that much of a student's success depends on regular attendance. This is ultimately the responsibility of the student and his/her family, with the school assisting as best possible. Please review the following attendance guidelines.

The district recognizes the need for clearly stated policies and procedures relating to school attendance as necessary for the development of continual cooperation between home and school. The school will maintain records of all student absences and tardies. Attendance will be taken within the first ten (10) minutes of each period throughout the school day.

Gila Bend High School expects parents/legal guardians to notify the front office each day a student is absent. Reasonable attempts will be made by the school through phone calls or the mail to inform parents/legal guardians of student absenteeism.

Loss of Credit

Upon reaching ten (10) absences (any combination of excused and unexcused) during a semester, credit may be denied, regardless of the grade being achieved by the student. The Student Study Team shall review the student's situation and make a recommendation to administration. An appeal process shall be available.

Truancy

Gila Bend Unified School District administration, working alongside the Maricopa County Sheriff's Office, has the authority to issue tickets to the parent/legal guardian of children between the ages of six (6) and sixteen (16) that have eight (8) or more unexcused absences in a semester.

According to **A.R.S. 15-805**,

A citation that is issued shall require the parent/legal guardian having custody to appear with the child at the time and place specified in the citation.

According to **A.R.S. 15-803**,

Truancy is defined as "an unexcused absence for at least one class period during the day", and a truant child is defined as "a child who is between six (6) and sixteen (16) years of age and who is not in attendance at a public or private school during the hours that school is in session."

According to **A.R.S. 15-802**,

It is unlawful for any child between six (6) and sixteen (16) years of age to fail to attend school during the hours school is in session, unless:

- The child is in such physical or mental condition that instruction is inexpedient or impracticable.
- The child is suspended and not directed to participate in an alternative education program.
- The child is expelled from a public school.
- The child is accompanied by a parent or a person authorized by a parent.

A parent/legal guardian of a child between six (6) and sixteen (16) years of age who does not provide instruction in a home school or who fails to enroll or fails to ensure that the child attends a public, private, or charter school is guilty of a Class 3 misdemeanor.

Advance Absence Approval

If a student and the student's family find it necessary for the student to be absent from school for a non-school activity, the parents must notify the office two (2) school days prior to the absence. This will allow time for teachers to prepare any assignments the student will need to complete while out of

school. Parents will be advised of the student's current academic standing, and if such absence will cause the student to possibly lose credit.

Excused Absences

An absence is considered excused under the following conditions:

- Illness or health condition
 - A parent note is sufficient documentation for two (2) or less consecutive absences.
 - A doctor's note is required for three (3) or more consecutive absences.
- Religious observance
- Funerals and bereavement
- Family emergencies
- School-approved activities
- Court appearances

An excused absence shall be verified by the parent/legal guardian responsible for the student with a written note within two (2) school days of the absence.

After an excused absence, the student shall be permitted to make up all missed assignments outside of class. Missing work is generally due one (1) day after the student returns from an absence. In the case of consecutive absences, the number of days allowed to turn in missing work will equal the number of consecutive absences. This time frame may be extended by the teacher with approval from the principal. It is important for each student to understand that it is his/her responsibility to obtain all missed work from each teacher and turn it in within the time allotted.

Students may lose in-class participation points as a result of any absence, regardless of whether it is excused or unexcused. Participation in class discussion; listening to lectures, clarifications, and explanations; viewing or listening to audiovisual materials; and attending school programs are considered integral parts of the educational experience.

Unexcused Absences

A student whose absence is not excused shall receive no graded credit for any activity or assignment which occurs during the period of time when the student is absent without permission or excuse.

A student who is more than ten (10) minutes late to class, unless excused with a legitimate pass from a school staff member, will be given an unexcused absence.

An absence is considered unexcused under the following conditions:

- Leaving campus during the school day without signing out through the high school office.
- Being more than ten (10) minutes late to any class.
- Any absence that is not excused by a parent/legal guardian.

Tardies

A tardy student is defined as any student who is not inside the classroom when the tardy bell stops ringing.

An unexcused tardy is given to a student when he/she arrives late to class without a legitimate pass from a school staff member. Tardy students carrying a legitimate pass from a school staff member will be considered excused provided he/she has proceeded to class in a timely manner.

Multiple unexcused tardies for the same period in a given semester will result in the following consequences:

- 1st and 2nd tardies
 - Documented by classroom teacher

- 3rd, 4th & 5th tardies
 - Documented by classroom teacher
 - Student will serve time within 24 hours of each occurrence, as scheduled between the student and teacher.

- 6th tardy or more
 - Documented by classroom teacher
 - Student will serve time within 24 hours of each occurrence, as scheduled between the student and teacher.
 - Student will be penalized 1% of their final semester grade for each occurrence.

Students who arrive tardy for 1st or 5th period must report to the high school office before proceeding to class. Students who fail to do so will be immediately referred back to the office by the classroom teacher.

** The number of School days assigned to each student will progressively increase as the number of tardies increase.*

*** We have a close campus.*

Time Frame for Attendance Notification Letters

- Upon 3rd absence
- Upon 5th absence
- Upon 7th absence – student will be placed on an attendance contract
- Upon 8th absence – truancy tickets issued for students between the ages of six (6) and sixteen (16)
- Upon 10th absence – credit may be denied; Student Study Team review; an appeal process shall be available

SECTION E: STUDENT DRESS CODE

The school district has the responsibility to promote the basic rules of sanitation, safety, neatness, and modesty while on campus. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others. Students will not dress in a manner that disrupts the learning process. Each student must keep in mind that he/she is a representative of the Gila Bend Unified School District. The following summary of items that students may **NOT** wear will provide you with guidelines for what should otherwise be appropriate. Students may not wear the following;

- Clothing that disrupts the educational process.
- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff or when arms are raised becomes visible. These include but are not limited to:
 - Boxers
 - Sheer or Mesh tops
 - Overly large openings at the neck or arms
 - Off the shoulder tops
 - Spaghetti straps
 - Halter-tops
 - Tube tops
 - Clothing that exposes the midriff
- Clothing or accessories with offensive pictures, symbols or sayings. These include but are not limited to:
 - Demeaning statements
 - Violent statements
 - Sexual statements
 - Racial statements
 - Clothing that advertises or promotes tobacco, alcohol or other drugs.
 - Jewelry or accessories that could be used to cause harm or injury.
 - Any clothing with the intent to represent gang affiliation.
- Baggy or oversized clothing. Clothing may not be more than one size too large, to allow for one year's growth.

Additional dress regulation information:

- Belts must be worn at the waist.
- For safety reasons, all shoes must be securely fastened in the back. No flip-flops.
- Hats or hoods are not allowed inside the school building at any time.

Administrator Discretion:

The school administration reserves the final discretion in determining whether a garment is in compliance with our dress code policy. Some exceptions may be made but not limited to

special needs, picture days, and spirit weeks. Any deviation from standard school dress code will be announced to the students in advance using the school intercom.

SECTION F: STUDENT DISCIPLINE CODE

Student Conduct Rules

Rules for student conduct are established by law, by Governing Board Policies, and by the Student Discipline Code set forth on the following pages. At times, alternate forms of discipline may be developed if the proposed alternatives are deemed useful and appropriate by school administration.

Due Process Rights

Students referred for discipline are guaranteed the following due process rights: (1) the right to be informed of accusations against them, (2) the opportunity to admit or deny accusations, (3) the right to hear evidence on which accusations are based, (4) an opportunity to present an alternative factual position, and (5) the right to appeal a disciplinary decision in accordance with district policy.

Good Neighbor Policy

School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school and while off campus during the normal school day. This includes the responsibility to observe traffic and pedestrian laws and to act as a good neighbor, respecting the safety, welfare, and property of others during lunch hour and released periods. The sidewalks and lawns of our neighbors whose homes are near campus are off limits to students.

Drug, Alcohol & Tobacco Policy and Arizona's Drug Law

Drug, alcohol & tobacco violations on or within 300 feet of school property, at school events, or at any time the student is subject to the district's Good Neighbor Policy are strictly prohibited.

The following provisions of Arizona's Drug Law are offered as a warning. Arizona judges have no discretion to impose less than mandatory prison sentences and fines. If the policies are broken Long Term Suspension will be enacted towards the student. Any student found to be possessing, using, or selling illegal or prescription drugs on or within 300 feet of school property may be subject to the following:

- If 18 years of age or older, the student will be tried as an adult.
- If convicted as an adult, the crime will be classified as a felony, carrying a minimum mandatory prison sentence of 3 years and 9 months and a minimum fine of \$222.
- If convicted as a minor, the student's driving privileges will be suspended until the age of 18, and the student may be placed in the custody of the Department of Corrections until the age of 18.

USING DRUGS DURING EXTRACURRICULAR ACTIVITIES IS A VIOLATION OF A.R.S. 15-341

ARS 15-341, states that ‘Students participating in any extracurricular activity will be subject to random drug testing at the beginning and during the respective activity season. Before random drug testing begins, an orientation session will be held by appropriate school personnel to inform students of the testing procedures, privacy arrangements, and other pertinent information to assist students in understanding the process.’

Weapons Regulations

The Gila Bend Unified School District employs a zero tolerance policy against weapons or explosives of any kind on or near school property, or at school-sponsored activities. The possession, handling, transmission, or use of weapons by students is detrimental to the welfare of students, school personnel, and other citizens, and is, therefore, strictly prohibited.

District Weapons Policy and this Weapons Regulation shall apply:

- While a student is going to and from school, including at or near school bus stops, on the bus, or on any other district vehicle.
- While a student is in any school building or on school grounds.
- While a student is off campus during the normal school day, including release periods.
- At any school event, on or off campus.
- In any other context in which the district may lawfully assert jurisdiction to discipline a student.

Prohibited weapons include, but are not necessarily limited to:

- Any type of firearm, whether operable or inoperable.
- Sling shots, choke chains, bludgeons, brass knuckles, or artificial knuckles of any kind.
- Any type of knife or blade.
- Any type of explosive device.
- Any instrument or object that is used, attempted to be used, or threatened to be used in an intimidating or combative manner.

Arizona Revised Statutes further prohibit the concealment of weapons and possession or sale of explosive devices. In addition to school discipline, infractions in this area will result in the notification of parents and the Maricopa County Sheriff’s Office, and the possible filing of criminal charges.

Gang Association or Activity

For disciplinary purposes, a gang is defined as a group of three or more individuals who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and/or (5) exhibit anti-social behavior; often associated with crime or a threat to the community.

Gang behavior that initiates, advocates, or promotes activities which threaten the safety or wellbeing of persons or property on school grounds, or which disrupts the education environment, is strictly prohibited. A few examples of this behavior include, but are not limited to:

- Wearing, carrying, or displaying gang clothing, symbols, or paraphernalia
- Exhibiting behavior or gestures which symbolize gang membership
- Causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school

Fighting vs. Rough or Inappropriate Play

Fighting, defined as physical contact with another person intended to cause harm, is never appropriate on a school campus. This is distinguished from the type of play in which participants may exceed the bounds of good judgment without intending to injure one another. Response to inappropriate play must be measured by the age of the student and type of endangerment that results.

Abuse of Staff

In order to maintain a safe and orderly school environment, the authority of school staff members acting in their official capacity must be respected. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the administration. This action towards a teacher will not be tolerated.

Intimidation/Bullying/Harassment

A healthy school environment must be free from insults and intimidation of any kind. Behavior that intentionally intimidates or demeans another person or group on the basis of race, ethnic background, or gender has a uniquely destructive effect on school climate, often eroding an entire group's feelings of safety and wellbeing. Any and all forms of bullying and harassment will not be tolerated.

Sexual Harassment

All individuals associated with Gila Bend High School are expected to conduct themselves so as to provide an atmosphere free from sexual harassment. It is not acceptable for any individual or group to violate the personal rights of another through sexual harassment.

Threats

In order to maintain a safe and orderly learning environment, any behavior or actions that threaten or intimidate students or staff are unacceptable. This includes, but is not limited to, any verbal or written statements or gestures that may be construed as threatening to the safety of Gila Bend students/staff.

Student Pranks

Gila Bend High School does not tolerate student pranks. Any level of involvement in organizing, planning, or implementation of a prank is not allowed.

Offenses and Consequences

The offenses listed below are not meant to be all inclusive. Infractions that are not specifically mentioned will be reasonably categorized on a case by case basis at the discretion of the administration. Because some consequences apply to certain situations and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. The consequences for each offense will depend on the severity and frequency of the offense.

Level One Offenses:

- Minor classroom or other misbehavior problems
- Consuming food/drink/gum in unauthorized areas
- Public display of affection
- Dress code violation

Possible Consequences: To be determined by the classroom teacher, or other district employee present at the time of the infraction, or administration.

Level Two Offenses:

- Repeated offenses from the previous level
- Failure to comply with a reasonable request from a staff member
- Excessive rough play
- Forgery
- Plagiarism
- Cheating
- Littering
- Skipping class

Possible Consequences: Parent notification and/or conference, Loss of credit where applicable for assignments/tests, Detention, Suspension.

Level Three Offenses:

- Repeated offenses from previous levels
- Disruptive behavior on school grounds or during school-sponsored activities
- Possession of lewd material
- Hazing – defined as any act that degrades or disgraces a fellow student
- Incitement of a fight
- Truancy – defined as failure to attend, or skipping, any class
- Missing assigned detention

- Intimidation/Bullying/Harassment
- Gang association
- Profanity/Vulgarity
- Defiance/Insubordination
- Ditching

Possible Consequences: Parent notification and conference, Short-term suspension, Alternative placement

Level Four Offenses:

- Repeated offenses from previous levels
- Fighting
- Assault
- Verbal abuse of staff
- Pranks/vandalism, or the possession of any unapproved items that may be associated with pranks/vandalism
 - Examples include but are not limited to laser pens, water guns or balloons, air horns, shaving cream, spray paint, stink bombs, etc.
- Theft and/or possession of stolen property
- Sexual harassment
- Defamation (libel, slander, and/or invasion of privacy)
- Unauthorized entry
- **Possible Consequences:** Parent notification and conference, Short-term suspension, Alternative placement, Notification of law enforcement, and the possible filing of criminal charges.

Level Five Offenses:

- Repeated offenses from previous levels
- Extreme cases of aggressive behavior (fight, assault, battery, etc.)
- Violation of the district's Drug, Alcohol & Tobacco Policy
- Possession, use, and/or sale (or having any part in the transaction) of drugs, drug paraphernalia, and/or any other controlled substances/toxicants on school grounds or at school sponsored activities
- Threatening or disruption of an educational institution (A.R.S. 13-291)
- Criminal trespass, burglary and/or duplication of keys

- Physical abuse of staff and/or their property
- Incurrable behavior
- False reporting (bomb threats)
- False fire alarm
- Possession or use of weapons or explosives
- Arson
- Interference with disciplinary and/or administrative proceedings; tampering with a witness or physical evidence
- **Possible Consequences:** Parent notification and/or conference, Short-term suspension, Long-term suspension, Expulsion, Alternative placement, Notification of law enforcement, and the possible filing of criminal charges.
-

Glossary of Disciplinary Terms

Parent notification– A teacher and/or administrator will discuss the student behavior with the parent/legal guardian, seeking cooperation in creating a positive behavioral change.

Conference– A teacher and/or administrator will meet with the student and the parent/legal guardian to discuss student behavior and determine the best path forward for creating a positive behavioral change.

Detention– Mandatory time the student will spend in an assigned location, either studying or performing supervised work for the school. Rules for detention vary by assignment, and always require full cooperation with the supervisor. Detention may be assigned before school, during the lunch period, or after school. The student’s parent/legal guardian will be notified prior to the assignment.

Alternative placement– With notification to the student and parent/legal guardian, a school administrator may remove a student from all classes for a period of one (1) to ten (10) days. During this time, the student’s access to school services, facilities and personnel may be limited to the on-campus suspension area. The student may not be permitted to participate in or attend any school-sponsored activities during the period of suspension.

Short-term suspension– With notification to the student and parent/legal guardian, a school administrator may remove a student from school and bar the student from all school activities for a period of one (1) to ten (10) days.

Long-term suspension– Acting upon the recommendation of the administration, the school board may deny all school privileges to a student for a period of eleven (11) days to one (1) calendar year.

Expulsion– Acting upon the recommendation of the administration, the school board may permanently deny all school privileges to a student.

Alternative Forms of Discipline

The administration at Gila Bend High School believes that there are instances in which traditional forms of discipline may not be constructive or appropriate in relation to a student's misconduct. Therefore, the following alternative forms of discipline may be utilized in unique situations where the administration feels an unconventional approach would be most effective.

Restitution– When personal or school property has been damaged, stolen, lost, or destroyed, the student determined responsible may be required to replace or pay the cost of an item. Restitution may be required in addition to other disciplinary consequences.

Loss of Privileges– Any privilege which is abused may be revoked pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully, and may depend upon the development of a behavior contract. Loss of privileges may include the right to be enrolled in a class.

Behavior Contract– A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both the student and a school official are required. In some instances, it will also be necessary to obtain the signature of the student's parent/legal guardian, indicating their agreement to the terms of the contract.

School or Community Service– School or community service may be assigned when a school official determines that the most meaningful consequence of a student's misconduct would be a contribution to the school or community. With parental agreement, the assignment may be fulfilled off campus through a cooperating agency or individual.

SECTION G: TECHNOLOGY USE AGREEMENT

Students are expected to abide by the terms and conditions as outlined in Section G: Technology Use Agreement. Failure to do so will result in disciplinary action.

TERMS & CONDITIONS

Acceptable Use - Student

Each user must:

- Use the EIS (electronic information system) to support personal educational objectives consistent with the educational goals and objectives of the School District.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations.

- Not reveal home addresses, personal phone numbers, or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the network in any way that would disrupt the use of the network by others.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security.
- Understand that inappropriate use may result in cancellation of permission to use the educational information service (EIS) and appropriate disciplinary action up to and including expulsion for students.

Personal Responsibility - Student

- I will report any misuse of the EIS to the administration or system administrator as is appropriate.
- I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without District authorization.

Network Etiquette – Student

I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send abusive messages.
- Respect privacy. I will not reveal any home addresses or personal phone number or personally identifiable information.
- Avoid disruptions. I will not use the network in any way that would disrupt the use of the system by others.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Post only to known groups or persons.

Parent Agreement

As the parent or guardian, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for the materials acquired by use of the EIS (electronic information system). I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I fully accept responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services

SECTION H: SCHOOL/PARENT COMPACT

The Gila Bend Unified School District and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2014-2015

School Responsibilities

The Gila Bend Unified School District will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: *Teachers will use approved Curriculum Maps to create Standards Based Lesson Plans.*

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

October 18-19, 2017 and January 3-4, 2018

3. Provide parents with frequent reports on their children's progress.

Specifically, the school will provide reports as follows:

*Progress Reports will be sent home every four weeks and
Report Cards will be sent home at the end of each quarter.*

4. Provide parents reasonable access to staff.

Specifically, staff will be available for consultation with parents as follows:

*Elementary teachers are available daily, from 2:30 pm to 4:00 pm
6th-12th grade teachers are available daily, from 4:00 pm to 5:00 pm*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

*Complete the Volunteer Form sent home by your child's teacher or
Call the school office and let the office manager know your availability*

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Getting our child to school every day.
2. Making sure that homework is completed.
3. Monitoring amount of television our children watch.
4. Volunteering in my child's classroom.
5. Participating, as appropriate, in decisions relating to my children's education.
6. Promoting positive use of my child's extracurricular time.
7. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
8. Serving on the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students of the Gila Bend Unified School District, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

1. Come to school every day ready to learn
2. Follow the school and classroom rules
3. Do my homework every day and ask for help when I need to.
4. Read at least 20 minutes every day outside of school time.
5. Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

Additional Required School Responsibilities

Gila Bend Unified School District will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way through our PTO and Site Council.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

Student/Parent Handbook Acknowledgement Form

We have read the 2016-2017 Gila Bend High School Student/Parent Handbook. I understand that my student and I are expected abide by the student conduct and disciplinary rules, regulations, and

procedures contained in this book. By initialing each item below you acknowledge that you have read and understood the guidelines, rules, regulations, and procedures as outlined in the sections listed below:

	Parent/Guardian Initial	Student Initial
Section A: Academic Planning	_____	_____
Section B: Academic Information	_____	_____
Section C: Campus Procedures	_____	_____
Section D: Attendance Guidelines	_____	_____
Section E: Student Dress Code	_____	_____
Section F: Student Discipline Code	_____	_____
Section G: Technology Use Code	_____	_____
Section H: School/Parent Compact	_____	_____

By signing below, parents/guardians and student agree to abide by all guidelines, rules, regulations, and procedures as outlined in the 2015-2016 GBHS Student/Parent Handbook.

Signature of Parent/Guardian Date

Signature of Student Date