

**RIO RICO HIGH SCHOOL**  
**STUDENT HANDBOOK**  
**2025-2026**

590 Camino Lito Galindo  
Rio Rico, AZ 85648  
**Front Office: 520-375-8700**  
**Attendance: 520-375-8714**



**School Mascot: Red-Tailed Hawk**  
**School Colors: Red and Gold**

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**Rio Rico High School's Core Values:**

**R**elationships

**E**xcellence

**P**ride

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# Appendix A: SCHOOL DISTRICT CALENDAR

**SANTA CRUZ VALLEY**  
Unified School District No. 35  
Educate Everyone Every Day

## 2025-2026 SCHOOL DISTRICT CALENDAR

### JULY

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

### AUGUST

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    |    |    | 1  | 2       |
| 3  | 4  | 5  | PD | 7  | 8  | 9       |
| 10 | 11 | 12 | PD | 14 | 15 | 16      |
| 17 | 18 | 19 | PD | 21 | 22 | 23      |
| 24 | 25 | 26 | PD | 28 | 29 | 30      |
| 31 |    |    |    |    |    | 20 Days |

### SEPTEMBER

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    | 1  | 2  | PD | 4  | 5  | 6       |
| 7  | 8  | 9  | PD | 11 | 12 | 13      |
| 14 | 15 | 16 | PD | 18 | 19 | 20      |
| 21 | 22 | 23 | PD | 25 | 26 | 27      |
| 28 | 29 | 30 |    |    |    | 21 Days |

### JULY

- 4 Independence Day Holiday
- 25 All New Teachers Report
- 28 All Teachers Report

### AUGUST

- 4 First Day of School

### SEPTEMBER

- 1 Labor Day-No Classes

### OCTOBER

- 8-9 K-12 Family Conferences
- 13 Columbus Day Holiday
- 13-17 Fall Break

### NOVEMBER

- 11 Veterans Day Holiday
- 27-28 Thanksgiving Break

### DECEMBER

- 19 End of First Semester
- 22-31 Winter Break

### JANUARY

- 2 End of Winter Break
- 5 First Day Back for all staff
- 6 First Day Back for Students
- 16 100th School Day
- 19 MLK, Jr. Day Holiday

### OCTOBER

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    | PD | 2  | 3  | 4       |
| 5  | 6  | 7  | 8  | 9  | 10 | 11      |
| 12 | 13 | 14 | 15 | 16 | 17 | 18      |
| 19 | 20 | 21 | PD | 23 | 24 | 25      |
| 26 | 27 | 28 | PD | 30 | 31 | 18 Days |

### NOVEMBER

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    |    |    |    | 1       |
| 2  | 3  | 4  | PD | 6  | 7  | 8       |
| 9  | 10 | 11 | PD | 13 | 14 | 15      |
| 16 | 17 | 18 | PD | 20 | 21 | 22      |
| 23 | 24 | 25 | PD | 27 | 28 | 29      |
| 30 |    |    |    |    |    | 17 Days |

### DECEMBER

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    | 1  | 2  | PD | 4  | 5  | 6       |
| 7  | 8  | 9  | PD | 11 | 12 | 13      |
| 14 | 15 | 16 | PD | RR | 19 | 20      |
| 21 | 22 | 23 | 24 | 25 | 26 | 27      |
| 28 | 29 | 30 | 31 |    |    | 15 Days |

## 2026

### JANUARY

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    | 1  | 2  | 3  |         |
| 4  | 5  | 6  | PD | 8  | 9  | 10      |
| 11 | 12 | 13 | PD | 15 | 16 | 17      |
| 18 | 19 | 20 | PD | 22 | 23 | 24      |
| 25 | 26 | 27 | PD | 29 | 30 | 31      |
|    |    |    |    |    |    | 18 Days |

### FEBRUARY

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    |    |    |    |         |
| 1  | 2  | 3  | PD | 5  | 6  | 7       |
| 8  | 9  | 10 | 11 | 12 | 13 | 14      |
| 15 | 16 | 17 | PD | 19 | 20 | 21      |
| 22 | 23 | 24 | PD | 26 | 27 | 28      |
|    |    |    |    |    |    | 19 Days |

### MARCH

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    |    |    |    |         |
| 1  | 2  | 3  | PD | 5  | 6  | 7       |
| 8  | 9  | 10 | 11 | 12 | 13 | 14      |
| 15 | 16 | 17 | PD | 19 | 20 | 21      |
| 22 | 23 | 24 | PD | 26 | 27 | 28      |
| 29 | 30 | 31 |    |    |    | 17 Days |

### FEBRUARY

- 11-12 K-12 Conferences-ER
- 16 Presidents Day Holiday

### MARCH

- 09-13 Spring Break

### APRIL

- No Early Release Days due to testing
- 3&6 No Classes
- 29 Kinder Readiness

### APRIL

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    | 1  | 2  | 3  | 4       |
| 5  | 6  | 7  | 8  | 9  | 10 | 11      |
| 12 | 13 | 14 | 15 | 16 | 17 | 18      |
| 19 | 20 | 21 | 22 | 23 | 24 | 25      |
| 26 | 27 | 28 | PD | 30 |    |         |
|    |    |    |    |    |    | 20 Days |

### MAY

| S  | M  | T  | W  | T  | F  | S       |
|----|----|----|----|----|----|---------|
|    |    |    |    |    | 1  | 2       |
| 3  | 4  | 5  | PD | 7  | 8  | 9       |
| 10 | 11 | 12 | PD | 14 | 15 | 16      |
| 17 | RR | RR | PD | 21 | 22 | 23      |
| 24 | 25 | 26 | 27 | 28 | 29 | 30      |
| 31 |    |    |    |    |    | 15 Days |

### JUNE

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

### MAY

- 20 Middle School Transitions
- 21 RRHS Graduation
- 21 Last Day of School
- 22 Last Day for Teachers
- 25 Memorial Day Holiday

### STATE TESTING WINDOWS

#### Spring

ACT RRHS: March/April

#### Spring

AzSci (Gr. 5, 8, 11): March/April

#### Spring

AASA (Gr. 3-8): April

More Details on our District Website [scv35.org](http://scv35.org)

### TOTAL INSTRUCTIONAL DAYS:

180

Board Approved:

November 26, 2024

### KEY

○ First/Last Day of School-  
1st Day of 2nd Sem

□ K-12 Early Release

□ Professional Collaboration Day  
(No classes)

□ Vacation days

PD Professional Development

□ Semester Report Card

RR RRHS Only Early Release

✓ Learning Check

★ K-12 Family Conferences (Early Release)



## Rio Rico High School Bell Schedule 25-26

| 1st Lunch  |          |          |          |
|------------|----------|----------|----------|
| Period     | Start    | End      | Duration |
| 0          | 7:30 am  | 8:28 am  | 58 min.  |
| <b>ELO</b> | 8:05am   | 8:35 am  | 30 min.  |
| 1          | 8:40 am  | 9:38 am  | 58 min.  |
| 2          | 9:43 am  | 10:48am  | 65 min   |
| 3          | 10:53 am | 11:51 am | 58 min   |
| Lunch      | 11:51 am | 12:31 pm | 40 min   |
| 5          | 12:36 pm | 1:34 pm  | 58 min   |
| 6          | 1:39 pm  | 2:37 pm  | 58 min   |
| 7          | 2:42 pm  | 3:40 pm  | 58 min   |

| 2nd Lunch  |          |          |          |
|------------|----------|----------|----------|
| Period     | Start    | End      | Duration |
| 0          | 7:30 am  | 8:28 am  | 58 min.  |
| <b>ELO</b> | 8:05am   | 8:35 am  | 30 min.  |
| 1          | 8:40 am  | 9:38 am  | 58 min.  |
| 2          | 9:43 am  | 10:48am  | 65 min   |
| 3          | 10:53 am | 11:51 am | 58 min   |
| 4          | 11:56 am | 12:54 pm | 58 min   |
| Lunch      | 12:54 pm | 1:34 pm  | 40 min   |
| 6          | 1:39 pm  | 2:37 pm  | 58 min   |
| 7          | 2:42 pm  | 3:40 pm  | 58 min   |

**Extended Learning Opportunity (ELO):** ELO is offered by all teachers from 8:05 am to 8:35 am on Mondays, Tuesdays, Thursdays and Fridays. During ELO, teachers provide additional academic support and assignment make-up opportunities.

### Early Release Schedule

| 1st Lunch        |                        |          |
|------------------|------------------------|----------|
| Time             | Period                 | Duration |
| 7:47 – 8:25 am   | 0 period               | 38 min   |
| 8:40 – 9:18 am   | 1 <sup>st</sup> period | 38 min   |
| 9:23 – 10:08 am  | 2 <sup>nd</sup> period | 45 min   |
| 10:13 – 10:51 am | 3 <sup>rd</sup> period | 38 min   |
| 10:51 – 11:31 am | Lunch                  | 40 min   |
| 11:36 – 12:14pm  | 5 <sup>th</sup> period | 38 min   |
| 12:19 – 12:57 pm | 6 <sup>th</sup> period | 38 min   |
| 1:02 – 1:40 pm   | 7 <sup>th</sup> period | 38 min   |

| 2nd Lunch        |                        |          |
|------------------|------------------------|----------|
| Time             | Period                 | Duration |
| 7:47 – 8:25 am   | 0 period               | 38 min   |
| 8:40 – 9:18 am   | 1 <sup>st</sup> period | 38 min   |
| 9:23 – 10:08 am  | 2 <sup>nd</sup> period | 45 min   |
| 10:13 – 10:51 am | 3 <sup>rd</sup> period | 38 min   |
| 10:56 – 11:34 am | 4 <sup>th</sup> period | 38 min   |
| 11:34 – 12:14 pm | Lunch                  | 40 min   |
| 12:19 – 12:57 pm | 6 <sup>th</sup> period | 38 min   |
| 1:02 – 1:40 pm   | 7 <sup>th</sup> period | 38 min   |

| Assembly Schedule |             |          |
|-------------------|-------------|----------|
| Class Period      | Time        | Duration |
| 0                 | 7:40-8:25   | 45       |
| 1                 | 8:40-9:25   | 45       |
| 2                 | 9:30-10:20  | 50       |
| 3                 | 10:25-11:10 | 45       |
| Assembly          | 11:10-12:05 | 55       |
| Lunch             | 12:10-1:10  | 60       |
| 4 or 5            | 1:15-2:00   | 45       |
| 6                 | 2:05-2:50   | 45       |
| 7                 | 2:55-3:40   | 45       |

## Appendix C: RESPONSIBLE SOCIAL INVOLVEMENT

**Responsible Social Involvement Hours (RSI).** Students at Rio Rico High School have to meet our district's RSI hour graduation requirement. RRHS students have a requirement of 20 hours of **Responsible Social Involvement (RSI)** per year of attendance. RSI hours can be obtained through participation in the school community as well as the greater Santa Cruz Valley community. Students who do not complete the required hours on an annual basis will be expected to make up the hours prior to graduation.

All cohorts must complete the standard 80 RSI hours in order to meet graduation requirements.

### **RSI Pre-Approved List**

#### **At Rio Rico High School**

RRHS Club Involvement

District/school site assistance: game setup, clerical work, cleanup, school beautification projects etc.

RRHS Athletics (10 Hours Max per school year)

RRHS Hawk Tech/ELO

CTSO (CTE Organizations)

Teacher assistance for school related activities

Tutoring (with faculty supervision)

#### **Off campus**

Animal Control

Anza Trail

Border Patrol Explorers

Boys and Girls Club

Boys / Girls Scouts

Child and Family Agency

Church Activities (not attending services but rather those activities which demonstrate leadership and / or assistance with an individual service-type project

Crossroads Mission

Daycare (as provided at a function)

- example: during Parent/Teacher conferences, church function, etc.)

Explorers (all groups)

Fire Department (Tubac, Rio Rico)

Food Bank (McDaniel's Borderland Food Distribution)

Holy Cross Hospital

Humane Society

Local athletic leagues. Students must participate in the organization or production, but not as a player.

Mariposa Clinic

Nogales Parks and Recreation

Non-paid office work

Pimeria Alta Historical Society

OS3 Movement

River Cleanup

Rotary-related activities

Santa Cruz County Board of Realtors

Santa Cruz County Exchange Club

Senior Citizen Homes

Sheriff's Department

Tubac Festival of the Arts

Tumacacori Mission

United Way

Women's Club

Work at Charitable/Nonprofit Agencies or Organizations

Young Audiences

**\*Students are encouraged to ask in advance for approval of activities not on the Pre-Approved list above.**



**Schedule Fees 2025-2026**  
(Governing Board Approved 6/10/2025)

## Rio Rico High School

### Athletic Fees

|                                            |                  |
|--------------------------------------------|------------------|
| Uniform replacement fee if lost or damaged | Replacement Cost |
|--------------------------------------------|------------------|

### Class Fees

|             |         |
|-------------|---------|
| Color Guard | \$25.00 |
| Dance       | \$30.00 |

### Bookstore Fees

|                            |                      |
|----------------------------|----------------------|
| Parking Permit             | \$10.00              |
| Boot Removal               | \$25.00              |
| Diploma Replacement Fee    | \$25.00              |
| Handbook – Replacement     | \$5.00               |
| ID Card - Replacement      | \$5.00               |
| Library Book Late Fee      | \$.05/day            |
| Lost or Damaged Textbook   | Replacement Cost     |
| Parking Permit Replacement | \$10.00              |
| PE Lock Replacement        | \$10.00              |
| Summer School              | \$75.00 per ½ credit |
| Yearbook                   | \$60.00 - \$80.00    |

### Admission Fees

|                                     |         |
|-------------------------------------|---------|
| Stagecraft General Admission Ticket | \$8.00  |
| Stagecraft Student and Staff Ticket | \$5.00  |
| Athletics Annual Pass               | \$75.00 |
| Athletics Student Dirty Bird Pass   | \$20.00 |
| Athletics General Admission Ticket  | \$8.00  |
| Athletics Student and Staff Ticket  | \$5.00  |

## Middle School Fees

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| Athletic Uniform Replacement Fee if lost or damaged | Replacement Cost  |
| ID Card - Replacement                               | \$5.00            |
| Lanyard – Replacement                               | \$2.00            |
| Library Book Late Fee                               | \$0.05/day        |
| Lost or Damaged Textbook                            | Replacement Cost  |
| Yearbook                                            | \$35.00 - \$45.00 |

## Elementary Fees

|                          |                   |
|--------------------------|-------------------|
| ID Card - Replacement    | \$5.00            |
| Lanyard – Replacement    | \$2.00            |
| Library Book Late Fee    | \$0.05/day        |
| Lost or Damaged Textbook | Replacement Cost  |
| Yearbook                 | \$20.00 - \$30.00 |





## District Wide Student Technology Fees

Pricing is based on current replacement cost and is subject to change based on retailer's availability and cost.

|                                              |                                |
|----------------------------------------------|--------------------------------|
| Chromebook Replacement                       | \$300.00                       |
| Chromebook Case Replacement                  | \$60.00                        |
| Chromebook Charger Replacement               | \$25.00                        |
| Chromebook Keyboard Replacement              | \$50.00                        |
| Chromebook Mouse/Trackpad Replacement        | \$50.00                        |
| Chromebook Screen Replacement                | \$50.00                        |
| Chromebook Touchscreen Replacement           | \$125.00                       |
| Hotspot Replacement                          | \$60.00                        |
| Chromebook Case Lid Replacement              | 35.00                          |
| Chromebook Front Trim Piece                  | 10.00                          |
| Chromebook Power Port Replacement            | 25.00                          |
| Full Coverage Insurance Plan for Chromebooks | \$29.00 per device per student |
| Camera Replacement                           | \$800.00                       |
| Camera Lens Replacement                      | \$300.00                       |

## Welcome Center Fees

|                                         |         |
|-----------------------------------------|---------|
| Transcripts                             | \$2.00  |
| Early Kindergarten Admission Assessment | \$30.00 |

## District Fees

|                                            |                                  |
|--------------------------------------------|----------------------------------|
| Staff and/or Volunteer ID Replacement      | \$5.00                           |
| Credit Card Transaction Fee                | \$0.75 per transaction           |
| Returned Check                             | \$30.00                          |
| Staff Key Replacement & Locksmith Services | \$50.00-\$500.00                 |
| Newsletter Advertising Rates               | \$40.00 one ad                   |
| Newsletter Advertising Rates Bundle        | \$100.00 three ad bundle         |
| Newsletter Advertising Rates Bundle        | \$ 300.00 all editions ad bundle |

## Aquatic Center

|                                     |                   |
|-------------------------------------|-------------------|
| Annual Fee                          | \$300.00          |
| School Year 25-26 Daily Drop-In Fee | \$5.00            |
| School Year 25-26 Monthly Fee       | \$35.00           |
| Summer 2026 Daily Drop-In Fee       | \$5.00            |
| Summer 2026 Fee                     | \$50.00           |
| Summer Swim Lessons                 | \$40.00 per class |
| Pool Pass Card ID                   | \$6.00            |
| Pool Pass E-Card                    | \$5.00            |
| Field Trips / Private Events        | \$150.00 per hour |

## SECTION II: School Procedures

### ACTIVITIES

All policies and procedures are in effect while students attend school-sponsored activities, whether on campus or at any other location. This policy includes students who are participants, spectators and others.

### ASSEMBLIES

Assemblies and awards presentations will be held at various times throughout the year. Students may lose eligibility to attend assemblies if they have significant disciplinary infractions.

### ATTENDANCE (Report all absences by calling the attendance office at 520-375-8714)

Regular attendance at school has been directly linked to academic success and creates positive attitudes toward responsibility that carry over into adult life. [Policy © 5-103 Compulsory Attendance and Excuse from Student Attendance](#) A child between the ages of six (6) and sixteen (16) is required to attend school during the school's hours. The student's parent/legal guardian is required to notify the school regarding the student's absence.

In the event of a necessary absence, parents are expected to inform the school by telephone on or before the day of the absence. *Any absence not verified by parental or administrative authorization will be classified as unexcused.* Parents must notify the school for each day of an absence. When arriving at school while classes are underway, students **MUST** report to the Attendance Clerk in the administration building to obtain an admit slip. Students are not allowed on campus after school when they are absent from school for more than half of the day; this includes all student extracurricular activities (field trips, sports, clubs, etc.) Absences will be classified according to the following guidelines:

- **EXCUSED ABSENCES:** An absence due to illness, medical or dental appointments, bereavement, family emergencies (with written administrative approval), observance of major religious holidays of the family's faith, and family trips **ONLY WITH PRIOR WRITTEN PERMISSION FROM ADMINISTRATION.** When an excused absence is in question, parents and students may be required to provide additional proof (i.e. a doctor's note).
- **UNEXCUSED ABSENCES:** An absence for a reason other than those defined as excused absences. A student will have five days to verify an absence. After that time, it will be recorded as unexcused.
- **TRUANT ABSENCES:** Any absence without prior permission of the parents, including an absence without explanation by the parents, coming to school but not attending all scheduled classes, and leaving school during school hours without properly signing out in the office. Disciplinary consequences for truancy will be handled following our district's discipline matrix.

### ATTENDANCE LETTERS:

Attendance letters will be mailed home for four (4) unexcused absences, seven (7) unexcused absences, and ten (10) unexcused absences.

### MAKE-UP WORK:

Students are expected to complete all work missed. Students will be given the number of school days equal to the number of days absent to make up work, not to exceed a total of five school days. For example, a student who is absent two days will have until the beginning of the class period on the third school day after returning to have all make-up work completed and turned in to the teacher. Any work not turned in at that time will receive a grade of zero. Any tests that were announced prior to the absence will be taken on the day the student returns to school. Unannounced or unscheduled tests or quizzes will be made up following the same procedure as for other make-up work. Students absent for



an extended period of time (ex: hospitalization) will have makeup work assigned on a case-by-case basis.

### **TARDY POLICY:**

Students will be considered tardy to class if they arrive in their scheduled classroom after the tardy bell sounds. Students who are repeatedly tardy will receive disciplinary consequences. Consequences will be progressive. There will also be random tardy sweeps during the school day.

### **ATHLETIC ELIGIBILITY**

Rio Rico High School implements the following eligibility process for all students competing under the Arizona Interscholastic Association (AIA).

- The RRHS athletic department will run eligibility on the Monday following learning check dates. Due to grades starting over at the start of each semester, no eligibility will be checked at the end of each semester.  
Aligning eligibility checks with learning check dates provides more clarity for both students and teachers.
  - o Teachers have ample time to provide feedback and input grades.
  - o Students gain the responsibility to work with coaches and teachers to schedule time for appropriate and authentic intervention to take place.

#### **Learning Check Date**

September 5

October 3

November 14

February 6

March 6

April 17

#### **Eligibility Check Date**

September 8

October 6

November 17

February 9

March 16

April 20

- All students who are eligible on eligibility check dates will not be checked again until the next official eligibility check date.
- On eligibility check dates, any student failing 1+ classes is at that point ineligible and can no longer compete in any AIA competition.
  - o Ineligible students may continue to practice while holding the responsibility to seek necessary intervention from teachers to master the proficiency of the standards.
  - o It is the responsibility of the coaching staff to ensure appropriate check-ins, attention, and priority to academic needs is given to all athletes regardless of eligibility status.
  - o Once documentation stating that a student is no longer failing is provided by the teacher and received by the athletic director, the student is immediately eligible to compete in AIA competition. Clearance is to be provided via email from teachers.
- A student-athlete may appeal ineligibility by submitting an appeal form to the athletic director.
- The athletic director holds the right to investigate ineligibility on a case-by-case basis using the appeal form to ensure there is equity in grading practices and all students are provided appropriate accommodations to master proficiency of standards.

### **AFTER-SCHOOL ACTIVITIES/EVENTS**

Our students and families are encouraged to remain engaged with our school through their active participation and attendance at school activities and events after the conclusion of classes. However, all attendees are expected to follow all the regulations and expectations when attending these activities/events. The school administration may ask people in attendance (students, families or community members) to leave or remove the opportunity to attend due to inappropriate/illegal behavior or acts at any school-sponsored event.

Students on campus after school must be in tutoring classrooms or at the event venue. They should not loiter on school grounds after school hours. Students will be asked to leave and arrange for transportation

home. Any students with persistent loitering may be subjected to disciplinary action as per the school policies.

## **BOARD MEETINGS**

The Governing Board of Santa Cruz Valley Unified School District #35 meets on the second and fourth Tuesday of each month at 5:00 PM in the district office.

## **BOOKSTORE**

The bookstore sells school spirit items and checks out textbooks and Chromebooks to students. Students **must** present their current school identification card and have a completed Technology Agreement/Good Faith Agreement on file in order to check out materials. Students are responsible for returning all items on time and in good condition. Failure to return materials will result in students and their families being financially responsible for lost, stolen, or damaged textbooks/chromebooks.

## **BUS TRANSPORTATION**

Bus transportation is provided by the district as a convenience and privilege to students. Bus schedules are available in the office. **Students cannot change bus routes without prior approval from the District Transportation.** All regulations of the school apply while students are being transported in school vehicles per Board Policy © 3-302 Transportation. In addition, passengers must remain seated at all times while the bus is in motion. The bus driver has the authority to take whatever steps are necessary to ensure the safety and well-being of all passengers. The consequences for poor bus behavior listed below **may** be applied in addition to school consequences.

- **1st Offense** - The driver will document a conference with the student to attempt to correct the behavior. The transportation department will provide an update to the Assistant Principal Secretary for their reference.
- **2nd Offense** – An RRHS Assistant Principal will document a conference explaining to the student and parent that the subsequent offense will result in a bus suspension.
- **3rd Offense** -Written notice will be sent to the parents indicating that the student will be suspended from riding the bus for a specific amount of time, up to the remainder of the semester, depending upon the infraction.

The Transportation Director may be reached at 520-375-8888 to answer any questions that may arise. [Click here to access the SCV35 transportation website.](#) All bus routes are posted, and updated, prior to the start of each school year.

## **CHILD CUSTODY**

The natural parent(s) of the student is considered the legal guardian (s) under the Family Educational Rights and Privacy Act (FERPA). In the event of a divorce, the parent who has obtained custody is responsible for providing the district with evidence of the court injunction, in writing, to show legal guardianship. Students and/or school records will not be released to any other person unless an officer of the law or a representative from Child Protective Services has provided the school with a signed form according to Board Policy © 5-402 Department of Child Safety Interview and Custody.

## **CLOSED CAMPUS**

RRHS has a closed campus. Students may not leave campus until their last class has ended. For more information, see “Leaving Campus.”

## **COLLEGE CLASSES**

Graduation requirements established by the Governing Board may be met by a student who passes coursework in the required or elective subjects at a community college or university. Courses at the 100 level or higher may be accepted for corresponding credit at Rio Rico High School after a thorough review of transcripts by the counselors and administrators. Students who wish to take a college course for Rio Rico High School credit must meet with their counselor before registering for the class.

## **COUNSELING SERVICE**

Counseling is available as a resource to assist students in a variety of ways. This includes standardized testing, career counseling, exploration of post-secondary educational opportunities, financial assistance to college-bound students, substance abuse intervention, and counseling on personal matters affecting school performance. Students and parents are encouraged to utilize these services to maximize their personal, academic, and career decisions.

## **CREDITS TRANSFERRED FROM OTHER SCHOOLS**

Students who transfer to Rio Rico High School will transfer credits earned from any accredited High School. Students who transfer from an out-of-country school will need to provide official transcripts, which will be assessed by counselors and administration for credit transfer eligibility. Students who come to our school from an out-of-country school may experience a delay in their start of classes to ensure that all completed coursework is reviewed and placement is accurate.

## **DANCES/EVENTS**

The school will sponsor various dances/parties throughout the school year. These activities will be scheduled only through the authorization of the principal. The following guidelines shall apply:

1. All events must be sponsored by at least one certified staff member.
2. Events will start and end at a predetermined time, but in no case end later than 11:00 pm. No dances/events will be scheduled on the evening preceding a school day.
3. All regulations of the school apply to these events.
4. Students will be allowed to enter the event up to one hour after the start of the event.
5. Once a student enters the event, he/she may not leave and reenter.
6. Each student may bring one guest to the event. Students bringing a guest must have the proper paperwork on file with the administration prior to the event. See Karla Sosa for the Guest Event Permission Slip.
7. An identification card and guest paperwork must be submitted to the office for approval.
8. NO GUESTS OVER THE AGE OF 21 YEARS ARE PERMITTED.

## **DISTANCE LEARNING**

Rio Rico High School is committed to supporting all of our students' needs. If a student and their family would like to request a change of in-person schedule to Distance Learning, the request must be made to the student's assigned counselor. At this point, the counselor will set up a meeting with the student, their family, and the assigned Assistant Principal and counselor. In this meeting, the determination will be made about enrollment in the Distance Learning program.

## **EMERGENCY SCHOOL ANNOUNCEMENTS**

In the event that it becomes necessary to reach students or parents for emergency information, the following communication platforms will be used: Social Media outlets: Facebook and Instagram. We will also utilize our means of mass communication resources like Email notifications, Robocalls and Text Messages. It is crucial that our Parent/Guardian information is up to date in ParentVue in order for our communications to reach our families in a timely manner.

## **EMERGENCY DRILLS**

To ensure the safety of students and staff, emergency drills will be conducted on a regular basis. Students must respond quickly and quietly and remain with their teacher until given further instructions as to how to proceed. Emergency evacuation plans may be found in each room on campus. If necessary, parents will be notified as to when and where their child can be picked up. Additionally, specific training will be provided by the Principal to all staff and students on Lockdown procedures. All Lockdowns are to be taken seriously, and students who do not comply with reasonable directions from any staff member will face disciplinary actions. The school will hold a family information night to share with all families our emergency procedures, expectations, and plans. Families are highly encouraged to attend. This informational event will take place in the last week of August.

**FEES:** See appendices D & E

### **FIELD TRIPS**

Field trips will be scheduled by the school staff at various times during the school year. In order to attend, students must be in good academic standing, obtain written permission from parents/guardians, and have a medical treatment authorization waiver from parents/guardians on file. All school rules are in effect during the entire duration of the trip, including transportation, and while off campus. In addition, students attending a school-sponsored field trip are responsible for making PRIOR arrangements with each of their individual teachers to turn in assignments on time. All assignments are due on the original day unless an extension has been granted at the teacher's discretion. Failure to make PRIOR arrangements for an extension could result in a loss of credit for the assignment. All non-athletic field trips will require pre-approval from a school administrator.

### **FOOD DELIVERY SERVICES**

RRHS will not accept food delivered by any food delivery services, including but not limited to DoorDash, Grubhub, and Uber Eats.

### **FOOD AND DRINK**

All food and drinks must remain in the cafeteria and courtyard areas. No food or drinks except for water are permitted in the buildings or classrooms unless authorized by the administration and/or classroom teacher.

### **FOOD SERVICE**

Students will have time each day to eat breakfast and lunch. Students may NOT leave campus for lunch. Breakfasts and lunches are prepared by [SFE- Southwest Food Service Excellence](#).

### **FUNDRAISING**

Fundraising activities on campus may only be conducted by students with the prior authorization of the Administration/Student Council. Community-wide or off-campus fundraising activities require the authorization of the Governing Board.

### **GRADING FOR STANDARDS-BASED COURSES**

***Standard Proficiency Levels:*** SCV35 reports proficiency levels for each academic standard taught and assessed during a marking period. Standard proficiency levels have replaced the 0-100% grading system in most courses. The only exceptions are *Edgenuity courses and high school Dual Enrollment* courses. Standard proficiency levels directly correlate with the proficiency levels on the district proficiency scale, which are levels 1-3 for Kindergarten through second grade and levels 1-4 scale for third through twelfth grade. An indication of "No Evidence" (NE) communicates that there is insufficient evidence of learning for a standard or assignment.

#### ***Standard Proficiency Levels***

- Emerging - Level 1
- Developing - Level 2
- Proficient - Level 3
- Extending - Level 4 (Grades 3-12 only)

#### **Course Proficiency Levels**

For grades 6-12, course proficiency levels are reported in order to communicate an overall summary of learning in a course. The **course proficiency level** is calculated by averaging the student's standard proficiency levels in the grade book. Course proficiency levels are reported in the range of 0-4, with 3 or higher as the goal.

### Course Letter Grades

For grades 9-12, course proficiency levels correspond with a course letter grade (A-F) in order to produce a grade point average (GPA). The course proficiency level does not directly correlate to the GPA. Please refer to the GPA section below to understand how the letter grades correlate to the grade point average.

| Course Proficiency Level<br>(Average of Standard Proficiency Levels) | Course Grade |
|----------------------------------------------------------------------|--------------|
| 3.5-4.0                                                              | A            |
| 3.0-3.4                                                              | B            |
| 2.5-2.9                                                              | C            |
| 2.0-2.4                                                              | D            |
| 0-1.9                                                                | F            |

### GRADING FOR NON-STANDARDS-BASED COURSES (Edgenuity & Dual Enrollment Courses)

Courses hosted on Edgenuity use a 0-100% scale. All student assignments and assessments are individually graded based on points or 0-100%. The overall course grade is based on how many points the student earned out of the total. That percentage is reported as a letter grade. See the scale below. Dual enrollment courses will follow the college's grading scale.

| Course Percentage | Course Grade |
|-------------------|--------------|
| 90-100%           | A            |
| 80-89%            | B            |
| 70-79%            | C            |
| 60-69%            | D            |
| 0-59%             | F            |

An overall grade of “***Incomplete***” will be issued to students who have not completed all required work by the end of the grading period due to excused absences. Students will have ten school days after the end of the grading period to complete all required work and turn it in to the teacher. After the tenth school day, the teacher will assign a grade of zero for all work not turned in and will average those grades with the other grades in that class for the grading period to calculate the final grade. Students who receive unexcused or truant absences will not be allowed to turn in missed assignments for credit.

### GRADE POINT AVERAGE (GPA)

For the purpose of determining the grade point average of students attending Rio Rico High School, the following scale will be issued: A=4, B=3, C=2, D=1, and F=0. Rio Rico High School recognizes that some courses are designed to be more challenging. As a result, some courses may receive weighted grades. The weighted grade scale is: A=5, B=4, C=3, D=2, and F=0. Courses that are weighted are Honors and Advanced Placement (AP) courses.

## GRADUATION REQUIREMENTS [Policy © 5-217 Graduation](#)

To be eligible to walk in graduation ceremonies, a student must:

- Be enrolled at RRHS for his/her entire last semester of school.
- Complete 80 “Responsible Social Involvement” hours or complete 20 hours per year of attendance at RRHS,
- Pass their Civics test,
- Obtain CPR certification, which should be valid at the time of graduation, and
- Must have completed the following academic credit requirements:

| <b>Subject Area</b>            | <b>RRHS Academic Credit Requirements</b> | <b>Minimum Admission Requirements Universities in Arizona</b> |
|--------------------------------|------------------------------------------|---------------------------------------------------------------|
| English/Language Arts          | 4 credits                                | 4 credits                                                     |
| Mathematics                    | 4 credits                                | 4 credits                                                     |
| Science                        | 3 credits                                | 3 credits                                                     |
| Social Studies                 | 3 credits                                | 2 credits                                                     |
| Physical Education             | 1 credit                                 | No requirement                                                |
| Career and Technical Education | 1 credit                                 | 1 credit CTE or Fine Arts                                     |
| Fine Arts                      | No Requirement                           | 1 credit CTE or Fine Arts                                     |
| Foreign Language               | 1 credit                                 | 2 credits*                                                    |
| Electives                      | 5 credits                                | No requirement                                                |
| <b>Totals</b>                  | <b>22 credits</b>                        | <b>16 core credits</b>                                        |

\*Most universities require two years of the same foreign language.

\*Agriscience is not considered a lab science for university requirements.

### PARENT CONCERNS

Students and parents are encouraged to follow the steps below to resolve concerns that arise:

1. Contact the student's teacher to discuss the concern.
2. If the conference with the teacher does not resolve the concern, contact the site administration.
3. If the concern cannot be resolved at the building level, contact the superintendent.
4. If the concern is still not resolved, the parent may request permission through the superintendent to address the Governing Board at its next regularly scheduled meeting.

### HEALTH SERVICES

The school provides basic health care needs for its students through our nurse's office located in the school's administration building. Students should contact the nurse's office as needed and are expected to follow district policies regarding medications and treatment for illness. Students are not allowed to carry medications on campus except for EpiPens and/or inhalers with parent permission on file in the health office. If a student requires prescription or non-prescription medication during school hours, the health office will administer the necessary medication with parent and physician signature and the appropriate paperwork completed per board policy © [5-404 Administration of Medication](#), [ARS 15-341](#) and [ARS 15-344.01](#) (see the health office or district website for the permission form). Students with, or recovering from, a communicable disease (including lice) will not be allowed in school until the period of contagion is



passed or until a physician recommends a return ([Policy © 5-403 Immunization and Communicable Diseases](#)). *If a staff member suspects a student to be under the influence of drugs and/or alcohol, they will refer the student immediately to the nurse for assessment.* Please call the health office at 520-375-8708 with questions and/or concerns.

## **HONORS / ADVANCED PLACEMENT PROGRAM / DUAL ENROLLMENT**

The philosophy of the Honors/ Advanced Placement Program at Rio Rico High School is to provide students with academic opportunities that stimulate learning and challenge them to expand their skill development and knowledge to the greatest extent possible, preparing students for college and beyond. Honors classes present a more rigorous curriculum and require more independent work than a regular class.

- The AP program allows students to receive simultaneous credit in both high school and college. In April or May, the College Board conducts comprehensive tests in each advanced placement subject through which students may earn college credit if they score well. RRHS seeks to pay the test fee(s) for any student enrolled in an advanced placement subject. Upon achieving an AP exam score of 3, 4, or 5, a student may be awarded credit by the college or university where they enroll. Each college or university determines the type and amount of credit earned based on various scores. **AP course students must also take the corresponding AP Exam for the course or courses in which they are enrolled. If a student does not take the AP test for any AP class they are enrolled in, the school will charge the student's account the fee that the school paid for the test. Students enrolling in these classes will sign a contract committing to the class for the entire year. Students may not drop the class unless the Principal approves an extenuating circumstance.**
- Dual enrollment courses are offered in partnership with Pima Community College in English, Math & some CTE courses; students should enroll in these courses if they wish to earn both high school and college credits. One-half credit will be awarded for every three (four for lab courses) semester hours of credit granted by the community college or university. All costs associated with college classes shall be the responsibility of the student.

### **Entrance Standards (includes re-enrollment):**

Entry into the AP/Pre-AP/Honors/Dual Enrollment program may be determined by the prerequisites listed in the Course Description Catalog. Those may include:

- EdReady (Administered by Pima Community College) qualifying score.
- Placement test scores
- Teacher recommendation
- Success in previous courses

### **Continuing Eligibility Standards:**

- Recommendation from the most recent teacher in the subject area
- Extenuating circumstances will be dealt with on an individual basis. Teachers have the right to grant exceptions.

## **HONOR ROLL**

At the end of each semester, the principal will announce the names of those students who have excelled academically. Three honor rolls will be announced according to the following guidelines:

- GOLD HONOR ROLL- Students who earn semester grades that are all 4's.
- RED HONOR ROLL- Students who earn semester grades that are all 3's and 4's.

## **HYBRID COURSES**

Students enrolled in hybrid courses are required to be present on campus during their scheduled hybrid class periods. These courses blend online/virtual and in-person learning. However attendance and accountability remain essential. Students are not permitted to leave campus during hybrid course time, and doing so will be considered a violation of school policy.

## IDENTIFICATION CARDS

Students will be issued ID cards at the beginning of the school year and must carry them at all times on campus. **An ID card is required for lunch, buses, and for admission to all school activities, including athletic events, dances, and other school-sponsored events.** There is a \$5.00 charge to purchase or replace the ID card. Students must show their school ID upon request from a school official during school hours, while students are on campus before or after school and for all school and district events.

## IMMUNIZATION POLICY

State law requires that all students have the required immunizations. A.R.S. 15-803 states that any student who has not provided an immunization history or has not received the necessary immunizations shall not be allowed to attend school. SCVUSD #35 policy does not allow students to attend classes until proof of immunization is provided. For students with religious, personal, or medication exemptions to immunization, forms located in the health office and on the district website must be completed by the parent before the student may be on campus (ARS 15-871-874).

## INSURANCE

The district does not provide insurance for students. Injuries and illnesses that occur while the student is at school will be the responsibility of the parent(s) or legal guardian(s). For students who wish to participate in athletics or other extracurricular activities, insurance is available. Applications may be obtained at the bookstore or the athletics department.

## LEARNING CHECKS

Learning Checks are designed to provide feedback to students and families about a student's progress towards learning specific grade-level standards and overall course progress. Learning checks may also be issued at other times during the school year should the teacher deem it necessary. Questions regarding the learning checks should be directed to the teacher issuing the grade via email or phone. Parents should feel free to call the school at any time to schedule an appointment with a teacher(s) regarding the academic progress of their student. Grades and learning checks are available via ParentVUE and StudentVUE.

## LEAVING CAMPUS

Students are to remain on campus until their last class. If students have an early release schedule, they must leave campus after their last scheduled class has ended. If it becomes necessary to leave during the day, students must be **signed out at the attendance office by a parent or legal guardian**. Students 18 years or older will only be allowed to leave campus if they have evidence of an excused absence (see "Attendance") AND the permission of a school administrator. **All students, regardless of age, must have written consent from parents/legal guardians to sign out of school.** Any student found to be leaving campus without following the procedure will be subject to disciplinary consequences (refer to Section II of this handbook: Truancy). We kindly ask parents to only pick up students during the last thirty (30) minutes in the case of a family emergency ONLY.

No student will be removed from school grounds or from any school function during school hours, except by a person authorized to do so by the student's parent or by a person who has legal custody of the student. Before releasing a student during the school day, the building administration shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student. If any police or court official requests the release of a student during school hours, parents will be notified as soon as possible ([Procedure © 5-401.](#))

If a student is **NOT** involved in an after-school activity, they must leave campus within a half-hour of the conclusion of their last class unless they have permission to be on campus from school administration. This includes the parking lots and all exterior premises of the school.

## LIBRARY/MEDIA CENTER

As the learning focal point of the school, the media center is open Monday-Friday from 8:00 am until 4:00 pm. The media center provides resources for students and staff to create successful learning experiences. With a current school ID, students may check out two books. Students are responsible for returning all

items on time and in good condition. The media center imposes a late fee of 5 cents per day for overdue materials (\$5 maximum). Unpaid fines for damaged or lost books may result in the following consequences: loss of extracurricular privileges, withholding of yearbooks, withholding of grades and transcripts, and/or inability to participate in graduation ceremonies.

**Media Center Rules:**

1. Students must have a pass to visit the media center during school hours.
2. No food or drinks are permitted in the media center.
3. Student conduct should be quiet and appropriate.

**LOST AND FOUND**

Items that are found on campus will be kept in the office. Students may check with office personnel for lost items. Any items not claimed by the end of the school year will be donated to charitable organizations. The cost for any lost or stolen articles will be the responsibility of the student. Students are encouraged to leave valuables at home and to use a high-quality lock in the locker rooms to limit theft.

**MAKE-UP WORK**

See “Attendance” Section

**MEDIA RELEASE/PUBLICATIONS**

Media coverage includes but is not limited to social media, district newsletters, videos, local and state newspapers, school and community publications, school/district websites, radio, and television. If you do NOT wish to be involved in any or all of the above-mentioned media coverage, please contact the front office and complete an Opt-Out form.

**NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The society’s goals of scholarship, leadership, service, and character are the basis for selection. No student is inducted because of a high academic average alone. The National Honor Society strives to recognize the total student. Students who are eligible scholastically (a GPA of 3.0 or better) will be notified in the fall. For further consideration, a student must submit an information sheet that lists the details of their community service, character, and leadership skills. Character is determined by submitting two letters of reference: one from a teacher and one from a community member. Community service hours and leadership roles need to be documented.

**PARENT INVOLVEMENT**

Parents are encouraged to become involved in all aspects of the school, including, but not limited to signing a parent contract; cooperating in homework, attendance, dress code policies, cell phone policies, discipline issues (board policy KB); and participating in parent groups such as Site Council, and booster clubs.

**PARENT PORTAL**

The Parent VUE portal is a website that the district has set up to allow parents to view their children's school information. The student VUE portal is available for students. While the website is accessible over the Internet, access is secured via a login and password. The information is accessed directly from the student records system, Synergy, so the records are always up-to-date. You may contact our school’s parent liaison to set up your account.

**PASSES**

Students are expected to remain in their classrooms during class time. If it becomes necessary to leave a classroom during class time, students must have with them a pass signed by a staff member. Failure to comply with this regulation is considered truancy and may result in further disciplinary action. Students must go to the designated location.

**15 minute rule:** Students may not leave their classroom in the first and last fifteen minutes of class, as well as during direct instruction, EXCEPT IN CASES OF EMERGENCY. Teachers will not write passes for students to go anywhere on campus during these times except in emergency situations.

## **PHYSICAL EDUCATION**

Physical education classes are planned to teach students about physical fitness, healthy lifestyles, and athletic activities. For an exemption from taking PE, a doctor's medical prescription must be on file. **STUDENTS MUST DRESS OUT IN APPROPRIATE PHYSICAL EDUCATION ATTIRE FOR PE CLASSES.** Appropriate attire includes athletic shoes, athletic shorts or sweatpants, and t-shirts and sweatshirts, as well as any other athletic clothing permitted by the PE teacher.

## **REPORT CARDS**

Report cards will be issued following the end of each semester. Students will receive a grade for each class in which they are enrolled.

## **SCHEDULE CHANGES**

Rio Rico High School **does not** make schedule changes for the following reasons:

1. The student would prefer a different teacher
2. The student would prefer a class with a friend
3. The student would prefer classes in a different order

Legitimate reasons for schedule changes include:

1. The student has already received credit for the same course.
2. The student has completed a correspondence course, summer school, or online course.
3. The student did not complete the appropriate prerequisite class.

Schedule changes for regular classes will only be permitted within the first ten days of the semester upon availability of courses and class size limitations.

**\*All schedule changes must be reviewed and approved by the principal**

## **Advanced Placement/Pre AP:**

Schedule changes for these classes will only be permitted within the first ten days of the semester upon availability of courses and class size limitations. An appeal form is available through the counseling office. If a change of schedule is warranted by the team, the student may receive a grade of W/F (withdraw/fail) on their transcript as their semester grade.

All AP/Pre-AP schedule changes are reviewed and discussed by the team. The team is made up of: student, a parent/guardian, a counselor, and an AP/Pre-AP administrator. The team will determine what is believed to be the resolution for the student's current and future success.

## **SEARCH AND SEIZURE**

### **Policy © 5-304 Staff Interviews of Students and Searches**

#### **Interviews:**

- District employees have broad authority to question students regarding prohibited or illegal activity and all matters involving the health, safety, and welfare of the student(s).
- Parents/legal guardians will be contacted regarding the interview of their student, depending on the seriousness of the offense

#### **Searches:**

- District employees may search students and their belongings and/or seize property pursuant to the law if reasonable suspicion exists to believe that prohibited objects are present, a school rule has been violated, illegal activity has occurred, or the student's parent/legal guardian consented to the search.
- Reasonable suspicion is a good-faith belief of wrongdoing based on specific, articulable facts.
- Students have no reasonable expectation of privacy in any items provided by the District, including but not limited to lockers and desks.
- When reasonable suspicion exists, District employees may request that a student remove the student's shoes and socks, turn out pockets, or remove outerwear that will not require the student

to expose underclothing.

### **Prohibited Searches:**

District employees are not authorized to conduct a search of a student that would require the student to expose or remove the student's underclothing without the advice and consent of the District's legal counsel.

### **Permissible Searches Relating to Drugs and Alcohol in School-Sponsored Extracurricular Activities**

The District has adopted a random drug and alcohol testing program. District personnel are authorized to conduct searches that conform to the requirements of the program.

### **SECURITY**

To ensure the safety and well-being of students and staff, the school has provided security services through district security personnel. Security personnel will be on campus daily to assist the administration as needed. Students are expected to respond to security personnel as they would to other staff members.

### **SPECIAL DELIVERIES**

Students will be notified by the office for personal messages and items. It is the responsibility of the student to remember his/her books, lunches, assignments, etc. and not to be dependent upon parents or others. No announcement will be made over the PA system due to unnecessary interruption of classes

### **SPECIAL SERVICES**

Comprehensive services are provided for students who are disabled, English-language learners, and/or gifted. Students and parents are encouraged to utilize these services to ensure the best possible educational benefit.

### **SITE COUNCIL**

Each school site in the district shall establish a site council pursuant to Arizona HB 2335. It should reflect the ethnic composition of the local community and consist of parents, teachers, classified personnel, community members, and students. The council is an advisory group, and the Governing Board of the district determines its duties. The Site Council meets every first Wednesday of every month (September-April) and may take place in the morning or the afternoon.

### **STUDENT PUBLICATIONS**

The administration recognizes the value of official school publications in teaching journalism, writing, and English. It is the intent of the administration to support and encourage such publications. Students/sponsors shall be required to submit publications to the principal for review.

### **STUDENT RECORDS**

District policies and state and federal laws limit the information contained in student records that can be made available to persons or agencies outside the district without the express written permission of parents or emancipated students. The Governing Board has approved policies that ensure compliance with the Family Educational Rights and Privacy Act of 1974 and the Arizona Parents' Rights Law of 1974. Procedures for reviewing student records are available in the school's administration building and in Board Policy [5-303](#) and [5-303A](#).

### **TELEPHONES**

All office phones are an integral part of our school operation. Students are allowed to use the office or classroom phones if needed. All cell phones are to be turned off and put in the student's backpack. Cell phone use is NOT allowed during the school day. Students should keep their cellphones in their backpacks at all times and in off or silence mode. For our school/district's policy related to student communication devices (cell phones, smart watches, tablets, etc.), please see Section II of the student handbook and referencing the SCV35 governing board policies and regulations by visiting: [https://www.boardpolicyonline.com/bl/?b=santa\\_cruz\\_valley](https://www.boardpolicyonline.com/bl/?b=santa_cruz_valley)

### **TRANSFER STUDENTS**

Transfer credits will be accepted to meet graduation requirements at Rio Rico High School, upon prior approval of the administration. The burden of proof rests with the student and the school from which the student is transferring, and credits must be received by April 15th in order for the student to be eligible for graduation. Please see the registrar for more details.

### **TUTORING/ EXTENDED LEARNING OPPORTUNITY/ HAWK TECH**

- Extended Learning Opportunities, or ELO, is an opportunity for students to access teachers for any help that is needed and runs from 8:05 - 8:35 am daily.
- HawkTech is an after-school tutoring program that runs from 3:45 - 5:15 pm all days except Wednesday.
- ***Students who have a grade that is less than a 2 in any class are required to attend either ELO, or HawkTech daily until all grades are passing and are a 2 or higher.***

### **USE OF SCHOOL FACILITIES/GROUNDS**

The use of school facilities/grounds is prohibited unless authorized by school officials or the district office.

### **VEHICLE REGISTRATION**

Students who wish to drive their personal vehicles to school must obtain a parking permit from the bookstore. To obtain a student parking permit, the student must present a valid Arizona "Class D" driver's license, proof of insurance, and vehicle registration, and must pay a **\$10.00 fee** (subject to change with Governing Board approval). The parking permit must be displayed on a visible surface of the vehicle. *Each vehicle is required to have its own distinct permit.* Permits may not be transferred from one person to another. ***If a permit is lost or stolen, a \$10.00 replacement fee will be charged. Students buy a permit for a specific spot on campus. If a student parks in another student's assigned parking spot OR in a location that is not marked for parking, the car may be towed, and the student may be banned from using RRHS parking facilities. SCVUSD #35 is not responsible for damage to vehicles or property stolen from vehicles while parked on campus or as a result of towing/booting.***

When students arrive at school, they must park their vehicles and leave the parking lot. Loitering in the student parking lot is not permitted. Students are **not** permitted access to vehicles during the school day without prior administrative approval. Violation of these basic and reasonable regulations will result in the loss of parking privileges. Also, students who drive recklessly, use their vehicles for inappropriate behavior or displays, and/or loan their parking permit to other students may lose RRHS parking privileges.

The Time to Fly Stadium parking lot will be used for student parking during school hours. No parking fee will be assessed for students who park there. However, all vehicles **MUST** be registered as well and display the provided parking permit sticker/placard at all times. The same process, explained above, must be followed to acquire a parking permit for Time to Fly Football Stadium parking lot.

### **VISITORS**

Students are not permitted to bring student visitors to school at any time without prior approval from the principal. **ALL** visitors must sign in at the school's administration building before proceeding on campus. Anyone who is not a student or staff member of the district and is in violation of this policy shall be reported to the office by staff members. The visitor may then be asked to comply with this procedure and may be asked to leave the district property. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

### **WITHDRAWAL FROM SCHOOL**

When it becomes necessary for a student to withdraw from school, all checked-out materials must be returned to the school. Materials may include: textbooks, books/novels, Chromebook, Chromebook equipment, athletic equipment/uniforms, and any other property of the school that must be returned to RRHS. The registrar will be responsible for verifying that the student receives a grade for each subject and that all matters pertaining to the school are cleared prior to the school issuing a formal withdrawal report. Student records will not be mailed until all financial obligations have been settled.

## SECTION II: Discipline

### GENERAL BEHAVIORAL EXPECTATION

Students are expected to conduct themselves in a manner that is consistent with the vision, goals, and beliefs of the Santa Cruz Valley Unified School District. Accordingly, students are prohibited from engaging in behavior (1) that obstructs, disrupts, or interferes with any educational, administrative, disciplinary, or other activity sponsored or approved by the District, (2) that endangers or threatens the safety of any person, or (3) that inflicts or threatens to inflict damage on property of the District, District employees, students, or others. In addition, students who have committed or are believed to have committed a crime may be subject to school discipline. A.R.S. §15-843(B)(4). Students who fail to abide by these general behavioral expectations will be subject to appropriate discipline, regardless of whether the conduct violates any specific provision of Article B, and may be cause for revocation of open enrollment admission status. In addition, SCVUSD #35 applies ZERO TOLERANCE to selected, serious infractions, including conduct categories “Alcohol, Drugs, Drug Paraphernalia,” “Initiation and Hazing,” “Threats,” “Fighting,” and “Weapons.” This means that violations in these areas mandate a referral to the Superintendent’s Office for consideration of disciplinary action.

In addition to any specifically enumerated consequences, any violation of the General Behavioral Expectation or of any Specifically Prohibited Behaviors listed below may result in the following consequences:

- A. The student may be isolated from other students.
- B. The student’s parents will be informed of inappropriate behavior and reminded of school policy and disciplinary procedures.
- C. The student may be required to make use of counseling/intervention services.
- D. The student may be removed from the aggrieved teacher’s class with loss of credit.
- E. The student will make restitution for damages, if appropriate.
- F. The student may be assigned detention, work detail, and/or in-school suspension.
- G. The student may be suspended from school premises and activities.
- H. For repeated or serious violations, the student may be removed from the regular school program or recommended for expulsion.
- I. Administration may involve police. Legal action may be taken.

Consistent with the general behavioral expectations, the following specified behaviors are prohibited on school property (including school buses and bus stops), in the vicinity of the school, at school-sponsored activities, and on the way to and from school unless otherwise required by the Code of Conduct or Board Policy. Disciplinary decisions are at the discretion of the administrator and are expected to be connected to the misconduct in a logical and timely manner.

### CONSEQUENCES FOR DISCIPLINARY INFRACTIONS:

The following shows the types of disciplinary actions that MAY be taken for infractions of the stated rules. In each instance several actions are possible and consequences are imposed on a case-by-case basis. If a student has demonstrated excellent behavior and then becomes involved in a discipline problem, school officials shall consider the record of that student's good behavior before any action is taken. If a student continually has been involved in misconduct, then the disciplinary action could be the maximum action listed. Such factors as the length of time since the student's last problem and his attitude may be taken into account. Reprimand can include verbal and/or written documentation. Suspension can include in-school or out-of-school dependent upon the infraction. Any long-term suspension or expulsion requires a hearing before the Governing Board. Parents will be notified by phone, letter and/or conference of any disciplinary consequence imposed.



## **STUDENT CODE OF CONDUCT- 5-305:**

1. Disruptive Conduct—A student shall not engage, or attempt to engage, in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, or activity.
2. Threatening an Educational Institution— A student shall not make a false report regarding a serious offense or threaten a school or the District by interfering with or disrupting a school, the District, or any school or District activity in violation of [A.R.S. § 13-2911](#), [A.R.S. § 15-841.H](#), and/or [A.R.S. § 13-2907](#).
3. Violation of Federal, State, or Local Law—A student shall not violate any federal, state, or local law.
4. Violation of School Policies and Rules—A student shall not violate any Governing Board policy, regulation, or rule.
5. Defiance of Authority; Untruthfulness—A student shall obey the reasonable orders of teachers, administrators, and other District employees and shall respond to requests for information from those persons in a truthful manner.
6. Alcohol—A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer, or be under the influence of alcohol. The term "alcohol" means beer, wine, or any distilled spirits as defined in [A.R.S. § 4-101](#).
7. Drugs—Drug Paraphernalia—a student shall not possess, distribute, dispense, be under the influence of, purchase, obtain, use, sell, or transfer, or attempt to purchase obtain, sell, or transfer any controlled substance, dangerous drug, narcotic drug, or precursor chemical. The terms "controlled substance," "dangerous drug," "narcotic drug," and "precursor chemical," have the meaning as defined in Policy 4-205.
  - a. A student shall not purchase, transfer, or sell any drug that is available by prescription only, or any over-the-counter medication.
  - b. A student shall not possess or use any drug that is available by prescription only, or an over-the-counter medication, without the authorization of the building principal or the principal's designee.
  - c. A student, including a cardholder as defined in [A.R.S. § 36-2801](#), shall not possess or use marijuana on any District property or at any District-sponsored event
  - d. A student shall not possess, sell, offer to sell, transfer, or use drug paraphernalia as defined by [A.R.S. § 13-3415](#).
8. Vandalism; Destruction of Property—a student shall not damage, destroy, or deface any school property or property belonging to any other person.
9. Weapons or Dangerous Items—a student shall not possess or use a firearm, weapon, explosive, fireworks, or any other instrument capable of harming any person or property or that reasonably would create the impression of such harm.
10. Toy Guns and Weapons—a student shall not possess a toy gun or other toy weapon that appears to be capable of causing bodily harm.
11. Gang Activity or Association—a student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or affiliation.
12. Threats; Assault; Fighting—a student shall not verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee, or any other person.
13. Defamation— a student shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust, or an equivalent reaction or are false and have a tendency to impugn a person's occupation, business, or office.

14. Obscenity; Vulgarity—a student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language, or gestures are those that an average person, applying contemporary community standards of the school community, would find that taken as a whole, appeal to the prurient interests and lack serious literary, artistic, political, or scientific value. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities in a patently offensive manner.

15. Harassment—a student shall not harass another person. Harassment includes, but is not limited to, verbal abuse that insults or humiliates others. It also includes sexual innuendos, unsolicited and unwelcome conduct that has sexual overtones, or continuing to express sexual or social interest after being informed that the interest is unwelcome. Harassment also includes non-sexually-oriented conduct that includes words, actions, jokes, or comments based upon an individual's sex, gender identity, disability, race, national origin, religion, political beliefs/affiliation, marital status, home language, family, social or cultural background, or other legally protected characteristic.

16. Dress and Appearance—A student's dress or appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans or graphics or slogans or graphics related to drugs or alcohol shall not be worn or displayed. Footwear must be worn.

A. Prohibited Attire: Attire may be prohibited when it:

Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives. Affects the health or safety of students, personnel or visitors. Conveys affiliation with a criminal street gang. Exposes the wearer's midriff, undergarments, or undergarment areas. Students shall not be permitted to wear tube tops or halter tops. Clothing may not contain or convey obscene language, symbols or messages. Promotes or depicts the unlawful use of alcohol, tobacco, or drugs. Clothing may not violate the constitutional rights of any other person(s) or be inconsistent with or prohibited by the course, program, or activity.

B. Headgear: Headgear may be worn OUTDOORS only. Headgear may be worn INDOORS if a medical or religious exemption is approved by the site administration. Headgear must be appropriate and shall not contain images or messages that violate the prohibited attire in SECTION A.

17. Forgery; Plagiarism; Cheating—a student shall not use or attempt to use the identity, signature, academic work, or research of another person (or of a generative artificial intelligence application) and represent that it is the student's own. A student shall not share the student's knowledge or work with another student during an examination or test unless specifically approved in advance by the teacher. A student shall not use during any examination or test any materials or notes unless approved by the teacher. A student shall not forge a parent's/legal guardian's, or any other person's signature on any communication to the school, or on any school document or form.

18. Misrepresentation—a student shall not provide false information to school personnel or impersonate another person verbally or in writing to provide false or misleading information to a school.

19. Gambling—a student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity unless the activity is otherwise lawful and properly supervised and has received the express approval of the school principal.

20. Initiation and Hazing—a student shall not engage in any activity involving an initiation, hazing, intimidation, assault or other activity related to group affiliation that is likely to cause, or does cause bodily injury, mental harm, or personal degradation or humiliation. All initiations, including those related to any school club, athletic team, or other group are subject to these prohibitions whether or not the conduct occurs on school grounds.

21. Bullying and Cyberbullying—a student shall not bully or cyberbully another student or any District employee. Bullying and cyberbullying include acting toward someone in an unwelcome manner,

repeated over time, that exerts or attempts to exert power over that person. It also includes actions that contribute to a substantial risk of, or cause, injury, mental harm, degradation or social exclusion.

22. Emergency Alarms and Fire Control Devices—A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying the use of the device.

23. Arson—a student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved and supervised class activities such as an approved and supervised experiment in chemistry class.

24. Unauthorized Entry—a student shall not gain, or attempt to gain, forceful or unauthorized entry to, or occupation of, school buildings or grounds or designated off-limits areas on school property.

25. Misrepresentation; Extortion; Theft—a student shall not take, use, or borrow any property by misrepresentation, deception, or by an express or implied threat. A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.

26. Tobacco, Cigarettes, Vaping—a student shall not possess or use tobacco, cigarettes, e-cigarettes, a vaping device, inhalant product, any nicotine product, matches, or lighters.

27. Tardiness—a student shall not be tardy to class or to any required school activity.

28. Endangering the Health and Safety of Others—a student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.

29. Traffic and School Bus Rules—when operating a motor vehicle on school grounds or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regarding the student's conduct while in a school bus or other vehicle and shall obey the directives of school bus drivers and monitors.

30. Cellular Telephone and Other Wireless Communication Devices—a student shall not use a cellular telephone or other electronic wireless communication device during school day (including meals, passing periods and recess) except as expressly permitted by the District. Restrictions are listed in Procedure 5-305.A, the District's technology use agreement and A.R.S. § 15-120.05. A student shall not record or transmit speech or other communications of other persons without those persons' express consent.

31. Leaving Class or School Grounds—a student shall not leave class without the teacher's permission. A student shall not leave school grounds during regular school hours without authorization by the principal or the principal's designee.

32. Bomb Threat; Chemical or Biological Threat—a student shall not threaten to cause harm to property or persons using a bomb, explosive, or arson-causing device or dangerous chemical or biological agent.

33. Inappropriate use of Technology—a student shall not use District computers, network, or other technology to post, send, or share personal information about the student or others without prior permission of both a teacher and parent/legal guardian. A student shall not make or attempt unauthorized access to any District information system. A student shall not use District technology to bypass or attempt to bypass any firewall, or to perform any illegal act, or to access a District-prohibited website. A student shall not use generative artificial intelligence in a manner that is not expressly authorized by the District. A student shall not use their personal wireless communication devices during the school day unless permitted by District policy 3-403. A student shall not access the internet, including social media platforms, unless permitted by a supervising teacher for educational purposes.

## **DISCIPLINARY ACTIONS:**

**ALTERNATIVE SUSPENSION:** An administrator may elect to set up a program which provides student(s) and parent(s) or legal guardian(s) with an alternative to suspension.

**COMMUNITY SERVICE WORK:** An administrator may elect to have the student perform community service activities as an alternative to suspension.

**CONFISCATION:** An administrator may elect to confiscate items or contraband and not return them to the student. Parent or Guardian will be notified to pick up item.

**COUNSELING:** An administrator may elect to refer a student to counseling in lieu of, or in addition to, other disciplinary actions. Such counseling will initiate at the site counselor level; the site counselor may then refer the student to an outside counseling resource.

**DETENTION:** An administrator or teacher may elect to offer detention as an alternative or in addition to other disciplinary action. Detention may include restriction from regular lunch time activity. After school detention may be implemented with prior parental notification.

**DOCUMENTED PARENTAL CONFERENCE/ NOTIFICATION:** A teacher should contact a parent or guardian by telephone, personal contact, letter or certified letter. A conference may be conducted between the student, parent, appropriate school personnel and any other individuals concerned. A formal disciplinary referral will be placed in the student's discipline file.

**DOCUMENTED ADMINISTRATIVE CONFERENCE:** An administrator may hold a conference with the student in which a formal disciplinary referral will be placed in the student's discipline file. The student's parents will also be contacted.

**EMERGENCY SUSPENSION:** An administrator may elect to immediately remove a student from school who poses a threat to himself or others. Refer to Due Process Procedures.

**EXPULSION:** An administrator may elect to recommend to the Governing Board the student's permanent removal from school. Refer to Due Process Procedures.

**IN-SCHOOL SUSPENSION/ALTERNATIVE PROGRAMS:** An administrator may elect to place a student in an alternative program in which the student will be removed from the regular classroom session(s). All instructional programming will take place in the alternative setting for a period no less than four instructional hours. Students must leave campus immediately following their release from ISS and the District will not provide transportation. Makeup assignments will be provided as soon as can reasonably be expected. Students who know in advance that they will be serving an in-school suspension are encouraged to contact their teachers ahead of time to gather assignments. Students placed in these programs will also be on social probation. Those students being specifically placed in the Alternative Program on a long-term basis will be the result of teacher documentation, Discipline Committee recommendation, and administrative approval.

**LAW ENFORCEMENT NOTIFICATION:** An administrator may need or be required to refer the offense to appropriate law enforcement authorities.

**LONG-TERM SUSPENSION:** An administrator may elect to recommend to the Governing Board that a student be removed from school for a period of 11 days or more for a specific period of time. Refer to Due Process Procedures.

**LOSS OF GRADUATION CEREMONY PRIVILEGES:** The Administration, in accordance with [Board Policy 5-216A](#) may as a disciplinary consequence for a series of discipline violations of student conduct revoke permission to participate in transition or graduation ceremonies or activities related to such.

**REDUCED-SCHOOL DAY:** An administrator may alter the beginning and dismissal time for the student due to behavior and/or attendance concerns. When this occurs, students will be required to provide their own transportation to and/or from school.

**RESTITUTION:** An administrator may elect to have the student and/or his parents pay for the cost of repair or replacement of damaged, vandalized, stolen or borrowed property.

**SCHOOL SERVICE:** An administrator may elect to assign a student an appropriate number of school service hours to be served cleaning or otherwise assisting on reasonable and safe school projects.

**SHORT-TERM SUSPENSION (OUT-OF-SCHOOL):** An administrator may elect to remove a student from school for a period of 10 days or less. During the time of the suspension, teachers are not required to provide makeup work or additional time to complete assignments upon return. Students who are suspended or expelled are prohibited from being on campus without administrative approval (A.R.S. 13-1201). Refer to Due Process Procedures.

**SOCIAL DISCIPLINARY PROBATION:** Any student involved in a violation of the Student Discipline Policy may be placed on social probation in addition to or in place of suspension from school. The student on social probation may be denied attendance and/or participation in extra-curricular activities, including, but not limited to dances, sports activities, assemblies and other events which are on school campus. Students who are on social probation are subject to arrest for trespassing if found in violation of set guidelines.

**TEEN COURT:** Teen Court is a unique and effective alternative for dealing with students who have violated school rules/policies or have committed certain misdemeanor offenses on campus. Unlike traditional Disciplinary Action, this approach allows students to avoid a suspension or expulsion from school, provided the student successfully completes the contract agreement.

The purpose of Teen Court is to provide an alternate method of dealing with certain prohibited conduct on a case-by-case basis. Although the program is run by the Juvenile Court, it does not result in a juvenile court record. It is critical to this program that the student offender is held accountable for his/her own actions. It is the student's responsibility to appear in court, explain his/her actions, complete the consequences, and serve jury duty.

**TEMPORARY EXCLUSION FROM CLASS:** If a student's conduct in class disrupts the educational process or if the student persists in willful misconduct, a teacher may exclude the student from class for the remainder of the class session that day. In such cases, the teacher shall direct the student to report immediately to the administrator. The teacher shall inform the student of the reason(s) for the exclusion from class and, if practicable and if requested by the student, the teacher shall allow the student to explain his/her version of the events to the teacher.

**VERBAL WARNING OR REPRIMAND:** A school official may elect to talk to the student and try to reach an agreement regarding how the student should behave.

### **SCOPE AND AUTHORITY:**

School rules may be enforced for conduct occurring off campus and away from school sponsored events without regard to the time of day where the motivation for the misconduct arose out of the school environment or the misconduct affects the education and orderly mission and function of the District. The Board may expel a student for the continued open defiance of authority, continual disruptive or disorderly behavior, violent behavior which includes use or display of a dangerous instrument or a deadly weapon.

The disciplinary consequence for misconduct is suggested on the basis of a first occurrence. This is done only as a convenience for the student and parent to understand the potential severity of consequences for the usual type of misconduct that occurs in this category. Occasionally a student commits an unusually grievous act that should be categorized in an area where the maximum penalty for the first occurrence is insufficient punishment. In those cases the student will be subject to the maximum for repeated occurrences. This is likely to be a situation where there has been an injury or near injury to a member of the school community. In addition, students who attempt to engage or assist/encourage others to engage in misconduct are subject to disciplinary action.

This can also occur where there has been substantial damage or loss or destruction to property and the student likewise should have had an appreciation of the consequences of his misconduct.

Students who are referred to the administration for misbehavior in the presence of a substitute may be assigned time at In-School Suspension. This includes, but is not limited to: excessive talking, failure to be in your assigned seat, restlessness and annoying behavior toward classmates, failing to cooperate with the substitute or rude and discourteous behavior. Profanity will not be tolerated. All infractions will be considered on a case by case basis.

The student's disciplinary record is cumulative and shall remain in the student's permanent file, passing from one school to another, for as long as the student attends schools in SCVUSD #35. The rules of conduct apply to students who engage, attempt to engage, assist or encourage others to engage in misconduct.

### **CONSEQUENCES FOR DISCIPLINARY INFRACTIONS:**

The following shows the types of disciplinary actions that MAY be taken for infractions of the stated rules. In each instance several actions are possible and consequences are imposed on a case-by-case basis. If a student has demonstrated excellent behavior and then becomes involved in a discipline problem, school officials shall consider the record of that student's good behavior before any action is taken. If a student continually has been involved in misconduct, then the disciplinary action could be the maximum action listed. Such factors as the length of time since the student's last problem and his attitude may be taken into account. Reprimand can include verbal and/or written documentation. Suspension can include in-school or out-of-school dependent upon the infraction. Any long-term suspension or expulsion requires a hearing before the Governing Board. Parents will be notified by phone, letter and/or conference of any disciplinary consequence imposed.

| <b>Policy 5-305</b> | <b>Infractions</b>                       | <b>Mandatory Minimum Consequences</b>                                            | <b>Policy 5-305</b> | <b>Infractions</b>                        | <b>Mandatory Minimum Consequences</b>                             |
|---------------------|------------------------------------------|----------------------------------------------------------------------------------|---------------------|-------------------------------------------|-------------------------------------------------------------------|
| 1                   | Disruptive Conduct                       | Verbal warning, parent/guardian notification.                                    | 12                  | Threats; Assault; Fighting                | Immediate Out of School Suspension, parent/guardian notification. |
| 2                   | Threatening an Educational Institution   | Immediate Out of School Suspension, notification of law enforcement.             | 13                  | Defamation                                | Written reprimand, parent/guardian notification.                  |
| 3                   | Violation of Federal, State or Local Law | In-School Suspension, Out of School Suspension, notification of law enforcement. | 14                  | Obscenity; Vulgarity                      | Verbal warning, parent/guardian notification.                     |
| 4                   | Violation of School Policies and Rules   | In-School Suspension, parent/guardian notification.                              | 15                  | Harassment                                | Immediate Out of School Suspension, parent/guardian notification. |
| 5                   | Defiance of Authority; Untruthfulness    | Verbal warning, written reprimand.                                               | 16                  | Dress and Appearance                      | Verbal warning, parent/guardian notification. Change of attire    |
| 6                   | Alcohol                                  | Immediate Out of School Suspension, parent/guardian notification.                | 17                  | Forgery; Plagiarism; Cheating             | Zero on the assignment or test, parent/guardian notification.     |
| 7                   | Drugs and Drug Paraphernalia             | Immediate Out of School Suspension, notification of law enforcement.             | 18                  | Misrepresentation                         | Written reprimand, parent/guardian notification.                  |
| 8                   | Vandalism; Destruction of Property       | Restitution, In-School Suspension, Out of School Suspension.                     | 19                  | Gambling                                  | Verbal warning, parent/guardian notification.                     |
| 9                   | Weapons or Dangerous Items               | Immediate Out of School Suspension, notification of law enforcement.             | 20                  | Initiation and Hazing                     | Immediate Out of School Suspension, parent/guardian notification. |
| 10                  | Toy Guns and Weapons                     | Confiscation of item, warning.                                                   | 21                  | Bullying and Cyberbullying                | Immediate Out of School Suspension, parent/guardian notification. |
| 11                  | Gang Activity or Association             | Parent/guardian notification, warning.                                           | 22                  | Emergency Alarms and Fire Control Devices | Immediate Out of School Suspension, parent/guardian notification. |

| <b>Policy 5-305</b> | <b>Infractions</b>                              | <b>Mandatory Minimum Consequences</b>                                                                |
|---------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 23                  | Arson                                           | Immediate Out of School Suspension, notification of law enforcement.                                 |
| 24                  | Unauthorized Entry                              | Verbal warning, parent/guardian notification.                                                        |
| 25                  | Misrepresentation; Extortion; Theft             | Restitution, parent/guardian notification.                                                           |
| 26                  | Tobacco, Cigarettes, Vaping                     | Confiscation of items, parent/guardian notification.                                                 |
| 27                  | Tardiness                                       | Verbal warning, parent/guardian notification.                                                        |
| 28                  | Endangering the Health and Safety of Others     | Immediate Out of School Suspension, parent/guardian notification.                                    |
| 29                  | Traffic and School Bus Rules                    | Verbal warning, parent/guardian notification.                                                        |
| 30                  | Cell Phones and Other Electronic Communications | Confiscation of device, parent/guardian notification. Parent will be required to pick up the device. |
| 31                  | Leaving Class or School Grounds                 | Verbal warning, parent/guardian notification.                                                        |
| 32                  | Bomb Threat; Chemical or Biological Threat      | Immediate Out of School Suspension, notification of law enforcement.                                 |
| 33                  | Inappropriate use of Technology                 | Verbal warning, parent/guardian notification.                                                        |

## **DUE PROCESS PROCEDURES:**

**AUTHORITY TO SUSPEND/NOTIFYING GOVERNING BOARD OF SUSPENSIONS:** The authority to suspend a student from school is vested in the Superintendent and each Principal. Every suspension shall be reported to the Governing Board within five days by either the person imposing the suspension or the Superintendent. (A.R.S. 15-843K)

### **A. Special Considerations for Kindergarten through Fourth Grade**

Except in cases where a student is determined to have brought a firearm to school or as listed below in item 5, a student enrolled in kindergarten through fourth grade may be suspended or expelled only if all the following apply:

1. The student is seven years of age or older.
2. The student engaged in conduct on school grounds that meets one of the following criteria:
  - a. Involves the possession of a dangerous weapon without authorization from the school.
  - b. Involves the possession, use or sale of a dangerous drug as defined in [A.R.S. § 13-3401](#) or a narcotic drug as defined in [A.R.S. § 13-3401](#) or a violation of [A.R.S. § 13-3411](#).
  - c. Immediately endangers the health or safety of others.
  - d. The student's behavior is determined by the Board to qualify as "aggravating circumstances" and that all the following apply:
    - (i) The student is engaged in persistent behavior that has been documented by the school and that prevents other students from learning or prevents the teacher from maintaining control of the classroom environment.
    - (ii) The student's ongoing behavior is unresponsive to targeted interventions as documented through an established intervention process that includes consultation with a school counselor, school psychologist or other mental health professional or social worker if available within the school District or through a state-sponsored program.
    - (iii) The student's parent/legal guardian was notified and consulted about the ongoing behavior.
    - (iv) Before a long-term suspension or expulsion, the school provides the student with a disability screening and the screening finds that the behavioral issues were not the result of a disability.
3. Failing to remove the student from the school building would create a safety threat that cannot otherwise reasonably be addressed or qualifies as "aggravating circumstances" as specified in paragraph 2 above.
4. Before suspending or expelling the student, the school considers and, if feasible while maintaining the health and safety of others, in consultation with the student's parent/legal guardian to the extent possible, employs alternative behavioral and disciplinary interventions that are available to the school, that are appropriate to the circumstances and that are considerate of health and safety. The school shall document the alternative behavioral and disciplinary interventions it considers and employs.
5. The school may suspend a K-4 student for two (2) or fewer days but may not suspend the student for more than ten (10) aggregate days within any school year.

### **B. Short Term Suspension (Ten (10) School Days or Less)**

The principal has the authority to suspend a student for ten (10) school days or less. Prior to imposing a short-term suspension, the principal or the principal's designee will conduct an informal hearing. The principal or principal's designee will orally inform the student of the alleged behavior that is considered a violation of the rules and the basis of the allegation(s). The student will be given an opportunity to respond.

If, following the informal hearing, the principal determines that a short-term suspension is appropriate, the suspension will be imposed, and the student's parent/legal guardian will be notified.



The principal may immediately suspend a student when the student's presence creates a danger to others. In those circumstances, the principal or principal's designee will initiate the informal hearing as soon as practicable.

The principal may, where appropriate, impose a short-term suspension pending a recommendation for long-term suspension or expulsion.

No appeal process is available for a short-term suspension.

### C. Long Term Suspension

The Superintendent, a designated hearing officer, and the Governing Board (upon appeal) are authorized to impose a long-term suspension.

A student may be placed on a short-term suspension pending the outcome of a long-term suspension discipline proceeding.

#### 1. Written Notice of Intent to Impose Long-Term Suspension

If a long-term suspension is recommended, a written Notice of Intent to Impose a Long-Term Suspension shall be mailed and/or hand-delivered to the parent/legal guardian at the last known address or emailed to the parent/legal guardian with verification of receipt. This notice should contain the following information:

- The nature of the offense(s) alleged, and the policies, regulations or rules allegedly violated and known to the administration of that time;
- A statement that the principal has recommended that a long-term suspension be imposed;
- A definition of long-term suspension;
- The extent of the discipline recommended, including the restrictions placed on the student during the period of suspension;
- A statement that the parent/legal guardian/student are welcome to meet with the principal to discuss the situation in an informal setting;
- A statement that the student and the parent/legal guardian are entitled to a hearing prior to the imposition of the long-term suspension unless the hearing is waived in writing by the student and the parent/legal guardian; and
- Information regarding where the applicable due process procedures, student handbook, and policy may be found and how to obtain copies.

#### 2. Written Notice of Long-Term Suspension Hearing

Written notice regarding the hearing shall be mailed and/or hand-delivered to the parent/legal guardian at the last known address no less than five (5) working days prior to the hearing. This notice shall include the following information:

Written notice of the long-term suspension hearing shall be mailed and/or hand-delivered to the parent/legal guardian at the last known address or emailed to the parent/legal guardian with verification of receipt no less than five (5) working days prior to the hearing. This notice shall include the following information:

- The time, date and place of the hearing;
- The student's right to be represented by legal counsel at his/her own cost. Notice that the student will be represented by legal counsel shall be provided to the District at least two (2) working days prior to the hearing;
- A list of the administration's witnesses who may appear at the hearing;
- The student's right to present witnesses and cross-examine the administration's witnesses and to introduce documentary evidence;
- The administration's right to cross-examine the student's witnesses and to introduce documentary evidence;
- Copies of any documentary evidence the administration may present at the hearing;
- Notice that the administration bears the burden of proof for the offense(s);
- The student's right to have the hearing recorded whether on tape or by some other appropriate manner, and to tape-record the meeting at his/her own expense.

### 3. Rescheduling the Hearing

The hearing may be rescheduled:

- Upon request of the parent/legal guardian/student or the administration, if good cause is shown;
- Upon written agreement of the parties; or
- As deemed necessary by the Superintendent.

### 4. Hearing Findings and Decision

The Superintendent or the designated hearing officer shall prepare a written decision within five (5) working days after the hearing. Copies of the decision shall be provided to the student, parent/legal guardian of the student, and principal.

The decision of the Superintendent or the designated hearing officer is binding upon the parties, subject to appeal to the Board. The decision shall take effect upon verbal or written notification of the decision, whichever occurs first.

The decision of the Superintendent or the designated hearing officer is not binding on the Board in the event of an appeal to the Board.

The suspension shall be reported to the Board within five (5) working days.

### 5. Appeal to Governing Board

The decision of the Superintendent or the designated hearing officer may be appealed to the Board on the following grounds only:

- Alleged denial of a right available to the student that resulted in an unfair hearing;
- New evidence that was unavailable at the time of the hearing;
- Allegation of insufficient evidence; or
- Allegation of excessive discipline.

A written notice of appeal must be received by the District within five (5) working days after the decision has been hand-delivered or within ten (10) working days of the date the decision was mailed to the parent/legal guardian/student and principal. The notice of appeal shall indicate the specific factual and/or legal basis for the appeal.

The Board shall review the appeal in executive session unless the parent/legal guardian demands an open meeting.

The Board shall consider the appeal at its next regularly scheduled Board meeting or within fourteen (14) working days, whichever is more appropriate.

The parent/legal guardian/student shall be provided notice of the date, time and place of the meeting at which the appeal is to be considered by the Board. The parent/legal guardian/student may object to having the review of the appeal considered in executive session. Such objections must be made in writing to the Board at least thirty-six (36) hours prior to the Board meeting. Upon receipt of the objection, the review will be

held in open meeting once appropriately noticed on a Board agenda but in no event later than the next regularly scheduled Board meeting after the objection is received.

The Board shall not be bound by the decision of the Superintendent or the designated hearing officer even if the record contains evidence that supports that decision.

The Board may, in its sole discretion, listen to oral argument and/or receive written memoranda setting forth the factual and other grounds of the appeal.

No separate hearing to hear additional evidence shall be held by the Board, unless, in its sole discretion, it determines that such a hearing is warranted. If the Board determines such a hearing is warranted, written notice regarding the hearing shall be mailed and/or hand-delivered to the parent/legal

guardian/student and administration and/or sent via email to the parties. When email is used for delivery, electronic proof of delivery or a phone call to the parties confirming receipt shall occur.

The notice shall be sent no less than three (3) working days prior to the hearing. The notice of hearing shall include the following information:

- The date, time and place of the hearing;
- The student's right to be represented by legal counsel at his/her own cost;
- Statement of the issue(s) upon which the Board will hear evidence and in what form the Board will allow the evidence to be presented, e.g., witnesses, documents, oral argument, and/or written memorandum;
- Statement of any limitations of time in which the parties have to present evidence on the issue(s), either through witness testimony and/or documents and/or oral argument, on the issue(s);
- Statement that the parent/legal guardian/student bear(s) the burden of proof on the appeal;
- The Board's right to cross-examine the student's/parent's/legal guardian's and/or administration's witnesses;
- Notice that the parent/legal guardian/student must provide a written list of witnesses and/or exhibits and/or written memorandum, along with copies of any exhibits and/or written memorandum, to the administration and the Board at least two (2) working days prior to the hearing along with notice that failure to comply with this requirement may result in the denial of admission of said evidence;
- The right to have the hearing recorded whether on tape or by some other appropriate manner, and to tape-record the meeting at his/her own expense;
- Statement that the hearing may be rescheduled for one time only by the Board upon request of the parent/legal guardian/student or the administration, only upon the showing of good cause. Any period of delay caused by the rescheduling may extend the recommended period of suspension proportionate to the period of delay caused by the rescheduling, as determined in the sole discretion of the Board;
- Statement that if the parent/legal guardian/student do not appear at the time and place set for the hearing the Board may render its decision based upon the record and include the result of such action in the student's permanent file.

#### 6. Governing Board Decision

If the Board determines the recommended discipline was not reasonable or warranted, it may modify the discipline accordingly. If the Board decides to impose a long-term suspension upon the student, the suspension shall become effective the day after the Board's decision. The Board's decision is final. Written notice of the decision shall be mailed and/or hand-delivered to the parent/legal guardian/student and/or sent via email to the parent/legal guardian.

#### 7. Restrictions

During the period of long-term suspension, a suspended student shall not be permitted on District property and shall not be permitted to participate in District functions or activities. No course assignments for students will be provided by the teachers. Student will receive no credit for the semester(s) during which the long-term suspension is imposed.

#### 8. Readmission Procedures

The parent/guardian of a student who is in kindergarten through fourth grade, and who has served at least five (5) school days of a long-term suspension, may appeal for readmission. The Superintendent shall develop an application process for readmission.

A student who is in fifth through twelfth grade who has been long-term suspended from school shall be readmitted upon completion of the long-term suspension term.

#### D. Expulsion

All hearings concerning the expulsion of a student will be conducted before a hearing officer selected from a list of hearing officers approved by the Board unless the Board in executive session determines that the Board will conduct the expulsion hearing.

### 1. Written Notice of Intent to Expel

If expulsion is recommended, a written Notice of Intent to Expel shall be mailed and/or hand-delivered to the parent/legal guardian/student at the last known address, and/or sent via email. When email is used for delivery, electronic proof of delivery or a phone call to the parent/legal guardian confirming receipt shall occur.

The Notice should contain the following information:

- The nature of the offense(s) alleged and the policies, regulations or rules allegedly violated;
- A statement that the principal has recommended that an expulsion be imposed;
- A definition of expulsion;
- The restrictions placed on the student during the period of expulsion;
- A statement that the parent/legal guardian/student are welcome to meet with the principal to discuss the situation in an informal setting;
- Information regarding where the applicable due process procedures, student handbook, and policy manual may be found and how to obtain copies.

### 2. Written Notice of Expulsion Hearing

Written notice regarding the expulsion hearing shall be mailed and/or hand-delivered to the parent/legal guardian at the last known address or emailed to the parent/legal guardian with verification of receipt no less than five (5) working days prior to the hearing. This notice shall include the following information:

- The date, time and place of the hearing;
- Notice of whether the Board will conduct the hearing or, if a hearing officer has been appointed, the name of the hearing officer;
- Notice of the right to object to the Board's decision to hold the hearing in executive session, whether conducted by the Board or a hearing officer;
- Notice of the right of the parent/legal guardian/student to attend and/or have legal counsel attend any hearing or executive session pertaining to the proposed disciplinary action, to have access to the minutes and testimony of such hearing or executive session, and to record such session at their own expense;
- List of the witnesses that the administration may call at the hearing and a copy of all exhibits that the administration may use at the hearing. The list of witnesses and exhibits shall contain a brief description of the subject matter of the testimony of each witness who will be called to testify at the hearing;
- Notice of the right of the parent/legal guardian/student to access any and all adverse evidence which may be presented, as well as access to the student's records prior to the hearing;
- Upon request, the parent/legal guardian/student shall provide the administration with his/her list of witnesses and exhibits prior to the hearing. The list of witnesses and exhibits shall contain a brief description of the subject matter of the testimony of each witness who will be called to testify at the hearing;
- Notice of the parent's/ legal guardian's/student's responsibility to notify the District of whether he/she intends to attend the hearing and whether the student will be represented by counsel. This information should be provided to the District at least two (2) working days prior to the hearing;
- An explanation of the due process rights available to the student at the hearing, including:
  - The student's right to be represented by legal counsel at his/her own cost;
  - The student's right to present witnesses and cross-examine the administration's witnesses, and to introduce documentary evidence;
  - The administration's right to cross-examine the student's witnesses, and to introduce documentary evidence;
  - The Board's/hearing officer's right to examine all witnesses;
- Notice that the administration bears the burden of proof for the offense(s);
- Notice that the hearing will be recorded whether on tape or by some other appropriate manner. The student may request a copy of the record.

### 3. Open/Closed Hearing

- If a parent/legal guardian or student has objected to the Board's decision to hold the hearing in executive session, the hearing shall be held in an open meeting unless:
- If only one (1) student is subject to expulsion and disagreement exists between the student's parent/legal guardian, the Board, after consultation with the student's parent/legal guardian

shall decide in executive session whether the hearing shall be in executive session or in an open meeting.

- If more than one (1) student is subject to the proposed action and disagreement exists between the parent/legal guardian of different students, then separate hearings shall be held subject to the provisions of [A.R.S. § 15-843](#).

#### 4. Hearing Officer's Role

If the hearing is conducted by a hearing officer, the hearing officer shall hear the evidence, prepare a record and make a recommendation to the Board. The hearing officer shall provide a copy of the recommendation to the parent/legal guardian/student, the Superintendent and the Board within five (5) working days after the hearing concludes.

#### 5. Rescheduling

An expulsion hearing may be rescheduled:

- Upon request of the parent/legal guardian/student or the administration if good cause is shown;
- Upon written agreement of the parties, or as deemed necessary by the hearing officer/Board; or
- As deemed necessary by the hearing officer/Board.

#### 6. Governing Board Review

If the Board has not conducted the hearing, the Board shall consider the hearing officer's recommendation and make its decision.

The Board shall consider the matter in executive session unless the parent/legal guardian demands an open meeting.

The Board shall consider the matter at its next regularly scheduled meeting or within fourteen (14) working days from the date the hearing officer's decision is received by the Board, whichever is more appropriate.

The parent/legal guardian will be provided notice of the date, time and place of the meeting at which the Board considers the hearing officer's recommendation and makes its decision. The parent/legal guardian may object to having such consideration made in executive session. Such objections must be made in writing to the Board at least thirty-six (36) hours prior to the Board meeting. Upon receipt of the objection the consideration will be made in open meeting once appropriately noticed on a Board agenda, but in no event later than the next regularly scheduled Board meeting after the objection is received.

The Board shall not be bound by the hearing officer's recommendation, even if the record contains evidence that supports the hearing officer's recommendation.

The Board may, in its sole discretion, permit oral argument and/or receive written memoranda setting forth the reasons why expulsion should or should not be imposed.

No separate hearing to hear additional evidence shall be held by the Board, unless, in its sole discretion, it determines that such a hearing is warranted. If the Board determines such a hearing is warranted, written notice regarding the hearing shall be mailed and/or hand-delivered to the parent/legal guardian/student and administration no less than three (3) working days prior to the hearing. This notice shall include the following information:

- The date, time and place of the hearing;
- The student's right to be represented by legal counsel at his/her own cost;
- Statement of the issue(s) upon which the Board will hear evidence and in what form the Board will allow the evidence to be presented, e.g., witnesses, documents, oral argument, and/or written memorandum;
- Statement of any limitations of time in which the parties have to present evidence on the issue(s), either through witness testimony and/or documents and/or oral argument, on the issue(s);
- Statement that the parent/legal guardian/student bear(s) the burden of proof on the appeal;
- The Board's right to cross-examine the student's/parent's/legal guardian's and/or administration's witnesses;

- Notice that the parent/legal guardian/student must provide a written list of witnesses and/or exhibits and/or written memorandum, along with copies of any exhibits and/or written memorandum, to the administration and the Board at least two (2) working days prior to the hearing along with notice that failure to comply with this requirement may result in the denial of admission of said evidence;
- The right to have the hearing recorded whether on tape or by some other appropriate manner, and to tape-record the meeting at his/her own expense;
- Statement that the hearing may be rescheduled for one time only by the Board upon request of the parent/legal guardian/student or the administration, and only upon the showing of good cause. Any period of delay caused by the rescheduling may extend the recommended period of suspension proportionate to the period of delay caused by the rescheduling, as determined in the sole discretion of the Board;
- Statement that if the parent/legal guardian/student do not appear at the time and place set for the hearing the Board may render its decision based upon the record and include the result of such action in the student's permanent file.

#### 7. Governing Board Decision

The Board may accept the hearing officer's recommendation, reject the recommendation, or modify the recommendation. The Board may also grant a new hearing, take the matter under advisement, or take any further action deemed necessary. If the Board decides to grant readmission, the readmission shall become effective the day after the Board's decision. The decision of the Board is final. Written notice of the decision shall be mailed and/or hand-delivered to the parent/legal guardian/student.

#### 8. Readmission Following Expulsion

A student expelled from the District may request readmission by making a written application to the Board. Readmission to the District is at the discretion of the Board. In addition, it is the prerogative of the Board to stipulate appropriate conditions for readmission, including assigning the student to a particular school.

The parent/guardian of a student who is in kindergarten through fourth grade, and who has served at least twenty (20) school days of an expulsion or alternative to expulsion may apply to the Board for readmission.

The parent/guardian of a student who is fifth through twelfth grade may apply to the Board for readmission no less than nine (9) months after the date of the expulsion; however, the student may not be readmitted until at least one (1) calendar year has passed. The application must;

- Be written and be directed to the attention of the Board;
- Contain all information that the student and parent/legal guardian consider relevant to the Board's determination as to whether or not to readmit the student. This information should include:
  - An appreciation by the student of the severity and inappropriateness of the student's prior misconduct;
  - A statement that such misconduct or similar misconduct will not be repeated;
  - A description of the student's activities since the expulsion, including, but not limited to:
    - Courses taken and grades received;
    - Attendance records;
    - Discipline records;
    - Evidence of participation in counseling to remediate the misconduct that resulted in the expulsion; and/or
    - Community service.
    - Any other documentation to support the student's application for readmission.

In consultation with the principal and other District administration, the Superintendent will make a recommendation concerning the readmission of the expelled student.

The Board shall meet in executive session to consider an initial application for readmission. The student and parent/legal guardian have the right to be present in the executive session but do not have the right to make a presentation or address the Board unless they are asked to do so by the Board. For this reason,

it is important that the application for readmission contain all information that the Board may deem important in determining whether to readmit the student.

The Board, in its sole discretion, shall determine whether the student should be readmitted and, if so, under what restrictions and conditions including assigning the student to a particular school. The burden is on the student and parent/legal guardian to convince the Board that readmission is appropriate considering the interests of the expelled student, the District, and the interests of the other students and staff members. The Board's decision is final.

A student may file more than one (1) application for readmission; however, applications subsequent to an initial application may not be filed more frequently than every ninety (90) days.

As a condition for readmission, the student, with parent/legal guardian affirmation, shall agree to the following minimum conditions:

- Regular attendance - no unexcused absence;
- No violation of school rules or policies that carry the consequence of a suspension or expulsion;
- Completion of all classroom tasks in a timely fashion, as directed;
- Depending upon the nature of the original violation for which the expulsion was provided, the student may be limited as to attendance or participation in after school activities, school sports, and extracurricular events or activities.

A student who is readmitted following expulsion shall receive a written admonition that the original expulsion will be summarily reinstated should the student commit a violation of the conditions for readmission or a criminal or civil violation that disrupts the school order.



## SECTION III: **Annual Notifications**

1. [Equal Educational Opportunity and Non-Discrimination \(Students\)](#)
2. [Equal Opportunity - Prohibited Sex Discrimination \(Title IX\)](#)
3. [Parents/Legal Guardian Rights in Education](#)
4. [Students with Disabilities \(Section 504 of the Rehabilitation Act of 1973\)](#)
5. [Students with Disabilities \(Individuals with Disabilities Education Act \(IDEA\)\)](#)
6. [Student Records - Annual Notification of Rights](#)
7. [Prohibition on Harassment, Intimidation, and Bullying](#)