

# SHS Student Handbook

## SAHUARITA HIGH SCHOOL ADMINISTRATION

John Kneup  
Beth Lehr  
T. Michael DeSouza  
Chip Stratton

Principal, 625-3502 x 1511  
Asst. Principal, 625-3502 x 1510  
Asst. Principal, 625-3502 x 1558  
Athletic Director 625-3502 x 1518

## SCHOOL OFFICES

Information  
Athletics  
Attendance  
JTED/Career & Technical Ed.  
Counseling  
Health Aide  
Library  
Registrar  
School Resource Officer

625-3502 x 1500  
625-3502 x 1518  
625-3502 x 1512  
625-3502 x 1500  
625-3502 x 1523  
625-3502 x 1513  
625-3502 x 1521  
625-3502 x 1591  
625-3502 x 1500



## SAHUARITA UNIFIED SCHOOL DISTRICT MISSION STATEMENT

**Working as a team to help every student succeed.**

**SCHOOL COLORS:** Royal Blue and Gold

**MASCOT:** Mustang

## SHS STAFF

### Administrators

John Kneup  
T. Michael DeSouza  
Beth Lehr

### Athletic Director

Chip Stratton

### Counseling

Meegan Burr (L-Z)\*  
Susan Davis  
(Secretary)  
Erica Felix (Registrar)  
Karla Nistler (A-K)

### Librarian

Teresa Bettis

### ACE (Alternative Classroom Experience)

TBD

### Career & Technical Education (CTE)

Joshua Fields-Dir.  
Richard Garrigan  
Miriam Gonzalez  
M SGT Jeff King  
Derek Marshall  
Adrian Morales  
Pete Morales  
CDR Bradley  
Roberson\*  
Rebecca Warren

\*Denotes

Department Head

### English

Michelle Betteridge\*  
Margaret Cantu  
Alex Fry  
Sarah Kline  
Erica Morgan  
Dale Russell  
Kimberly Valdez

### Special Education

Debra Drake  
Jayme Frazier  
Danny Pfund  
Shirley Porterfield\*  
Joe Prince  
Michele Theisz

### Fine Arts

Christine Garcia\*  
Joseph Poore

### Mathematics

Melissa Beal  
Stephanie Bowyer  
Peter Clark\*  
Chris Fanning  
Myrna Hahn  
Kathy Turner  
TBD  
TBD

### Modern Languages

Susana Plasencia\*  
Luke Smith  
Nan Chen

### P.E./Health

Tim Berrier  
Scott Boyter  
Joe Rieman\*

### Science

Samantha Gilbert  
Tamara Kempton  
Leroy LaCoss  
Gavin Lehr  
Alya Verdugo  
Jeremy Watson\*  
TBD

### Social Studies

Kent Barter\*  
Anthony Coronado  
Jessica Greer  
Dale Post  
TBD

### Front Office

Monique Aguilar  
Rosa Leon  
Carla Mariscal  
Sheila Miner  
Czarina Noriega  
Patricia Torres

### Security

Jordan Hitchye  
Martha Salas

## **SAHUARITA FIGHT SONG**

FIGHT SAHUARITA MUSTANGS  
FOR YOUR HONOR TRUE,  
PROUDLY WAVE YOUR COLORS  
BRILLIANT GOLD AND BLUE.  
MUSTANGS ALWAYS END  
WHAT THEY BEGIN,  
SO TONIGHT WE'LL FIGHT UNTIL WE WIN.  
WE'LL SHOW THEM WE'RE SAHUARITA MUSTANGS  
BEST IN ALL THE WEST  
PUT THEM TO THE TEST  
FIGHT! SAHUARITA MUSTANGS  
**WE'LL GO OUT AND WIN TONIGHT**



**2018-2019**  
**SAHUARITA HIGH SCHOOL REGULAR CLASS/BELL SCHEDULE**

<u>Monday, Tuesday, Thursday, Friday</u>	<u>Wednesday</u>	<u>Half Days</u>
0 7:05-8:00	7:05-8:00	7:05-8:00
1 8:20-9:15	8:20-9:05	8:20-8:59
2 9:20-10:20	9:10-9:55 Advisory Base: 9:55-10:25	9:04-9:43
3 10:25-11:20	10:30-11:15	9:48-10:27
Lunch 11:20-12:15	11:15-12:00	10:27-11:07
4 12:20-1:15	12:05-12:50	11:12-11:51
5 1:20-2:15	12:55-1:40	11:56-12:35
6 2:20-3:15	1:45-2:30	12:40-1:20

**Mustang Power Hour**

Mustang Power Hour (MPH) is the extended lunch time that provides students an opportunity to receive whatever support they may need to be successful at Sahuarita High School. All staff will be available during the school day to provide the extra assistance students may need.

**Office Hours**

- During office hours students are able to meet with teachers and work on assignments, ask questions, form study groups, make up tests and assignments, etc.
- Each teacher will have office hours during lunch on Monday, Tuesday, Thursday, and Friday. The office hours will be set based on departments (Gold and Blue).
- Office hours will be for 25 minutes, and lunch will be split into Gold and Blue office hours. Students who are attending office hours are expected to remain with the teacher for the entirety of the 25 minute block.
- It is mandatory for students who are receiving lower than a 70% in a class to attend a teacher's office hours for the week until the grade is above a 70%. If a student has more than one teacher who they need to see during office hours, the student will need to work with teachers and administration to create a schedule that will allow the student to meet with one teacher each day, and still have a thirty minute lunch.
  - Students who do not attend the mandatory office hours will be subject to administrative consequences.

Lunch on Wednesdays will be structured a bit differently. Sports, clubs, and cohorts will be able to meet without interruption to office hours.

**Advisory Base**

Students will meet with their advisory base every Wednesday. During this time they will participate in lessons, collaborate with their classmates for competitions, meet with cohorts for information specific to their class, complete grade checks and set goals, etc.

## GRADUATION REQUIREMENTS

All students must meet the minimum Sahuarita High School graduation requirements in order to graduate.

Students who wish to attend one of the Arizona in-state universities will need to complete additional credits in order to meet the unconditional admission requirement.

The Arizona Academic Scholars Program encourages students to complete a more rigorous course of study that will prepare them for employment or higher education after graduation. Students meeting these requirements will receive an Arizona Academic Scholars medal.

Course	Sahuarita High School	Arizona Board of Regents*	Arizona Academic Scholars Program
<b>English Composition and Literature</b> <sup>1</sup>	4 credits (English 1 through 4)	4 credits (English 1 through 4)	4 credits (English 1 through 4)
<b>Mathematics</b> <sup>1</sup>	4 credits	4 credits (Algebra 1, Geometry, Algebra 2, Advanced Math)	4 credits (Algebra 1, Geometry, Algebra 2, 4 <sup>th</sup> math approved by SHS)
<b>Laboratory Science</b> <sup>1 2</sup>	3 credits lab science (Biology, Chemistry, Physics, Physical Science or course equivalent)	3 credits lab science (one unit each in three of four areas: Biology, Chemistry, Physics, Physical Science, Integ. Lab science)	3 credits lab science (Physical Science, Biology, AP Biology, Anatomy/Physiology, Chemistry, Physics,)
<b>Social Science</b> <sup>1</sup>	3 credits (World History, U.S. History, 0.5 U.S./AZ Government, 0.5 Economics)	2 credits (American History (one other social science; World/European Hist., Govt., Econ., Psychology, Sociology))	3 credits (World History, U.S. History, U.S. Government/ Civics, Economics or course equivalent)
<b>Second Language</b>	None	2 credits same language	**2 credits same language
<b>Additional Requirements</b>	1 credit Fine Arts or Career and Technical Education  6 credits Electives  1 credit Physical Education	1 credit of Fine Arts	Meet all additional district graduation requirements (8 credits listed in high school column)  2 Credits Fine Art or CTE  "C" or better grades in Scholars courses
<b>Total required credits</b>	<b>22</b>	<b>22</b>	<b>22</b>

\* - Arizona's universities also allow English, math, science, social studies, and LOTE (Language Other Than English) requirements to be filled by making specified scores on various assessment instruments.

\*\*May be taken at a college, university, or site other than Sahuarita High School.

<sup>1</sup> - per Arizona Academic Standards

<sup>2</sup> - as defined by the Arizona State Board of Regents

## **ONLINE AND CORRESPONDENCE LEARNING CREDIT**

Pursuant to Arizona State Board of Education Administrative Policy R7-2-302.01, credits earned through correspondence courses to meet graduation requirements shall be taken from an accredited institution as defined in R7-2-601. **Credits earned thereby shall be limited to four (4) and only one (1) credit may be earned in each of the following subject areas:**

- a. English
- b. Social Studies
- c. Mathematics
- d. Science

**A Prior Approval Form must be submitted and approved** by a counselor and an administrator for online and correspondence learning credit before beginning the course requested. Online coursework will only be approved after the 100<sup>th</sup> day of instruction and must be completed as follows: prior to July 30<sup>th</sup> for non-tuition coursework, within 5 months from the start of the course for all tuition based coursework.

In order for students to receive credit in a core content area correspondence class, the student must pass the Sahuarita High School semester final with a 70% or higher.

**In order to participate in the graduation ceremony, students must:**

1. Participate in all graduation practices.
2. Pay all pending student fees and have an account balance of \$0.
3. Serve all pending discipline as assigned by administration.

## **SCHEDULE CHANGES**

**Changes in your class schedule will only be made to satisfy graduation requirements or to correct an error made by Sahuarita High School.** Request for changes may be made through the second week of each semester and will only be reviewed after the first week of each semester has ended. Requests for schedule changes for any other reason, whether initiated by the student, parent/guardian, or teacher, will require a conference with all parties, the appropriate counselor, and administrative approval.

## **REQUESTING A TRANSCRIPT**

**You can order a transcript by the following means:**

1. The student can order a transcript by completing the proper form in the registrar's office or completing the form on the counseling website.
2. A transcript can be ordered by the student or parent. The parent can only request a transcript if the student is under the age of 18. Order a transcript by emailing a request for a transcript to [efelix@sahuarita.net](mailto:efelix@sahuarita.net) and include the student's name, DOB, and current grade level. Be sure to note whether this is an official or unofficial transcript. Indicate by whom the transcript will be picked up.

**If a transcript is to be mailed, send a self-addressed stamped envelope to:**

Erica Felix, Registrar  
Sahuarita High School  
350 W. Sahuarita Rd.  
Sahuarita, AZ 85629

**(Transcripts cannot be emailed)**

**Please allow 24-48 hours for transcripts to be prepared.**

**Please be sure to pick up transcripts that have been ordered within 5 days.**

### **REPORT CARD GRADING INFORMATION**

Colleges and scholarship organizations require a Grade Point Average (GPA) and ranking based on the point system. Only Advanced Placement (A.P.) and Honors classes will earn weighted credit (+1.0). A student must complete both semesters of the A.P. course and take, at their own expense, the A.P. Exam for the A.P. designation to appear on the academic transcript.

<b>Grade &amp; Percentage</b>	<b>Points toward GPA</b>	<b>What Grade Means</b>	<b>Credit</b>
A = (90-100)	4	Excellent	Earns Credit
B = (80-89)	3	Good, above average	
C = (70-79)	2	Average	
D = (60-69)	1	Poor	
F = (below 60)	0	Failing	No credit
GradLab	0	This is a placeholder grade for Grad Lab	No Credit
I	0	Incomplete	No Credit
NG	0	No Grade	No Credit
NC	0	No Credit	No Credit

### **GRADE POINT AVERAGE AND RANK-IN-CLASS**

Grade point average and rank-in-class is based on the work you carry for credit during all eight semesters of high school. High school credits earned in middle school are used in computing the grade point average. If you fail a course and subsequently complete the course successfully, the passing grade will be used in computing the grade point average and rank-in-class.

### **CLASS FEE SCHEDULES 2018-2019**

Advanced Placement (AP) Fee	\$93.00 per exam
Art I, II, III	\$40.00/class
Band/Percussion/Creative Movement Camp	\$40.00
Creative Movement	\$50.00/class
CTE Courses	\$20.00/class
Drama	\$20.00
Digital Photography I, II, III	\$20.00/class
Engineering 102	\$500
Extracurricular Fee	\$5.00 per year

Grad Lab/Weekend Academy (credit recovery)	\$80.00/session
ID Replacement Fee	\$5.00
Jazz Band	\$50.00/class
Marching/Concert Band	\$50.00/class
Mixed Chorus	\$50.00/class
NJROTC	\$26.00/class
String Orchestra	\$50.00/class
Parking Permit	\$10.00
P.E./Weights/Sports Cond. Lock Fee	\$5.00/class
Percussion	\$50.00
Student Council	\$25.00
Winter Guard	\$50.00

Any student or family not able to pay these fees because of economic hardship should contact the administrative assistant in charge of fees in the Sahuarita High School front office, 625-3502 x 1500. A fee payment plan will be arranged.

### **NATIONAL HONOR SOCIETY**

Selection to NHS is a privilege, not a right. Although the process to become a member of the National Honor Society is not an application process, students will complete an application requesting to be considered for membership in the National Honor Society. The information provided in the application is used by the local selection committee to support the student's candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The Faculty Council selects students who demonstrate outstanding performance in all four criteria: scholarship, leadership, service and character. Students may apply in January of their sophomore or junior year of high school as long as they have proof of completion of the initial criteria as follows:

1. Students must have a cumulative grade point average (GPA) of 3.5 or higher.
2. Students must have performed 15 hours of community service prior to completing the application for consideration and be able to provide this documentation at the time of application.

### **COUNSELING & GUIDANCE**

Each student is assigned a counselor to assist in educational and career planning, and in the solution of personal and/or school-related problems. There are two counselors at SHS, assigned by alphabet. Whenever possible, students should come to the Counseling Office before/after school, or during lunch. All students reporting to the Counseling Office during class time must have a pass or an appointment. The Counseling Office is open daily from 8:00 a.m. to 3:30 p.m.

### **REQUESTING ASSISTANCE FOR YOUR CHILD**

For concerns regarding your child's grades, please contact your child's teacher first. If you need additional assistance, contact your child's counselor or an administrator. If your child is struggling with school in general, please contact your child's counselor or an administrator if the counselor is not available.



## REGISTRAR AND COUNSELORS FOR 2018-2019

**SECRETARY**

Susan Davis x 1523

**REGISTRAR**

Erica Felix x 1591

**COUNSELORS:**

A-K

Karla Nistler x 1507

L-Z

Meegan Burr x 1595

### LIBRARY

- Library hours will be from 8:00 a.m. to 3:30 p.m. Monday through Friday.
- Students are **required** to have a pass from a teacher to come to the library if they are not accompanying a class. Students do not need a pass if they are at lunch.
- Student **must** present their student ID to check out materials.
- The computers are reserved for academic use. During lunch, students who need to use the computer for schoolwork take precedence over other students.
- Students with overdue or lost materials **must** bring them back or pay for them. Failure to do so may result in loss or reduction of checkout privileges.
- All items must be returned or paid for, so as to not interfere with students receiving their diplomas at graduation.
- Having food and drink in the library is a privilege. If students are not responsible, they may lose the privilege.
- No food or drink is permitted in the computer areas, or when using the Chromebooks.

### HEALTH SERVICES

You must have a hall pass in order to be in the health office unless it is an emergency. The health assistant offers:

- First Aid
- Health assessment and treatment of illness & injury
- Medications (both prescription and over-the-counter)
- Wellness and health counseling
- Monitoring immunization status of students
- Communicable disease control and reporting
- Health education, promotion, and resources

### **Immunization Policy for School Attendance**

On January 1, 1992, the new Arizona State law of School Immunizations went into effect (ARS § 15-871). The law states that the school administrator shall suspend a pupil if the administrator does not have documentary proof of immunizations or the student fails to receive immunizations as scheduled.

### **Medication at School**

SHS is a **DRUG FREE ZONE**. All medication **must** be taken in the Health Office. This includes non-prescription medications. A signed medication permit must be on record and the medication must be left in the Health Office.

## CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in co-curricular and extracurricular activities as a way to foster a sense of belonging at school, develop teamwork and leadership skills, and provide a healthy balance to academics. Student involvement on campus is linked to positive attendance, grades, and behavior. A wide variety of co-curricular and extracurricular activities are available, but they shall not supersede the importance of succeeding in regular class work. Co-curricular activities are related to the regular school program and may be required as part of class participation or the class grade. Extracurricular activities are school-related activities that are outside of the regular school program in which students do not receive grades or credit and are voluntary in nature, including athletics and activities sponsored by the Arizona Interscholastic Association (AIA). Non-school sponsored activities, which may meet on campus as provided by a limited forum, do not fall within the definition of an extracurricular activity and are not endorsed by the school.

### Student Eligibility for Co-Curricular and Extracurricular Activities

Sahuarita High School is a member of the Arizona Interscholastic Association (AIA). Students participating in AIA-sponsored extracurricular athletics or activities, as well as students participating in co-curricular activities, must be academically eligible by maintaining passing grades in **ALL** classes. Cumulative grades are used in determining participation.

### Academic Eligibility To Participate in Co-/Extracurricular Activities

1. To be eligible, students must be passing all of their classes at the end of each one-week grading interval. An ineligible student has one week to make up any deficiency from the time of notification and will remain ineligible for the duration of that week.
2. The first 2 weeks of each semester will be considered a "grace period." All students must be passing all of their classes by Thursday of the 2nd week of each semester to be eligible to participate in extracurricular activities the 3rd week of each semester.
3. Beginning the 3rd week of each semester, student eligibility will be determined on a week to week basis. The period of eligibility begins on Monday and runs for seven consecutive days.
4. A **60%** is the lowest passing grade.
5. Academically deficient students will be notified in a manner that will ensure confidentiality for the period of ineligibility.
6. Coaches and sponsors will be advised under the same procedure.
7. If a student is dropped from a class due to excessive tardies (10), the student will receive an F for the remainder of the semester. The student shall be declared ineligible for the remainder of the semester.

Although students will be notified of pending ineligibility through PowerSchool postings or notification from SUSD staff, **it is the student's responsibility to be aware of grades in each of his/her classes and to seek help when needed.** Any student having difficulty in a class may seek assistance from the guidance office. Each student will then be directed to an appropriate support program.

### Attendance and Tardy Policy for Extracurricular Activities

If a student misses a class or is tardy during a day of practice or competition, participation is at the discretion of the athletic director. Appeals must be made prior to practice or game time. Students cannot miss class to appeal to the athletic director.

## SHS CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

**2018-2019**

CO-CURRICULAR ACTIVITIES	EXTRACURRICULAR ACTIVITIES
Audiovisual Technologies Skills USA	Athletic Training Club
Automotive Skills USA	Baseball*
Band (Marching and Concert)	Basketball*
Careers through Culinary Arts Program (C-CAP)	Cheerleading**
Choir	Cross Country*
Construction Skills USA	Football*
Cooperative Business Experience (CBE)	Golf*
Creative Movement (Flag Line/Winter Guard)	Math, Engineering, and Science Achievement (MESA)
Drama Club	National Honor Society (NHS)
Family, Career, and Community Leaders of America (FCCLA)	School Spirit Club
Habitat for Humanity	Soccer*
Jazz Band	Softball*
Naval Junior ROTC**	Swim*
Orchestra	Tennis*
Photography Skills USA	Track*
Student Council	Volleyball*
Student Newspaper	Weight-lifting and Conditioning Club
Yearbook	Wrestling*
	Soccer*

\* Indicates an AIA-sponsored athletic team

\*\*Indicates an AIA-sponsored activity

### STUDENT COUNCIL

**2018-2019**

The Sahuarita High School Student Council leads many different events and projects that take place during the school year including community service and school spirit activities. SHS Student Council members demonstrate strong leadership skills by serving as the voice of the

SHS student body and have the ability to effect positive school change. Student Council members are selected through an application process and include the following Executive Officers: President, Vice President, Secretary, Treasurer, Publicity Chairperson, Activity Chairperson, and Spirit Ambassador. In addition, each of the classes (Senior, Junior, Sophomore, and Freshman) include the following officers: President, Vice President, Secretary, and Treasurer. If you have ideas for Student Council please email us at

## ATTENDANCE POLICY

By state law, parents have the responsibility to send their students to school. Failure to do so may result in a report being filed with appropriate legal authorities. Also, by state law, if a student misses ten consecutive school days and the school has not been notified of the reason for the absence, the school is required to withdraw the student from school. Attendance is important and vital to a student's education. The attendance phone number is 625-3502 x 1512.

### ABSENCES:

1. When **calling** a student out for the day, the absence will be coded as **PNU** (parent notified unexcused).
2. **Documentation (note or email)** verifying a student absence will change the absence coding to **PNE** (parent notified excused) if a student is out due to illness, bereavement, other family emergencies, court, or major religious holidays.
3. Both professional documentation and notes/emails verifying student absences must be submitted to the attendance office within **5 days** of a student's return to Sahuarita High School in order to be used as **PNE**.
4. Once 10 absences are obtained, the student will be put under "NG" or No Grade status regardless of whether the absences are verified or not. A written appeal will need to be submitted at the end of the semester to be eligible to receive credit from the NG Appeals Committee. At that time, the committee will look at all attendance coding and determine whether all verified absences qualify the student to receive credit. **Only passing grades will be eligible for appeal.**

**\*Please note that the SHS attendance policy does differ from the elementary and middle school policies. You can stay current with your student's attendance by logging on to the PowerSchool Parent Portal or downloading the app. The district code for the app is HHSJ.**

### Make-Up Work

All students, including those with special accommodations, shall be permitted the same amount of time as he/she was absent to complete make-up work. A request for class assignments must be made for any extended non-school activities or non-emergency situations. **This request must be made at least two weeks prior to the absences to allow time for assignments to be prepared.**

- **It is the student's responsibility to contact the teacher to make-up missed work.**
- **Work missed due to documented absences:** Full credit will be given for work made up on time as a result of documented absences.
- **Work missed due to undocumented absences:** Work must be made up, but full credit may or may not be given at the teacher's discretion.
- **Work missed due to suspension:** Work must be made up and full credit will be given.

### Loss of Credit

A student with ten (10) verified or unverified, unexcused absences from a class during a semester shall not receive credit for that class. An appeal for the lost credit must be made by following the guidelines established in the appeal process.

Once the appeal is reviewed, credit may or may not be awarded dependent upon the appeal committee's findings. A grade of "F" will remain an "F" regardless of days absent.

**A student who has accumulated ten (10) consecutive unverified absences will lose credit and will be dropped from school.**

### **Appeal Process for Credit**

Loss of credit may be appealed by the student and a parent/guardian. If there are extenuating circumstances that dictate that a student miss more than 9 days of school in one semester, an appeal committee will hear the appeal for credit. If the committee has verified that extenuating circumstances are involved, credit may be awarded for the class or classes involved. The committee will use the historical documentation provided within the student's attendance file to draw reasonable verdicts for each appeal. **The NO GRADE (NG) – loss of credit appeal must be filed within 2 weeks of the grade reports being mailed home. Due to graduation, senior grade appeals second semester must be filed prior to graduation.**

If the parents are dissatisfied with the committee's decision, they may appeal to the Superintendent with a written appeal **within three (3) school days** of the receipt of the decision. The Superintendent's office will schedule a hearing with the parent and the student.

If the parents are dissatisfied with the Superintendent's decision, they may appeal to the school board within three (3) days of receipt of the decision. Their appeal shall be written in a letter, and the letter shall describe in detail all objections to the Superintendent and committee's decision. The Governing Board shall consider this appeal within twenty-five (25) days of receipt of the appeal.

### **PARENT/STUDENT TELEPHONE MESSAGES AND DELIVERIES**

Gifts delivered to students will be monitored at the discretion of the teachers or administration. **Balloons will be kept in the front office, and are not permitted on the bus.**

Messages should be limited to emergency reasons only. Please be prepared to state the emergency and a decision will be made if the class may be interrupted to deliver the message. **Please do not call or text-message your student during class time.** Cell phones are allowed on campus before school, during lunch, passing periods, and during class for educational purposes. **Cell phone use during class for non-educational purposes may result in discipline consequences for the student.**

### **FOOD AND DRINK ON CAMPUS**

Food and drink, other than bottled water in a clear plastic bottle, are permitted **based on teacher discretion.**

### **PROHIBITED ITEMS**

Cell phones and headphones/earbuds may be used responsibly before school, at passing periods, and during lunch. Cell phone and headphone/earbud use is prohibited during class time unless permission is granted by the teacher. Headphones should be removed from the ears, and put away when entering a classroom. **Irresponsible cell phone use that disrupts the educational process may result in loss of cell phone privileges and possible disciplinary action.**

**\*Use of laptops/ipads/kindles and related devices are to be used at the discretion of the teacher while in the classroom. If any devices are lost or stolen SHS will not be responsible.**

### **SKATEBOARDS/BICYCLES**

Bicycles and skateboards are permitted, but a student may not ride their bicycle or skateboard on campus. When a student who rides a bicycle to school arrives on campus, he/she must walk their bicycle to the bike lock area on the south side of the gym. Skateboards need to be left at the front office. **SUSD#30 is NOT responsible for any damage, vandalism, accident, or theft occurring to bicycles parked on our campus. Skateboards will be monitored, but office staff is NOT responsible for them.**

### **OFF CAMPUS POLICY AND AFTER SCHOOL ACTIVITIES**

Sahuarita High School is a closed campus. Students are to remain on campus throughout their scheduled school day. The parent or guardian of a student needing to leave campus must **check out** the student through the Health Office or Attendance Office and **must sign out** the student at the front desk, even if the student is 18 years of age or older unless the student is emancipated. If the student is driving to an appointment, parents/guardians must provide written documentation for the office. **Students on a shortened schedule must leave campus after their last class. Students who remain on campus without administration's permission are subject to disciplinary consequences.** Exceptions would be for tutoring or making up work with a teacher. In this case, students will need to receive permission from administration to remain at SHS until the end of the school day. Students are not to remain on campus after the buses depart unless they are participating in a **supervised, scheduled school-related activity**. All students are to be off campus unless under the direct supervision of a faculty member or sponsor at the end of the school day. The **activity bus** boards at 5:20 p.m. and leaves the student parking lot at 5:30 p.m. promptly. If a student is planning on participating in an after school activity, it is expected that the student remain on campus the entire time. **The activity bus is only for students who remained on campus and are participating in a school-related activity after school.**

### **STUDENT IDENTIFICATION CARDS (ID's)**

When you enroll at Sahuarita High School, you will receive an ID card. **Students must have their ID in their possession at all times while on campus and present it upon request by a staff member.** Lost, stolen, defaced, or damaged IDs must be reordered at the student's expense of \$5.00 and a temporary ID pass obtained in the front office. Your ID is not to be loaned to any other person. You will need your ID for the following purposes:

- To check books out of the library
- **To use in the cafeteria for breakfast and lunch**
- To attend school dances
- To receive reduced (student) rates for athletic events
- To be admitted on the school bus

### **HALL PASSES**

Students are not permitted in the halls during the class periods unless they are accompanied by a teacher, have the school-issued laminated hall pass from an authorized staff member to use the restroom or water fountain, or a teacher issued written hall pass to go to other locations on campus. **Students are not to be issued passes to go to the vending machines.** Students are required to sign in and out on the hall pass log in each teacher's classroom when they leave the classroom.

During lunch, students are permitted to be in the A and F buildings only during Mustang Power Hour passing periods.

***Restrooms available for student use before school and during lunch are next to the cafeteria snack bar and by the automotive classroom only.***

### **SCHOOL DANCES**

On-campus dances as well as the off-campus dances will end at 11:00 p.m. Students are to be picked up from all dances within 30 minutes of the end of the dance. Students not picked up promptly will lose the privilege to attend subsequent dances. Students must show their Student ID to be admitted to school dances. School rules will apply to all dances. School dress code will apply at on-campus dances, and a modified, formal dress code will apply to Prom. Students violating school policies will be denied entry to the dance or will be asked to leave, and will face disciplinary consequences.

### **STUDENT PARKING AND PARKING LOT**

Parking on campus is a privilege, not a student right. Students driving vehicles to school must register their vehicle prior to driving it on campus and must display a valid, current year parking permit when parking on campus.

- Students are required to update vehicle and driver information, such as proof of insurance, license plate number, vehicle make and model, etc. as it changes throughout the year.
- Students are not allowed to park in any of the District Administrative or staff parking lots; they **must park in the student parking lot only.**
- Once on campus, students must stay on campus until school is dismissed for the day or proper checkout has been completed through the attendance office.
- Students should not loiter in the parking lot before or after school. **Students on early release schedules will leave promptly after their last class of the day.**
- Students should be driving in driving lanes only. Drivers should not cut across parking spaces.
- Drivers will turn right off campus onto Sahuarita Rd upon leaving the school.
- The speed limit on campus is 15 mph at all times, and any reckless driving may result in loss of campus driving and parking privileges.

**SUSD#30 is NOT responsible for any damage, vandalism, accident, or theft occurring to vehicles parked on our campus.** A student and parent/guardian signature is required on the "Student Automobile Use" form.

### **Parking and Driving Violations**

Please see the "Student Automobile Use" form and permit forms available in the front office. **There is a \$5.00 replacement fee for lost or stolen permits.** Monetary fines or disciplinary actions may be imposed for parking and driving violations. Violations include, but are not limited to:

- *No Permit* = no physical permit displayed; expired permit or permit with expired insurance displayed.
- *Improperly Parked* = vehicle taking up 2 or more spaces; parked against a fence, in drive lanes, in a lot other than student parking lot, in a no parking zone, or in a handicap space without decal.
- *Racing/Exhibition of speed*=speeding over 15 mph or literally racing another vehicle, spinning tires, peeling out, or revving engine as if to race.
- *Safety Endangerment* = endangering the safety of passengers or others (in truck

bed, roof, hood, pulling of anything or anyone behind the vehicle) or reckless driving.

Failure to resolve parking violations may result in your vehicle being booted and losing parking privileges for the remainder of the school year. Extreme offenses may result in immediate revocation of the parking permit and driving privileges for the remainder of the school year. Violations of the policy may result in disciplinary action above and beyond loss of driving privileges such as detention, ACE, etc. Parking on campus is a privilege and not a student right.

## **SUSD STUDENT TRANSPORTATION SERVICES COMPACT FOR SUCCESS**

Our goal in Transportation Services is to provide a safe and comfortable ride to and from school for all students. This requires teamwork and shared understanding of basic operating norms. In order to accomplish these goals, Sahuarita School District has established the following procedures and routines on all District buses and at District designated bus stops as applicable.

1. Students will remain seated on the school bus.
2. Students will face forward when on the bus.
3. Students will keep their hands, feet, and personal objects to themselves.
4. Students will maintain a quiet conversation voice (level 2) and use appropriate language.
5. Students will obey reasonable direction from the bus driver at all times.
6. For safety and cleanliness reasons, eating/drinking on the bus is prohibited, with the exception of water.
7. Students will have their District issued identification card with them when boarding the bus.
8. The following items are prohibited on the bus: balloons, skateboards, weapons of any sort, glass items, with the exception of eyeglasses.
9. Bus norms also apply respective, designated bus stops, as applicable.
10. Please arrive at your bus stop at least 5 minutes prior to your scheduled pickup time.

Acknowledgement of student cooperation may include:

1. Positive reinforcement
2. Timely departures/arrivals — Teamwork Works!
3. Positive notes
4. Parent calls

Infraction of bus rules are serious concerns, as student safety is our top priority. In order to establish a positive and safe environment, the following general sequence of progressive and logical consequences will be in place when a student chooses to violate the above mentioned procedures and routines.

1. 1<sup>st</sup> offense — will be a conference and bus warning letter.
2. 2<sup>nd</sup> offense — three (3) days suspension from the bus.
3. 3<sup>rd</sup> offense — two (2) weeks suspension from the bus.
4. 4<sup>th</sup> offense — suspension for the remainder of the school year.

**PLEASE NOTE:** The District reserves the right, based on the seriousness and unique consideration of an infraction, to bypass one or more of the progressive steps and administer a more severe disciplinary consequence, or otherwise modify the disciplinary outcome.



## VISITOR PASSES

Sahuarita High School is a **CLOSED CAMPUS**. All visitors **must** check in at the Administration Office to obtain a Visitor's Pass that must be displayed at all times while on our campus. Visitors are required to present a photo ID which will be traded for a visitor's pass to be worn around your neck for the duration of your visit. When you leave campus you will check out with the front office where you will return your visitor's badge and retrieve your photo ID. Visitor's passes are issued on a limited basis and must be approved by the high school administration. Anyone found to be on campus without a Visitor's Pass may be cited for trespassing.

## STUDENT DRESS CODE

At Sahuarita High School we work to prepare students for life after high school. Part of that preparation is establishing a dress code for students that is appropriate for a high school environment, and encourages the practice of professional and responsible dress. We rely upon the good judgement of parents and students. The administration of Sahuarita High School will make the final decision about the appropriateness of any attire, and decide if it violates the school dress code.

Students deemed to be violating dress code will be required to change into clothing that meets the dress code standard. Violations of dress code may lead to disciplinary action. Please remember, school is your workplace, so dress appropriately.

### Clothing/Accessories

- Must not depict inappropriate or negative pictures, messages, symbols, lettering, or anything deemed inappropriate or unsafe.
- There can be no depiction of sex, alcohol, drugs, or weapons.
- There can be no gang-related clothing, symbols, or lettering on students' personal belongings. This includes bandanas.
- Tattoos with inappropriate or gang-related symbols must be covered.
- Hats (including wool caps and beanies) may be worn outside of the buildings only.
- Shoes must be worn at all times.
- Students must be in possession of their ID, and must present it upon request.
- Student Council sponsored spirit days will be approved in advance.

### Bottoms

- Excessively short shorts or skirts are not appropriate.
- Pants/shorts/skirts must not expose undergarments or the buttocks. Pockets should not be longer than the shorts, skirt, or holes in pants.
- Leggings should be athletic leggings. Material should not be see through.
- Administrative discretion will determine appropriateness.

### Tops

- Shirts must have a strap on each shoulder or sleeves that sit on the shoulder.
- Tops must be long enough to tuck into pants, shorts, or skirts, and remain tucked in.
- Shirts should not expose areas of the stomach, side, lower back, or chest
- Administrative discretion will determine appropriateness

## STUDENT RIGHTS & RESPONSIBILITIES

Students are expected to know and observe their rights and responsibilities. Students may appeal a discipline consequence through the principal. Chronic or habitual discipline will result in progressive consequences (**Progressive Discipline**) up to and including a recommendation for expulsion.

Below are guidelines for the consequences involved in the disciplinary process. Administrators will use their discretion in assigning an appropriate consequence for discipline infractions. Parent/Guardian may be notified by phone or by mail depending on the nature of the situation and the relevant circumstances.

### Discipline Levels and Guidelines:

<b>Level 1</b>	Office Counseling and/or lunch detention (the entire lunch period)
<b>Level 2</b>	After-School Detention (2 hours) or the equivalent
<b>Level 3</b>	1-2 days ACE or the equivalent
<b>Level 4</b>	3 days ACE or 1 day off-campus suspension
<b>Level 5</b>	5 days ACE or 3 days off-campus suspension
<b>Level 6</b>	7 days ACE or 5 days off-campus suspension
<b>Level 7</b>	10 days ACE or 7 days off-campus suspension
<b>Level 8</b>	10 days off-campus suspension and recommended for long-term suspension with a hearing
<b>Level 9</b>	10 days off-campus suspension and recommended for expulsion

**Progressive Discipline:** Consequences for chronic or habitual discipline. Once a student has accumulated 15 discipline referrals in one school year, the student, at the discretion of the high school administration, may be placed on progressive discipline. Once a student is placed on progressive discipline, each subsequent referral will result in the following consequences:

**First Progressive Discipline Referral:** 1-2 days out of school suspension

**Second Progressive Discipline Referral:** 3 days out of school suspension

**Third Progressive Discipline Referral:** 5 days out of school suspension

**Fourth Progressive Discipline Referral:** 7 days out of school suspension

**Fifth Progressive Discipline Referral:** 10 days out of school suspension with a hearing that may result in a recommendation for expulsion

\*Civil or criminal charges may be filed in accordance with Arizona Revised Statute at any time.

*Students are expected to conduct themselves in a safe, respectful, and responsible manner. The discipline infractions included in the handbook do not include each and every behavior that is subject to disciplinary consequences. Behavior that is considered unacceptable by school administration may still be subject to disciplinary action.*

### Tardies

Tardies accumulate **per semester, per class**. Consequences will continue through the Discipline Levels beyond the 5<sup>th</sup> offense, resulting in being dropped from the class after the tenth tardy. Periodic tardy sweeps will be conducted throughout the school year. Students who are tardy when there is a tardy sweep will receive consequences starting with a lunch detention, and

consequences will increase in severity each time a student is swept.

1 <sup>st</sup> tardy	Verbal warning from teacher and teacher documentation in attendance.
2 <sup>nd</sup> -4 <sup>th</sup> tardy	Teacher assigned lunch detention
5 <sup>th</sup> tardy	Referral to Office for after school detention or the equivalent

### **Truancy**

Truancy includes leaving campus without checking out, cutting class, or being 10 or more minutes late. Truancy offenses accumulate per semester in all classes. Consequences will continue through the Discipline Levels beyond the 1<sup>st</sup> offense.

1 <sup>st</sup> offense	Level 1-3
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### **Violations of Dress Standards, including ID card violations**

Students are informed of the Dress Standards in the Student Handbook and via video announcements during the first week of school, which serve as their warnings. The faculty and staff are held to the dress standards in the Faculty and Staff Handbook, which may vary from the student dress code standards. Consequences will continue through the Discipline Levels beyond the 3<sup>rd</sup> offense.

1 <sup>st</sup> offense	Level 1
2 <sup>nd</sup> offense	Level 2
3 <sup>rd</sup> offense	Level 3

### **Inappropriate Public Displays of Affection (PDA)**

Students are to refrain from displays of affection deemed inappropriate by public standards on campus and at school-sponsored activities and events. Inappropriate behavior is that which may be interpreted by others as undue familiarity and improper decorum in a school setting, such as caressing, prolonged embracing or kissing, or displaying other publicly inappropriate behavior. Consequences will continue through the Discipline Levels beyond the 3<sup>rd</sup> offense.

1 <sup>st</sup> offense	Level 1
2 <sup>nd</sup> offense	Level 2
3 <sup>rd</sup> offense	Level 3

### **Possession and/or Use of Electronic Devices**

Consequences will continue through the Discipline Levels beyond the 3<sup>rd</sup> offense.

1 <sup>st</sup> offense	Level 1
2 <sup>nd</sup> offense	Level 2-3
3 <sup>rd</sup> offense	Level 2-3

**\*Cell phones and headphones/earbuds may be used responsibly before school, during passing periods, and during lunch. Use of cell phones in the classroom is at the discretion of the teacher, and for instructional purposes. If any devices are lost or stolen SHS will not be responsible.**

### **Academic Misconduct (Cheating, plagiarizing, etc.)**

1 <sup>st</sup> offense	Student receives an "F" or a "0" on assignment/test/quiz. Parent notification made by teacher. Student is referred to the administration for counseling and values clarification.
2 <sup>nd</sup> offense	Student receives an "F" or "0" on assignment/test/quiz. Parent notification made by teacher. Level 2-3.
3 <sup>rd</sup> offense	Student receives an "F" or "0" on assignment/test/quiz. Level 3-5.

### **Disrespectful Behavior**

Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. (SWIS™) Consequences will continue through the Discipline Levels beyond the 2<sup>nd</sup> offense.

1 <sup>st</sup> offense	Level 1-5
2 <sup>nd</sup> offense	Level 2-5

### **Disruption**

Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior. (SWIS™) Consequences will continue through the Discipline Levels beyond the 2<sup>nd</sup> offense.

1 <sup>st</sup> offense	Level 1-5
2 <sup>nd</sup> offense	Level 2-5

### **Defiance**

Student continuously refuses to comply with reasonable requests. Consequences will continue through the Discipline Levels beyond the 2<sup>nd</sup> offense.

1 <sup>st</sup> offense	Level 2-4
2 <sup>nd</sup> offense	Level 3-5

### **Property Destruction**

Applies to property belonging to a staff member, another student, or school property, including vandalism and graffiti. Restitution and/or community service may be assigned in addition to the following consequences. Charges may be filed.

1 <sup>st</sup> offense	Level 1-9
2 <sup>nd</sup> offense	Level 5-9
3 <sup>rd</sup> offense	Level 7-9

### **Arson/Pulling a Fire Alarm**

Knowingly causing a fire or an explosion, or pulling a fire alarm. Charges may be filed.

1 <sup>st</sup> offense	Level 7-9
2 <sup>nd</sup> offense	Level 9

### **Possession and/or Concealment of Dangerous Items**

Students who are in possession of items including, but not limited to: airsoft gun, BB gun, pocket knife, knife with a blade less than 2.5", razor blade or box cutter, laser pointer, taser. Consequences will continue through the Discipline Levels beyond the 1<sup>st</sup> offense.

1 <sup>st</sup> offense	Level 5-9
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### **Possession and/or Concealment of Weapon or Dangerous Device**

Any item that is used to cause bodily injury to, threaten, or intimidate another person may be classified as a weapon or dangerous device.

\*Charges will be filed.

1 <sup>st</sup> offense	Level 8-9
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### **Public Nuisance-Malicious Mischief**

Water balloons, squirt guns, whistles, artificial noisemakers, stink bombs, etc. Consequences will continue through the Discipline Levels beyond the 1<sup>st</sup> offense.

1<sup>st</sup> offense                      Level 1-9

### **Theft**

This includes theft of school property or the property of a student or staff member. Restitution and/or community service may be required in addition to consequences below.

\*Charges may be filed.

1<sup>st</sup> offense                      Level 1-9

2<sup>nd</sup> offense                      Level 5-9

### **Verbal Provocation**

Use of language or gestures that may incite another person or other people to fight.

\*Charges may be filed

1<sup>st</sup> offense                      Level 3-9

2<sup>nd</sup> offense                      Level 5-9

### **Fighting**

Mutual participation in an incident involving physical violence, where there is no major injury.

\*Charges will be filed.

1<sup>st</sup> offense                      Level 6-9

2<sup>nd</sup> offense                      Level 7-9

3<sup>rd</sup> offense                      Level 8-9

### **Threats or Intimidation**

When a person indicates by word or behavior the intent to cause physical injury or serious damage to a person or their property.

\*Charges may be filed.

1<sup>st</sup> Offense                      Level 4-9

2<sup>nd</sup> Offense                      Level 5-9

### **Harassment**

Harassment includes, but is not limited to: continually following a person in or about a public place after being asked to stop; communicating with someone in a disturbing and pestering manner; repeatedly interacting with someone in a pestering manner after being asked to stop. Sexual and cyber misconduct are included.

\*Charges may be filed.

1<sup>st</sup> Offense                      Level 3-9

2<sup>nd</sup> Offense                      Level 6-9

### **Bullying**

Bullying falls under the category of harassment. Bullying is repeated over time, and involves a real or perceived imbalance of power. Bullying can be in the physical, verbal, or psychological form.

1<sup>st</sup> Offense                      Level 4-9

2<sup>nd</sup> Offense                      Level 6-9

### **Tobacco Violation (including electronic cigarettes or other nicotine products)**

The possession, use, distribution or sale of tobacco products on school grounds, at school-sponsored events, and on school-sponsored transportation. Consequences will continue through the Discipline Levels beyond the 3<sup>rd</sup> offense.

1<sup>st</sup> offense                      Level 4

2 <sup>nd</sup> offense	Level 5
3 <sup>rd</sup> offense	Level 6

### Alcohol Violation

The manufacture, sale, purchase, transportation, possession, or use of intoxicating beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events, and on school-sponsored transportation.

\*Charges will be filed.

Any offense                      Level 8-9

### Drug Violation

The use, cultivation, manufacture, distribution, sale, purchase, possession, or transportation of any controlled drug or narcotic substance or paraphernalia. This category can include over-the-counter medications if they are being abused by a student. This includes being under the influence of drugs at school, school-sponsored events, and on school-sponsored transportation.

\*Charges will be filed.

Any offense                      Level 8-9

### ***This Code applies to students:***

- *During regular school hours*
- *Whenever the student is being transported on a school bus or by other transportation arranged by the school district*
- *When the student is traveling to and from school by any other means, including walking or personal travel*
- *During school events, including off-campus events and activities such as field trips and athletic competitions*
- *At other times where a school employee has jurisdiction or authority over students, including summer activities*
- *During other activities associated with or supported by the school in any way*
- *On school or District grounds at any time, regardless of whether school is in session.*

*Additionally, school administration may take disciplinary action when a student's misconduct away from school has a detrimental effect on other students at school or on the orderly educational process of the District. Also, the principal may take disciplinary action if the violation is directly connected to prior violations at school or threatens to produce further violations or a risk of harm or injury at school.*

### **ALTERNATIVE CLASSROOM EXPERIENCE (ACE)**

Students assigned to ACE are responsible for adhering to these instructions. Non-compliance may result in additional time in ACE or possible off-campus suspension.

- Bring all required books, worksheets, study guides, paper, pens and pencils. You are to report to ACE no later than 8:20 a.m. If you are seen on campus or enter the classroom later than the 8:20 a.m. bell, you will be considered late to ACE, resulting in a possible additional day in ACE.
- In the event you are absent for any of the days scheduled in ACE, you will make up the time missed upon returning to school.
- Students assigned to ACE **may not participate in any after school activities** and must leave campus immediately when school ends.
- Seniors on an early release schedule may be assigned two periods of ACE in lieu of

After School Detention on a one-time basis. Should this occur, the student will not be allowed to participate in after school activities for that day.

### **STUDENT RECOGNITION PROGRAMS**

There are several student recognition programs in place at Sahuarita High School to recognize and honor students who uphold the expected standards of behavior, academics, citizenship, or leadership. These programs include:

- **I AM SHS:** Awarded to students and staff for outstanding academics, leadership, work ethic and/or kindness.
- **WE ARE SHS:** Awarded to SHS community members for outstanding academics, leadership, work ethic and/or kindness.
- **Honor Roll:** Gold Honor Roll recognizes students with a 4.0 grade point average and all A's for the period honored. Blue Honor Roll recognizes students with a 3.0 grade point average with all A's and B's.
- **Academic Letter:** Awarded to Juniors and Seniors who maintain a 3.5 cumulative grade point average while simultaneously earning a 3.5 GPA and taking two advanced classes in the semester for which the letter is awarded.
- **Perfect Attendance:** Awarded to students who have not missed any days of school in a given semester.
- **Kiwanis Student of the Month:** Chosen monthly by school administration from the list of I AM SHS award nominees.
- **Leaders in Character:** Each month each school administration selects one student to be recognized by the SUSD Governing Board as a Leader in Character at the Governing Board meeting. These students receive a plaque, a bookstore gift certificate, and have their pictures printed in the local newspaper.

## **ANNUAL PUBLIC NOTIFICATION OF NONDISCRIMINATION**

Sahuarita Unified School District does not discriminate on the basis of race, color, national origin, sexual orientation, age, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Sahuarita Unified School District's Career and Technical Education department does not discriminate in enrollment or access to any of the programs available: Audio Visual, Automotive Technology, Business, Construction, Culinary, Photography, Robotics, Sports Medicine. Inquiries concerning Title VI, Title II, Title IX, Section 504, and Americans With Disabilities Act may be referred to Mr. Scott Downs, Assistant Superintendent (sdowns@sahuarita.net), or Dr. Barbara Smith, Director of Student Services (bsmith@sahuarita.net), at 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520)-625-3502.

### **Notificación Pública Anual De No Discriminación**

El Distrito Unificado de Sahuarita no discrimina por razones de raza, color, origen de nacionalidad, orientación sexual, edad, o discapacidad en la admisión o acceso a, o tratamiento o empleo en, sus programas o actividades educativas. El Distrito Unificado de Sahuarita Departamento de Educación Profesional y Técnica no discrimina en la matrícula o el acceso a cualquiera de los programas disponibles: Audio Visuales, Tecnología Automotriz, Negocios, Construcción, Culinaria, Fotografía, Robótica, Medicina Deportiva. Las preguntas relacionadas con el Título VI, Título II, Título IX, Sección 504, y el Acta Para Americanos Con Discapacidades, pueden ser dirigidas al Sr. Scott Downs, Asistente del Superintendente (sdowns@sahuarita.net), o Dra. Barbara Smith, Directora de Servicios Estudiantiles (bsmith@sahuarita.net) al 350 W. Sahuarita Road, Sahuarita, AZ 85629, (520) 625-3502

### **J-3632 JII-EB**

#### **SAHUARITA UNIFIED SCHOOL DISTRICT STUDENT CONCERNS, COMPLAINTS & GRIEVANCES**

Students may present a complaint or grievance regarding one (1) or more of the following:

- Violation of the student's constitutional rights
- Denial of an equal opportunity to participate in any program or activity for which the Student qualifies not related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin or disability.
- Concern for the student's personal safety. Complaints and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK.

Provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed By law, or the Governing Board is without authority to act.

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the



complaint/grievance.

- The complaint/grievance shall be made only to a school administrator or a school member.
- The person receiving the complaint will gather information for the complaint form.
- Allegations shall be reported on forms with the necessary particulars as determined by the superintendent.

***Forms can be found on the district website.***

The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the complaint or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing the ***Complaint Form, which can be downloaded from the district website.***

A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

**J-3631 JII-EA**

**Sahuarita Unified School District  
STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES  
COMPLAINT FORM**

(This form can be obtained on the SUSD30 website)