

**PATAGONIA SCHOOLS
STUDENT HANDBOOK
2018-2019**



**“RESPECT, RESPONSIBILITY AND
A POSITIVE ATTITUDE”**

Mission Statement

We are a caring community, nurturing and empowering both
academic and individual excellence.

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ **ZIP Code:** _____

Phone: _____

Welcome

Welcome to the Patagonia Schools for the 2018-2019 school year.

The information contained in this handbook is correct at the time of printing. This is a condensed version of the Student Handbook given to parents at the beginning of the year. Actions by the Governing Board, legal counsel, new legislation, judicial decisions, administrative decisions, and/or student council decisions may change these guidelines at any time. Always ask an administrator or faculty member if you have questions. As representatives of the community and our school, we trust that this year will be a positive, rewarding venture filled with high expectations and achievable goals.

School Song

Lobos, we're for you every day,
We fight with might for you,
We cheer you on to victory,
And honors you are due.

Lobos, we're for you every way,
Scholastic or team game,
We thrill to your past history,
As we sing of Lobos fame.

School Colors

Orange and Black

School Mascot

Lobo



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The Patagonia School Districts do not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its programs or activities. For information regarding discrimination grievance or complaint procedures, contact the Superintendent at 520-394-3000.

CONTACT INFORMATION

Patagonia Schools Office PO Box 254 Patagonia, AZ 85624 (520) 394-3000 Telephone (520) 394-3001 Fax http://www.patagonia.k12.az.us	District Administration Office Superintendent, Business, Human Resources PO Box 254 Patagonia, AZ 85624 (520) 394-3000 Telephone (520) 394-3001 Fax
Governing Board Elementary District Kathy Pasierb, President Summer Lewton, Clerk Cynthia Matus Morriss, Member Kenneth Hayes, Member	Governing Board High School District H. Ron Pitt, President Jim Cosbey, Clerk Starr Norton, Member Paula Schaper, Member

Arizona School Report Cards: Parents may review School Report Cards for each school on the Arizona Department of Education website at <http://www.ade.az.gov/>

Superintendent/Principal – Ms. Rachel Hochheim	394-3000
District Activities Director, PUHS – Ms. Carmen Gomez	394-3000
Student Service Provider /AD – Mr. Kenny Hayes	394-3000
Behavioral Interventionist – Mr. Michael Young	394-3000
SPED Director – Ms. Ann Gortarez	394-3000
Dean of Students PES K-5 – Ms. Elvia Gallaher	394-3000
District & Student Office	394-3000
District & Student Office Fax	394-3001
Support Services – Facilities	394-3053
Support Services –Transportation	394-3025
Support Services - Food Service	394-3012

SAFETY ALERTS

Number to call if a bus student has not returned home on time: Transportation **394-3025** or cell phone **988-0196**.

To report violence, weapon, bomb, or other threat to school safety, **call 911** for law enforcement, and then call the school at **394-3000**.

The Patagonia Schools website: <http://www.patagonia.k12.az.us>
Please check this site daily for announcements, calendar items, early release days and other important information.

Patagonia PowerSchool student management websites:

- PES - <https://patagonia-es.powerschool.com/public>
- PUHS - <https://patagonia.powerschool.com/public>

Please check the above frequently to be stay informed of your grades, attendance, and financial obligations. Please feel free to call Liz Collier, the school registrar, (394-3002) if you are having problems accessing your Power School account.

Governing Board Meeting Schedule / Policies Locator

Governing Board meeting schedules and notices are posted at the Patagonia Post Office. The Elementary District Board and the High School District Board meet on the second Monday of each month, or as posted, at 5:30 p.m. in the Main Campus Conference Room. Meeting notices and agendas are posted at least 24 hours before the meetings. Public attendance at these meetings is encouraged. Governing Board policies are available online at www.azsba.org: select School District Policy Manuals, Publicly Available Manuals, and Patagonia Policy Manual. Paper copies of the Policy Manual are available for review at the District Office.

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- School District Policy Manuals,
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- Patagonia Policy Manual.

Paper copies of the Policy Manual are available for review at the District Office.

2018-2019 School Calendar

The following school calendar was adopted by the Governing Board. There are 180 school days. **All Fridays** as well as **December 18-20 and May 20-24**, are early release days. **HS and PES 1-8 students will be dismissed at 1:00 p.m. on early release days. Students in grades K - 5 will be dismissed at 1:00 p.m.**

August	8-7	Teachers' Meetings & Prof. Dev.
	8	First day of school for students
September	3	Labor Day – No School
October	5-8	Columbus Day break - No School
	18	Parent/Teacher Conferences
November	12	Veterans' Day Break – No School
	19-23	Thanksgiving Break – No School
December	21	Professional Development – No School for Students
	24-31	Winter Break – No School
January	1-4	Winter Break – No School
	21	Civil Rights Day – No School
February	18	Presidents' Day Break – No School
March	18-22	Spring Break - no school
	28	Parent-Teacher Conferences
April	22	Break Day
May	24	Last day for students and teachers & High School Graduation
May	27	Memorial Day

Please schedule doctor and other appointments based on the above calendar to avoid absences from school.

GRADING PERIODS SY2017-2018

Fall Semester

- 1st Progress, Aug. 8 - Sept. 6
- 1st Quarter, Aug. 8 - Oct. 4
- 2nd Progress, Oct. 9 - Nov.9
- 2nd Quarter, Oct. 5 - Dec. 20
- 1st Semester, Aug. 8 - Dec. 20

Spring Semester

- 3rd Progress, Jan. 7 - Feb. 8
- 3rd Quarter, Jan. 7 - Mar. 15
- 4th Progress, Mar. 15 - Apr. 23
- 4th Quarter, Mar. 15 - May 24
- 2nd Semester, Jan. 7 - May 24

Regular Day Grades 7-12

P1 Elective A/B	Nutrition Break	P2 A/B	Lunch	P3 A/B	P4 Leadership	
8:15 9:15	9:20 9:40	9:40 11:55	11:55 12:25	12:25 2:40	2:45 3:15	

Early Release Day Grades 7-12

P1 Class Meeting	Nutrition Break	Tutorial Enrichment PLC	Lunch	Leadership Development	
8:00 8:30	8:30 9:45	9:40 11:55	11:55 12:25	12:25 1:00	

The Goals of Patagonia Union High School

The Patagonia Union High School has established the following goals:

Academic Achievement	All diploma-bound students will reach high standards , as established by Patagonia Union High School District and state performance level standards in English, Mathematics, Science, Social Studies, and Enrichment activities. Achievement disparities among all Title I groups of students will be eliminated.
Safe and Supportive Learning Environment	All students will be educated in a safe, positive and supportive learning environment with a focus on security enhancements that support system-wide safety and discipline standards. PUHS will eliminate disparities among all Title I student groups in the referral suspension, and expulsion rates for violation of the Code of Student Conduct.
Workforce Quality	PUHS will ensure and maintain a work environment of respect and mutual collaboration by attracting and retaining a quality work force that demonstrates a commitment to providing a positive learning environment, values diversity, and reflects the diversity of the county and the relative labor market.
Community Engagement	All PUHS students will be educated in a school that is a family-friendly, welcoming environment. PUHS will eliminate disparities in parent and community representation and participation in traditional and non-traditional school-community activities.
Equity	Equity is infused throughout every one of these areas. PUHS will address the diversity that students bring to the learning environment and organize a school and classrooms to support the academic achievement and success of all students.

Introduction Positive Behavior Intervention Supports

At Patagonia Union High School, students have rights and privileges as well as responsibilities. While the school system has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. Students can expect school staff to reinforce positive behaviors.

Students, parents, teachers, school administrators, and community leaders have developed this handbook which outlines appropriate, responsible student behavior. It is intended to inform students of the expectation for behavior that will result in a school atmosphere that promotes excellence in teaching and learning.

The purpose of this handbook is four-fold:

1. To illustrate expected appropriate and respectful student behaviors
2. To describe violations of the Student Code of Conduct and associated interventions and consequences that may be enforced,
3. To outline student rights, privileges, and responsibilities, and
4. To provide information about how to get help with appeal requests, processes and procedures, and resources available from school system personnel. This handbook also includes a glossary of terms used throughout the document.

Equally important to sharing what is expected of students is that school and district policies and practices support character development, the development of self-control, and positive behavior choices. Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies. Some of the most important character traits we can assist students in learning are: **responsibility, respect, trust, citizenship, and caring.**

Responsibility is demonstrated by always doing your best, thinking about consequences, being accountable for choices, and doing what one is expected to do. **Respect** is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, and accepting differences among people. **Trust** is built by keeping promises, telling the truth, being reliable, and building a good reputation. **Citizenship** has to do with making your school and community a better place, obeying laws and rules, and respecting authority. And finally, **caring** is showing concern for the well-being of others around you.

Our school supports appropriate student behaviors that facilitate learning and minimize disruption in several ways. One example is *Restorative Justice* which are strategies to create respect, cooperation, and responsibility in the classroom. It is designed to prevent violence in schools by teaching students the social skills they need to recognize their own feelings and those of others refrain from impulsive behavior, and manage their anger. **Positive Behavior Intervention Supports (PBIS)** is another example. **PBIS** is a proactive approach to school-wide discipline. It focuses on creating and sustaining strategies for achieving important social and learning outcomes while preventing problem behaviors through a collaborative team approach analyzing and responding to discipline-related behavioral patterns.

The focus of this handbook is to guide student behavior, to link interventions to improve student behavior, and inform others that will assist school staff in creating safe and orderly environments. The rules and expectations outlined have been developed so that a combination of consistent, fair, proactive, corrective, and instructive strategies will be implemented in every classroom at PUHS and opportunities for teachers to teach and students to learn will be achieved. As a result, students, staff, and parents all benefit.

ATTENDANCE PROCEDURES, REQUIREMENTS & EXEMPTIONS

(See Policies J-0250 JC through J-1983 JHD-EC in Policy manual.)

Student Attendance: Pursuant to A.R.S. 15-803 (A) “It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session.” The parent or guardian is charged by law with the responsibility for the student’s consistent school attendance. The school is required to enforce the laws regarding attendance, with consideration for the variables that affect children and families.

Regular school attendance is essential for success in school. **The Department of Education has defined an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year (18 days).** By Board policy, observance of major religious holidays of the family’s faith and family vacations may also be excused. Excessive absences are defined as excused and unexcused absences totaling 18 days or more per school year or nine (9) absences per semester **not to exceed 10% of the instructional days scheduled for the school year** and may result in consequences including failure or retention. The school is required to report unexcused and excessive absences to law enforcement as truancy and habitual truancy. A child failing to attend school during the hours school is in session is **truant** unless excused pursuant to A.R.S. 15-802, 15-803, 15-901.

Exemptions from School Attendance (JHA-R): Students with *chronic health conditions* that preclude their attendance in school may be eligible for education services outside of school. Parents should contact the Principal if their child cannot attend school because of a chronic health condition.

Truant is defined as an unexcused absence for at least one (1) class period during the school day for which the student is scheduled. This includes leaving campus without checking out or cutting class. Truancy offenses accumulate per semester in all classes. The student and his /her parents shall be informed of excessive absences as well as the district’s intent to file information with the County Attorney General. Charges may be filed. **Absences harm student’s ability to succeed in school.** Penalties for excessive absences may include in-school suspension, course failure, retention, suspension, or expulsion. **Students who have accrued 10 consecutive unexcused absences will be withdrawn from school.**

Regular school attendance is essential for success in school. **The Department of Education has defined an excused absence as being an absence due to illness, doctor**

appointment, bereavement, family emergencies and out-of-school suspensions not to exceed 10% of the instructional days scheduled for the school year. By Board policy, observance of major religious holidays of the family's faith and family vacations may also be excused

In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified of the absence **prior to the absence** or **when the absence occurs** by the parent or legal guardian who has custody of the student. The school will document on paper or paperless format the date and reason for the absence. All absences not verified by parental or administrative authorization will remain unexcused. All personnel will solicit cooperation from parents in the matter of school attendance and punctuality. Parents are asked to schedule medical and dental appointments after school hours except in cases of emergency, and to schedule family vacations during school vacation and recess periods. **Students who are ill for three consecutive days or more will need a doctor's note upon their return.**

Prior Excuse: Students needing to be absent due to family commitments **must submit a prior excuse form one week before the scheduled absence.** If student meets all criteria as determined by administration absence will be excused. If the form is submitted with less than one week notice, the absence may also be considered unexcused. This procedure provides the teacher the opportunity to give students make-up work in advance and gives students the opportunity to avoid falling behind in class.

Excused and Unexcused Absences Exceeding Nine (9) Per Semester: Periodic letters will be mailed home to notify families of impending loss of credit.

Loss of Credit **High School** Students are accountable for all absences. Depending on the situation, absences may be waived through the administrative review process. Absences in the classroom due to school-related events such as field trips and athletic events are not considered absences.

Student Arriving Late to School: All students must sign in (signature and arrival time) at the Student Office before going to class.

Closed Campus: The District will maintain a closed campus.

- Students are considered on campus as soon as they arrive at school in the morning and they may not leave the school grounds during the school day (**including during lunch**).
- Students may not be on campus before 8:00 a.m.
- Students must leave campus at dismissal time unless they have parent and teacher permission to attend scheduled supplemental services such as tutoring or are participating in activities after school.
- Students with partial day schedules may be on campus only during class time.

Student Check Out: Any student leaving school during the school day **must** be signed out in the student office by his/her parent or person authorized by the parent on the child's enrollment form. If a person other than the parent or guardian who is authorized on the enrollment form is to sign out a child to leave campus, the parent must call the school in advance or send written permission. The person picking the child up must be known by the administration. Special authority to leave campus may be granted to students with their own transportation who must see a doctor, dentist, or such specific appointments if the student has written permission from the parent or guardian and the administration. Such permission must be cleared through the office before the student leaves the campus. A student who has reached the age of majority and has a form on file in the office to that effect may check himself or herself out if he/she meets the following criteria: Has own transportation, a scheduled appointment, family emergency or illness, **and** permission for the administration (Principal or Principal designee).

Withdrawal (JFC): Upon withdrawal, the student shall check in all books and other District property through the school office. **By law, student must be withdrawn from school after ten (10) consecutive days of unexcused absence.**

HEALTH INFORMATION, IMMUNIZATION REQUIREMENTS

Exemption from Physical Education: Medical documentation signed by a health care professional for students unable to participate in physical education activities must be on file in the school office. Medical documentation is needed to return to PE.

Administering Medicines to Students: The school will not provide any type of medicine, nor will the school administer any type of medicine except upon written request from a licensed physician/healthcare provider (if prescription medicine), which must be accompanied by a Medication Consent Form (required for each medicine). **Each and every over-the-counter medicine must be accompanied by a Medication Consent Form.** The Medication Consent may be obtained in the nurse's station. All medication must be kept in the nurse's station with the exception of asthma inhalers. Teachers may not give students medicines including aspirin or painkillers.

Communicable Diseases (JLCC): Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is past.

HIV/AIDS and Sex Education Notice:

This section of the *Handbook* serves as notice to parents of how to deny permission to participate in HIV/AIDS education and how to grant permission to participate in sex education. HIV/AIDS education may be presented to 3rd through 12th grade students. All students may participate in HIV/AIDS education unless a parent has denied permission. To deny permission for a child to participate in HIV/AIDS education, a parent must write a note or call the school secretary. Sex education may be presented to 5th through 12th grade students. Students may participate in sex education only if they have written parent

permission. To grant permission for a fifth grade student to participate in sex education, a parent must return the permission form that the child will bring home prior to instruction. .

Immunization of Students: Any child is in compliance with the requirements if the child has met the criteria of the appropriate immunization schedule as recommended by the Department of Health Services or is actively in the process of meeting such criteria as evidenced by having received one (1) dose of each of the required immunizations and has established a schedule for completion of the required immunizations. **Upon enrollment, schools shall forbid attendance or (suspend) a student not meeting the requirements for immunization or exemption from immunization.** Homeless students shall be referred to the liaison for the homeless and shall be given five (5) days in which to comply with the immunization requirements.

Policy on Lice Checks

The following procedures will be used by the school when a student at school is observed to be infested with live head lice:

- In the event that a child in the school is found to have lice/nits, the school nurse or health assistant will check all other children in that classroom. Many times, they need to check the entire school population.
- The parent/guardian will be notified and students found to have lice/nits are required to go home, use the appropriate shampoo, and may not return to class until they are determined to be **free of lice and nits** by the school nurse or health assistant.
- A fact sheet on education and treatment of head lice will be sent home with all students.
- For a student to be re-admitted to school following live lice infestation, he/she must be checked and have no live lice or nits.

Arizona School Immunization Requirements

Arizona law allows exemptions for medical reasons, laboratory evidence of immunity and personal beliefs. Exemption forms are available in the student office. The immunization record for each vaccine dose must include the date and name of doctor or clinic. The statutes and rules governing school immunization requirements are: Arizona Revised Statutes 15-871-874; Arizona Administrative Code, R9-6-701-708

Check requirements for your child's age and grade level in the chart below.

Age →	Under age 7	7-10 years	11 years & older
Grade →	Kindergarten & above	Kindergarten – 5 th grade	6 th through 12 th grades
DTap DTP DT	4-5 doses At least 1 dose at 4 years of age or older is required. A 6 th dose is needed if 5 doses have been given before 4 years of age	4 DTaP, DTP, DT, and /or Td doses required if dose #1 was given before 12 months of age. -or- 3 DTaP, DTP, DT, and /or Td doses required if all doses were given after 12 months of age. Tdap may be counted to meet the requirements above. Tdap is not required for 11 year olds until they enter 6 th grade.	1 Tdap dose is required for students 11 years and older. Exception: students who have completed the primary series of at least 3-4 doses of DTaP, DTP, DT/Td are not required to receive Tdap until 5 years have passed since their last dose of DTaP,/DTP/DT/Td. Students who did not complete the primary series of tetanus/diphtheria doses before age 11 are required to receive a total of 3 doses, including 1 Tdap and 2 Td doses. A Td booster is required 10 years after the Tdap dose.
Td			
Tdap		Not required for 11+ years old in these grades	1 dose
Meningo-coccal		Not required for 11+ years old in these grades	
Polio	3-4 doses 3 doses meet the requirement if the third dose was given at 4 years or older. 4 doses meet the requirement even if all 4 doses were given in the first year of life. (Not required for age 18 and older.)		
MMR	2 doses A 3 rd dose will be required if the first dose was given before the child's 1 st birthday.		
Hepatitis B	3 doses A 4 th dose will be required if the third dose was given before 24 weeks of age.		
Varicella	1 dose if given before 13 years of age. 2 doses if first dose was given at 13 years of age or later. Students attending school or preschool in AZ prior to 9/1/11 with parental recall of chicken pox disease are allowed to continue to attend. Students enrolling in an AZ preschool or school for the 1 st time after 9/1/11 are required to present proof of varicella immunization or a valid exemption for medical reasons, laboratory evidence of immunity or personal beliefs.		

EDUCATION SERVICES

Instructional Goals: All students will achieve competence in the Arizona Academic Standards. Curriculum and assessments are aligned with the Arizona Academic Standards. The Report Card reflects student learning of the State Academic Standards.

High School Graduation Requirements

A minimum number of units of credit are required for graduation by the Arizona State Board of Education. Listed below are the units that must be completed before a student may receive a high school diploma. Each student shall demonstrate accomplishment of the standards in reading, writing, science, social studies, and mathematics adopted by the State Board of Education and pass each of the sections of the required competency test.

Graduation Requirements by Subject	Minimum Graduation Plan 2013 & beyond
English or English as a Second Language	4.0
Mathematics	4.0
Science	3.0
US/AZ History	1.0
World History/Geography	1.0
U.S./AZ Government	.5
Economics	.5
Fine Arts or CTE (Career and Technical)	1.0
PE/Health	1.0
Electives & Other Courses – College-Bound including 2.0 credits Spanish	7
TOTAL Credits	23

Grading Scale					
Regular		Weighted		%	Cut-off
Grade	Credit Wt.	Grade	Credit Wt.		
A+	4.3	A+	5.3	97-100	96.5
A	4.0	A	5.0	93-96	92.5
A-	3.7	A-	4.7	90-92	89.5
B+	3.3	B+	4.3	87-89	86.5
B	3.0	B	4.0	83-86	82.5
B-	2.7	B-	3.7	80-82	79.5
C+	2.3	C+	3.3	77-79	76.5
C	2.0	C	3.0	73-76	72.5
C-	1.7	C-	2.7	70-72	69.5
D+	1.3	D+	2.3	37-39	66.5
D	1.0	D	2.0	63-66	62.5
D-	0.7	D-	1.7	60-62	59.5
F	0.0	F	1.0	<59.5	<59.5

Pass/Fail grades apply in courses that earn graduation credit but do not count in the GPA. An **(I) incomplete** grade automatically and permanently converts to an F grade if the incomplete is not resolved within one week from the time grades are issued.

HS Course Weights: Regular education courses earning graduation credit and points are weighted 4.0; Honors and AP courses are weighted 5.0. Weight of 5.0 does not apply to elementary school. Weights apply to courses that earn graduation credit and count in the GPA.

Weighted GPA Transfer Procedure: A student who is enrolled in honors or A.P. courses (i.e., on the 5.0 scale) may choose to drop to the regular course (on a 4.0) at any time during the semester. The student's grade in the A.P. course will convert to a regular course grade.

HS Course Offerings: See Course Catalog. For college requirements, see counselor.

College Course Work: Conversion of college credit to high school credit is permissible for approved classes that have been successfully completed. All college courses taken for credit **MUST have prior approval by the teacher and principal.**

1 credit college course	= 0.25 high school credit
2-3 credit college courses	= 0.5 high school credit
5-6 credit college courses	= 1.0 high school credit

Honor Roll: Requires minimum grade point average of 3.0 for the grading period with no D, F, or I on the report card for the grading period for middle school and high school. For K-5th requires a 3.0 with A's in Math and English Language Arts with no D's, F's or I on the report for the grading period.

Schedule Change: Student schedules may be changed during the first week of the semester. Teacher or Counselor initiated course add or drop after the second week of school earns credit if the student makes up the work missed. To make a schedule change, see the Student Services Provider

State Achievement Tests:

New State Assessment: Grades 3-11 students take the assessment in the Spring. This tests reading, writing and math. An NRT component reports student norm-referenced performance. The performance component assesses students' mastery of state standards at grade level.

Homework: Homework will be assigned to each student on a routine and systematic basis consistent with the maturity, special needs, potential, and achievement level of the individual student. It is important that students complete homework on time. Homework is intended to give students an opportunity to practice what they have learned.

Behavioral Intervention and Guidance Service: Many students periodically experience problems in relationships and in understanding their class schedules, schoolwork, and planning their careers. The counselor is trained to assist students in relating to the important people in their lives and resolving problems relative to schoolwork and planning their future. When student counseling needs involve behavioral health issues, the school coordinates counseling service with local health care agencies.

Field Studies: Field studies (field trips) must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field studies may be limited by the Superintendent. All field studies must be specifically approved by the Superintendent far enough in advance so that arrangements can be made prior to the study. Before any student is taken outside District boundaries on a field study, written permission must be obtained from the parents or legal guardians. Transportation shall be provided by District-authorized vehicles only. Field trips outside the regular school day are not mandatory and may only have extra credit grades associated with them. PMS Field studies will be limited to short distances in-state. PUHS seniors may apply to travel out-of-state but not internationally. PUHS out-of-state field trips or excursions must have Board approval. Requests for out-of-state field trips or excursions must be submitted to the Superintendent at least sixty (60) calendar days prior to the date of departure to allow time to process approvals through the Board. Students may lose privilege to attend a field trip due to prescribed interventions or attendance issues

Procedure for Walking Field Studies: In order for a student to participate in a walking field trip, parents must sign the general consent form and medical release for the year. **Parents will be notified of these trips on the calendar/menu and by the teacher on the school website at <http://patagonia.k12.az.us>** To deny permission, the parent must notify the Student Services receptionist or the student's teacher.

Promotion and Retention of Students (IKE)

Regular Education: The Districts are dedicated to the continuous development of each student. **Promotion** from year to year will be based upon standards for each basic subject area as identified in the course of study. The District standards that students must achieve shall include accomplishment of the standards in reading, written communication, mathematics, science, and social studies adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher-principal recommendations, and other pertinent data will be used to determine promotion.

Retention of students is a process that is followed when the professional staff, in consultation with the parent, determines it to be in the best interest of the student or in accordance with ARS 15-701.

Student Review: Teachers review all students' progress monthly and arrange for interventions if needed.

Student Social Events: An integral part of the education process is the learning derived from participation in school-sponsored social activities. Such activities shall have certificated school personnel as sponsors at all events. Guests must have prior approval to attend any school function.

Patriotic Observance and Period of Meditation:

Each student shall be provided with an opportunity to participate in the Pledge of Allegiance or other patriotic observance each day as well as a period of meditation, not to exceed one minute. ARS 15-203(A)(26) requires 4th – 6th grade students to recite a passage from the *Declaration of Independence* daily. If a parent objects to his/her student participating in a meditation period or patriotic observances, s/he must notify the school. Students whose parents have informed the school that they are not to take part in a meditation period or patriotic observances will be expected to observe the courtesy of not disturbing others.

AWARDS, SCHOLARSHIPS, AND SPECIAL RECOGNITION

National Honor Society: To be eligible for selection to the National Honor Society, the following criteria must be met:

- Student must be a Sophomore, Junior, or Senior
- Student must have a 3.5 minimum cumulative grade point average
- Student must complete the Student Activity Information Form and submit it by the designated due date

The Student Activity Information Form will be reviewed along with any other verifiable information about each candidate by the faculty council. Some faculty councils may wish to interview candidates personally. A vote will be taken by the faculty council. The following criteria will be considered: 1) scholarship 2) service 3) character 4) leadership.

Student of the Month: Each month the faculty will nominate one student from the high school and one from upper elementary school for student -of-the-month. These students will be honored by the Empire Mt. Patagonia-Sonoita Rotary Club.

Rotary Youth Leadership Awards (RYLA) – RYLA is an intensive leadership experience organized by Rotary clubs and districts where participants develop skills as a leader, build communication and problem solving skills while making lifelong connections.

EXTRA-CURRICULAR/CO-CURRICULAR

Athletic Program Participation: In order to participate in athletics, students must pay a fee prior to participation, submit evidence of physical exam and physician’s approval to participate, show proof of insurance, and submit a birth certificate copy. Athletes receiving a weekly grade of “D” or lower will be assigned a Friday academic tutoring class. There are no exceptions to these requirements.

Extracurricular Fees: Arizona taxpayers may donate up to \$400 for married and \$200 for single status to a public school for the school-approved extracurricular activities of their choice and take a dollar-for-dollar credit off their Arizona state income tax liability. If a specific activity or program is being supported, it will be listed on the receipt.

Parents who contribute at least \$200 extra-curricular tax credit designated for athletic program use receive a fee waiver of \$49 (PUHS) or \$29 (PES) and pay only \$1 fee at the time of fee payment for athletics. Taxpayers other than parents may do the same and designate a donation on behalf of a particular student for fee waiver eligibility.

\$50 High School athletics

\$30 Middle School athletics

\$10 each

- CTE Agriculture classes
- Band /Music
- Art (HS only)

\$ 1 each

- Swimming
- FFA

Extracurricular Activity Eligibility (JJJ): All interscholastic activities in grades five (5) through twelve (12) that are 1) of a competitive nature and involve more than one (1) school where a championship, winner, or rating is determined and 2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned, or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit.

All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity.

It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, there shall be adherence to the following criteria:

- Students with a failing grade (D or lower) in a course at the end of a quarter or semester shall be ineligible for two (2) weeks at the beginning of the following quarter or semester. Students who, upon having their **cumulative grades** checked after each one (1)-week period, except after the first two (2) weeks of the quarter, have one (1) or more failing grades (D or lower) will be put in a pending status for (1) week, and will be able to participate. After (1) pending week period, students who show that they are not working to capacity and have (1) or more failing grades, will be removed from any athletic teams or extracurricular activities. After improving their respective **cumulative grades** such that they are **passing every**

course, they shall regain academic eligibility for athletic and extracurricular activities.

- The eligibility criterion for extracurricular participation shall be a passing grade (C or Higher) in all courses in which the student is enrolled, and the student shall maintain progress toward promotion or graduation.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Athletic Director.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 - Ineligibility is pending.
 - Ineligibility is determined to be necessary.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.
- A student must be currently enrolled in and attending school in the District pursuant to District enrollment policies or must be a home-schooled student, living within District boundaries pursuant to A.R.S. Sec. 15-802.01, in order to participate in District extracurricular activities.

If the principal determines that the student's behavior presents a safety problem that student may be ineligible for participation in extracurricular activities until such time as the student's behavior warrants reinstatement.

The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.

The principal shall consult with and invite comment on this policy from parents and teachers as necessary, and shall make recommendations to the Superintendent and Board regarding this policy, after considering such comments. The Board, as a part of the procedure for adoption of this policy, may form an advisory committee for input from parents and teachers.

The principal shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met.

The principal may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

Extracurricular Activity Eligibility No Pass, No Play Regulations (JJJ-R)

Grade levels:

- Pertains to students in grades five (5) through twelve (12).

Definition of extracurricular activities:

- Extracurricular activities are all interscholastic activities and endeavors for which no credit is earned in meeting graduation or promotional requirements that are organized, planned, or sponsored by the District.

Eligibility to participate:

- For eligibility to participate in extracurricular activities, students must be receiving passing grades (C or Higher) in all courses for which they are registered. Ineligible students may attend extracurricular activity practices but may not play in games nor ride the activity bus.

Periodic interval for determining eligibility of students participating in extracurricular activities:

- The scholastic week is Monday through Friday, with adjustment of the first day if Monday is a holiday. Students with a failing quarter or semester grade will be ineligible for the first two (2) scholastic weeks of the following quarter or semester. Beginning with the third scholastic week of each quarter or semester, students' cumulative grades will be checked weekly on Monday or the first day of each scholastic week. A student who has a failing **cumulative grade** in any course will be ineligible beginning 8:00 a.m. the Monday of grade check until 8:00 a.m. the following Monday.

Suspensions and unexcused absences:

- A student who receives **an out-of-school suspension or an unexcused absence will be ineligible** for up to one (1) week beginning 8:00 a.m. the day after the suspension or unexcused absence to 8:00 a.m. the same day the next week, or up to the assigned day.

Notice to be given:

- Any student who is declared ineligible during any review period shall be so notified, as will the student's parent or guardian. The notification will be such that the privacy of the student is maintained.

Support for ineligible students:

- Students who are declared ineligible for extracurricular activities due to academic deficiencies will be required to participate in any support services offered.

Suspensions and Unexcused Absences: A student who receives **an out-of-school suspension or an unexcused absence** will be ineligible for up to one week beginning at 8:00 a.m. the day after the suspension or unexcused absence to 8:00 a.m. the same day the next week or up to the assigned day.

Notice to Be Given: Any student who is declared ineligible during any review period shall be so notified, as will the student's parent or guardian. The notification will be such that the privacy of the student is maintained.

Support for Ineligible Students: Students who are declared ineligible for extracurricular activities due to academic deficiencies will be encouraged to participate in any support services offered.

Athletic Equipment Responsibility: Students are responsible for all athletic equipment issued. Students must return all equipment issued at the end of each season. Students will not be permitted to participate in another sport until all equipment has been returned. Students will be charged a replacement fee for lost or damaged equipment. Participation in

graduation ceremonies may be denied unless all equipment has been returned or restitution is made.

Transportation To and From Activities: All students **must** use school-approved transportation to and from activities unless a parent has requested in writing that the student be permitted to ride home with an adult member of the immediate family. All rules of safe behavior on the bus are applicable.

Activity Attendance Rule: A student involved in an extra-curricular activity **must** attend school for the first four hours the day of any event. Absence from school the day of an event and participating in the event will result in that student **not** participating in the next event and an unexcused admittance to classes. **The only way a student can miss an event day is by completing a prior excuse before the date of absence approved beforehand by an administrator or the athletic director.** Students excused from class for games are not to leave campus without permission from the administration.

Athletic Events: The success of our teams depends to a great extent on the attitude and spirit of the student body. Support Patagonia Middle and High School teams whether winning or losing. **Booing or ridiculing officials or an opponent is a flagrant violation of good sportsmanship and will not be tolerated.** Students who violate the principles of good sportsmanship will be suspended from participation in the activity by the Athletic Council and/or the administration. Fans that violate the principles of good sportsmanship will be asked to leave the premises.

Athletic Council: The Athletic Council is composed of the coaches of all sports, cheerleading sponsor, the athletic director, and principal. This council will inquire into alleged violations of sportsmanship or improprieties of students involved in athletics. The council will make recommendations concerning no pass-no play policies and other athletic business.

Student Council: PUHS and PMS have separate Student Councils. Students may elect representatives to the Student Council. The Student Council may assist and advise the administration in the development and administration of student activities and services. The District Governing Board must approve the constitution of the Student Council. Student Council is Co-curricular and not eligible for extra-curricular tax credits. See the Student Council Constitution.

Student Council, Class and Club Officers: To hold a class or club office, a student must meet the no pass/no play requirements. HS organizations are: Student Council, National Honor Society, FFA, Science/Hiking Club, Freshman, Sophomore, Junior, and Senior Classes. Other organizations may be included depending upon available sponsors and student interests.

PES - Each candidate for a Student Council office must submit a petition containing signatures of 15% of the student body. Each candidate must have a 3.0 (B) cumulative grade point average. The President must be in 8th grade, but the Vice-President, Secretary, and Treasurer may be from grades 6-8.

PUHS – Each candidate for a Student Council office must submit a petition containing signatures of 15% of the student body. Each candidate must have a 3.0 (B) cumulative grade point average. The President must be a Junior or Senior, but the Vice-President, Secretary, and Treasurer may be from grades 9-12.

Supervision: Student clubs and organizations must have at least one staff sponsor present during meetings. Two staff sponsors must be present at all school dances and other social activities.

Student Publications: Students shall be required to submit publications to the principal for approval prior to distribution.

SCHOOL RULES AND EXPECTATIONS OF STUDENTS

Age of Majority: According to Arizona law, students who are eighteen years of age or older have attained their legal majority. Students who reach their eighteenth birthday while enrolled at Patagonia Union High School are required to inform the registrar that they are eighteen years of age and choose to exercise their majority rights.

Student Responsibilities

We believe everyone deserves a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We create opportunities for students to practice and succeed in making responsible and effective choices in order to reach their academic potential and contribute to the school community.

I will show Respect for

Myself by:

- Attending school regularly and being on time.
- Following rules and directions of adults
- Doing my schoolwork and home-work neatly and completely.
- Practicing positive behavior choices.
- Remaining on school grounds unless I have permission to leave school
- Learning from the consequences of my behavior
- Choosing not to bring tobacco, alcohol, other drugs, or weapons to school.
- Dressing in a way that is appropriate for the learning environment.

For Others by:

- Being understanding of other's feelings
- Using positive words with others (no putdowns).
- Treating others like I want to be treated.
- Not bullying, threatening, or harassing.
- Being honest by telling the truth, and admitting to things I have done.
- Working with others in positive ways.
- Keeping my hands to myself.
- Refraining from using profanity in school.
- Working together and/or with adults to manage negative behaviors and emotions.

- Using a respectful, positive and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.

Learning By:

- Following school rules and school staff directions.
- Keeping focused on my work.
- Coming to school prepared to work.
- Participating in class activities and discussions.
- Completing my own schoolwork and homework.
 - No lying, cheating, forgery
- Keeping my eyes on my own paper when taking quizzes and tests.

Property By:

- Taking care of things in my school and on school grounds.
- Keeping cell phones off and out of sight during school hours except with permission from school staff.
- Not bringing dangerous or distracting things, such as matches, lighters weapons, toys, fireworks, alcohol tobacco/other drugs, medicine not prescribed for me, etc...
- Using school materials or a classmate's materials for their intended purpose.
 - Using computers as directed by adults.
- Following rules about safety:
 - Refraining from making threats about bombs or blowing something up.
 - Using playground equipment in a safe manner.

Campus Safety: Throwing objects of any kind on the campus is dangerous due to potential injury. Running on campus can also cause accidents as can roller skating, riding scooters and skateboarding. Skateboarding is not permitted. Bicycles may be ridden to school and parked at the bike rack.

Damage to School Property: The following methods are to be used in determining the payment by students for loss of or damage to textbooks, library books, and other school equipment:

Library books will be charged at \$5.00/book. New textbooks will be charged at 100% of replacement cost. The replacement charge will be prorated as follows:

- 75% replacement cost of a book that is one year old.
- 50% replacement cost for a book that is two years old.
- 25% replacement cost for a book that is three or more years old.

An administrator will determine the extent and cost of damage repair or replacement for equipment.

Library: A variety of materials are available for student use. Books circulate for two weeks. A student may lose borrowing privileges and may serve detention by failing to return materials on time. Students are responsible for the replacement cost of unreturned

materials. Students are reminded to maintain the quiet atmosphere necessary for study and research while in the library.

Food Services: The cafeteria serves breakfast and lunch. Students may apply for free and reduced lunch at the beginning of the school year and at any time during the year in the Student Office. Students who do not qualify for free meals will need to pay for meals.

Charging meals is NOT allowed. If a student forgets to bring money to pay for the day's meal(s), he/she will be asked to call home for either money or a sack lunch.

For SY 2017-2018, student school meal prices are as follows:

Student Breakfast		Student Lunch		Adult
Reduced	Full Pay	Reduced	Full Pay	Breakfast = \$2.50
\$.30	\$1.55	\$.40	\$2.85	Lunch = \$3.75

The following are general cafeteria rules:

1. Food dropped accidentally should be picked up.
2. Pupils should be reminded to use good manners and be courteous at all times.
3. Hats are not to be worn in the cafeteria.
4. Students are expected to pick up after themselves.

The consequences for misbehavior in cafeteria is clean up.

Eating on Campus: Eating or drinking in classrooms is not allowed at any time with the exception of bottled or contained water. The cafeteria is available as a place to eat for all students, whether the student brings a lunch or purchases a lunch from the school. In addition, students are also allowed to eat in designated areas outside the cafeteria. Please use the trash cans provided for waste paper, food or beverage containers. If students cannot keep their campus clean, all food and drink consumption will be confined to the cafeteria. Offenders will be required devote time to campus cleanup or other community service.

Off Limits Areas: Safety guidelines provide that adults supervise students during the entire school day. For this reason, no loitering is allowed in buildings or campus areas during the day or after school when there is no adult supervision. Students are to leave campus at the end of the school day unless they are involved in a special activity with staff supervision. **Off limits areas during the school day: parking lot, transportation building, north and east (behind) school buildings, and any area in which there is no adult supervision.**

- During the school day, students may be at the buildings where they have classes, meals, or activities, but may not be allowed to be in those areas at other times. Students assigned to each school building may not be in the other school buildings unless they have classes there.
- The tennis courts, gyms, and pool area are off limits except during classes and authorized activities.
- The fire lane is off-limits to vehicular traffic.
- Students in off-limits areas are subject to disciplinary action including detention or suspension.

Student Dress Code: (Revised June 2016). Although parents and students are responsible for their attire, the faculty and administration will be responsible for judging whether a student's appearance violates school standards. If, in the judgment of school administration, student dress is a threat to student health or safety, interferes with schoolwork, creates disorder, or disrupts the educational program, consequences will be applied.

- A. School is your work place. Dress Appropriately. Students who violate dress code guidelines will be required to change into more appropriate clothing immediately or be removed from classes until a change of clothes can be brought by a parent/guardian. Student dress on Spirit Days and in P.E. class must meet the dress code requirements.
- B. In the interest of student safety, shoes must be worn at all times. Closed shoes are to be worn for physical education, auto shop, etc.
- C. Clothing must cover your mid section from your shoulders to at least mid-thigh. Appropriate attire would be jeans, slacks, shorts, shirts, and blouses. Shorts and skirts must be at least mid-thigh. Clothes must fit properly and be worn in the manner intended. Undergarments cannot be visible. Low hanging/sagging pants or shorts, oversized shirts, and garments that ride up will be seen as ill fitting, and you will be asked to change (which may include leggings and spandex shorts). Immodest or indecent attire, which includes exposed belly buttons, midriffs, shoulders, cleavage or abdomen area is not permitted.
- D. Sleeveless Shirts, such as basketball jerseys or tank tops may be worn by both male and female students if the width of the strap covering the student's shoulders is at least 3 inches wide un-stretched. Sleeveless shirts must have a tailored collar: including v-necks, fitted collars or slight scoop neck. Shirts must be tight under the arms, as to not show any of the wearer's midsection.
- E. Garments displaying vulgar or sexual statements, gang oriented insignias/colors, satanic/negative symbols, illegal substances, such as drugs, beer/alcohol, cigarettes, or tobacco are inappropriate and may not be worn in school.
- F. Hats may not be worn in the classroom or school buildings, but are allowed on campus during the instructional day, inclusive of high school athletic team hats. Exceptions are provided for properly approved occupational safety headgear required for special classes, including outdoor P.E. activities. Sunglasses are not permitted to be worn in the classroom. Sweatshirt hoods, wool caps or "beanies" may be worn outside to keep one's head and ears warm throughout the 12 months of the year, but sweatshirt hoods may not be worn inside the classroom.
- G. Fan attire at school athletic events must meet the regulations established by the Arizona Interscholastic Association (AIA).

Violations of dress code: Students are informed of the Student Dress Code in the Student at the time of registration through the Dress Code Compact. Consequences for infractions regarding these codes will continue through the Consequence Levels beyond the 3rd offense.

1st offense

Level 1: Student is assigned T-shirt/Shorts by school

2nd offense

Level 2: Student calls home for change of clothes. Student remains in Student Office until change of clothes arrives.

3rd offense

Level 3: Administration calls parent. Student is given after school detention.

4th offense

Level 4: Insubordination; Administration calls parent. Loss of Privilege: Field trip, Senior trip, 5 or more days extra-curricular, suspension. Parents may be asked to bring appropriate clothes to school.

Personal Items at School: The school cannot be responsible for money, textbooks or personal items, such as cell phones or other electronic devices, lost by students. You are advised to bring to school only enough money to cover lunch expenses.

Cell phones: Cell phones and other electronic devices are extreme distractions to the learning environment; moreover, they may represent a risk to academic integrity and personal privacy. The school easily facilitates emergency contact between parents and student.

If a student must make a long distance emergency call outside of these hours, permission to go to the student office must be obtained from a teacher/coach and the call must be made from the student office using the schools' phone.

- **PES** – Students in Patagonia Elementary School, grades PS-8, may use cell phones or other electronic devices **only after school**.
- **PUHS** – Students are to use cell phones and personal devices in a way that is appropriate to a learning professional environment.

Cell phones and other electronic devices used other than the above mentioned times will be confiscated and returned only to a student's parent/guardian. Repeated offenses will be treated with elevated levels of consequence. If any devices are lost or stolen, the school will not be responsible since they were not to be on campus.

Classroom Telephone: For emergencies and with teacher permission, students are requested to use the telephones in the classrooms rather than in the office for local phone numbers.

Lockers: Lockers will be assigned to middle and high school students. Lockers are to be maintained in good order. Locker clean outs may be scheduled from time to time.

Students may not mark, scratch, paint, glue, or otherwise modify locker surfaces.

Students will be required to pay full restitution to replace modified lockers. Any locks found on unassigned lockers will be cut off and the contents confiscated. Requests for locker reassignments must be approved through the student office; students may not trade lockers. Lockers should be secured at all times. Items of value (jewelry, cameras, money, etc.) should not be left in lockers. Personal items should be clearly marked for identification. Student lockers are owned by the Patagonia School Districts and remain

under the joint control of the student and the Districts. Student lockers may be inspected and searched at anytime by an administrator whether or not there is reasonable suspicion that the locker may contain an illegal item, or an item that may constitute a threat to the health or safety of the student or others or a danger to property.

Student Automobile Use and Parking (Policy JLIIE): Students are permitted to park on school premises as a matter of privilege, not of right. Students will not bring any motorized vehicles on any campus in the District other than the high school campus. Students are required to maintain the 10 mph speed limit while driving on school grounds. Violators will have their parking privileges revoked for not less than one academic quarter.

- All students will register their vehicles.
- Registration stickers must be displayed on all student vehicles.
- Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.
- The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
- The interiors of student vehicles may be inspected whenever a school authority has reason to believe that illegal or unauthorized materials may be present. Inspections may be conducted without notice, without student consent, and without a search warrant.
- **Students are not allowed in vehicles during lunch or passing periods.**
- Students are not to drive their vehicles through the bus loading zone until after the buses have left.
- Any student who operates a motor vehicle in an unsafe manner is subject to disciplinary action, which may include loss of the privilege to drive on campus and report to law enforcement.
- Student parking spaces are on the field side of the lot in the gym area.
- Students should enter from Highway 82 and proceed at 10 mph or more slowly to the parking area.
- The staff parking area is off-limits to students. The fire lane always is off-limits to student vehicles.

BUS SAFETY

Bus Schedules, rules, and other information for to and from school transportation are sent separately by the Transportation Department to the parents of bus riders. This section of the handbook provides rules for safe bus riding on field trips and other school activities.

Board the Bus:

- Line up in single file where the teacher tells you to wait.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly but without crowding or pushing.
- Never run on the bus, as the steps or floor may be slippery, especially in wintertime. Place your foot squarely on the step, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus.

Conduct on the bus:

- The bus will not move until all passengers are seated. Remain seated throughout the trip, and leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that might disturb or interfere with the driver. Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head, or feet out of the windows of the bus.
- Do not open windows without the driver's permission.
- Do not throw anything within the bus or out of a window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard refuse in the bus.
- Food and/or beverages on the bus will be at the bus driver's discretion
- Promptly obey the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus.
- No weapon, explosive device, harmful drug, or chemical shall be transported in a school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the Highway:

- If you must cross the road, walk to a point about ten feet in front of the bus, but do not cross until the driver has indicated that it is safe to do so.
- As you cross the road, look continuously to the right and left. Cross at right angles, never diagonally.
- You should walk briskly across the road, but DO NOT RUN!
- **NEVER CROSS THE ROAD BEHIND THE BUS!**

Accident or other emergency:

- In case of an accident or emergency, older students should help the driver to maintain order and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to needless hazard.

- When a student is not allowed transportation by school bus, the principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely. A student who is put off one bus will be refused transportation by all drivers for the specified period of time.

Students who are suspended from school are not allowed to be on campus or at school sponsored activities during the suspension. Students violating this policy may face further suspension and notification of law enforcement.

Suspension Make-up: Students receiving out-of-school suspension must make up all class work to avoid loss of credit.

Procedures for Suspension for More than Ten Days (JKD): See Governing Board Policy Manual.

Procedures for Expulsion (JKE): See Governing Board Policy Manual. Expulsion means permanent removal from school for the remainder of that school year.

Timeout: Students may be sent out of a class by the teacher for disrupting the learning environment. Students sent to the office or another classroom for a time-out from a classroom are not considered to be in in-school suspension.

Levels of Unacceptable Behavior, categorized as Level 1, 2, 3, 4 or 5 and Consequences

Level 1, 2,3,4 and 5 offenses may be moved to higher level with associated consequences if repeated.

Level 1

Classroom Level Interventions If these interventions are successful, referral to the school administrator may not be necessary

Interventions

- Acknowledgement/ reinforcement continuum
- Behavior Contract
- Behavioral Intervention Plan
- Collaborative Decision Making (CDM)
- Functional Behavior Assessment
- Informal and/or preventative school-based mentoring
- Mentoring
- Parent/guardian notification required
- Parent outreach
- Referral to student Support Team Behavioral Interventionist
- Restorative Practices
- Teacher conference with student
- Use of Student Problem solving Worksheet
- Warning
- Written reflection about incident
- Student Re-Entry or Success Plan

Consequences

- Parent Conference
- Restitution
- Supervised time-out outside of classroom
- Temporary removal from class
- Warning

Level 2

Appropriate when Level 1 Intervention has been ineffective In some cases, referral to the school administrator may be necessary.

Interventions

- Behavior Contract
- Behavioral Intervention Plan
- Collaborative Decision Making (CDM)
- Community Conferencing
- Conference with a parent or guardian
- Functional Behavioral Assessment
- Information and/or preventative school-based mentoring
- Mentoring
- Parent/guardian involvement
- Parent contract
- Parent or Guardian accompany student to school or classes
- Peer mediation
- Phone call or letter to parent/guardian
- Restorative Practices
- Safety Plans
- School-based or outside facilitated conflict resolution
- Teacher and/or administrator conference with student and/or parent/guardian
- Threat determination

Consequences

- Class or Schedule Change
- Confiscation of item
- Detention
- Loss or suspension of privileges
- Restitution
- Supervised time-out outside of classroom
- Suspension (Short-term 1-3 days)
- Temporary removal from class

Level 3

Appropriate when Level 2 intervention has been ineffective Office referral required (except Check-in/Check-out)

Interventions

- Behavioral Intervention Plan
- Check and Connect
- Check in-Check-out

- Collaborative Decision Making (CDM)
- Community Conferencing
- Decision-making Room
- Functional Behavioral Assessment
- In-school Intervention
- Informal and/or preventative school-based mentoring
- Learning Lab
- Mentoring
- Parent or guardian accompany student at school or classes
- Referral to student support team/CDM
- Restorative Practices
- Safety Plans
- Social Skills Group
- School-based or outside facilitated conflict resolution
- Threat determination

Consequences

- Campus Clean-up
- Community Service
- Detention
- In-school suspension
- Loss of parking privileges
- Loss or suspension of privileges.
- Restitution
- Suspension (Short-term 1-3 days)
- Temporary removal from class

Level 4

Interventions

Appropriate when Level 3 intervention has been ineffective Office referral required

- Behavioral Intervention Plan
- Collaborative Decision Making (CDM)
- Community Conferencing
- Functional Behavioral Assessment
- Mentoring
- Modified School Day
- Parent or guardian accompany student at school or classes
- Parent/Guardian notification required
- Referral to Student Support Team
- Restorative Practices
- Safety Plans
- School-based or outside facilitated conflict resolution
- Threat determination

Consequences

- Loss of parking privileges

- Loss or suspension of privileges.
- Restitution
- Restricted activity
- Suspension (Short-term 1-3 days)
- Suspension (Long-term, 4-10 days, except for attendance related offenses)
- Temporary removal from class

Level 5

Appropriate when Level 4 intervention has been ineffective Office referral required

- Behavioral Intervention Plan
- Collaborative Decision Making (CDM)
- Community Conferencing
- Functional Behavioral Assessment
- Mentoring
- Parent/Guardian notification required
- Referral to Student Support Team
- Restorative Practices
- Safety Plans
- Student Re-entry or Success Plan
- Threat Determination

Consequences

- Expulsion (to be considered only in the most extreme cases)
- Extended Suspension (11-45 days)
- Referral to Alternative education program
- Suspension (long-term, 4-10 days, except for attendance related offenses)

Staff Use of Physical Force: Any administrator, teacher, or other school employee entrusted with the care and supervision of a minor may use reasonable and appropriate physical force upon the supervision of a minor to the extent reasonably necessary to maintain classroom control.

- Similar physical force will be appropriate in self-defense, in the defense of other students and school personnel, and to prevent or terminate the commission of theft or criminal damage to the property of the District or the property of persons lawfully on the premises of the District.
- Physical force is not justified in response to verbal provocation alone, or when the degree of physical force used exceeds that necessary to avoid injury to persons or to preserve property at risk.

Hazing (JICFA-EB) – Please see full policy in Student Handbook.

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the school. All hazing incidents will be documented on the Incident Report Form.

Sexual Harassment– Please see full policy in Student Handbook.

All students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment may include, but is not limited to: Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons. Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the administration, as provided in ACA-R. All sexual harassment incidents will be documented on the Incident Report Form.

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

- has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- occurs when there is a real or perceived imbalance of power or strength, or
- may constitute a violation of law.

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

- verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- exposure to social exclusion or ostracism,
- physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- damage to or theft of personal property.

All bullying incidents will be documented on the Incident Report Form.

Cyber bullying: Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment. All cyber bullying incidents will be documented on the Incident Report Form.

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

Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media. All intimidation incidents will be documented on the Incident Report Form. All intimidation incidents will be documented on the Incident Report Form.

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

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

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

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

Students found to be bullying others will face consequences up to and including suspension or expulsion from school.

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

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

Due Process Procedures (Appeal Rights)

Student Rights: Students have certain "due process" rights in matters of intervention and consequences. Due process means that students must be told what alleged misconduct is of concern, and they must be permitted to tell their version of the story.

Notification to Parents: Persons responsible for the student will be notified of Level 3 or 4 disciplinary actions involving the student.

Appeal: Students or parents may appeal a disciplinary action by writing a letter to the principal clearly stating the reason for appeal and desired outcome.

Compliance Officer: The Superintendent shall be the compliance officer. Any person who feels unlawfully discriminated against or to have been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. If the Superintendent is the one alleged to have unlawfully discriminated, the complaint shall be filed with the President of the Board. See ACA-R for the Complaint Procedure.

Student Concerns, Complaints, and Grievances (JII-R and JII-EB) (See Policy Manual online for details.)

Mandatory Reporting to Law Enforcement

Arizona Revised Statute 15-341(a)(32) requires the school to report to local law enforcement:

- Any suspected crimes against persons or property.
- Any incidents that could potentially threaten the safety or security of students or staff.
- Any reports of child neglect or abuse.
- Any student injury resulting from a fight or assault.

Staff members are to report to other agencies to investigate. The responsibility is to report to other agencies to investigate. A designated person will report to law enforcement any time that a student is injured by another student.

Notification of Law Enforcement Agency or other legal authority: If school authorities believe evidence exists that a student has violated the law, the appropriate enforcement agency will be notified and a report made. If a law enforcement officer arrests a student, he is responsible to notify parents. School personnel have no authority in this case but will make an effort to notify parents. Governing board policy requires that if law enforcement agents interrogate a student who has not been arrested at school an administrator must be present and a parent may be present. The form for Student Interrogations, Searches and Arrests: Signature of Arresting Office will be used to document interrogation, search or arrest.

EMERGENCY PROCEDURES

Illness or Injury Emergencies: In the event of illness or injury, a student must either report to the office in person or have someone report for him/her. If a student is injured with what appears to be a broken bone or back or neck injury **DO NOT MOVE HIM/HER!** Notify the office immediately. All accidents **must** be reported to the office and an accident report filed. For serious injuries the Student Accident Report Form should be used.

Procedure for Emergency School Evacuation: In the event of an emergency evacuation, students will be taken to the St. Theresa's Church Hall. Parents or other persons authorized to check out the child will be notified by phone and should pick up the child as soon as possible. The church hall is located on Sonoita Avenue and 3rd Avenue.

Evacuation/fire drills: Each classroom has a posted plan for evacuation. Students are advised to be familiar with these in the event of a fire or fire drill. Should it become necessary to evacuate the campus, students and teachers will walk down Sonoita Avenue to

St. Theresa's Church Hall. Parents will be called from there.

Setting off fire alarms or making bomb scares are dangerous acts and may result in suspension or expulsion.

Lock-down drill: Each classroom has a posted plan for lockdown. The school may conduct drills.

Procedure for Canceling School Due to Bad Weather: Parents and students will be notified by the District by phone or email via Power School Announcement either the night before or the morning of a school cancellation for bad weather. The cancellation or postponement will also be announced by local television stations.

STUDENT PROCEDURES

Announcements: Official school announcements are made every day. The announcements that require parent attention are posted on the school website at www.patagonia.k12.az.us and on the Patagonia Face Book page: [facebook.com/Patagonia.Public.Schools/](https://www.facebook.com/Patagonia.Public.Schools/).

Fund Raising: Fund raising activities by students on school premises or elsewhere as representatives of the school will be permitted only when connected with specific school activities approved by the Superintendent. Participation in contests or fund-raising activities shall be governed by the following criteria:

- The aim of the activity shall benefit youth in educational, civic, social, and ethical development.
- The activity shall not be detrimental to the regularly planned instruction.

Insurance: The school does **not** carry insurance on students. Students and families with questions about obtaining insurance can inquire at the school office.

PARENTAL PROCEDURES

Parents are encouraged to communicate with their child's teacher in order to:

- Improve parent and teacher cooperation in such areas as homework, attendance, and student behavior.
- Learn about the course of study or their children and review learning materials.

Scheduling Conferences with Teachers: The district will have at least one Parent/Teacher Conference a year. However, parents can call the teachers or the office and schedule conferences with teachers at any time.

Progress Reports: It is essential that parents regularly and fully check their children's progress in school. PowerSchool is the computerized resource to assist with this. See page 8 for website address. User names and passwords are made available to all students and parents/guardians. If the user name or password is lost, please check with the school registrar (Liz Collier, 520-394-3002) for this information or call the registrar for assistance. The minimum progress reports are four report cards and four mid-term progress reports. **If a parent would like to know the progress of his/her student at other times, he or she should check his/her PowerSchool account.** Each school will report a student's progress to the student and to his parent or guardian.

Visitors to School: Parents are encouraged to visit the schools. **All visitors to any school must report to the school office upon arrival.** For those who wish to visit a classroom during the school day, it is **required** that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. In visiting a classroom, parents must realize the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal nor will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the District schools, and is in violation of this policy, may be asked to leave the property of the District. Failure to comply with the lawful directions of District officials or of District security officers or any other law enforcement officers acting in performance of their duties, and failure to identify yourself to such officials or officers when lawfully requested to do so will be against District regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

Student visitors not enrolled in Patagonia Schools: If a child who is not enrolled wishes to visit a classroom, he or she must have the following:

- **Prior Notice/Request to visit**
- **Approval from Student Service Provider and District Activities Director**
- And **written permission** from his or her parent(s).

Visitors may not ride the bus.

School Volunteers: Volunteers can make many valuable contributions to educational programs in this school, and we do appreciate volunteers. However, **there are three things that must happen in order to be approved as a volunteer.**

1. A **“Volunteer Application”** must be filled out (short form),
2. A **fingerprint check** must be run,
3. **Superintendent and Board approval** must be obtained.

Applications and fingerprint cards are available from Human Resources at 394-3055 in the administration office.

Visitors riding the school bus: In order for anyone other than a student or faculty member to ride the school bus (for example, to accompany a student on a field study), he or she **must be approved as a “School Volunteer” (see above)**. Once approval has been given, it is good for three years. If you plan to accompany a student on any field study during the school year, please begin this process at once.

Smoking on School Premises at Public Functions: The possession or use of tobacco products is prohibited on school grounds, school buildings, school parking lots, playing fields, school buses and other District vehicles, and off-campus school-sponsored events.

Consequences for Secondary Students

(6-12)

Offense/Violation	Level of Consequence					Major Incident Report	School will contact:
	1	2	3	4	5		Police/Appropriate Office
Absence (unlawful)	●	●	●				BI/SSP
Academic Dishonesty (Cheating & Plagiarism)	●	●	●				SSP
Alcohol and Other Drugs	Possession (1st Offense: Recommend ADAP)		●	●	●	✓	Police/BI/SSP
	Consumption (1st Offense: Recommend ADAP)		●	●	●	✓	Police/BI/SSP/Nurse
Other Drugs	Distribution				●	✓	Police/BI/SSP
	Possession w/intent to distribute				●	✓	Police/BI/SSP
Ammunition	●	●	●	●			Police/SSP
Arson/Fire					●	✓	Police/BI/SSP
Attack... ...on students	Category I				●	✓	Police/BI/SSP
	Category II				●	✓	Police/BI/SSP
... on others	Category III		●	●	●	✓	Counselor/SSP
... on staff	Category IV (Threats-Verbal/Written)	●	●	●	●	✓	Counselor/BI/SSP
Bias Behavior	First Offense: BMBP Referral		●	●	●		BI/SSP
	Further Offenses: Additional BMBP Referral				●	✓	
Bomb Threat				●	●	✓	BI/SSP
Bullying (First Offense: Recommend RAP)			●	●	●		BI/SSP
Cyber-bullying			●	●	●		BI/SSP
Class Cutting	●	●	●				BI/SSP
Computer Misuse	Category I				●	✓	BI/SSP/Principal
	Category II				●	✓	BI/SSP/Principal
	Category III			●	●	✓	BI/SSP
	Category IV		●	●	●		BI/SSP
Destruction of Property/Vandalism		●	●	●	●		Police/BI/SSP
Disrespect Toward Others	●	●	●	●	●		BI/SSP
Disruption to Classroom/School-Chronic & Extreme	●	●	●	●	●	✓	BI/SSP
Disruptive Clothing or Appearance	●	●	●				BI/SSP
Inappropriate Use of Personal Electronics or Devices	●	●	●	●	●	✓	BI/SSP/Principal
Extortion/Strong Arming/Blackmail	●	●	●	●	●	✓	Police/BI/SSP/Principal
False Fire Alarm					●	✓	Police/BI/SSP
False Information/Accusations	●	●	●	●	●	✓	BI/SSP/Principal
Fighting	First Offense: RAP First Offense Letter	●	●	●	●		BI/SSP
	Second Offense: RAP Referral	●	●	●	●		BI/SSP/Principal
	Third Offense: Major Incident Referral (L4-L5 fights)			●	●	✓	BI/SSP/Principal

Offense/Violation	Level of Consequence					Major Incident Report	School will contact:
	1	2	3	4	5		Police/Appropriate Office
Fighting: Verbal	●	●	●	●			
Fireworks/explosives	●	●	●	●	●	√	Police/BI/SSP
Forgery	●	●	●	●			Police/BI/SSP
Gambling	●	●	●	●			BI
Gang-Relate Activity			●	●	●	√	Police/BI/SSP
Harassment/Intimidation			●	●	●	√	BI/SSP/Principal
Hazing	●	●	●	●	●	√	BI/SSP
Inappropriate Language (Students/Adults)	●	●	●	●			
Improper Physical Contact	●	●	●	●	●	√	BI/SSP
Inciting or Participating in a School Disturbance	●	●	●	●	●	√	Police/BI/SSP
Insubordination	●	●	●	●	●	√	BI/SSP
Leaving an Area and/or Leaving Class and/or School Grounds without Permission	●	●	●	●			Police (If unable to locate or unknown whereabouts)
Matches/ Possession of	●	●	●	●	●		
Lighter(s): Use of (see Arson/Fire)					●	√	Police/BI/SSP/Principal
Misuse of Social Media	●	●	●	●	●	√	BI/SSP
Putting substances in another person's food or drink or on a person's body or environment			●	●	●	√	Police/BI/SSP
School Dress Code (violation of)	●	●	●				
Sexual Activity	●	●	●	●	●	√	BI/SSP
Sexual Assault					●	√	Police/BI/SSP/Principal
Sexual Harassment		●	●	●	●	√	Counselor/DOS/Principal
Stealing and/or Theft	●	●	●	●			Police/BI/SSP
Tardiness	●	●	●				BI/SSP(chronic)
Tobacco: First Offense:	●	●	●				ATUP Referral BI/SSP
Tobacco: Further Offenses:		●	●	●	●	√	Consider outside ATUP after the third offense BI/SSP/Principal
Trespassing	●	●	●	●	●	√	Police/BI/SSP
Unsafe Action(s)	●	●	●	●	●	√	BI/SSP
Weapons (including look-a-like guns)					*		Police/BI/SSP/Principal
Possession of: Firearm						√	
Possession of: Other Weapon (knives, look-a-like gun, etc.)	●	●	●	●	●	√	Police/BI/SSP/Principal
Use of Weapon to Cause or Attempt to Cause Injury					●	√	Police/BI/SSP/Principal

- ADP – Alternative to Drugs Program
- Bias Motivated Behavior Program
- Responsible Actions Program
- Alternative to Tobacco Use Program
- BI – Behavioral Interventionist
- SSP – Student Services Provider

*Automatic Expulsion

Respect the Lobos

	Respect Myself	Respect Others	Respect Learning	Respect Property
Classroom and Instructional Areas	<ul style="list-style-type: none"> • Be prepared • Do schoolwork and homework neatly and completely 	<ul style="list-style-type: none"> • Respect physical space • Be honest 	<ul style="list-style-type: none"> • Act in ways that support teaching/learning • Do your own work • Manage time wisely 	<ul style="list-style-type: none"> • We have nice things, keep it that way • Keep track of your own property • Use your locker instead of overstuffing your backpack
Breezeways	<ul style="list-style-type: none"> • Act appropriately to the school setting 	<ul style="list-style-type: none"> • Controlling volume • No kissing on the lips • No inappropriate touching or grabbing • Use school-appropriate language 	<ul style="list-style-type: none"> • Use Quiet Voices 	<ul style="list-style-type: none"> • Use/care for/ keep it clean
Bus	<ul style="list-style-type: none"> • Be on time • Sit in assigned Seat 	<ul style="list-style-type: none"> • Use Quiet Voices • Be on time • Follow Bus Driver's directions 		<ul style="list-style-type: none"> • Pick up after yourself
Cafeteria	<ul style="list-style-type: none"> • Eat healthy choices 	<ul style="list-style-type: none"> • Wait your turn • Be polite to everyone 	<ul style="list-style-type: none"> • Respect any speakers/performers 	<ul style="list-style-type: none"> • Follow Safety Rules for Cafeteria • Clean up after yourself
Bathroom	<ul style="list-style-type: none"> • Go, Flush, Wash, Leave 	<ul style="list-style-type: none"> • No Bullying threats of harassing • Give Privacy 	<ul style="list-style-type: none"> • Return to classroom promptly 	<ul style="list-style-type: none"> • Clean up after yourself • Alert proper individuals if there is a malfunction
After-School Activities	<ul style="list-style-type: none"> • Represent the school appropriately 	<ul style="list-style-type: none"> • Use appropriate language 	<ul style="list-style-type: none"> • Manage your time appropriately 	<ul style="list-style-type: none"> • Take care of any school provided or others equipment

• PRACTICE DIGITAL CITIZENSHIP - ALL AREAS, ALL THE TIME