



TANQUE VERDE HIGH SCHOOL  
STUDENT HANDBOOK  
2023-2024

## TANQUE VERDE HIGH SCHOOL (TVHS)

4201 N. Melpomene Way, Tucson AZ 85749

Phone: (520) 760-0801 Fax: 749-9668

[www.tanqueverdeschools.org](http://www.tanqueverdeschools.org)

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## Tanque Verde Unified School District Office

4201 N. Melpomene Way, Tucson AZ 85749

Phone: 749-5751 Fax: 749-5400 [www.tanq.org](http://www.tanq.org)

### DISTRICT ADMINISTRATION

Superintendent – Dr. Scott Hagerman  
Business Manager – Lainie Armienti  
Director of Student Services – Tiffany Hodge  
Director of Communications – Kristie Stevens

### GOVERNING BOARD

President – Anne Velosa  
Clerk – Beth Peterson  
Member – Jeffrey Neff  
Member – Jeremy Schalk  
Member – Thomas Trask

### TRANSPORTATION

Phone: 749-9640 Fax: 749-6296

#### Non-Discrimination Statement:

The Tanque Verde Unified School District affirms its intent to comply with all federal and state laws relating to the prevention of discrimination. All courses, services, activities, employment and admission opportunities are offered without regard to race, color, creed, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts, Girl Scouts, Young Men's Christians Association (YMCA), Boys and Girls Clubs and other designated youth groups. This compliance includes, but is not limited to, the regulations of Title IX of the Education Amendments of 1972; the Individuals with Disabilities Education Improvement Act of 2004; Section 504 of the Vocational Rehabilitation Act of 1973; Title VI of the Civil Rights Acts of 1964; the Americans With Disabilities Act of 1990; the Age Discrimination Act of 1974; and federal vocational education guidelines issued to meet a requirement of the Adams v. Califano consent decree.

Due process is adhered to in any disciplinary proceedings.

The Compliance Officer for the Tanque Verde Unified School District, with respect to Section 504 of the Vocational Rehabilitation Act of 1973, Title II, and all other anti-discrimination laws including but not limited to, Title IX (gender-based discrimination), is:

Dr. Scott Hagerman, Superintendent  
Tanque Verde Unified School District  
4201 N. Melpomene Way, Tucson AZ 85749  
Tucson, AZ 85749  
Phone (520) 749-5751

Questions concerning compliance with any of the above should be referred to Superintendent Scott Hagerman.

Under no circumstances does the Tanque Verde Unified School District tolerate behavior from students or staff members which promotes the negative depiction of any person or group of people. Racism, discrimination and any form of harassment are unacceptable at our schools.

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## **-Attendance**

The Arizona compulsory attendance law (Arizona Revised Statute (A.R.S. 15-802) makes it a legal responsibility of parents to have their children in school on a regular and daily basis.

A student must attend at least 90% of all class sessions. At TVHS, 90% means a **student may accumulate no more than 9 absences (excused or unexcused) in a class per semester**. If a student is absent such that 90% attendance is not possible, the student may not receive credit for the class (NC). Students must be physically present to be counted in attendance.

Absences shall not be counted against a student:

- Who is participating in a school-related activity
- Who has been suspended for misconduct
- Who has an illness, accident or disease when the absence is certified in written form by a healthcare professional under **A.R.S. Title 32, Chapter 7, 13 or 17**, and the student has completed all course requirements.

If a student fails to achieve 90% attendance for the semester, he/she may appeal to the Attendance Review Committee requesting a waiver of the attendance policy. The appeal letter should be written within one week of notification of excessive absences. If the committee accepts the circumstances as a valid reason for attendance less than 90%, the attendance requirement MAY be waived. If the request is declined, the parent may appeal the decision with the Principal.

### **Advising the School of Absences**

When sickness or other obligations make an absence necessary, the student's parent/guardian is expected to telephone the high school on the day of the absence. Contact the Registrar via phone or email at 760-0801 ext.1001 to report or leave notification through voicemail of an absence. Email notification of absence should be sent to [Tvhsattendance@tanq.org](mailto:Tvhsattendance@tanq.org) and should be from a parent/guardian email on file. Complete notice of absence through ParentVUE the day of the absence. If that is not possible, the student must bring a written note giving a reason for the absence upon their return. **Unverified absences will be coded as truant (unexcused "UX") two school days after the student's return.**

If the student is absent for more than one day, the parent/guardian must notify the school every day of the absence. The office will not assume the child is still sick.

### **Autodialer**

TVHS uses a computerized system to notify a parent/guardian when a student has an unexcused absence(s) which will call the designated telephone number with a recorded message on the evening of the day's unexcused absence.

### **Homework Policy for Extended Absences**

When students require extended absences, the following guidelines should be followed:

1. Parents are responsible for contacting the attendance office in advance of a planned absence.
2. The classroom teacher is responsible for collecting copies of materials and assignments given to the class during the absence. Teachers are not expected to prepare these materials in advance of the absence.
3. Absent students are expected to follow classroom procedures to arrange for the work missed due to the absence.

### **Excused Absences (but still included in the 9 absence calculation)**

- Personal illness.
- Doctor/Dental appointments with documentation from a health professional.
- Serious illness or death of a family member.
- Required court appearance.
- Religious Holidays.
- Out of Town Family Trips

### **Out of Town Family Trips**

Extended absences due to family trips are excused, but also fall into the 90% attendance requirements and may impact a student's ability to earn credit.

### **Unexcused Absences (included in 9 absence calculation)**

An unexcused absence will occur when there is no telephone or written notification of the absence within two school days. Teachers are not required to allow students to make up work missed during an unexcused absence.

### **Tardies/Arriving Late**

In the event a student arrives late to school, he/she must sign in at the office. Teachers also record each tardy in their daily attendance rosters.

### **Consequences per Quarter for Tardies:**

1–4 Tardies: Teacher consequences, which may include a verbal warning, possible parental contact, or in-class consequences.

Subsequent Tardies: Referral to Administration for disciplinary consequences including but not limited to parental conferences or detention.

### **Leaving Early**

If a student has to leave early from school, they must have permission from their parent/guardian. Before leaving campus, the student must be signed out in the office by parent/guardian in person or via telephone call. A student may not sign himself/herself out or have another individual sign them out without proper notification from parent/guardian and proper identification from the individual.

### **Make Up Work (Excused Absences)**

When absent, a student has as many days to make up the work, as they were absent (Example: if you're absent three (3) days, you have three (3) days for making up the missed work. Students are responsible for emailing or meeting with their teacher to obtain missing work and to schedule times to make up exams or projects. After the excused make-up periods, students may lose the opportunity to make-up the missed work.

### **Absences of More Than 10 Days**

Students absent for ten (10) consecutive days without notification may be dropped from the school's attendance registers.

### **-Athletics and Extracurricular Activities**

Extracurricular activities are offered through athletics and student clubs. All district and school rules, codes of conduct and dress code will be enforced during extracurricular activities. For information about athletics, including eligibility criteria, fees, and more, please refer to our Athletic webpage. For information on student clubs please refer to our Clubs & Activities webpage.

### **-Books**

Textbooks are issued to all students for use in the classroom and sometimes to take home for assistance with homework. Each student is responsible for the return of these textbooks in good repair. If a textbook is lost or stolen, the student the book was issued to is responsible for the book and will need to pay the replacement cost.

### **-Clubs**

Please visit our club handbook for information about how to start a club and the rules and regulation our clubs must abide by

### **-Dances**

- Students who leave a dance are NOT allowed to return.
- School rules will be enforced and all school-sponsored events are alcohol and drug free whether or not they are held on campus. Students and/or their guests may have their belongings searched if there is reasonable suspicion of possession or use of illegal substances. Violators will be subject to disciplinary measures and possible arrest.
- Students must complete a [dance request form](#) if they are planning on taking a non-TVHS student to a dance. This must be completed at least 24 hours prior to the end of ticket sales and must be entirely completed before presenting to the TVHS administration for final approval. No more than one guest may accompany a TVHS student and only at dances that include guest admittance.
- Guests may not currently be in middle school or junior high school and may not be older than 19 years of age

- TVHS students are responsible for the behavior of their guest and will be asked to leave if their guest must leave for behavioral reasons.

### **-Code of Conduct**

Tanque Verde High School will use the Tanque Verde Unified School District code of conduct to guide all student disciplinary infractions. To see the code of conduct including levels and possible consequences, please refer to [this link](#).

### **-Dress Code**

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The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
- Clothing must not be see-through and must cover a student's undergarments, chest and torso, when standing and/or sitting.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard.
- Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
- Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.

Exceptions for special activities or health considerations may be pre approved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities.

Students who violate dress code will be asked to change their clothes. Clothing that implies/is code for profanity, drugs, sex, alcohol or hate speech fall under category H and are not acceptable.

### **-Field Trips**

A field trip is considered an extension of the instructional program and all school rules apply.

### **-Grades**

#### **Grading System and Grade Point Average (GPA)**

Honors courses are weighted with an additional 0.5 GPA points.

Advanced Placement (AP) and Dual-Enrollment courses are weighted with an additional 1.0 GPA points.

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%
I	Incomplete
NC	No Credit

If the grade of *incomplete (I)* is given, the student has two (2) weeks from when grades are due to make up the work. If this is not done, credit will not be given and the incomplete will change to an “F”. Exceptions to this policy may be made at teacher/administrator discretion in long-term illness situations.

### **Grades, Report Cards, Progress Reports**

Though students receive quarter grades (every nine weeks), only semester grades go on a transcript. Individual teachers will determine the weights of assignments in the courses they teach. Students and parents/guardians can use Student/ParentVUE to check grades throughout the year. **Report cards are no longer printed and mailed home.**

### **-Graduation Requirements, Repeating a Course, Transfer Credits, and Transcripts**

See Course Catalog link [here](#) for details

### **-Health Office**

#### **Health Office Medication Procedures**

The following procedures apply to taking medications at school.

1. **Prescription Medication:** Must be in their **original containers**, and **accompanied by a physician label** and a **signed parental consent form**. Physician orders for medications **MUST** state the name of the medication, strength, dosage to be given, frequency, route, and indication (reason for giving the medication).
2. **Over-the Counter (OTC) Medication:** Must be in their original container. The health office tries to maintain adequate supplies to provide acetaminophen (Tylenol), ibuprofen (Advil), calcium carbonate (Tums) and diphenhydramine (Benadryl) to be dispensed with parent permission only. These medications are in tablet form. Please consider donating these items if your student will require them/prefers liquid.
3. **Rescue Medication:** Students may carry rescue medication with them during school as long as they provide a signed form from their parent/guardian to the health office. These may include rescue medicine for asthma, allergies and diabetes. **Prior arrangements must be made for self-carry rescue medicines through the health office**
4. **All Medications:** All medications, including over the counter medications, will be kept locked in the health office. No student may keep non-rescue medication anywhere but in the health office. All medications must be in the pharmacy bottle properly labeled or in the original store packaging.

### **Injury/Illness**

Students must check in with the school nurse before going home for any illness or injury.

If your student needs assistance to and from class due to injury or illness, please see the nurse.

### **Chronic Health Conditions**

Please contact the school nurse for details about Chronic Health Conditions

### **-Outside Food and Deliveries (including food, balloons, flowers etc...)**

TVHS is a closed campus. Students may not go to their vehicles, leave campus during lunch, nor have food delivered from outside sources. Parents may bring food for their student, however it cannot be delivered from a restaurant or delivery service. Deliveries such as flowers, balloons or other gifts will be kept in the front office and a pass will be sent for the student to pick it up at the end of the school day. Families who bring items their child has forgotten at home can also bring items to the office and we will notify students to pick them up.

### **-Open Enrollment**

The Tanque Verde Unified School District (TVUSD) has an open enrollment program pursuant to A.R.S. 15-816 et seq. Complete Open Enrollment guidelines can be found in Board Policy JFB.

Open enrollment applications are for one year only and open enrollment will be reviewed yearly.

### **-Parking**

Parking on campus is a privilege. Due to availability, we cannot guarantee each year that all students who wish to have a parking permit will receive one. TVHS Administration reserves the right to prioritize which students receive parking permits. All students parking on campus are required to have a school issued parking permit. Parking permit applications are available online.

Violation of the parking rules and regulations (listed on application) may cause the student to lose this privilege and/or be subject to a fine/tow. Students are NOT to cross into the bus bay from the parking lot during pick-up/drop-off hours nor exit from the NE & SE entrances. For safety purposes, students should walk in front of all parked buses.

### **-Posters/Handouts**

We encourage students to promote clubs, activities, and groups on campus and their corresponding events. To better support groups, we require that all posters, flyers, and handouts be approved by the Assistant Principal of Athletics and Activities beforehand.

### **-Schedules**

**Schedule changes** will only be considered during the first five (7) days of the school year. *Submitting a request for a schedule change does not guarantee that a change will be made.* Requests will be reviewed on a case by case basis and may require administrative approval.

#### **Acceptable reasons for schedule changes are limited to:**

- Failure in a prerequisite course
- Required course needs to be added in order to graduate on time
- Medical reasons (requires a doctor's note)
- Previously failed course completed in summer

Pre-registration enrollment numbers are used to create a master schedule and hiring personnel. As a result, students must carefully consider their choices when submitting pre-registration information or when enrolling.

Should a schedule change be made, a student must continue to attend the originally scheduled classes until the new schedule has been processed by the counselor and issued to the student.

#### **Minimum Yearly Courses**

Students are required to take 6 classes each year at Tanque Verde High School. Students may petition to take fewer than 6 classes if they meet one or more of the following criteria:

- Medical reasons
- An approved Internship
- Taking a course outside of Tanque Verde High School that Tanque Verde High School does not offer (JTED, UofA, Pima etc...)
- A family hardship

After school jobs are not a justifiable option to opt out of a full day of learning. Students with a reduced schedule must still have at least 5 classes on their schedule. Student appeals are not automatically approved, even if a student meets the above criteria.

### **-School Visits/Shadow Opportunities**

School visits/shadow opportunities are for prospective students only and must be pre-approved with the principal. Approved shadow/visits may not take place for longer than one day. The principal reserves the right to deny any school visits or shadow requests.



## **-Technology**

### **Cellular Phones and Other Communication Devices**

Students may possess and use cellular telephones and/or other electronic signaling devices subject to limitations of this and other policies of the District under the following conditions and guidelines:

(1) Cell phones and/or electronic devices are to be kept out of view in a student's pocket, in backpack, or in teacher-designated area

(2) Such devices shall not be turned on or used during instructional time, except as authorized by the teacher

(3) The principal shall establish additional guidelines appropriate to campus needs

(4) Personal headphones/earbuds/airpods should be removed during classes unless the teacher has expressly permitted their use. Students will not be excused from classes to make or answer telephone calls. Students are to leave their phones in the classroom (with teacher, in backpack, or in teacher-designated area) when excused during class time to use the restroom or water fountain, visit nurse, etc.

(5) Students violating the policy may have the electronic device confiscated and be subject to disciplinary action. Any search of the contents of an electronic device shall be by an administrator in accordance with the Guidelines for Students Rights and Responsibilities. (see Policy JICJ) Examples: Use of telecommunication devices (cell phones, pagers, smart watches, etc.) for non-instructional purposes.

Students may not take unwanted pictures, videos, or make recordings of other students or staff members with their cell phones or any other device. Students will receive disciplinary action for violating this policy.

### **Acceptable Use Policy**

The TVHS Acceptable Use Policy (AUP) outlines the terms and conditions for using technology-based devices and resources maintained by TVUSD schools and personal technology-based devices used during school hours on school property. Adherence to the following policy is necessary for continued access to the school's technological resources.

#### **Students must:**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks, hardware, or other resources that do not belong to them.
  - Conserve, protect, and share these resources with other students and technology-based resource users.
3. Respect and protect the intellectual property of others.
  - Not infringe on copyrights (including making illegal copies of music, games, or movies).
  - Not plagiarize.
4. Respect and practice the principles of community.
  - Communicate only in ways that are kind and respectful.
    - Report threatening or upsetting materials to a teacher.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (including messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create material that is illegal (including obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
    - Not send spam, chain letters, or other mass unsolicited mailings.
    - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **-Transportation**

### **Student Pick-Up and Drop-Off**

*For student safety reasons* parents are not to enter the bus bay (in the east parking lot). Students should not walk between or in front of buses in the bus bay during drop-off/pick-up times.

### **Bus Discipline**

If a student violates behavior or safety standards while riding the bus, the bus driver will prepare a “School Bus Incident Report” to be submitted to TVHS Administration for review. Consequences will reflect the TVHS code of conduct and may include the loss of riding privileges.

### **Bicycles**

There is a designated area on campus for parking bicycles. Students should keep their bikes locked up at all times while at school. Students will not ride their bikes, skateboards, roller blades, etc., on school grounds. Motorized vehicles (cars, motorcycles, mopeds, etc.) are permitted only in the designated parking lots. Please do not leave bicycles at the school overnight.

## **-Volunteers**

We value community and parent volunteers. Each individual who wishes to volunteer at a school for more than three days in any school year must first complete a volunteer application form available at the District Office.

All volunteers must comply with the requirements of Arizona statutes and Governing Board Policy GCFC and GDFA regarding fingerprint clearance and certification relating to criminal offenses. Parents, legal guardians, or grandparents who have a student in the District do not need to be fingerprinted but will need to complete the certification regarding criminal offenses. Non-parent volunteers must be referred to Human Resources for fingerprinting and certification regarding criminal offenses. There is no charge for fingerprinting.