

**Manson Mesa High School
2023-2024
High School (9-12) Handbook**



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Introduction

This Manson Mesa High School Handbook sets forth some general guidance for parents and students enrolled in the Manson Mesa High School program. Manson Mesa High School is an alternative school and is subject to the rules and regulations of the Arizona State Board of Education.

Principal's Message

Dear Manson Mesa High School Parents and Students,

It is a privilege to serve Manson Mesa High School and the Page community as the principal of MMHS. I consider it an honor to have the opportunity to lead an alternative school with a history of providing interventions to support relationships with students. The privilege of working with such talented and dedicated teachers and staff, a tremendous student body, and a supportive network of parents and community members will only help push Manson Mesa High School towards new heights.

The teachers, staff and administration at Manson Mesa High School are committed to providing high quality education, along with relevant work experience opportunities, that will meet the needs and interests of all the students in learning. Each educator is student-centered and has been challenged to engage students and provide optimal learning environments. As your principal, I challenge each and every student to take full advantage of all that is offered here at MMHS so that you can make your high school life successful, enjoyable, and most importantly, meaningful. I truly believe that every student on this campus has the ability and the potential to accomplish great things! Beginning with the first days of school, I challenge each of you to begin developing, displaying and honing your character traits and Falcon Pride that will help lay the foundation for your future successes.

Please take the time to review this handbook carefully. It contains important information that will help guide you through the expectations we have for you as a Manson Mesa High student. It also provides resources for your successful navigation of campus policies and procedures. I also want to remind you that your teachers and administrator are available to provide assistance. Your questions and concerns are always welcome.

As you work through your years at MMHS, I challenge each of you to set goals and standards that will be above those set by most high school students. Your time at MMHS is foundational to your future success, and we are confident about the positive impact each of our students will make in the world.

I look forward to the challenges of tomorrow and, with that, I am excited about the future of Manson Mesa High School. Together we will continue to move forward and find new ways to achieve academic greatness, further instill and inspire Falcon Pride and traditions, and create lasting high school memories.

Welcome back!

Trina Hubbell, Ed.D,

Principal - Manson Mesa High School



PAGE UNIFIED SCHOOL DISTRICT VISION

Page Unified School District is a community of learners who direct our collective actions and resources towards the unique learning needs of every child in order for all students to become college and career ready and successful in a global society.

PAGE UNIFIED SCHOOL DISTRICT MISSION

Our schools are passionate about learning-for-all and understand that every student matters. We are responsible and accountable for the education of every student that walks through our doors every day.

PAGE UNIFIED SCHOOL DISTRICT MOTTO

Collectively Committed to:
Every Student, Every Day, Every Minute

Manson Mesa High School: Vision

Manson Mesa High School students will be prepared for their post-secondary life where they will be productive and contributing members of society.

Manson Mesa High School: Mission

Manson Mesa High School is an alternative school whose mission is to create a small individualized learning environment to support students behind in credits.

Manson Mesa High School: Collective Commitments

- We are positive contributing members of our Professional Learning Community.
- We communicate effectively with our team members, students, and parents.
- We use data to make decisions.
- We seek out the most promising practices to support student achievement.
- We are open-minded in our approach to student learning.

Manson Mesa High School: School Goals

- Decrease student drop-out rate
- Increase student achievement on state and national assessments
- Increase the percentage of our graduates who experience success in their postsecondary life

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Student Expectations for Success

Manson Mesa High School Commits to the Following:

- Provide curriculum and instruction in a supportive learning environment that enables participating students to meet the State's academic achievement standards.
- Arizona State Objectives and Standards will be posted in the classroom each day.
- MMHS will schedule Parent-teacher conferences in the fall and spring.

The school will provide reports as follows:

- Parents are provided with a login/password to access their child's grades/attendance via PowerSchool.
- Teachers will review progress with students every two weeks.
- Students may request printed progress reports between two-week grade checks.

Provide parents reasonable access to staff:

- Parents may call staff before school, during lunch and from 3:15 – 4:00pm
- Parents may make appointments with teachers or the principal.

Teacher Responsibilities

The MMHS instructor commits to the following:

- Welcome each student daily
- Create a warm, nurturing learning environment
- Be on time and prepared to teach
- Meet with students regularly to review progress
- Establish relationship with parent/guardian and contact them quarterly
- Teach the way a student learns
- Support and model a profanity-free environment
- Keep grades up to date in PowerSchool

Parent Responsibilities

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

- Expect regular attendance and know MMHS attendance policy
- Bring questions and concerns to the teacher's attention.
- Help my child resolve conflicts in positive ways
- Promptly read all notices from the school or the school district

Student Responsibilities

I, the student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I shall:

- Attend school every day and be punctual
- Use our seat time wisely
- Respect and cooperate with other students and adults
- Advocate for myself when I need support
- Maintain a profanity-free environment

The Edgenuity Difference

Time Management

In an online course, time management is critical to success because most activities can be accomplished at your own pace. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If a student struggles with time management, then he or she should contact his or her Academic Support Specialist for assistance.

A proven way to manage time is to create a schedule of daily activities and stay with it. Below is an example of managing and planning a busy schedule (students are not required to follow this but instead encouraged to create a schedule that works for each individual). By incorporating time management techniques, students can be involved in extracurricular activities and still perform well in school.

- Block out time each school day, e.g., between the hours of 8:00 a.m. to 4:00 p.m.
- Plan consistent daily blocks of time for each class, and stay with your schedule.

Getting Started with Edgenuity

Student usernames and passwords are unique and must not be shared with anyone. Students have separate usernames and passwords.

- Students using Edgenuity will need a reliable internet connection and some students will need parental supervision to make sure they can properly log into the learning platform.
- Due to high use of available internet bandwidth in the Page community it is highly recommended that students avoid having other applications open or stored on their desktops or systems.
- Some Edgenuity lessons will need viewing adjustments on smaller laptops, such as those issued to teachers and student chromebooks. You can address this by clicking the resizing square in the upper right corner of the screen and clicking and dragging sides of the screen to suit your preferences, or use the zoom viewing feature to make the screen smaller.

What Edgenuity Offers

Edgenuity offers e-learning courses for individual students, as well as public institutions. The online learning environment gives students the course content they want along with the one-on-one support they need. A deep-rooted commitment to learning drives Edgenuity to provide world-class academic support, detailed performance reports, nationally recognized accreditation.

Academic Support

We are here to help students succeed. When students use the Edgenuity curriculum they immediately receive support through the Edgenuity website through monitoring, mentoring, and teaching to ensure student success on multiple levels. SSVA's Academic Support Specialist is available to assist students both quickly and effectively with any questions or concerns they may have in the online classroom.

Redefining Student Engagement and Achievement

Edgenuity offers an engaging, content-rich curriculum that can be customized to meet the unique needs of every student. Open enrollment gives students access to as few or as many courses needed, whenever the courses are needed. Students receive support from their academic team ensuring they have the tools to be successful. Students also have access to track their course progress and grades.

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Award Winning

Edgenuity Instructional Services uses the Edgenuity curriculum to offer initial credit, credit recovery, general and career electives, world languages, Advanced Placement®, honors, and NCAA approved curriculum.

NCAA Approved

Edgenuity Instructional Services uses Edgenuity's core curriculum and instructional model, which has been reviewed and approved by the NCAA to ensure student athletes are college ready. Please note that PUSD students must go through a separate NCAA approval.

Academic Guidelines

MMHS is designed to provide students a small learning environment in which to succeed. Therefore, enrollment is limited. If a session is full, a student will be placed on a waiting list. A committee will screen the applicants and place them numerically according to the following:

- 5th year senior – Age
- Challenging circumstances—Court placement, pregnancy, child-care issues, etc.
- 1 year or more behind cohort
- Unable to succeed in standard HS setting

Probationary Period

- Upon enrollment, students will be placed on a 5-day probationary period, during which they are expected to follow all policies and procedures as well as have a respectful attitude. Continuance at Manson Mesa High School will be based upon the successful completion of the probationary period.
- Students must make adequate progress in their courses.

Enrollment

All Manson Mesa high school students are enrolled solely on a full time basis.

- In order to remain in “good standing” at Manson Mesa High School, students are required to pass a minimum number of classes per quarter.
 - Students who are enrolled in four (4) classes per quarter must pass a minimum of two (2) classes.

Enrollment for students who have failed to meet the academic requirements for two consecutive terms will require a meeting between the parent, student, and teachers in order to determine eligibility for enrollment in the next quarter.

All Manson Mesa high school student enrollments are considered conditional, pending completed submission of all required documents from the student's previous school(s).

For incoming high school students at Manson Mesa High School that are arriving from outside of the school district, in addition to state required enrollment documents, the following are required:

- Birth Certificate, Immunization Records, Certificate of Indian Blood, Completed Admission Packet, Proof of Residence, Official Complete Transcript

High School Credit Requirements

- English – 4 credits
- Math – 4 credits (Algebra 1, Geometry, Algebra 2 or equivalent, Significant Math)
- Social Studies – 3 credits (World History, U.S. History, Constitution, and Free Enterprise)
- Science – 3 credits
- Fine Arts/CTE – 1 credit
- Electives – 7 credits

A total of 22 credits is needed to graduate from Manson Mesa High School.

Students may earn credits through direct instruction classes in English, Math and Music Appreciation or through Edgenuity.

Minimum requirement: 1 or more credits must be earned while enrolled at MMHS in order to be eligible for a MMHS diploma.

Work Experience

Students may earn up to 2 credits per semester through work experience. Sixty-five work hours is the equivalent of .5 credit hour, and 130 work hours is the equivalent to 1 credit hour. Students must bring in a pay stub to verify work hours.

Grading System

Your grade will be calculated using computer data, class work, and effort. Daily participation is required for a maximum grade. Students should be actively participating in activities/assignments for the entire class period. Edgenuity computer course grades will be Credit (CR) or Non-Credit (NC). Upon completion of the course with 60% or higher, a .5 credit will be awarded.

Progress in direct instruction classes is determined by grades. Progress on Edgenuity is determined by the percentage of course completion.

Attendance Guidelines

Attendance Policy

Consistent attendance at school is essential for success in learning. Arizona Law charges the parent/guardian with the responsibility for the student's consistent school attendance (A.R.S. 15-802, 15-804, 15-805).

Manson Mesa High School will accomplish all it can to hold students accountable and to keep parents informed of student truancy through effective two-way communication. A parent/guardian should call the school on or before the day a student must be absent. When the student returns to school, following an absence, a note of explanation from the parent or guardian is required and should be dropped off or brought in by the student.

Students are expected to be in class unless an absence is unavoidable. Students who know in advance that they must miss a class should inform their teacher and get work in advance. When an absence occurs without prior warning, see teachers as soon as possible after returning. If an absence will be for more than two days, have someone call the office to collect work.

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Absence Procedures

Absences shall be excused only for necessary and important reasons that include illness, bereavement, other family emergencies and observance of major religious holidays of the family's faith. State law mandates that the school record the reason for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call Patricia Benally at 928-608-4353 on or before the day of the absence to advise the school as to the reason for the absence. The school may require documentation from a doctor to verify a medical condition when absences total more than 10 percent of the number of required attendance days. Parents are expected to call Patricia Benally at 928-608-4353 no later than one (1) hour after the start of the school day on the day of absence. Failure to report an absence will result in a phone call from the automated attendance line system. If phone contact has not been made with the school, a note from the parent must be presented to the administrative assistant at the front office in the morning that the student returns to school. The note must contain the student's name, date of absence, specific reason for absence, and be signed by the parent or guardian. All absences must be excused within forty-eight (48) hours of the date of absence, or they will remain unexcused. If your child is to leave early during school hours, the person picking up the student must be listed on their student information card and show a valid picture I.D. Students may not participate in after-school extracurricular activities if they were not in attendance at school on the day of the activity.

Once again, regular school attendance promotes learning and achievement; therefore, students who have **9 or more days of excused or unexcused absences in a semester may be subject to removal.**

Student attendance will be monitored and reviewed weekly. Students missing more than 10% of seat time and not making significant progress towards graduation will be placed on an attendance contract or withdrawn from school. **Only after careful review, consideration of extenuating circumstances, and communication with parents/guardian, will withdrawal be considered.**

Withdrawing Students

Students who are withdrawing from MMHS will help arrange for the return of all school equipment and materials. Failure to return all school equipment and materials in satisfactory condition may result in a collection action.

Re-Enrollment After School Withdrawal

Students who are withdrawn from the school by way of a school-initiated excessive absenteeism withdrawal shall not be permitted to re-enroll at MMHS until the next quarter. Additionally, any student withdrawn by the school on two separate instances, for any reason, will no longer be eligible for re-enrollment in the current school year. Students and families who seek to appeal the school's decision may do so, in writing, to the Principal.

Custody

In cases where custody or visitation affects the school, the site shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court order. Restraining orders, court orders and injunctions can only be modified or rescinded by a court.

Student Support Services

Special Education

MMHS will follow existing adopted governing board policy as outlined under Section IHB-R - Special Instructional Programs. As outlined, Page Unified School District has developed procedures that provide educational opportunities for individuals with disabilities that accomplish District compliance with federal laws

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including the Individuals with Disabilities Education Act (IDEA), the Arizona revised statutes, and the lawful regulations of the State Board of Education.

Additionally, we will follow Page Unified Governing Board Policy IHB which speaks to the District responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free appropriate education.

Manson Mesa High School supports the early child education program called Child Find. MMHS will provide information regarding the availability of early intervention services and special education services for children age birth to 22. Identification screening for possible disability shall be completed within forty-five (45) calendar days. We are committed to early intervention for children in need and welcome the opportunity to facilitate this process.

Students with individualized education plans (IEP) will have their plans reviewed by Special Education personnel prior to beginning the learning program at MMHS to ensure compliance with all accommodations, modifications, and support services as mandated by IDEA, and can be managed within a learning educational setting. Each student in the learning program will be assigned a special education teacher as a case manager to assist regular education teachers in supporting students in the educational courses. Special education teachers will be trained so that they may also have access to review their students' courses and progress within the learning educational setting.

Special education students in the online program will have access to onsite support from the special education teacher and paraprofessional in the classroom setting.

MMHS will allow for modifications and can be adapted to accommodate the learning needs of students with IEPs or 504 plans. Students will be given every opportunity to be successful, but if the online environment is not deemed suitable for meeting the needs of the student, the Academic Support Specialist will work with the case manager to determine a learning environment that is more appropriate.

Related Services

Related services may include occupational therapy, speech and language therapy and physical therapy. These services, placement, and goals are determined by the IEP team. Related services are determined by an IEP, and will be provided accordingly.

504 Accommodation Plan

The 504 plan is to assist the student with their day-to-day learning challenges that are a result of their medical or mental disability. The 504 plan gives the teacher the ability to apply accommodations that a regular education student may not be able to apply.

Possible disabilities that can be accommodated by a 504 plan are allergies, cancer, epilepsy, eating disorder, diabetes, juvenile arthritis, vision impairment, hearing impairment, residual effects of an injury. There are many physical or mental disability qualifications. Parents who feel their students should be on a 504 plan should contact the MMHS principal to discuss options.

Manifestation Determination

In the circumstance where there is a discipline concern that will result in action taken by the school, including, but not limited to, suspension and expulsion, with a student that qualifies for special education or 504 Plan, the

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special education teacher will hold a manifestation of determination meeting with the appropriate IEP team members in attendance.

When there is an attendance concern with a student that qualifies for special education, the IEP or 504 team will meet to determine if the services in place are appropriate for FAPE and if the student's disability is a barrier. If the team determines that the services are appropriate and the disability is not a barrier, the team will conclude the meeting with a prior written notice and follow the school truancy process.

Special Education Director - Penni Case

Email: pcase@pageud.org

Phone: 928-608-4155 (office)

English Language Development (ELD)

Manson Mesa High School implements assessments and programs approved by the AZ Department of Education to evaluate and support students learning English. The Arizona English Language Learner Assessment (AZELLA) is used to determine English language proficiency for eligible students who indicate a language history other than English during enrollment.

Students identified as Limited English Proficient through AZELLA are provided, with parent consent, an Individualized Language Learner Plan (ILLP) which outlines instruction and goals in the areas of reading, writing, speaking, and listening. Instruction is aligned to Arizona's English Language Proficiency Standards/Performance Indicators and will be provided by a Highly Qualified teacher possessing an SEI, ESL, Bilingual or comparable endorsement.

English Language Learners who assess as Proficient on AZELLA's spring assessment will be monitored for the following two academic years to evaluate continued progress and/or a need for support.

ELD Coordinator- Ermenia Tenpenny

Email: etenpenny@pageud.org

Phone: 928-608-4386

Testing

State Standardized Testing

Sage and Sand Virtual Academy students are required to participate in the state-mandated academic assessments. The testing window for standardized testing is determined by the Arizona Department of Education and listed on the school calendar. Specific testing days and locations are distributed closer to the actual testing window. These tests are administered by the Academy Academic Support Specialist or administrator. These assessment tools provide useful information to parents and teachers about their students' academic progress. Student performance on the state-mandated assessments is an integral part of assessing the success of the virtual school program. There is no opt out option available.

District Required Assessments Grade Level Assessment Dates of assessment Locations offered (computer based testing at home)

- **AASA 3-8 (CBT):** April 1-April 26, 2024

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- Writing must be completed by April 12, 2024
- **AASA 3-8 (PBT):** April 1-April 10, 2024
 - Writing must be scheduled for April 1 or 2, 2024
- **AzSCI 5, 8 & 11:** March 18-April 12, 2024
- **ACT Aspire (CBT) 9:** April 1-April 26, 2024
- **ACT Aspire (PBT) 9:** April 1-April 10, 2024

ACT Test Window:

- Paper (Standard): April 9, 2024
- Paper (Accommodations): April 9-12 and April 15-19, 2024
- Online (Standard and Accommodations): April 9-12 and April 15-19, 2024

Academic Integrity

Academic Integrity

The academic integrity and expectations of the AOI program at Sage and Sand Virtual Academy will be continuously monitored by the Academic Support Specialist and the Principal. Students will participate in an orientation that will include the following information: Chromebook demonstration, Overview of Edgenuity, Internet Safety Video, Electronic Information system, Culture of Digital Safety video, SSVA handbook, Student Digital Learning Code of Conduct, Username and Password for Edgenuity, Invitation to google classroom, Technology Help Desk, Tutoring for Math, SSVA phone numbers, and Goal Setting. General program guidelines and a student guide will also be provided.

The Academic Support Specialist will work closely with students in order to facilitate communication and build a positive educational relationship. When a student in the online program begins to decline in their academic achievement, students and parents will be notified. Communication will be conducted to help teachers identify and resolve any academic struggles or issues with students. If the issues persist after strategies for success have been implemented, an academic contract will be given. Communication will be conducted via email, phone, or in person.

Instructional management features and the student handbook are coupled with recommended district policies to address academic integrity and responsibility.

Inappropriate Content

Inappropriate and offensive material includes but is not limited to anything unrelated to the assignment or not age appropriate, and items that are slanderous, derogatory, or profane. Any use of profanity, hate speech, bullying, or threatening language within the chat box or email will be removed and subject to disciplinary action. Manson Mesa High School can remove profile pictures and content, from discussions, in the event that it is determined to be inappropriate or offensive without advance notice or permission of the user.

All computers and internet connected devices within the District are safeguarded against predatory and pornographic elements through the use of a web content filter. The district utilizes the Lightspeed® web content filtering appliance produced by Lightspeed Systems to filter all internet traffic. Compliance with the Children's Internet Protection Act (CIPA) ensures our students are protected from harmful content on the internet and extends to mobile users and bring your own device users easily, whether on or off school grounds.

Objectionable Materials

There may be instances when a parent or guardian finds certain lessons, books, or materials objectionable for various reasons (include non-sex education instruction regarding sexuality, religion differences, etc.). Our teachers will work to find alternative lessons which will meet the lesson objectives. The assessment for the lesson must still be completed to show that the objectives have been met.

Plagiarism

The definition of plagiarism is copying or imitating the language, ideas, and thoughts of another writer and passing them off as the student's own original work. Specific examples of plagiarism that will not be tolerated are copying, paraphrasing or summarizing another person's work without citing that source. Using material, including photographs, from the internet or any other source and representing it as the student's own, even if he or she has changed some of the words. Having someone else write the assignment or rephrase any portion of that assignment. Directly copying or rephrasing student aids (Cliff's Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources.

Source Citation

Many courses require written work where students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a website, he or she must provide the complete web page or site title, URL, author (if known), page number (if applicable), publication date of the site (if available), and date of access.

Students are responsible for their own work on cumulative exams. Students are not permitted to share work with other students on cumulative exams. If a student does not complete his or her own work or shares work with others on cumulative exams, he or she will not receive credit for the work and is at risk of suspension or expulsion from Manson Mesa High School.

Students are to cite sources in all assignments, tests, and exams. Students do not receive credit for work that does not appropriately cite sources.

Technology

Computer Use

The purpose of the computer network is to enhance student education and it should only be used for this purpose. Students may not use the computers for private, commercial, political or religious reasons. Computers may not be used for illegal purposes or to access obscene, pornographic or satanic materials.

Please respect the rights and property of others. Do not share the computer you have been assigned with other students. You will be held responsible and possibly lose your computer privileges.

Students may not decorate their chromebook with personal stickers, and they should not remove any district identifying stickers from the chromebook.

Acceptable Use Policy

Students will use the technology resources to support personal educational objectives within the educational goals and objectives of the school district. Electronic information resources are for educational purposes only. Inappropriate use may result in cancellation of use of information services and/or appropriate disciplinary action. Students will not submit, publish, display, or retrieve materials forbidden by statutes, laws, or District policies and regulations. Students will abide by all copyright regulations.

Students will abide by such rules as adopted by Page Unified School District including the Page Unified School District Technology Resources Acceptable Use Policy. Students will not use district technology resources to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

MMHS students are subject to the rules and restrictions implemented by Manson Mesa High School while on or using school property, at testing sites, while interacting online, and at or traveling to school-sponsored activities. Students enrolled in MMHS should be aware of the following guidelines, expectations, and consequences.

Posting anonymous messages online is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited. Students must use only their own usernames and passwords, and must not share these with anyone. Students may not interfere with other users' ability to access MMHS or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.

Students should change their password(s) frequently; at least once per semester is encouraged. Students must not publicly post their personal contact information (address and phone number) or anyone else's. Students must not publicly post any messages that were sent to them privately. Students are not allowed to download, transmit or post material that is intended for personal gain or profit, non-MMHS commercial activities, non-MMHS product advertising, or political lobbying on an MMHS-owned instructional computing resource. Students may not use MMHS instructional computing resources to sell or purchase any illegal items or substances. It is not allowed to upload or post any software on MMHS instructional computing resources that are not specifically required and approved for student assignments.

Network security

Students will not attempt to harm, modify or destroy hardware or software, or interfere with system security. Students understand that if they are issued a network user account, they may not share that account with anyone or leave the account open or unattended.

Manson Mesa High School's Academic Support Specialist is available through email from 8:00 a.m. to 3:00 p.m. Monday through Friday. Manson Mesa High School's Academic Support Specialist will not be available to send and receive student instant messages before 8:00 a.m. or after 5:00 p.m. Students and families are encouraged to use email to contact the Academic Support Specialist but it is not required.

Student Internet Safety

On the Internet, students must not reveal personal information about themselves or other persons. For example, a student should not reveal his or her name, home address, telephone number, or display photographs of him/herself or others to persons outside of the Manson Mesa High School. Students cannot agree to meet in

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person anyone they have met only on the Internet and who is not affiliated with the Manson Mesa High School. First meetings with Manson Mesa High School affiliated students should be at school-sponsored events.

Network Etiquette

Manson Mesa High School students are expected to follow the rules of network etiquette or “netiquette”. The word "netiquette" refers to common-sense guidelines for conversing with others online. Students are encouraged to abide by these standards: Establish Instant Message usernames and e-mail addresses that are appropriate for the school setting. Avoid sarcasm, jargon, and slang. Swear words are unacceptable. Avoid using abbreviations or inappropriate contractions. For example:

Appropriate	Inappropriate
“you”	“u”
“your”	“ur”
“see you later”	“cya”

Never use derogatory comments, such as those regarding race, religion, ability, political persuasion, body type, physical or mental health, or access issues.

Focus responses on the questions or issues being discussed, not on the individuals involved. Be constructive with criticism, not hurtful. Review messages before sending them. Remove easily misinterpreted language and proofread for typos. Respect other people’s privacy. Do not broadcast online discussions, and never reveal other people's personal information.

Monitoring

Manson Mesa High School reserves the right to review any material transmitted using Manson Mesa High School instructional computing resources or posted to a Manson Mesa High School instructional computing resource to determine the appropriateness of such material. Manson Mesa High School may review this material at any time, with or without notice. E-mail transmitted via Manson Mesa High School instructional computing resources is not private and may be monitored.

The District has the right to review any material stored on any system provided by the District and to edit or remove any material. Students waive any right that they may otherwise have to such material. Page Unified School District reserves the right to log the use of all systems and monitor file-server space utilization. Should it become necessary, files may be deleted, accounts may be closed, and access may be denied.

Indemnification Provision

Manson Mesa High School assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. Manson Mesa High School assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. Manson Mesa High School also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the

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author's individual point of view and not that of Manson Mesa High School, its affiliates, or its employees. Manson Mesa High School assumes no responsibility for damages to the user's computer system.

Other Information

Meal Programs

Manson Mesa is participating in the CEP program through the Arizona Department of Education which makes all student meals at the PHS cafeteria free. Students eating lunch provided by the cafeteria must bring their food back to MMHS to eat. ***MMHS students may not eat in the PHS cafeteria.***

Off Campus Lunch

- All students are eligible for open campus privileges.
- Open campus privilege only applies during the student's scheduled lunch period.
- Students with disciplinary infractions may lose off-campus privilege at the discretion of MMHS administration.
- Students are expected to adhere to all district and school policies while off campus for lunch. Policy infractions may result in temporary or permanent loss of open-campus privileges in addition to other disciplinary consequences as outlined in the MMHS Student Handbook.

Administering Medicine to Students (JLCD)

For occasions when it is necessary for a student to receive a prescription drug during the school day, the following procedure has been established to ensure the protection of the school and the student and to assure compliance with existing rules and regulations:

- The medication must be prescribed by a physician.
- The parent or guardian must provide written permission to administer the medicine to the student.
- Drugs must be kept in a locked container.
- When the physician feels it is necessary for the student to carry and self-medicate, they will provide written recommendation.
- The medication must come to the office in a prescription container.
- Over-the-counter medication follows the same above rules, but a parent can send written permission for student self-medication.

Technology Resources (Movies/Videos/Electronic Materials - IJND and ILND-R))

The District shall obtain signed, written consent from a student's parent or guardian before using video, audio, or electronic materials that may be inappropriate for the age of the student.

- Movies, videos, and electronic materials with ratings other than for general audiences of all ages are not to be shown in classrooms or at any district facility without signed written permission from the student's parent or guardian and approval by the school administration.

Electronic Devices/Phones

Personal electronic devices including: iPods, iPads, Notebooks, cell phones and/or other electronic devices, can be used with MMHS staff permission. Use of electronic devices at unauthorized times may result in the loss of such privileges.

Video or Audio Recording

The video or audio recording of any person(s) on school or district property and or distribution of any audio or video recording of any person(s) is not permitted without express written permission from school administration and is only permitted for school related activities.

Vehicular Policy

MMHS students are required to park on South Navajo, not in the District or CAB parking lots.

Students are expected to follow all rules of driving and speed requirements in school parking areas. Violation of these may result in a disciplinary referral/loss of parking privileges. Vehicles may be towed away at student expense for failure to follow policy and procedures related to motorized vehicles.

Student Drop-off/pick-up

Students will not be able to be dropped off or picked up in the District Office parking lot. Students will need to be dropped off or picked up on South Navajo Drive.

Bicycles, Skateboards, Rollerblades and Scooters

For the safety of all students and to prevent damage to school property, the riding of bicycles, skateboards, rollerblades, and/or scooters is prohibited on campus.

Students are permitted to ride the above modes of transportation to school, but must not ride them on the school campus. During the school day, they must be chained up to the bike rack or stored in the classroom.

Students who violate this rule may receive a disciplinary referral. Such devices may be confiscated.

Bluetooth Speakers

Students may not play music through a Bluetooth speaker. If music is heard, the speaker will be confiscated.

Food and Drink

Manson Mesa High School has a “Break Room” available to students. Food and appropriate drinks will be allowed in the break room to be consumed at appropriate times. Break Room privileges may be suspended if students do not clean up or use the room at unauthorized times.

Water is allowed at all times in the classrooms.

Students may bring their own lunch to school and store it in an area designated by the classroom teacher. The school does not accept “special deliveries” of food or gifts.

ID Cards

Each Manson Mesa High School student will receive a student ID card at the beginning of the school year. Students must have a school ID at all times during the school day. The student must provide proper ID at the request of any PUSD staff member during the school day or while on campus.

Manson Mesa HS students are NOT ALLOWED on the Page HS campus without authorization.

School Volunteers

All parents are invited to volunteer at Page Unified School District, whether you have only a few minutes or more. Yes, we need parent volunteers! As parents, grandparents, neighbors and community members, you have ideas, talents and time to share with our students and our schools. It is our belief that volunteer programs are beneficial to everyone involved.

These programs also help to foster stronger school/community relationships by creating a common ownership in the success of our schools. They also demonstrate the importance of community service to all involved in the program, especially students.

If you wish to volunteer in the district, please check with the District Office to obtain the required paperwork to ensure that it is completed prior to your beginning any volunteer work within the District.

Visitors to Schools (Pursuant to Policy KI-R)

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 preferred 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 that the teacher's first responsibility is to the class as a whole, and 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 with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither 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 oneself 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.

Inclement Weather

At certain times of inclement or bad weather, PUSD may find it necessary to alter the schools' schedules for the safety of students. If you suspect the possibility of this, the following media are available to help us communicate:

- Emergency Weather Hotline – 928-608-4100 (Option 1)
- District Web Page – www.pageschools.org
- Radio Stations
 - KAFF 92.9
 - KTNN 660
 -

In cases of prolonged inclement weather, the District may cancel school.

Military Recruitment Information

Federal law requires the Page Unified School District to provide names, addresses and telephone numbers of high school students to military recruiters and institutions of higher education that request this information. While we are committed to protecting the confidentiality of our students, we must comply with the law. Unless you notify the Department of Education, in writing, that you do not consent to the release of your child's information, we must disclose your child's name, address, and telephone number to military recruiters and institutions of higher education that request this information about our students.

If you do not want your child's name and contact information disclosed to military recruiters and/or institutions of higher education, you must fill out a form and return it to the Principal. Please note you may withhold your child's information from military recruiters, institutions of higher education, or both. If you do not return the form, we are required to release your child's contact information to military recruiters and/or institutions of higher education.

Property Damage – Liability

Student Liability - Students have the responsibility to protect school property, equipment, books and other materials issued to or used by them in the instructional process. Students who deface or otherwise damage school property may be suspended.

Parent Liability - Under Arizona law, parents are liable for damage done to school property by their children. Parents will be notified and charged for the cost of such damage.

Student Accident/Emergency Transportation - A student requiring emergency medical treatment from the Page Emergency Medical Technicians (EMT) may be transported by the Page EMT Squad to a local medical facility. Parents are financially responsible for treatment/transportation

If a student is not able to comply with the rules and regulations and policies are broken, the principal or designee will determine off-campus suspension, long term suspension, and /or expulsion. **Only after careful review, consideration of extenuating circumstances, and communication with parents/guardian, will withdrawal be considered.**

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) provides legal guardians and students over 18 years of age ("eligible students") certain rights regarding the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. To request an inspection and review, the legal guardian or eligible student should submit a written request to the Administrative Assistant/Registrar that identifies the record (s) they wish to inspect. The Administrative Assistant/Registrar makes arrangements for access and notifies the legal guardian or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the legal guardian or eligible student believes are inaccurate. Legal guardians or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the Administrative Assistant/Registrar; clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the legal guardian or eligible student, the School notifies the legal guardian or eligible student of the decision and advises him/her of his/her right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures is provided to the legal guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA allows disclosure without consent. One exception that permits the school to disclose information without consent is when the school discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board of the school; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a legal guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave., S.W. Washington, D.C. 20202-4605

5. FERPA requires that the school, with certain exceptions, obtain a legal guardian's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the school may disclose "directory information" without written consent, the legal guardian or eligible student, have advised the school in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the school to include the following information from education records in certain school publications or disclose it to certain parties. Examples include: shipment of computer and school materials to and from student's home, entry of student enrollment information into a computer database for use by school officials, honor roll or other recognition lists, sports activity sheets, such as for wrestling, showing weight and height of team members, and school yearbook.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. If a student wishes to remove their guardians from their records they will need to complete a request by calling the office.

Photo Release Statement

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her

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school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included in further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s). If you do not want your child's photo or name to be published on the website, please indicate this on the Release of Information form (Photo/Video Release portion).

Student Code of Conduct

School is a place to learn and to be a part of a community. It is every student and staff members' responsibility to ensure a positive learning environment is afforded to everyone. If a student is behaving in a way that does not allow other students to learn, school staff will need to intervene with the student. Students, whether receiving general or special education services, may need to receive interventions for disruptive behavior. Acts of misconduct are subject to disciplinary action by appropriate school personnel. Unacceptable conduct is defined as when a student engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof that does or has the potential to disrupt the educational process.

School District Authority and Jurisdiction

The provisions in the Student Code of Conduct are in effect:

- On the way to and from school or a school related event
- During regular school hours and/or on any school property
- During transportation of students
- At times and places where appropriate school administrators and staff have jurisdiction including, but not limited to, school-sponsored events, field trips, athletic events, and other school related activities

Additionally, the principal, or designee is authorized to take administrative disciplinary action when a student's conduct away from school may have a detrimental effect on the student, students, staff or the educational process.

The principal, or designee, has the responsibility to take discretionary action anytime the educational process is threatened with disruption. Nothing in the following is intended to prevent a staff member, teacher, principal, or other administrator from using their best judgment with respect to a particular situation.

PUSD Approach to Discipline

In order to have a holistic approach to student conduct, Page Unified School District implements the use of Positive Behavioral Interventions and Supports (PBIS), traditional discipline practices, and restorative practices. Positive Behavioral Interventions and Supports (PBIS) is an approach schools use to promote school safety and good behavior. With PBIS, schools teach kids about behavior expectations and strategies. The focus of PBIS is prevention, not punishment. Traditional discipline practices give students an appropriate and progressive consequence for their actions which are against the student code of conduct. Restorative practices focus on building, maintaining, and when necessary, repairing relationships among all members of the school community. The restorative approach is a set of guiding principles including respect, relationships, responsibility, repair, and reintegration practices for the school community. Restorative practices give priority to repairing harm done to individuals and school communities and providing student accountability by assuming responsibility and taking

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action to repair the harm they caused. Page Unified School District utilizes restorative practices as a method of attempting to restore damaged relationships and to educate students. Restorative practices generally take place after a student has been administered and served a consequence for violating the code of conduct.

By using the three systems of PBIS, traditional discipline and restorative practices, Page Unified School District can actively prevent, respond and repair harm done to the learning environment. These three systems live in connection with one another and one alone can not effectively work in isolation.

Student Rights and Responsibilities

Students have the right to a quality education in a clean, safe environment. Manson Mesa High School prides itself in the diversity and quality of learning opportunities available to students that provides students a comfortable place to advance their education while maintaining a mutual respect for the rights of others.

District Policy Access

All Page Unified School District policies are available for public access at www.azsba.org. Once you are at the site choose the following steps:

- Hover over “POLICY” tab.
- Click “Policybridge.”
- Under “View school district policies on policybridge,” click PolicyBridge.”
- Scroll down the left menu to “Page Unified School District No. 8.”
- Open the arrow next to “Page Unified School District No. 8.”

Determine which section is applicable to the desirable information.

Rights under Due Process

Due process is the students’ right to be clearly informed about any rules for which they will be held accountable, to be informed of any charges which may be made against them, and to ask for consideration of special circumstances. It is also the students’ right to appeal a disciplinary action taken against them by the school.

Students may appeal a disciplinary decision in writing to the principal or designee. The principal is the final level of appeal for any disciplinary decision involving restriction of privileges, restitution, disqualification of tests or assignments, A.S.D., suspension of bus privileges, or short-term suspensions (10 days or less).

All students have the right to a free and appropriate education. If students find themselves in the unfortunate position of losing that right, they are entitled to due process. Due process means school officials must follow certain procedures before taking appropriate disciplinary action. Students must also follow certain procedures if they do not agree with the actions of the school.

If students become involved in situations in which a suspension or expulsion may result, both the students and their parents should be aware of due process rights.

Student Concerns, Complaints, and Grievances

A student may present a complaint or grievance regarding one or more of the following:

- Violation of the student’s constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Concern for the student’s personal safety.

Provided that:

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

The guidelines to be followed are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or professional staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. *Forms are available in the school office.*
- The person receiving the complaint shall preserve the confidentiality of the subject, disclose it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Refer to Board Policy JII-EB for further information.

Student Interrogations, Searches, and Arrests Policy JIH

Interviews

Arizona State Statutes permit great latitude in investigation of child abuse and abandonment by The Department of Child Services (DCS) and peace officers (PO). This latitude includes interviewing the child, siblings and others who live with the child, in the school setting, without parent/guardian, or school personnel present and, if necessary, taking the child or children into temporary custody.

When a student is taken into protective (temporary) custody on campus by law enforcement (DCS or PO), it is the responsibility of the school to request the identification and the authority of the person taking the student into custody. If the person refuses to respond with the proper information, it would be appropriate for the school to call local law enforcement officials with whom they may be familiar. It is the responsibility of the school to establish the identity of any person taking custody of a child from the school.

In instances that do not involve child abuse or abandonment, or in circumstances other than abuse and abandonment where law enforcement enters the campus intending to interview a student without a search warrant, subpoena or probable cause to arrest the child and not at the request of the school, the school will make a reasonable effort to contact the parent(s)/guardian.

School officials are not required to comply with unconditional demands from parents for prior notice of, or consent to, police or discipline interviews of a student. This issue may appropriately be addressed in school policies.

School officials may question students regarding matters related to school without limitation. The parent will be contacted if a student interviewed is then subject to discipline for a serious offense.

Law Enforcement Invited on Campus

For the safety and protection of other students in the custodial environment, the school has authority to permit investigatory interviews without contacting the parent. Law enforcement would also be called due to the requirements of statute for reporting criminal activity, weapons, drugs and other serious incidents. If public safety or the safety of other students is in question, there shall be no requirement to notify parents of the interview.

School Resource Officer (SRO) interviews and actions require different analysis. The SRO is on school campus by agreement with a law enforcement agency. In general, the SRO falls under an invited peace officer because the school has requested the presence of the officer due to concern for the continued safety of students. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

If DCS or a peace officer enters the campus to interview a student attending the school, the school administrator will be notified. Parents will be contacted and will be asked if they wish the student to be interviewed, except in the instance related to criminal activity on the part of the parent/guardian or incidents of abuse or abandonment.

Searches

School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to the health, safety, and welfare of the student(s) exists. Disrobing of a student is overly intrusive for purposes of most student searches and is improper without express concurrence from district counsel.

Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectation of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.

As a component of the District's program to provide a safe environment for students, staff, and visitors, the District may, in conjunction with the Page Police Department or other law enforcement agency, use specially trained canines to conduct searches for contraband, controlled, illegal, or dangerous items.

The following protocols will be followed for conducting a canine search:

- A search may encompass any District property or facility including, but not limited to, student lockers and student parking lots as well as unattended student property. No student will be subjected to a search of his or her person unless the school administrator has a reasonable suspicion that the student has contraband, illegal, controlled, or dangerous items.
- Random classroom searches may be conducted. Students will be directed to leave personal belongings behind and exit the classroom. The search dog will survey the empty classroom and personal belongings left by students.
- Searches will be conducted only in presence of school personnel.

Privacy Rights

Students possess the right of privacy of person as well as the freedom from unreasonable search and seizure of property. This right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all students. School employees may conduct searches when they have reason to suspect that the health, safety, or welfare of students may be in danger.

Any school employee making a search or a seizure will follow these guidelines:

1. General searches of school property (including personal items found in or on school property) may be conducted at any time when there is reason to believe that a violation of a law or school rule has occurred on school property. **This search of school property may be made without the student present.**
2. School officials may seize illegal items, such as firearms, explosive devices, weapons, drugs, or other possessions reasonably determined to cause or possibly cause a threat to the safety and security of others—or to cause or possibly cause an interference with school activities.
3. Items, which are used to disrupt or interfere with the educational process, may be removed from a student's person.

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4. A student's person may be searched by school employees when there is reason to believe that the student has, on his/her person, illegal items or other items that may interfere with school purposes.
5. The school maintains ownership of student lockers. The school may and will search student lockers on a periodic basis to protect the health, safety and welfare of all students.
6. School employees may search motor vehicles parked on school property when there is reason to believe the health, safety or welfare of students might be in jeopardy.
7. In the interest of student health, safety, and welfare the school may and will use dogs trained in the detection of illegal drugs, explosives, and incendiary devices. The dogs will be used to check lockers, vehicles in any school parking lot, and other items on any school property and/or school event.

Arrest

Should a police officer express the intent to take a student into custody, the school personnel should cooperate with the officer to locate and provide access to the student. A police officer may take a juvenile into temporary custody for incorrigibility, a felony, a breach of peace, or as a runaway in accord with A.R.S. 8-303.

Additionally, should the officer have a warrant or a subpoena, the officer should be provided immediate access to the student upon proper identification. It is appropriate to ascertain the identity and authority of the officer, requesting a signature on the "arresting officer" form as necessary.

Incidents of Abuse

Page Unified School District policy is to protect children from abuse no matter who inflicts it. PUSD teachers and staff will report suspected incidents of abuse. "Any person who causes a child...to suffer physical injury or abuse" where the injury was inflicted intentionally, knowingly, recklessly, or with criminal negligence is guilty of abuse (ARS 13-3623(B)).

Page Unified School District has designated coordinators for communication of suspected abuse. If you are a victim or suspect a victim in our school, please contact your school counselor or principal.

Report Bullying

Page Unified School District utilizes an anonymous reporting system which can be accessed through StopIt Anonymous Reporting System (App) on a mobile device or school issued technology: The StopIt Anonymous Reporting System supports and empowers Page Unified School District's students to anonymously report issues (i.e, bullying, violence, self-harm) before they escalate. This reporting app provides anonymous 2-way dialogue between reporters and administrators. Utilize the website, stopitsolutions.com or download the app STOPit to anonymously report bullying, violence, or self harm. Each secondary school has its own access code.

Any student who witnesses or is included in an incident of bullying, harassment or other forms of intimidation is expected to help in stopping, minimizing, or eliminating the act. Failure to intervene may result in disciplinary action. Students who receive acts or words of harassment, bullying or intimidation should immediately leave the location and report the act or behavior to a trusted MMHS staff member or administrator.

Each incident will be investigated and Manson Mesa High School will implement the necessary safeguards and or consequences to eliminate recurrence. Anonymity and confidentiality can and will be maintained throughout the process.

Guidelines for Bus Use

Once a student is on the bus, they cannot be taken off. If there is a change in their travel plans, please inform your student before they leave for school and their school of attendance must be notified. Notes to the bus driver are not accepted. Messages to students to change plans must be received before 2:00pm on Mondays, Tuesdays, Thursdays & Fridays and by 12:30 pm on Wednesdays to make it to the student. If you have an issue

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with a driver, do not board the bus in a confrontational manner, but rather go around to the driver side window, or call the Transportation Director (982-608-4121) for assistance.

Arizona State Codes R17-9-104 states “During the time of loading or unloading of passengers at designated school bus loading areas at the school, the loading area is restricted to school buses, passengers and school employees assisting in the loading or unloading of passengers. This means that parents and relatives are not allowed in the bus loading area. Please park in the parking lot or wait in the school office for your child.

Page Unified School District transportation is not public transportation; therefore, to prevent overcrowding as well as accountability, all students will be assigned a bus route based on their residential area. Do not transport students to another bus stop to catch the bus.

School bus passenger rules:

- No food or drinks are allowed (this includes gum). Water is acceptable.
- Classroom behaviors apply.
- Bus driver will assign seats.
- Possession or use of drugs is prohibited.
- Remain properly seated “Bottom to Bottom, Back to Back, Feet to Floor” keeping aisles clear.
- Do not use profane or obscene language.
- Keep all parts of your body inside the bus at all times.
- Talk quietly. Do not yell or make other loud noises.
- Respect the rights, property and safety of others.
- Do not destroy property. You will be responsible for the cost of repairs.
- Fighting will result in immediate revocation of bus riding privileges pending a parent conference.
- Do not distract the bus driver, as you are jeopardizing the safety of others.
- Musical instruments and skateboards must be under your control at all times while not occupying a seat.

Transportation provided by the School Is a Privilege - Not a Right.

Student behavior on a school/activity bus should be the same as that in a well-ordered classroom with the exception that students are free to talk in a low voice. Disorderly conduct or refusal to respect the authority of the driver shall be sufficient reason for the student to receive a discipline referral. This includes transportation to and from school, athletic/activity school events, field trips, and the late bus.

When unsafe, inappropriate or unacceptable behavior occurs on the bus, the bus driver will issue a referral and refer the student(s) to the office. School officials will enforce policy when taking the following action:

- On the first incident, the driver will verbally reprimand and explain the violation.
- If the violation is repeated, the incident will be investigated and the proper disciplinary actions will be taken.
- Any serious violation may result in an immediate long-term suspension from bus privileges on the first referral.

Major incidences or multiple incidences and referrals can result in suspension or revocation of bus privileges. Students whose transportation privileges have been revoked are still expected to attend school on a regular basis, and it is the parent’s responsibility to provide such transportation. Good citizenship does not stop at the bus door. Reference ARS 15-341 EEAE bus safety/ JIC- student conduct.

Students who do not attend one or more classes due to truancy may be denied access to bus transportation that day. Students who misuse school transportation may receive disciplinary consequences.

After hours transportation phone number: 928-608-4131.

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Dress Code Policy

Students and their parents/guardians have the responsibility to be aware of the school's specific dress code and to conform to these requirements. If a student or parent has any questions about whether specific attire or accessories are in compliance with this dress code, they should contact the principal prior to wearing such attire or accessory to ensure compliance. On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. Each year parents ask for guidelines as they help students select appropriate attire for school. School pride, morale and image are influenced by the general appearance of students. PUSD wants to provide opportunities for students to express themselves within the set of parameters listed below: *(The school is not responsible for the storage, inventory, or safekeeping of any confiscated item; this includes hats and electronic devices.)* ** ALL RULES APPLY TO BOYS AND GIRLS**

Appropriate Dress

Dressing in a manner that may result in a distraction or disruption of a safe environment is considered inappropriate. Attire that suggests involvement in gang activity or any apparel that is suggestive, obscene, lewd, shows vulgar language or symbols, or shows symbols or language relating to or promoting sex, drugs, tobacco, weapons, violence, or alcohol on clothing are prohibited. Students should realize that brief and revealing clothing are not appropriate in school. The following is a general guide that may be used in helping the student select appropriate clothing.

Minimum Dress & Grooming Code

Tops:

Tops that reveal bra straps, cleavage, bare midriffs or bare backs will not be allowed.

Tops may not be seen through.

No tube or halter tops.

No strapless tops.

Pants:

Pants must be pulled up, with no undergarments exposed. May not have holes, rips or tears which expose undergarments. Leggings/spandex pants must be reasonable and modest and must conceal all undergarments.

Shorts:

Must be fitted at the waist and conceal all undergarments.

Must be at a reasonable and modest length.

Skirts, Dresses, Jumpers, Shirts, Sports Wear:

Must be at a reasonable and modest length. No strapless dresses.

Shoes:

No bedroom slippers.

Headwear:

Must not show any gang affiliation or inappropriate subject matter.

Miscellaneous:

No attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol or tobacco shall be worn.

Torn or radically altered clothing is not permitted.

The school reserves the right to restrict clothing if it has become a symbol for gangs in the community and/or surrounding areas.

Gang related symbols or insignias on books, caps, belongings or apparel are not allowed.

No pajamas.

Styles of hair/dress/appearance which adversely affect the educational process will not be tolerated. No wallet chains are allowed.

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No rings/bracelets/collars with spikes are allowed.
No exceedingly long studded belts.
No spiked jewelry.
No attire or adornments disruptive to the educational environment.
Student IDs must be carried at all times and must be presented upon request of school officials.

Possible Behavior Response and Intervention

Manson Mesa High School will make every effort to support the student in minimizing reoccurrence of negative behaviors through Positive Behavioral Interventions and Supports. Different interventions and supports which may be incurred are:

- **Social Skills Group-** The teaching of social skills for students who need additional support in handling specific social issues and/or acting appropriate in social situations
- **Substance Groups:** The teaching of substance awareness and prevention. Groups are held with counselors or by outside agencies.
- **Academic Skills-** This intervention targets students with low grades and teaches organization and provides academic support by meeting with students individually or in a group check-in on academic progress.
- **Individual/Group Counseling-** Group and/or individual counseling on specific issues. This counseling may occur with PUSD trained personnel or may be referred out to outside professional services.
- **Check-in & Check-out-** Extra support for students having troubles following school-wide expectations. Students check-in with a staff member in the morning and at the end of the day. Each teacher during the day provides feedback to the student on their CICO sheet.
- **Behavior Plan-** Creation of a plan to address specific behaviors of an individual student. The creation of the behavior plan involves teachers and administration and other staff to address behaviors of concern.
- **Conflict resolution/mediation-** counseling involving groups of students or individuals who are having conflict between them to resolve the personal or group conflict.
- **Threat Assessment-** A threat assessment may be conducted to determine if an individual is a credible threat to themselves or others.

Office Referrals – Continued Misbehavior

Any staff member (such as a teacher, bus driver, librarian, custodian, etc.) may submit an office discipline referral to the office if a student is involved in a major incident or minor incidents continue after interventions are put in place. The referral should describe in detail the problem behavior and include both the signature of the referring staff member and the student. An administrator or designee will talk with the student to hear the student's side of the story, then decide what consequence and/or intervention and support the student needs to restore them back to the learning environment. The consequence(s) will depend on the rule broken, any patterns of behavior, and previous actions taken, including the possibility of conducting a threat assessment.

Disciplinary actions may occur at any of the levels listed below, depending upon the severity of the infraction. Below are listed possible actions that may be taken.

1. After-School Detention (ASD):

- Students may be assigned Monday through Thursday
- Students will be required to attend from 3:10 p.m. to 5:50 p.m. with an option for early release at 4:30, contingent upon the circumstances of the offense and the successful completion of a reflection activity.
- Students may ride the 4:30 or 6:00 bus home.
- To be eligible for the 4:30 release option, students must complete a behavior reflection assignment and contact must be made with a parent or guardian confirming they will be released at 4:30.
- Students will complete homework and/or quietly read during this time.

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- ***If a student does not show up for their assigned ASD, an additional day may be added to the time to be served. Also, These students may be referred to the In School Suspension Program.***

2. **In School Suspension (ISS)** – This program is an alternative to out of school suspension. Students will be expected to follow all of the ISS Room rules and continue academic progress. Failure to comply with the rules will result in extra days or out of school suspension.

3. **Lunch-time Detention** – A student can lose the privilege to socialize during lunch. The student will report to ISS for the duration of lunch time.

4. **Short-term Suspension (OCS)** - A student may be suspended off campus for a period not to exceed ten (10) school days. Students suspended off campus are ineligible to practice/participate or compete in any school activity and may not be present on campus or at school events during the suspension. Beyond the principal, there is no appeal from a short-term suspension. Suspensions will be served consecutively.

5. **Long-term Suspension (OCS)** - Suspension exceeding ten (10) days. The administrator or designee must set up a formal hearing before a hearing officer who is appointed by the school board. After the hearing, the officer will render his/her decision within one school day. The decision must be written and sent to the parents of the student and to the superintendent. The suspension must be reported to the school board within five days.

6. **Expulsion** – A student expulsion may be imposed only by the school board and requires a formal hearing. Expulsion is the permanent loss of the right to attend ANY state education institution for a minimum of 2 complete semesters. Only the school board may reverse an expulsion, upon appeal of the expelled student after completion of the semester in which the expulsion occurred plus 2 complete semesters.

7. **Student Transition to Educational Progress (S.T.E.P Program)**. – This is an out-of-school, in-district alternative to long-term suspension. Students long term suspended off campus may be placed in the S.T.E.P Program by the hearing officer and will be provided an opportunity to continue their academic progress, gain community service, and participate in various counseling interventions. The goal of the program is to give students an opportunity to demonstrate appropriate behavior, attendance, and academic progress. Students who fail to meet expectations as set forth in the S.T.E.P program may face long term suspension or expulsion.

8. **Community Service** - A student may be assigned community service hours, where in a structured, supervised environment, students will be required to complete tasks, on their own time.

9. **Police Involvement** - When a law is broken the police will be contacted. School related conduct resulting in an arrest may also warrant a suspension or expulsion from school.

10. **Suspension of Bus Privileges** – Students who violate school rules while riding the bus may lose bus privileges or be suspended.

Page Unified School District has zero tolerance for gang activity. Gang dress, graffiti, talk, drawings, etc. will be documented and students identified. If any discipline activity is tied to gangs in any way, the consequence tied to the activity will be assessed. (Board Policy JICF).

The police may be called to investigate serious violations. If this occurs, school officials will make every effort to notify parents or guardians. Any actions taken by law enforcement officials will be in addition to action taken by the school.

Students with multiple (3 or more) offenses necessitating a district hearing during his or her career with Page Unified School District are at risk of long term suspension (up to one year) or an expulsion with an opportunity for appeal at the end of 2 complete semesters. Other activities, due to severity in nature, may warrant an expulsion hearing on a first incident. (Board Policy JKE)

Expulsion hearings are requested for serious incidents. A recommendation to expel shall be made by the Superintendent. The authority to expel rests solely with the school board. Expulsion is the permanent exclusion of a student from school and school activities. The student may not be readmitted until at least two (2) complete semesters have passed (the remainder of the semester in which the violation has occurred and two (2) additional semesters). (Board Policy JKE)

It is the responsibility of all school employees to report all suspected instances of the use, possession, or sale of alcohol/drugs. Distribution, possession, and/or under the influence of drugs is prohibited by district policy (JICH-R). Research and studies have shown that a student can be considered “under the influence” of drugs, including marijuana, for up to 36 hours and are then subject to school discipline.

Discipline proceedings will generally involve incidents that occur on Manson Mesa High School campus and property (this includes property inside and outside of the gates and school vehicles), during school hours, and school related activities and field trips. Students and parents should be aware of the extent of authority of school officials in relation to off-campus conduct. School boards and their agents can govern conduct which can be shown to be detrimental to the operation of schools. The effect on the schools, rather than where an incident occurs, determines the scope of school officials’ authority. The right to punish for offenses off school property is based upon, not the time or place of the offense, but its effect upon morale and efficiency of the school. Manson Mesa High School will work hard to protect its interests while protecting the rights of parents and students, with safety and well-being guiding its decision-making.

Violation Table

Aggression		Minimum Action
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.	Administrative Conference After School Detention (ASD)
Minor Aggressive Act	Student engages in horseplay or other non-serious but inappropriate physical contact, i.e., poking, <i>[pulling]</i> or pushing (not to provoke). Other behaviors that may be considered under this violation are running in the building, hallways, or corridors, pulling a chair out from underneath another person, or other behaviors that demonstrate low level hostile behaviors.	Administrative Conference After School Detention (ASD)
Disorderly Conduct	<u>13-2904. Disorderly conduct: classification</u> A. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person: 2. Makes unreasonable noise; or 4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of the business of a lawful meeting, gathering or procession; or 5. Refuses to obey a lawful order to disperse issued to maintain public safety in dangerous proximity to a fire, a hazard or any other emergency.	Administrative Conference After School Detention (ASD) In School Suspension (ISS)
Endangerment	<u>13-1201. Endangerment: classification</u> A. A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury. B. Endangerment involving a substantial risk of imminent death is a class 6 felony. In all other cases, it is a class 1 misdemeanor.	After School Detention (ASD) In School Suspension (ISS) Off Campus Suspension (short) Off Campus
Fighting /Boxing	Mutual participation in an incident involving physical violence, where there is no major injury. (US Department of Education, Office of Safe and Drug-Free Schools Uniform Management Information and Reporting System guidelines, 10/06) Verbal confrontation alone does not constitute fighting.	Off Campus Suspension– 3-9 days 2nd Offense:

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		Off Campus Suspension/ District Hearing
One-sided Fight	Physical contact made with provocation but without reciprocal contact. If contact continues without reciprocation, may be classified as assault.	Off Campus Suspension– 3-9 days 2~ Offense: Off Campus Suspension/ District Hearing
Assault	<u>A.R.S. §13-1203. Assault:</u> A person commits assault by: 1. Intentionally, knowingly or recklessly causing any physical injury to another person; or 2. Intentionally placing another person in reasonable apprehension of imminent physical injury; or 3. Knowingly touching another person with the intent to injure, insult or provoke such person.	Off Campus Suspension/ District Hearing Police Referral
Aggravated assault	<u>A.R.S. §13-1204. Aggravated assault:</u> A person commits aggravated assault if the person commits assault as defined in section 13-1203 under any of the following circumstances: 1. If the person causes serious physical injury to another, 2. If the person uses a deadly weapon or dangerous instrument, 3. If the person commits the assault after entering the private home of another with the intent to commit the assault, 4. If the person is eighteen years of age or older and commits the assault upon a child the age of fifteen years or under, 5. If the person commits the assault knowing or having reason to know that the victim is a peace officer, or a person summoned and directed by the officer while engaged in the execution of any official duties, 6. If the person commits the assault knowing or having reason to know the victim is a teacher or other person employed by any school and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school purposes, or any teacher or school nurse visiting a private home in the course of the teacher's or nurse's professional duties, or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral

Arson

Arson of a structure or property	<u>A.R.S. §13-1703. Arson of a structure or property:</u> A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.	Off Campus Suspension/ District Hearing Police Referral
Arson of an occupied structure	<u>A.R.S. §13-1704 Arson of an occupied structure</u> A person commits arson of an occupied structure by knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. <u>A.R.S. §13-1701. 2. Occupied structure</u> means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.	Off Campus Suspension/ District Hearing Expulsion Hearing Police Referral
Attendance Policy Violation: Violation of state, school district, or school policy relating to attendance.		
Tardy	Arriving to school or class after the scheduled start time.	Classroom re-teach Lunch Detention
Excessive Absences (VER & UNV)	When a student is not in attendance for a period or an entire day. Excessive absences (verified or unverified) adversely affect academic performance. All absences are monitored and communication with parent will begin with 5 absences and consequences may be incurred with continued accumulation of absences.	
Truancy	The state of Arizona requirement for school attendance and definitions for truancy are as follows: <u>A.R.S. §15-803. School attendance: exemptions: definitions</u> 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, unless either: 1. The child is excused pursuant to A.R.S. §15-802, subsection D or A.R.S. §15-901, subsection A, paragraph 6, subdivision (c). 2. The child is accompanied by a parent or a person authorized by a parent. 3. The child is provided with instruction in a home school. B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in A.R.S. § 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in A.R.S. §15-802, subsection B, paragraph 1. C. As used in this section: 1. "Habitually truant" means a truant child who is truant for at least five school days within a school year. 2. "Truant" means an unexcused absence for at least one class period during the day. 3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section	Administrative Conference After School Detention (ASD)
Non Attendance to ASD/ISS/Lunch Detention	Failure to complete disciplinary assignment. Failure to attend ASD, ISS, Lunch Detention or comply with suspension or other discipline requirements.	After School Detention (ASD) In School Suspension (ISS)

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Harassment, Threat, and Intimidation		
Note: If a violation is known to be Bullying or Hazing, record the violation as such. Otherwise, indicate Harassment, Nonsexual. If the harassment or intimidation is of a sexual nature, record under Sexual Offenses as Harassment, Sexual.		
Harassment, Nonsexual	<u>A.R.S. §13-2921. Harassment; classification; definition</u> A. A person commits harassment if, with intent to harass or with knowledge that the person is harassing another person, the person: 1. Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses. 2. Continues to follow another person in or about a public place for no legitimate purpose after being asked to desist. 3. Repeatedly commits an act or acts that harass another person. 4. Surveils or causes another person to surveil a person for no legitimate purpose. 5. On more than one occasion makes a false report to a law enforcement, credit or social service agency.	Administrative Conference After School Detention (ASD)
Bullying (including Cyber-Bullying)	Bullying is repeated acts over time that involves a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, Addressing the Problem of Bullying, U.S. Dept. of Justice, Fact Sheet #FS-200127.)	Administrative Conference In School Suspension (ISS)
Threat or Intimidation (Major Harassment)	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Paraphrased from A.R.S. §13-1202) <u>A.R.S. §13-1202. Threatening or intimidating</u> A. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct: 1. To cause physical injury to another person or serious damage to the property of another; or 2. To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility; or 3. To cause physical injury to another person or damage to the property of another in order to promote, further or assist in the interests of or to cause, induce or solicit another person to participate in a criminal street gang, a criminal syndicate or a racketeering enterprise.	Off Campus Suspension Police Referral
Hazing	<u>A.R.S. §15-2301. Hazing prevention policies; definitions</u> 2. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution. (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. 3. "Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.	Off Campus Suspension Police Referral
Homicide: Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person. (Paraphrased from A.R.S. §13, Chapter 11)		Expulsion Hearing Police Referral
Kidnapping: A.R.S. §13-1304. <u>Kidnapping; classification; consecutive sentence</u> A. A person commits kidnapping by knowingly restraining another person with the intent to: 1. Hold the victim for ransom, as a shield or hostage; or 2. Hold the victim for involuntary servitude; or 3. Inflict death, physical injury or a sexual offense on the victim, or to otherwise aid in the commission of a felony; or 4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person. 5. Interfere with the performance of a governmental or political function. 6. Seize or exercise control over any airplane, train, bus, ship or other vehicle.		District Hearing Expulsion Hearing Police Referral
Lying, Cheating, Forgery or Plagiarism		Minimum Action

Cheating	Merriam Webster Dictionary Online: 1 : to deprive of something valuable by the use of deceit or fraud 2 : to influence or lead by deceit, trick, or artifice	Administrative Conference Negative impact on grade/class standing
Forgery	Merriam Webster Dictionary Online: falsely and fraudulently making or altering a document	Administrative Conference
Lying	Merriam Webster Dictionary Online: 1 : to make an untrue statement with intent to deceive 2 : to create a false or misleading impression	Administrative Conference After School Detention (ASD)
Plagiarism	Merriam Webster Dictionary Online: to steal and pass off the ideas or words of another as one's own	Administrative Conference Negative impact on grade/class standing After School Detention (ASD)
School Policies, Other Violations of: This category comprises misbehavior defined in district policy but not captured elsewhere		Minimum Action

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Defiance, Disrespect Towards Authority, Insubordination, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions. Use of profanity or threatening behavior increases consequence.	Administrative Conference
Combustible	Student is in possession and/or use of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, fireworks gasoline, and lighter fluid.	Administrative Conference Confiscation of items After School Detention (ASD)
Contraband	Having at school or on the bus items that are harmful, or could cause harm, or are being used in a questionable, inappropriate or unsafe manner. Includes, but is not limited to items such as: water balloons, water guns, snap caps, stink bombs, itching powder, rubber bands and shooters, eggs, shaving cream, laser pointer, aerosol sprays of any type, toys, bandannas, pagers, cell phones, music players or other electronic devices.	Administrative Conference Confiscation of items After School Detention (ASD)
Disruption	Student engages in behavior causing an interruption in a class or activity, and other school property (including busses). Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	Administrative Conference After School Detention (ASD) In School Suspension (ISS)
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines stated by school or district policy.	Administrative Conference Possible change of clothing Confiscation of Item
Gambling	To play games of chance for money or to bet a sum of money.	Administrative Conference After School Detention (ASD)
Leaving Campus in the Morning	Students are prohibited from leaving campus in the morning. Once students arrive on campus in the morning, they must stay on campus until lunch or checked-out by parent/guardian for personal/school business.	Administrative Conference Lunch Detention Loss of Off-Campus Lunch
Gate Violation	Unauthorized opening of gates. Climbing over the fence or gates.	Administrative Conference
Language, Inappropriate	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	Administrative Conference Lunch Detention After School Detention (ASD) In School Suspension (ISS)
Negative Group Affiliation (Gangs, etc.)	Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: <ul style="list-style-type: none"> • May or may not have a recognized leader. • Do most things together, especially socially. • Stick together on issues. • Act bored, disinterested, or imposed upon by teacher ideas, suggestions, or requirements. • Involve themselves in each other's problems; therefore, perpetuate each other's problems. • Claim loyalty and righteousness if reprimanded. All the interference they cause is in the name of friendship. • Likely to confront authority as a group when one member has been disciplined. • Usually uncooperative, and possibly hostile. • As a group, likely to be either very good or very poor students. • Conduct themselves as though no other individuals exist in the school, including other students. • Not objective. They turn-off to everything, sometimes without even knowing what they are doing. Gang dress, graffiti, talk, drawings, etc. will be documented and students identified. If any discipline activity is tied to Negative Group Affiliation (Gangs) in any way, the consequence tied to the discipline activity will be assessed.	Administrative Conference Off Campus Suspension
Parking Lot Violation	Not following school policy on student parking or unlawful/ dangerous use of an automobile on school property.	Administrative Conference
Public Display of Affection	Kissing, sexual touching, or other displays of affection are in violation of school policy.	Administrative Conference
Skateboard/ Bicycle/ Rollerblade Misconduct	Failure to comply with laws, rules or guidelines for use.	Administrative Conference
Other Violation of School Policy	Defined by school district policy.	As defined by District Policy

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<p>School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution: Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff (National Forum on Educational Statistics, Safety in Numbers). <u>A.R.S. §13-2911. Interference with or disruption of an educational institution</u></p> <p>A. A person commits interference with or disruption of an educational institution by doing any of the following:</p> <ol style="list-style-type: none"> 1. Intentionally, knowingly or recklessly interfering with or disrupting the normal operations of an educational institution by either: <ol style="list-style-type: none"> (a) Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution. (b) Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution. 2. Intentionally or knowingly entering or remaining on the property of any educational institution for the purpose of interfering with the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others. 3. Intentionally or knowingly refusing to obey a lawful order given pursuant to subsection C of this section. <p>B. To constitute a violation of this section, directed at a specific individual, a specific educational institution or any specific property of an educational institution.</p> <p>J. For the purposes of this section:</p> <ol style="list-style-type: none"> 3. "Interference with or disruption of" includes any act that might reasonably lead to the evacuation or closure of any property of the educational institution or the postponement, cancellation or suspension of any class or other school activity. For the purposes of this paragraph, an actual evacuation, closure, postponement, cancellation or suspension is not required for the act to be considered an interference or disruption. 	Minimum Action
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Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	Off Campus Suspension
Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	Off Campus Suspension
Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire.	Off Campus Suspension
Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat.	Off Campus Suspension

Sexual Offenses		Minimum Action
Pornography	Viewing and/or possessing pornography as defined by the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials. (VanDeBeer, Donald. 1992. "Pornography." <i>Encyclopedia of Ethics</i> . New York: Garland Publishing.)	Administrative Conference
Indecent Exposure or Public Sexual Indecency/Sexting	<p><u>13-1402. Indecent exposure; exception; classification</u></p> <p>A. A person commits indecent exposure if he or she exposes his or her self as defined in ARS 13-1402 and is reckless about whether the other person, as a reasonable person, would be offended or alarmed by the act. This includes, but is not limited to "sexting".</p> <p><u>13-1403. Public sexual indecency; public sexual indecency to a minor; classifications</u></p> <p>A. A person commits public sexual indecency by intentionally or knowingly engaging in any of the acts listed in ARS 13-403, and the defendant is reckless about whether such other person, as a reasonable person, would be offended or alarmed by the act.</p> <p>B. A person commits public sexual indecency to a minor if the person intentionally or knowingly engages in any of the acts listed in subsection A and such person is reckless about whether a minor under the age of fifteen years is present.</p> <p><u>ARS §8-309. Unlawful use of an electronic communication device by a minor</u></p> <p>A. It is unlawful for a juvenile to intentionally or knowingly USE an electronic communication device to TRANSMIT or display a visual depiction of a minor that depicts explicit sexual material.</p> <p>B. It is unlawful to POSSESS that which was transmitted to the juvenile through the use of an electronic communication device.</p>	Administrative Conference After School Detention (ASD)
Harassment, Sexual	<p><u>U.S. Department of Education, Office of Civil Rights, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, January 2001:</u></p> <p>Sexual harassment is unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's program. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.</p> <p>Relevant factors in determining whether behavior rises to the level of sexual harassment include:</p> <ul style="list-style-type: none"> • The degree to which the conduct affected one or more students' education 	Administrative Conference After School Detention (ASD)

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	<ul style="list-style-type: none"> • The type, frequency and duration of the conduct • The identity of and relationship between the alleged harasser and the subject or subjects of the harassment • The number of individuals involved • The age and sex of the alleged harasser and the subject or subjects of the harassment • Location of the incidents, and the context in which they occurred 	
Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	Administrative Conference After School Detention (ASD)
Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	<p><u>A.R.S. §13-1404. Sexual abuse; classifications</u> - A. A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person or with any person who is under fifteen years of age if the sexual contact involves only the female breast.</p> <p><u>A.R.S. §13-1405. Sexual conduct with a minor; classifications</u> - A. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age.</p> <p><u>A.R.S. §13-1410. Molestation of child; classification</u> - A. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast, with a child under fifteen years of age.</p>	Off Campus Suspension
Sexual Assault (Rape)	<u>A.R.S. §13-1406. Sexual assault; classification; increased punishment</u> ; as stated in ARS 13-1406.	Expulsion Hearing
Substance		

Alcohol Violation	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation. (A.R.S. §4-244)	
Drug Violation	<p>The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications if abused by the student. This category does not include tobacco or alcohol.</p> <p><u>“Drug”</u> means any narcotic drug, dangerous drug, marijuana or peyote (A.R.S. §13-3415).</p> <p><u>“Drug paraphernalia”</u> means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (A.R.S. §13-3415 F. 1.).</p>	
Tobacco Violation	The possession, use, distribution or sale of tobacco or other nicotine products on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A.R.S. §36-798.03) A person who knowingly sells, gives or furnishes cigars, cigarettes or cigarette papers, smoking or chewing tobacco, to a minor, and a minor who buys, or has in his possession or knowingly accepts or receives from any person, cigars, cigarettes or cigarette papers, smoking or chewing tobacco of any kind, is guilty of a petty offense (A.R.S. §13-3622).	
Substance	Sale, Distribution, or Intent to Sell or Distribute or Third Offense	Use /Possession
Alcohol	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral
Tobacco (Including E-Cigarettes and Vaporizers)	In School Suspension (ISS) Off Campus Suspension/District Hearing	Administrative Conference After School Detention (ASD)
Drugs		
Inhalants / Huffing	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral

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Prescription Drugs (Inappropriate Use of)	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral
Over the Counter Drugs (Inappropriate Use of)	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral
Illicit Drugs (Including, but not limited to Ecstasy, Cocaine, Hallucinogens, Heroin, Marijuana, Methamphetamines, Salvia, Spice, and other unknown drugs)	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral
Drug Paraphernalia	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral
Substance represented as illicit drug	Off Campus Suspension/ District Hearing Police Referral	May result in Off Campus Suspension of up to 9 days pending a district hearing Police Referral

Technology, Improper use of		Minimum Action
Computer/ Network Infraction/Telecommunicatio n Device/Other Technology	Inappropriate use of school computer, hardware or software, as defined in “Guidelines for Media Computer Use”	Administrative Conference After School Detention (ASD)
Theft: Indicate whether School Property or Non-School Property; dollar amount is recorded on the incident description page. <u>A.R.S. §13-105.11</u> (See definition of Extortion, Burglary-First Degree and Armed Robbery below) Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury.		Minimum Action

Theft	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions. <u>ARS §13-1802. Theft: classification</u> A. A person commits theft if, without lawful authority, the person knowingly: 1. Controls property of another with the intent to deprive the other person of such property; or 2. Converts for an unauthorized term or use services or property of another entrusted to the defendant or placed in the defendant's possession for a limited, authorized term or use; or 3. Obtains services or property of another by means of any material misrepresentation with intent to deprive the other person of such property or services; or 4. Comes into control of lost, mislaid or misdelivered property of another under circumstances providing means of inquiry as to the true owner and appropriates such property to the person's own or another's use without reasonable efforts to notify the true owner; or 5. Controls property of another knowing or having reason to know that the property was stolen; or 6. Obtains services known to the defendant to be available only for compensation without paying or an agreement to pay the compensation or diverts another's services to the person's own or another's benefit without authority to do so.	Administrative Conference Restitution
Burglary or Breaking and Entering (Second or Third Degree)	<u>ARS §13-1507. Burglary in the second degree: classification</u> A. A person commits burglary in the second degree by entering or remaining unlawfully in or on a residential structure with the intent to commit any theft or any felony therein. B. Burglary in the second degree is a class 3 felony. <u>ARS §13-1506. Burglary in the third degree: classification</u> A. A person commits burglary in the third degree by: 1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial or residential yard with the intent to commit any theft or any felony therein. 2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.	Administrative Conference Restitution

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Burglary	<u>ARS §13-1508. Burglary in the first degree; classification</u> A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. B. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is a class 3 felony. <i>It is a class 2 felony if committed in a residential structure.</i>	Off Campus Suspension Restitution
Extortion	<u>ARS §13-1804. Theft by extortion; classification</u> A. A person commits theft by extortion by knowingly obtaining or seeking to obtain property or services by means of a threat to do in the future any of the following: 1. Cause physical injury to anyone by means of a deadly weapon or dangerous instrument. 2. Cause physical injury to anyone except as provided in paragraph 1 of this subsection. 3. Cause damage to property. 4. Engage in other conduct constituting an offense. 5. Accuse anyone of a crime or bring criminal charges against anyone. 6. Expose a secret or an asserted fact, whether true or false, tending to subject anyone to hatred, contempt or ridicule or to impair the person's credit or business. 7. Take or withhold action as a public servant or cause a public servant to take or withhold action. 8. Cause anyone to part with any property.	Off Campus Suspension Restitution
Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime. <u>ARS §13-1902. Robbery:</u> A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.	Off Campus Suspension Restitution
Armed Robbery	<u>ARS §13-1904. Armed robbery:</u> A person commits armed robbery if, in the course of committing robbery as defined in section 13-1902, such person or an accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; or 2. Uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon.	Expulsion Hearing Restitution
Trespassing: To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or <u>expulsion</u> and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. <u>A.R.S. §13-1503. Criminal trespass in the second degree:</u> A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.		May result in any of the following: Administrative Conference Off Campus Suspension/District hearing Police Referral
Criminal Damage: Willful destruction or defacement of school or personal property (National Forum on Educational Statistics, Safety in Numbers). (JICB) <u>A.R.S. §13-1602. Criminal damage:</u> A person commits criminal damage by recklessly: Defacing or damaging property of another person; or 2. Tampering with property of another person so as substantially to impair its function or value; or 3. Parking any vehicle in such a manner as to deprive livestock of access to the only reasonably available water. 4. Drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner. Examples: Destroying school computer records, carving initials or words in desk top, spray painting on walls, or damaging vehicles. Note: When using this code record the cost of repairing or replacing the damaged property under "Cost."		Minimum Action
Vandalism of personal property	Willful destruction or defacement of personal property, including but not limited to graffiti or tagging [i.e. writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary)].	Administrative Conference Restitution Police Referral
Vandalism of school property	Willful destruction or defacement of school property, including but not limited to graffiti or tagging [i.e. writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places (MSN Encarta Online Dictionary)].	Administrative Conference Restitution Police Referral

Weapons and Dangerous Items: (Board Policy JIC1)

A.R.S §13-3101. Definitions

A. In this chapter, unless the context otherwise requires:

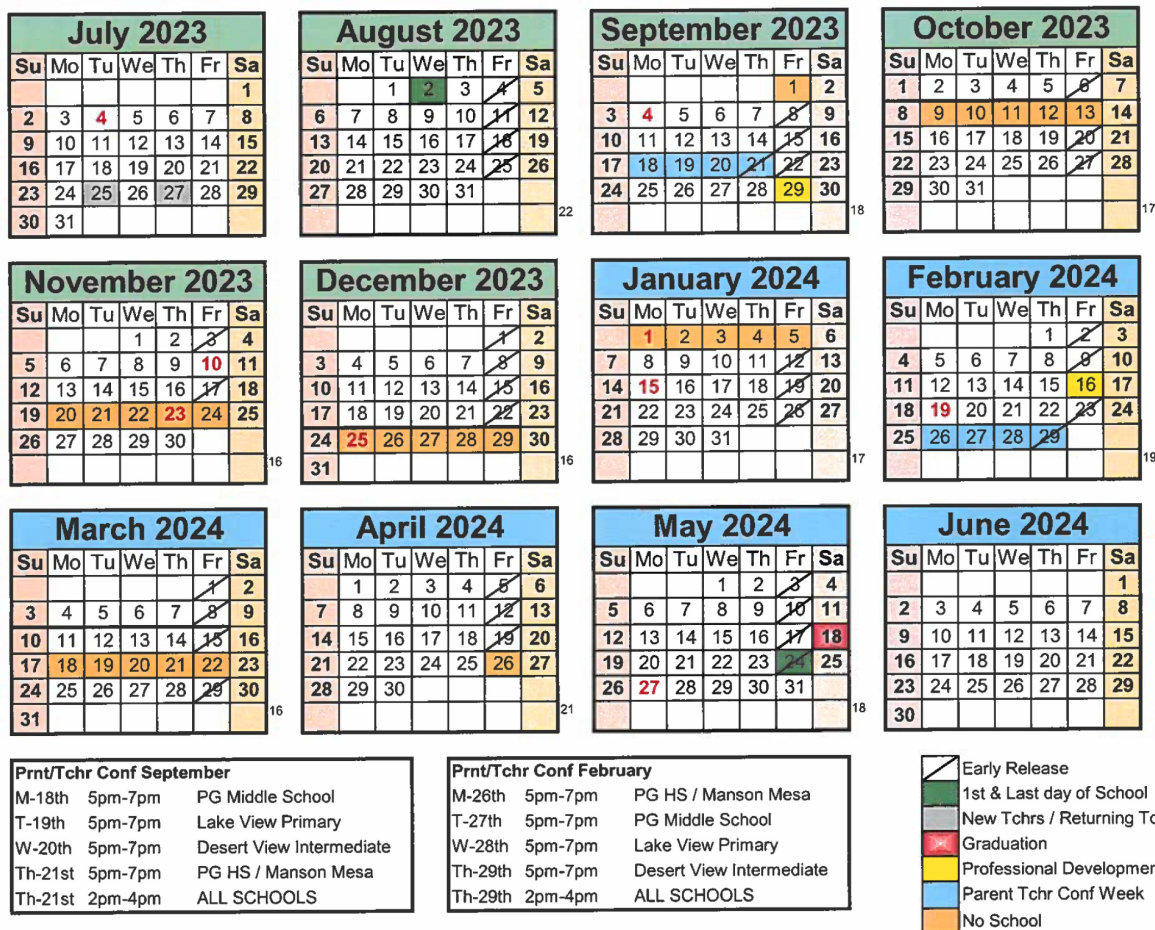
1. "**Deadly weapon**" means anything that is designed for lethal use. The term includes a firearm.
3. "**Explosive**" means any dynamite, nitroglycerine, black powder or other similar explosive material, including plastic explosives. Explosive does not include ammunition or ammunition components such as primers, percussion caps, smokeless powder, black powder and black powder substitutes used for hand loading purposes.

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7. "Prohibited weapon" means, but does not include fireworks imported, distributed or used in compliance with state laws or local ordinances, any propellant, propellant actuated devices or propellant actuated industrial tools that are manufactured, imported or distributed for their intended purposes or a device that is commercially manufactured primarily for the purpose of illumination, including those found in <u>A.R.S. §13-3101, A.R.S. §13-3102.</u>	
Firearm (Including Destructive Devices)	<p><u>A.R.S. §13-3101. Definitions</u></p> <p>4. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition.</p> <p>The following is paraphrased from: 18 USC 921</p> <p>Firearm: Any weapon, including a starter gun, which will be or is designed to or may be readily converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer or any destructive device.</p> <p>Other Firearms or Destructive Device—As defined by <u>A.R.S. §13-3101</u></p> <p>Dangerous instrument: Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury— As defined by <u>A.R.S. §13-105.12</u></p>

Firearms	Possession and/or use of handgun or pistol, shotgun or rifle, starter gun, other fire arm.	Immediate Off Campus Suspension and shall result in an Expulsion Hearing Police Referral
	Possession and/or use of destructive Device (Including Bombs and Grenade, etc.)	Immediate Off Campus Suspension and shall result in an Expulsion Hearing Police Referral
Other Weapons	Possession and/or use of billy club, brass knuckles, knife with blade at least 2.5 inches, nunchakus, and others.	Shall result in Off Campus Suspension- 3-9 days Police Referral
Dangerous Items	Possession and/ or use of Air Soft Gun, BB Gun, knife with blade less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, Taser or stun gun, tear gas, or other dangerous item.	Shall result in Off Campus Suspension- 3-9 days Police Referral
Simulated Firearm	Possession and/or use of any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	Shall result in Off Campus Suspension- 3-9 days
1 A dangerous item used to cause bodily injury to, threaten, or intimidate another person may be classified as a dangerous instrument (See A.R.S. definition for dangerous instruments listed above) and must be reported to law enforcement.		



Qtr 1 through Oct 6th 45 Qtr 2 through Dec 22nd 44 Total Schl Days 180
 Qtr 3 through Mar 15th 47 Qtr4 through May 23rd 44

Bell Schedule

Monday, Tuesday, Wednesday, Thursday

1st period - 8:00-9:31

2nd period - 9:36-11:07

Lunch - 11:07-11:48

3rd period - 11:53 - 1:24

4th period - 1:29 - 3:00

Friday

1st period - 8:00-9:08

2nd period - 9:13-10:21

3rd period - 10:26-11:34

Lunch - 11:34 - 12:16

4th period - 12:21-1:30



Manson Mesa High School

STUDENT RIGHTS

- Students have the right to a quality education in a clean, safe environment.
- Students have the right to be clearly informed about any rules for which they will be held accountable, to be informed of any charges which may be made against them, and ask for consideration of special circumstances.
- Students have the right of privacy of person, and freedom from unreasonable search and seizure of property unless school employees have reason to suspect that the health, safety, or welfare of students may be in danger.
- Students have a right to present a complaint or grievance when rights are violated by following the procedures outlined in the 2023-2024 Manson Mesa High School Student Handbook.

STUDENT RESPONSIBILITIES

- Students have a responsibility to promote a clean, safe environment where a quality education can be delivered.
- Students have a responsibility to be informed of and follow the school's code of conduct outlined in the 2023-2024 Manson Mesa High School Student Handbook.
- Students have a responsibility to avail themselves of a quality education by attending school regularly, completing assigned school work, and asking for consideration of special circumstances.
- Students have the responsibility to comply with the Page Unified School District Technology Resources Acceptable Use Policy as outlined in the 2023-2024 Manson Mesa High School Student Handbook. Violation of this Policy may constitute a criminal offense and result in disciplinary action and revocation of their use of district technology resources.

STUDENT LIABILITIES

- Students are liable for conduct that interferes with the educational process at Manson Mesa High School.
- Students will be subject to disciplinary procedures outlined in the 2023-2024 Manson Mesa High School Student Handbook when they violate the school's code of conduct.

SIGNATURES:

I understand that I am responsible for READING the 2023-2024 Manson Mesa High School Student Handbook. I also understand that I will be held accountable for the rights, responsibilities, and liabilities outlined in it.

Student signature

Date

I have READ the 2023-2024 Manson Mesa High School Student Handbook. I understand that my child will be held accountable for the rights, responsibilities, and liabilities outlined in it.

Parent/Guardian signature

Date

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