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## **GOVERNING BOARD**

Craig Blackburn	President
Tim Leedy	Vice-President
Christin King	Member
Patricia Weber	Member
Wendy Hall	Member

## **ADMINISTRATORS**

Ron Tenney	Superintendent
Reed Porter	Principal 7-12
Jim Maner	Principal K-6

## **STAFF**

John Joyner	Southwest Food Service Director
Paula Hunt	Secretary
Connie Johnson	Alternative to Suspension Coordinator (ISS, LTD)
Shawna McLaws	Bookstore, High School Athletics Secretary,
Alberto Cruz	Computer Tech
Boston Bryce	Computer Tech
Karen Malcolm	Special Education Aide
Joleene Booher	Special Education Aide
Daniele Thagard	Special Education Aide
Jeannie Townsend	Librarian/Talon Monitor

## **FACULTY**

Jennifer Owens	Orchestra
Debbie Crandell	HS Science
Heather Curry	HS English
Bud Isaacs	JH Science
Taralee Porter	Weights
Guy Heder	Band
Heather Despain	Spanish/US History (Long term sub)
Theresa Kelton	Academic Counselor
Darryl Suber	Social Studies/Athletic Director
Marcie Franco	JH Mathematics
Drew Gamboa	Pathways/Weights/PE
Jacque Kizzar	JH/HS English
Duane Tomlinson	HS Math
Tiffani Martineau	CTE- Digital Photography/Digital Printing
Adam Wagner	Special Education
Ken Darga	CTE- Culinary
Marti Ballesteros	JH Social Studies
Lisa Slade	CTE- Sports Medicine

## STUDENT OFFICERS

<b>MHS STUDENT BODY:</b>	Seneca Reynolds Patrick Bonn Nathan Bove Gavin Owens	President Vice-President Secretary Treasurer
<b>SENIOR CLASS:</b>	Morgon Martineau Shealee Arnow Kaylee McLaws Abbie Andersen Matthew Killian Tiffani Martineau Heather Curry	President Vice-President Secretary Treasurer Representative Sponsor Sponsor
<b>JUNIOR CLASS:</b>	Kyton Tomlinson Dean Roeder Trevor Western Brett Parry Amelia Jenson Duane Tomlinson Debbie Crandell	President Vice-President Secretary Treasurer Representative Sponsor Sponsor
<b>SOPHOMORE CLASS:</b>	Colten Reidhead Slade Reynolds Paige Arnow Quinn Tenney Landie Crum Lisa Slade Tiffani Martineau	President Vice-President Secretary Treasurer Representative Sponsor Sponsor
<b>FRESHMAN CLASS:</b>	Jacob Starkes Kennedy Owens Kaddie Porter Alejandro Pimentel Kacey Fitzsimmons TBD TBD	President Vice-President Secretary Treasurer Representative Sponsor Sponsor
<b>8<sup>th</sup> GRADE CLASS:</b>	Levi Talerico Emily Yinger Bud Isaacs Marcie Franco	President Vice-President Sponsor Sponsor
<b>7<sup>th</sup> GRADE CLASS:</b>	Taylee Tenney Maron Martineau Jacque Kizzar Marti Ballesteros	President Vice-President Sponsor Sponsor

## GRADUATION REQUIREMENTS

Students at Mogollon High School must have a minimum of **24 credits** in order to graduate. These credits must include:

4	Language Arts (English 101, 102, 103 & 104, or AP English)
4	Math
3	Science
3	Social Studies
1	CTE/Fine Art
1	Physical Education
<u>8</u>	Electives
<b>24</b>	

## ACADEMIC AND CURRICULUM NOTES

All freshmen, sophomores and juniors must be enrolled in at least **six** classes at MHS. Only seniors who have sufficient credits may have a release time and take a minimum of **five** classes at MHS. All NAVIT students are required to be enrolled in **five** classes.

All students must successfully complete a Senior Career Project as outlined in the current Senior Government Class. **This project is a graduation requirement.** If a senior fails the presentation portion of the project, he/she will be allowed one make-up attempt, which will take place during the time of the senior class trip. The Senior Career Project score will also count as 15% of the senior Government/Economics grade.

All Sophomores must be enrolled in a CTE course offered at MHS (Culinary, Graphic Design, Business, Construction, or Sports Medicine).

If a student fails a course required for graduation he/she may retake the course under a contract. The contract states that if the student is failing at the quarter or any two-week grade check after the quarter, he/she may be removed from the class. The contract will also state that the student will be removed from the class upon their 3<sup>rd</sup> write-up in the class per semester. **The student may also choose to take a credit recovery course through Edgenuity, which requires a \$100 course fee.**

Transfer students to MHS who have not been enrolled or attending school in some accredited high school for the previous 15 school days will not receive credit for the semester they enroll at MHS.

No student may take Pre-Algebra unless placed by MHS administration. Pre-Algebra will count as a math credit towards graduation.

## ACCELERATED READER PROGRAM (AR)

The AR program is a reading program adopted by the Heber-Overgaard Unified School District to enhance and improve reading and comprehension throughout all grade levels. AR consists of reading designated books within a student's reading level and then taking comprehension quizzes to ensure understanding (70% or better). Each student will be required to read for 15 minutes each day during the allotted AR time and fill out a reading log for their daily reading. Students will be eligible for incentives based on books read and tests passed. Incentives include, but are not limited to, extended lunch, prizes, food parties, etc. Students will not be allowed to read books on their phones during the allotted AR time.

**GRADUATION**

All graduating exercises conducted by or under the direction of the Governing Board of the Heber-Overgaard Unified School District shall be conducted in a dignified manner. Only those seniors receiving a diploma may participate in the graduation exercises, except for extenuating circumstance (SPED students who will continue attending school until he/she ages out). If a student desires to participate in graduation exercises he/she shall be required to sign a letter of intent provided by the school. This letter of intent will include:

- A. A brief description of a dignified graduation exercise.
- B. A statement signed by the student stating his/her willingness to abide by any and all regulations set forth by the administration and/or Governing Board.

Any student who is entitled to receive a diploma but does not wish to participate in graduation exercises in a dignified manner shall sign a waiver stating his or her desire to not participate in such graduation exercises. That student will receive his or her diploma from the principal after the last day of school. Any student participating in graduation exercises must attend graduation practice.

**ENTRANCE REQUIREMENTS FOR ARIZONA UNIVERSITIES**

College bound students should become familiar with the entrance requirements for whatever college or university they plan to attend. Entrance requirements may or may not exceed the graduation requirements at Mogollon High School. The Arizona Board of Regents has set the following entrance requirements for in-state Universities:

For **unconditional admission**, students must achieve a minimum 3.0 GPA in the core curriculum (17 courses) OR rank in the upper 25% of their high school graduating class AND obtain a composite score of at least 22 on the ACT or 1040 on the SAT.

For **conditional admission**, students must achieve a minimum 2.5 GPA in the core curriculum (17 courses) OR rank in the upper 50% of their high school graduation class AND lack no more than one credit in two of the subject areas listed below.

The 17 credits of core courses include the following:

<b>English</b>	<b>4 years</b>
<b>Mathematics</b>	<b>4 years</b>
(Including Algebra I, Algebra II, Geometry, Pre-Calculus or Calculus)	
<b>Social Studies</b>	<b>3 years</b>
(Including World History, American History, and American Government).	
<b>Laboratory Science</b>	<b>3 years</b>
(Earth Science, Biology, Chemistry or Physics)	
<b>Foreign Language</b>	<b>2 years</b>
(Must complete 2 years in the same foreign language.)	
<b>Fine Arts/CTE</b>	<b>1 year</b>
(Must complete one high school credit in fine arts or any combination of two semesters of high school fine arts courses, or one credit in a CTE course.)	

**POLICY FOR DETERMINING ACADEMIC HONORS AND CLASS RANK**

At Mogollon High School, grade point averages will be used to determine academic honors and class rank. This system is designed to recognize those students who earn the best grades in Mogollon High School’s most difficult academic curriculum. The classes that will be used to calculate GPA’s are listed

below and are based on the Arizona Tri-University Admission Standards as set by the Arizona Board of Regents, in combination with Mogollon High School's graduation requirements.

## ACADEMIC CORE CLASSES

### **Grade 9** – 2 classes

English 101

Math (Alg I or higher)

### **Grade 11** – 11 total classes

\*English (103, AP-Honors)

\*Math (Alg II, Pre-Calc-Honors)

Science (can be taken in another year)

Social Studies (can be taken in another year)

Foreign language

\*(Possibility of 2 Honors classes may be used)

### **Grade 10** – 6 total classes

English 102

Math (Geometry, Alg II)

Science (can be taken in another year)

Social studies (can be taken in another year)

### **Grade 12** – 17 total classes

\*English (104, AP/College- Honors)

\*Math (Pre-Calc/College-Honors)

Science (can be taken in another year)

Social Studies (American Government)

Foreign language

Fine art

\*(4 total Honors classes may be used)

When computing GPA's and Class Rankings, the following guidelines will be adhered to:

- 1) Class rank will be determined by a student's GPA, with the rank of #1 going to the student with the highest GPA, and so forth. This may result in students being tied for number one, and there is no tie breaker.
- 2) Honors course credit will be calculated into a student's GPA starting his/her junior year. For transfer students, honors course credit will be calculated into the GPA no sooner than when those classes are offered at MHS.
- 3) To be considered for valedictorian or salutatorian, a student must have spent a minimum of 4 semesters at MHS.
- 4) A grade of a "P" cannot be calculated into a GPA and will therefore result in a zero when calculating the academic core GPA. If a student does not have a core class in order to use in a calculation, a zero will be used in the calculation.
- 5) No student earning a "D" or lower in any elective class will be considered for the honor of valedictorian or salutatorian.
- 6) No Student who has taken an online course for course recovery purposes will be considered for valedictorian or salutatorian honors.
- 7) A student's highest letter grades will always be used to calculate his/her GPA. For example, if a student takes a 4<sup>th</sup> science class (only 3 are required), the student's highest 6 letter grades from those 8 semesters will be applied to the ranking formula.

## **Grade Weighting**

The majority of courses at Mogollon High School award grades on a standard 4.0 scale. However, certain honors courses award grades on a weighted 5.0 scale. Thus, students taking these advanced courses may have a GPA of greater than 4.0. Weighted classes currently available are Pre-calculus, (Math 152), Calculus (math 221/222, AP English and College English 101/102. When students transfer from another school district to Mogollon High School and are competing for academic honors, they will receive weighted credit for the classes that match Mogollon High School's weighted classes. Students with additional weighted courses (those not offered at Mogollon High School) may receive weighted credit for those courses for the purpose of calculating GPA's as long as this does not create an unfair advantage for the transfer student. Two honors credits may be used in the junior year calculation and up to four honors credits may be used in the senior year calculation.

**DISCIPLINE POLICY**

The purpose of this discipline policy is to improve behavior, encourage students to be responsible for their own behavior and to ensure all students have the opportunity to learn in a safe and orderly environment.

For each violation of the discipline policy, a student will not only receive an immediate consequence (see consequence codes), but will also accrue points against his or her status as a student in good standing. Points are assigned for offenses based on their relative severity. Repeated instances of the same offense result in higher points and more severe consequences than for a first offense.

A student who accrues a total of 100 points during a school year may be recommended to the Superintendent for expulsion or may be given one of the following options:

- A. Voluntarily withdraw from Mogollon High School for the remainder of the school year.
- B. Meet with Parents and the Principal to develop a continuation agreement for the remainder of the school year.
- C. Be referred to the Superintendent for possible suspension for the remainder of the school year.
- D. Enroll in the MHS alternative program.

A student who enters into a continuation agreement and then violates the terms of the agreement will select one of the following options:

- A. Voluntarily withdraw from Mogollon High School for the remainder of the school year.
- B. Be referred to the Superintendent and School Board for possible expulsion from the school district.

Once an infraction that surpasses 100 points or violates a continuation agreement is processed and the parent or guardian is notified, the parent or guardian will have three days in which to contact the principal and schedule an appointment to discuss the student’s options. If the parent or guardian does not contact the principal within three days, the student will be automatically withdrawn from Mogollon High School.

Any actions which are found to be disruptive but are not specifically listed in the tables of infractions will be evaluated by the administration for placement in the most appropriate category. Actions which are a violation of law are always considered a violation of school policy. **Administration may consider aggravating or mitigating circumstances in assigning infractions to categories in which they are not normally included. Discipline points will return to zero at the beginning of a new school year.**

**NOTIFICATION**

When a student has committed an infraction of the school rules, the attending teacher will fill out a discipline referral and, if convenient, have the student sign it. The student will be contacted by the office to determine the specific consequence to be assigned. A copy of any disciplinary referral handled by the office will be sent to the student’s home.

**CATEGORY I**

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	0	10	10	15	15	15	15
CONSEQUENCE	C1	C2	C2	C3	C3	C4	C5
A. Pass abuse (in hall w/o pass, altering pass)							
B. Failure to clear absence on time							
C. Failure to complete Disc. assignment							
D. Dress code violation							
E. Public display of affection (prolonged hugs, kissing, inappropriate touching)							
F. Littering							
G. Loitering on campus							
H. Use of radio, IPod, iPad, tablets etc. during class							
I. Cell phone use during class- <b>includes earbuds/headphones in place.</b>							
J. Bringing disruptive objects/toys to school							
K. Leaving Campus without signing out							
L. Locker misuse (no lock on locker, etc.)							
M. Miscellaneous							

#### CATEGORY II

REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	10	10	15	15	15	15	20
CONSEQUENCE	C2	C3	C3	C4	C4	C5	C6
A. Failure to complete infraction consequence							
B. Profanity, vulgar gestures, racial slurs, etc.							
C. Throwing snowballs, water balloons, rocks, etc.							
D. Misuse of school property							
E. Endangering oneself or others							
F. Trespassing while suspended							
G. Failure to obey a reasonable request							
H. Not identifying self to staff, false info							
I. Parking violation - parking illegally or parking in building 2 parking lot.							
J. Withholding incriminating information							
K. Miscellaneous							

\*Any drinks on campus may be tested for alcohol.

#### CATEGORY III



REFERRAL NUMBER	1	2	3	4	5	6	7
POINTS FOR THIS REFERRAL	10	15	15	15	20	20	20
CONSEQUENCE	C3	C3	C4	C5	C6	C7	C8
A. Disruption of Class							
B. Lying and/or cheating							
C. Ditching, leave campus w/o permission							
D. Careless driving/speeding							
E. Disruptive objects, fire ext., knives, mace/pepper spray, etc.							
F. Minor vandalism (restitution required)							
G. Minor theft (restitution required)							
H. Forgery, impersonation							
I. Get student out of class w/o permission							
J. Minor fight (push, shove, faceoff, yelling)							
K. Disrespect to staff member							
L. Threatening language, verbal abuse							
M. Internet/Computer abuse/ <b>Inappropriate websites</b> /misuse of technology							
N. Participating in Gang Activity							
O. Miscellaneous							

#### CATEGORY IV

REFERRAL NUMBER	1	2	3	4
POINTS FOR THIS REFERRAL	25	25	50	50
CONSEQUENCE	C5	C6	C7	C8
A. Bullying, harassment, intimidation				
B. Major theft (restitution required)				
C. Insubordination				
D. Gross misbehavior				
E. Fighting (written plan required)				
F. Viewing/Possession of pornographic/Indecent materials				
G. Miscellaneous				

#### CATEGORY V (POLICE MAY BE NOTIFIED)

REFERRAL NUMBER	1	2	3
POINTS FOR THIS REFERRAL	33	33	50
CONSEQUENCE	C8	C9	C10
A. Distributing pornographic or indecent materials			
B. Indecent exposure or intimate acts			
C. Open and persistent defiance of authority			
D. Vandalism (restitution required)			
E. Physical assault (written plan required + police notified)			
F. Threatening a school employee			
G. Miscellaneous			

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#### CATEGORY VI (POLICE MAY BE NOTIFIED)

REFERRAL NUMBER	1	2
POINTS FOR THIS REFERRAL	50	50
CONSEQUENCE	C9	C10
A. Extortion		
B. False fire alarm		
C. Setting school possessions, etc. on fire		
D. <b>Possession, use, or proof of possession or use of alcohol, drugs, or drug paraphernalia including vapes, hookah, etc. (police will be notified).</b>		
E. "Under the influence" of a controlled substance		
F. Possession or proof of possession of a non-firearm weapon/dangerous device		
G. Miscellaneous		

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#### CATEGORY VII (POLICE WILL BE NOTIFIED)

REFERRAL NUMBER	1
POINTS FOR THIS REFERRAL	100
CONSEQUENCE	C10
A. Arson	
B. Bomb or weapon threat.	
C. Possession or sale of controlled substance or look-alike	
D. Physical assault of a school employee	
E. Possession and/or use of explosives	
F. Use of any instrument as a weapon	
G. Major vandalism (restitution required)	
H. Possession of a firearm	
I. Miscellaneous	

## CONSEQUENCE CODES

Infraction of school policy will result in the assignment of one of the following consequences:

- C1    A    Conference/Counseling with Principal  
      B    Contract or One Lunch Detention
- C2    A    One Detention(LTD) plus a Behavior Modification Assignment (BMA)  
      B    One half day In-School Suspension (ISS).  
      C    Parent/Teacher Conference
- C3    A    Two days of lunch detention with a BMA and a Parent Conference  
      B    One day of ISS plus BMA
- C4    A    One day of off-campus suspension (OCS)  
      B    Two days of ISS plus a BMA.
- C5    A    Two Days OCS  
      B.    Three Days of ISS plus a BMA plus a Parent Conference
- C6    A    Four Days of ISS and Parent Conference  
      B    Three Days of OCS and Parent Conference
- C7    A    Five Days of ISS plus a BMA and a Parent Conference  
      B    Four Days of OCS
- C8    A    Five Days of OCS plus a Parent Conference  
      B    Six Days of ISS plus a BMA and Parent Conference
- C9    A    Six Days of OCS plus a Parent Conference
- C10    A    Eight days of OCS plus a referral to the Hearings Committee for a formal hearing to consider expulsion, long term suspension, or other disciplinary action.

**All suspensions from class, either in-school, or off campus, will be considered an absence toward the perfect attendance policy. Off Campus Suspension is an unexcused absence from school.**

Suspensions for **fighting** may include immediate **off-campus suspension** (in order to separate the combatants).

All **off-campus suspensions** also include **suspension from all school activities** (games, dances, etc.) for the duration of the suspension.

**Behavior Modification Assignments include, but are not limited to, writing sentences, campus/community cleanup and after-school cleaning.**

# ATTENDANCE POLICY

## ATTENDANCE PHILOSOPHY

Consistent with state law, the Heber-Overgaard School District holds to the philosophy that parents or guardians are primarily responsible for their child's attendance at school. **State law mandates that the school record reasons for all student absences.**

Parents retain the right to keep their children out of school for any reason they deem important. In exercising that right, they assume responsibility for the loss of any academic material presented during the student's absence. They may also be responsible for the student's loss of credit if absences become excessive (more than 8 absences).

The school is responsible for reporting student absence information to parents or guardians.

Parents cannot expect the school to educate students that are not physically in attendance. The school reserves the right to set limits on the number of absences that a student may have beyond which class credit cannot be justified. **A parent or guardian may not excuse a student to miss any class in order to complete other tasks at school. These other tasks may include, but are not limited to, term papers and class projects.**

## DEFINITION AND CLASSIFICATION OF ABSENCES

Off-Campus Suspension A student may be suspended off campus for disciplinary measures. Days missed due to suspension will be counted as absences and consequently any class work missed during this time should be made up. However, at teacher discretion, the student may not receive credit for any work made up during suspension.

Excused Absences are absences that are excused by a parent or guardian.

Unexcused Absences are absences that are neither excused nor truanies.

An absence will be classified as either excused or unexcused; excused absences must be verified by a telephone call or a note from the parent or guardian each day of the absence. **All absences must be verified within 24 hours of the students' return to school.**

School Activity Absence If a student misses school because of school business, or a school activity, the student will not be counted as absent. Teachers will establish and consistently follow rules for their classes as to how assignments will be given and accepted prior to and following absences. Policy will be submitted and approved by the principal.

Truancy is the deliberate missing of one or more class periods without prior knowledge or permission from the parent or guardian (ditching).

### First Truancy

The parents and/or guardians will be notified by a telephone call or letter from the office.

### Second Truancy

The parents and/or guardians, teacher, and Principal will meet to discuss the student's possible loss of credit.

### Third Truancy

Credit may be denied for that class regardless of the grade being achieved.

All truanies will result in disciplinary action in addition to the actions listed above.

## **ABSENCE NOTIFICATION AND SANCTIONS (PER SEMESTER)**

Daily attendance is great preparation for post-high school education and employment and is an integral aspect of learning and good grades. Student attendance is also the basis for school funding; without that funding schools cannot provide all the needed programs and school necessities for their students.

**Absences and trancies are counted per assigned class. State policy ARS 15-803 states, “Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days.” Therefore, students attending MHS/MJHS are allowed a maximum of eight excused/unexcused absences per semester. When a student reaches eight or more absences in a class he/she will be in danger of being dropped from the class or losing credit for the class.**

**No grade- “NG.” Students who accumulate excessive absences ( $\geq 8$  per semester) will receive a grade of “NG” on their term grade. The “NG” status may be replaced with the grade earned by:**

- **Attending Friday tutoring. Each hour of tutoring will remove one absence. Once the student’s absences get to eight or less the “NG” will be removed and replaced with the grade earned.**
  - **Attendance at tutoring can only make up for “NG” absences and cannot be used to make up absences towards the Final Exam policy.**
- **Signing a contract for improved attendance for the following semester. The student must miss less than eight days in the following semester to have the “NG” removed.**
- **Appealing the absences through medical documentation. Medical Documentation should be provided to the front office each time a student is absent for medical reasons.**

Attendance checks will take place every three weeks (in coordination with grade checks). Notices will be sent home to parents of students who have accumulated four or more absences.

- **After 4 absences the student will meet with the school counselor and his/her parents/guardians.**

Students who lose credit for a class may choose to enroll in an Edgenuity credit recovery course to make up the lost credit. Said course requires a \$100 course fee.

## **COLLEGE VISITATION AND JOB SHADOWS**

Juniors and Seniors are allowed up to three days per school year for legitimate visits to college campuses or job shadows. These absences will not count against either the perfect attendance policy, or class credit attendance policy. To make the visitations legitimate students must obtain and properly complete the appropriate forms from the office prior to the visit. Failure to submit the forms to the office after the visit will result in an absence.

## **HALL PASS**

All efforts should be made to maximize students’ time in class. No student is to be out of their classroom without a pass from their teacher or adult office personnel. When the student has completed his or her task, the pass should be countersigned by an adult responsible for the location being visited, then returned to the issuing teacher or office personnel. Disciplinary action will be taken if a student does not have a pass. **Teachers may mark students “unprepared” if they choose to use the bathroom or get a drink during the class period.**

## **LEAVING CAMPUS**

Once a student arrives at school, he or she does not have permission to leave at will but is required to remain on campus as long as school is in session. Exceptions are as follows:

A student with a medical or dental appointment may leave in time to meet such an appointment provided that their parent/guardian has called the office and the student has checked out through the office.

**A student who becomes sick while at school is to go to the school nurse or office before leaving campus.**

A class or group of students may leave campus when they are scheduled to do so in order to participate in a school sponsored and chaperoned activity. Students involved in such activities must have signed parental permission slips on file in the office.

Students may leave campus during lunch unless they have been assigned lunch detention.

Students who reach the age of 18 prior to graduation, and who are still living at home with their parent(s) or guardians are not allowed to check themselves out of school.

### **UNPREPARED POLICY**

Students are expected to be on time and prepared to participate in all classroom activities, and to have their materials (pen/pencil, paper, textbook, and any homework assignment) with them for each class. Students who fail to do these things will be marked unprepared (U). Students will be assigned 1 lunch detention for every 4 unprepared marks they receive throughout the year.

### **TARDY POLICY**

Between each class period there is a five minute passing time to allow students to use the restroom, get a drink and access their locker. **Any time a student is not in class and seated when the tardy bell begins to ring, he or she will be considered tardy.** Students who arrive late to class will be required to report to the office where they will report their tardy and then return to class. The student will be assigned lunch detention and the students will report to the office at the beginning of next lunch period and will be required to do homework or write 80 sentences while in the ISS room. **If a student does not follow the procedures for lunch detention, he/she will be required to serve an additional lunch detention the following 2 lunch periods.**

**Most tardies occur first period when students are just getting to school and fourth period when students are returning from lunch. For said periods, students will be given four (4) tardy exemptions and then subsequent tardies will result in lunch detentions.**

**If a student misses more than fifteen (15) minutes of a class period (beginning or end of period), he or she will be considered absent for the class. Excused tardies from parents will no longer be necessary or permissible.**

Five tardies per semester in a class will result in an absence counting towards perfect attendance. This includes excused tardies during first hour and fourth periods.

### **WARM-UPS**

Warm-ups (bell work) are given at the beginning of each class period. As an attendance incentive, students who have unexcused absences or unexcused tardies will not be allowed to make up the missed warm-up(s) from the day(s) missed. Students who have excused absences or tardies will not be required to make up the warm-up they missed, and their grade will not be effected.

## DRESS CODE

The Governing Board and administration recognize that good grooming and the wearing of appropriate clothing by students and teachers, contributes to the accomplishment of curriculum goals and the District's educational program as formulated by the District and mandated by State statute. The Board also recognizes that student dress and grooming practices can affect the health, safety, and general welfare of all students. Violation of the District's dress code will result in appropriate disciplinary action being taken in accordance with District policy. The School Administration has authority to determine the appropriateness of any dress or grooming issues not mentioned in the following policy.

1. Any clothing or the manner in which clothing is worn that is **disruptive** to educational activities is not allowed.
2. Shorts, skirts, or dresses of fingertip length may be worn. Fingertip length is determined by the student standing in a relaxed position with their arms fully extended down to their sides.
3. Sagging pants/shorts or low hugging pants are prohibited. The waistband is to be worn at the waistline and not below.
4. Clothing must be properly hemmed. Clothing that is frayed, torn, cut or without hems is not allowed. Full-length pants that are frayed due to normal wear or original manufacturing are allowed. Pants that are penned or tied at the side of the leg are prohibited. Pants that have exposed skin above the short level described in item #2 are prohibited, **Spandex may be worn under pants with holes as long as they cover the holes above the fingertips.** Any clothing that exposes underwear, boxers, bra or bra straps is prohibited. Pajamas are prohibited.
5. **Bare midriffs**, bare back, halter tops, tank tops, spaghetti straps, and see-through clothing are not allowed. Sleeveless shirts are allowed as long as the shoulder straps are at least the width of a dollar bill. **Shirts that expose midriff during normal movement are also prohibited.** Shirts with large arm holes (tank tops) are not allowed no matter the strap width. Yoga/Stretch style pants can be worn as long as they are not see-through or excessively revealing (a long shirt or sweater is highly recommended).
6. Shirts and coats may not be worn in a manner that conceals sagging clothing or other items that are contrary to school rules. Shirts with tails must be tucked in. "T" type shirts must be no longer than fingertip length and no longer than the bottom of the shorts.
7. Obscene or satanic language or symbols, symbols of drugs, tobacco, sex, violence, alcohol, racial supremacy, or gang affiliation are not allowed on clothing, jewelry, or other possessions. Inappropriate language may not be written on clothing. Inappropriate pictures, words, or slogans that are considered demeaning or disruptive are prohibited.
8. Belts must fit the waistline and be secured in belt loops. Belts that hang are not allowed.
9. In the interest of safety, shoes and sandals should provide protection to the foot and enable students to move quickly without the fear of losing a shoe in the process. House slippers are prohibited. Flip/Flop type sandals are prohibited in physical work settings.
10. Jewelry that presents a safety hazard to self and/or is disruptive to the educational process is not allowed. One facial piercing, other than on the ears, will be allowed as long as follows the above mentioned standards.
11. **Hats are allowed to be worn throughout the school as long as they do not become a disruption or distraction. Hats must be removed for the Pledge of Allegiance. Sweatshirt hoodies and beanies may not be worn in the classroom.** "Do-rags", skull caps, or bandanas may not be worn at any time on campus except during football practice with permission from the football coach.
12. Sunglasses may not be worn in buildings.
13. P.E. clothing must be changed before students go to their following classes or other areas of the school.
14. Blankets are not to be brought or worn in the school buildings

Students who are found in violation of any part of the dress code will be asked to change into appropriate clothes that either the student has previously brought with them or furnished by the school. The student will also be written up per the discipline policy. If a student refuses to change into appropriate clothing, he/she will be kept in ISS until released to the care of a parent.

# EXTRACURRICULAR ACTIVITY POLICY

## DEFINITION OF EXTRA-CURRICULAR ACTIVITIES

Extracurricular activities include all interscholastic activities which are of a competitive nature involving more than one school where a championship, winner, or rating is determined, and/or those endeavors of a continuous or ongoing nature for which no credit is earned in meeting graduation or promotional requirements, and are organized, planned, or sponsored by the District consistent with District policy.

Extracurricular activities normally available at Mogollon High School could include, but are not limited to, the following: Football, Volleyball, Wrestling, Boys' and Girls' Basketball, Baseball, Softball, Track, Band, Orchestra, Choir, Cheer, Ski Club, FFA, FBLA, FACS and Robotics. The senior class trip is also considered an extra-curricular activity.

Students should check with the respective coaches or sponsors to determine practice schedules.

## DRUG TESTING PROGRAM

In order for a student to participate in any extracurricular activity at MHS/MJHS, he/she must participate in the random drug testing program. The proper paperwork and a copy of the drug testing policy is available in the MHS office. The donors are drawn out of a "pool" of participants during the season of sport. The "pool" is regenerated four times per year: first at the beginning of the football/volleyball season, second at the beginning of basketball/wrestling season, Third, at the beginning of baseball/softball/track season, and fourth, prior to senior trip (seniors only). Once a participant is entered into the "pool", he/she will stay in the pool until the end of that season (even though their activity may have ended earlier or they may have quit the activity before the end of the season).

## REQUIREMENTS FOR PRACTICING FOR OR PARTICIPATING IN AN EXTRACURRICULAR ACTIVITY

All of the following items must be filled out on [www.registermyathlete.com](http://www.registermyathlete.com) and be on file in the office:

- Parent/Guardian Permission
- Passing Grades (70% or better)
- Completed "Permission to Transport" form
- Activity Card (includes a fee)
- A.I.A. forms – Mogollon Athletic code form
- Enrollment in a Minimum of Five MHS Classes (NAVIT Students must be enrolled in four classes).
- Drug Test Consent Form
- Certificate of completion for the Brainbook Concussion and Opioid courses found on the AIA website.

Students who participate in AIA Interscholastic Athletics and Cheer must register for their season of sport through the online system ([www.registermyathlete.com](http://www.registermyathlete.com)).

## CODE OF CONDUCT FOR EXTRACURRICULAR PARTICIPATION

When you join a team which represents Mogollon High School, you also represent your coaches, principal, school board, family and community. Because of this representation, you are expected to display superior personal conduct. You will be required to follow all the aforementioned policies in this handbook in addition to the following:

A student involved in extracurricular activities will:

1. not use tobacco/vaping products at any time.
2. not drink alcohol or use illegal drugs at any time.
3. refrain from vulgar or suggestive language or action.
4. display proper conduct at school, on trips, and at activities that is consistent with *Pursuing Victory With Honor* guidelines.
5. Attend **ALL** classes on the day of each activity.
6. maintain passing grades –see no pass, no play policy



## **DISCIPLINARY PROCEDURES FOR EXTRACURRICULAR ACTIVITIES**

The following disciplinary procedures correspond to violations of the six guidelines listed in the Code of Conduct for Extracurricular Participation.

### **Item 1**

#### **First Offense**

The student will attend a conference with the principal and/or athletic director, and coach. Depending on the student's attitude, willingness to agree to a written code of conduct, and involvement of the parent or guardian, the student will be suspended from one activity and will be placed on probation. The coach may take additional disciplinary action.

#### **Second Offense**

If a second offense occurs during the same school year, the participant will be removed from any activity for a period of 16 practice/competition days. The student may practice, but not compete, after the first 8 days of the suspension.

#### **Third Offense**

A third offense will result in automatic removal from extracurricular activities for the remainder of the school year.

### **Item 2**

Drug and alcohol abuse will be taken care of according to the drug testing policy (XV.1-4). Proof of consumption of alcohol will be treated the same as a positive drug test.

### **Items 3 and 4**

Misconduct in these areas will be addressed by the Principal, Athletic Director, and coaches. Depending on the seriousness of the student's misconduct, he or she may be placed on probation, suspended for two weeks, or removed from the activity for the remainder of that activity's season.

### **Item 5**

Students in grades 7 through 12 who are participating in any school sponsored extracurricular activity are expected to attend all of their classes on the day of the activity in which they are participating. If, for some reason, a student is unable to attend all of his or her classes on the day of an activity, that student must receive approval from the principal or athletic director in order to be eligible to participate in the activity. The student should strongly consider receiving this clearance prior to the absence in order to ensure that it will be cleared.

### **Item 6 (No Pass, No Play)**

Student activities are considered a vital and important aspect of the educational program offered in the Heber/Overgaard School District. Students are encouraged to pursue participation in these activities. In order to meet state requirements for eligibility to participate in extra-curricular activities, the following policy has been established:

- Grades will be monitored every three weeks (on Mondays). The school will provide 6 tutoring opportunities each semester to allow students reteach opportunities. Teachers are not required to be at tutoring, as such, students should take the responsibility to communicate with their teacher to discuss availability and personal academic needs.
- Students are required to maintain a "C" or better ( $\geq 70\%$ ) in all classes in order to participate in extra-curricular practices and activities. However, in order to assist students who drop below the 70% threshold, the following accommodations will be made:

- If a student has a “D” on a tri-weekly grade check, they will be placed on a three-week probation. Said students will be able to continue practicing and competing during those three weeks. Once the grade is raised to at least 70%, the student’s probationary status will be lifted. Students with an “F” will be ineligible to practice or compete until the grade is raised to at least 60%, at which point they will be eligible to practice and compete on a probationary status.
- If a student has a “D” or “F” in the same class on two consecutive grade checks, the student will be ineligible to practice or compete until their grade(s) is(are) raised to at least 70%.

It is each teacher’s responsibility to submit the appropriate grade reports every three weeks for each student whose grade is deficient. Each teacher must submit their grade report to the office before 9:00 AM on the Monday of the scheduled three-week grade check.

In a private conference, the Athletic Director will notify each student of his or her probation or ineligibility. Remediation options will be presented to the student. The student’s parents or guardians and coach will be notified of the student’s academic standing. The period of probation/ineligibility will begin on the Monday of the grade check and will be in effect until the grade is raised to at least 70%.

**After receiving make-up work from a student, teachers will be allowed two school days (with the exception of large projects or papers which may take longer for the teacher to grade) to grade, record, and report the effect of said work on a student’s grade status.** Once the grade is raised the teacher will provide the student with written clearance and the student will turn it into the office. The office will then provide a form for the student to give to the Athletic Director or coach verifying eligibility and the student will be eligible to resume participation

A student who receives a failing grade for the semester will be on probation for the following four school weeks, and the student will be allowed to practice and participate. Upon the subsequent three-week grade check, if the student receives any failing grade, he or she will be ineligible to practice or participate in any extracurricular activity for the remaining nine-week period.

All students may make up failed or incomplete classes through summer school, night school, correspondence courses, or the completion of work to remove an “incomplete”. The student must receive approval from the Principal prior to enrolling in such summer, night, or correspondence courses.

Each coach or advisor responsible for an activity may have rules in addition to the aforementioned academic requirements. Students are responsible to abide by such rules or lose their eligibility as determined by the responsible school official.

## **BUS POLICY FOR REGULAR, ACTIVITY, AND EXTRACURRICULAR ROUTES/TRIPS**

1. No objects are to be thrown inside or out of the bus.
2. Noise is to be kept down to a level acceptable to both driver and/or coaches.
3. The bus will be kept clean and trash will be placed in proper trash containers.
4. Remain in seat. Keep hands, feet, and objects to yourself.
5. No glass containers.
6. Keep the aisle clear.
7. Any action that compromises the safety of yourself and others is prohibited.
8. Students will follow directions given by the bus driver and/or the coaches.
9. Students are expected to travel to and from school activities in transportation provided by the school and under school supervision. Exceptions may be granted for the return trip if a student will be traveling with their parents or guardians, or if **prior** arrangements have been made with the office and the coach has been notified.
10. While traveling to and from coed activities, boys and girls will be assigned to different sections of the bus after dark (front/back with coach in the middle).

11. The school, bus driver, and/or coaches will not be responsible for personal items left unattended on the bus.

Bus Discipline policy will go as follows:

1. After three disciplinary referrals, bus-riding privileges will be revoked for four days.
2. After six disciplinary referrals, bus-riding privileges will be revoked for eight days
3. After seven disciplinary referrals, bus-riding privileges will be revoked for the remainder of the school year.

It will be the responsibility of parents/guardians to provide transportation to and from school when privileges have been revoked. Students who have their privileges revoked will not be able to ride on buses for any school sponsored activities (i.e. athletics, music, etc.).

## **GENERAL SCHOOL POLICIES**

### **ABSENCES**

Only 8 absences are allowed per semester. See pages 12&13 for details.

### **ACTIVITY CARDS AND FEES**

MHS students participating in extracurricular activities must purchase an activity card at a cost of \$75.00 per student per activity (max of \$150 per student per year). MJHS students must pay \$30 per student per activity (max of \$60 per student per year). The family maximum for high school extracurricular activities is \$325 per year, and the family maximum for fourth through eighth grade is \$120 per year. There will be no refunds for extra-curricular fees and fees cannot be transferred to another sport if a student decides to quit an activity after having signed up. Students may also purchase an activity card for admission to all home sponsored athletic events. There is a \$3.00 replacement fee for an activity card which has been lost. Athletic fees may be paid through tax credit donation at the district office.

### **ALCOHOL, TOBACCO, AND DRUGS**

Alcohol, tobacco (Vapes), and drugs are considered to be controlled substances. The use or possession of these items on campus is **strictly prohibited** and will result in discipline and confiscation of substance. **All vaping devices are strictly prohibited, and will be treated as drug paraphernalia.**

### **AUTOMOBILES ON CAMPUS**

Students who bring vehicles to school are to park in the building one parking lot in front of the office and **not in the building 2 parking lot**. Students are not to leave campus in their vehicles at any time other than lunch time and after school. Students are to drive in a safe manner. The school retains the right to remove a vehicle (have it towed) or disallow a vehicle on campus should a student intentionally misuse a vehicle on or around school grounds.

### **BOOKS/BOOKSTORE**

The school will furnish textbooks for student use as needed. The care and return of these books is the responsibility of the student. Students must pay for excessively worn, damaged, or lost books. A lost book must be paid for before another is issued. Students may pay their fees and purchase school supplies in the bookstore. Tickets for school activities may also be purchased at the bookstore. Bookstore hours are from 8:00 a.m. until 3:50 p.m. There are no sales while classes are in session.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Small electronic items such as cell phones, earbuds, iPads and tablets are allowed at school, but can be a major distraction to learning. These items are not allowed to be used during class (**including PE and Weights**), without the teacher's permission and will be confiscated if used or on during class time. **Cell phones must be turned off during class.** Each classroom will have a transparent location where electronics will be placed at the beginning of class and retrieved at the end of class. If a student elects not to use the cell phone storage and his/her phone is on in class, a parent must come retrieve the phone from the school in order to get it back. Students are responsible for their electronic devices and should use them appropriately in regards to education and communication. **Students are not allowed to take pictures, videos or recordings in classrooms without the permission of the teacher.** All pictures,

videos and recordings of other individuals should only be taken, posted, shared, etc. with the permission of those individuals. Doing those things without permission will be considered bullying/harassment and dealt with accordingly.

**Junior high students will be required to put their cell phones in a teacher-designated location at the beginning of each class.**

### **CHEATING**

For the 1<sup>st</sup> offense, the student will receive a zero for the assignment, the Principal will be notified, and the student will face the outlined consequences for the infraction. For the 2<sup>nd</sup> offense, the student will receive a zero for the assignment, and a conference will be held between the Principal, parents or guardians, student and teacher, and the student will face the outlined consequences for the infraction. For the 3<sup>rd</sup> offense, the student will receive an “F” for the term and the Principal and parents or guardians will be notified. This is in addition to the consequences outlined in the Discipline Policy.

### **CONCESSIONS RULES/PROTOCOL**

- When a class is running a concession stand, an adult must be near at all times. This adult may be a parent.
- Groups must use the MHS cash registers in the concession stands in order to record sales.
- All monies and records of student hours must be turned into the office.
- Groups must clean up the bleacher area following the game/activity where they sell concessions.
- When a class is assigned a concession stand, that stand is expected to be open during events. A class could lose the privilege of selling concessions if it isn’t kept open for all events. A class may choose to release the privilege to another group for single events.

### **CORPORAL PUNISHMENT**

The Heber-Overgaard Unified School District #6 allows the use of corporal punishment. Parent permission must be given and the criteria outlined in the policy will be followed if it is determined that this is the best course of action.

### **COURTESY/KINDNESS**

An understanding of courtesy is an important step toward ultimate success in life. Courtesy here, as everywhere, is based on kindness and consideration toward others. A student can easily acquire the habit of proper school conduct by knowing what constitutes acceptable behavior and then practicing this behavior in their daily contact with other students, teacher, and other school personnel.

A student’s character is revealed by his or her daily interactions with teacher and other students. A student should ask himself or herself the following questions:

1. Do I show proper consideration toward my teachers?
2. Is my behavior appropriate when among other students?
3. Do I show proper regard for school property?

Students should carefully consider the following modes of behavior:

- Show respect for teachers by addressing them properly (Mrs./Mr), be on time, sit quietly, and listen carefully.
- Avoid showing off and drawing undue attention to themselves.
- Do not read or disturb anything on the teacher’s desk.
- Do not laugh at or ridicule other students or their comments.
- Listen to other students’ remarks before stating any polite disagreement.

## **DANCES**

School sponsored dances are for Mogollon High School students only. Exceptions may be made for HOMECOMING, WINTER FORMAL, GAB, and PROM. Guests may be brought to these dances once the dance guest form has been returned and approved by administration. Guests must be under the age of 21 on the date of the dance. Once a student leaves a dance, they are not permitted to return to the dance and must leave campus. All rules governing the campus apply to school dances.

School dress code standards are to be followed when attending school dances. **PROM is considered a formal dance for Sophomores, Juniors and Seniors; only formal attire will be permitted. Formal attire should adhere to the dress code guidelines established in this handbook. Female attire should adequately cover shoulders and back – no backless dresses, spaghetti strap dresses, or dresses that reveal cleavage will be allowed. If a dress does not meet these criteria, a proper covering must be worn for the duration of the dance.**

Chaperones for all school dances should consist of two teachers and at least two parents.

## **DETENTION**

Detention will be assigned for the violation of certain school rules (see Discipline Policy). Detention will be held Monday through Thursday. A daily list will be published indicating which students are to serve detention and the location of the detention.

Students will be given reminders on the day of the assigned detention.

If a student in detention misbehaves, is insubordinate, or is disruptive in any way, he or she will be asked to leave and be reassigned to detention on another day. He or she will also be in violation of offense category II-B, failure to complete infraction consequences and will be given the consequences of that infraction.

When a student reports to detention, he or she will be required to fill out a reflection sheet, and then they will be required to write sentences or do homework.

## **DRINKS**

Soft drinks are allowed on campus; however, it is the responsibility of the student to ensure that the drink is taken care of responsibly so that spills do not occur. Misuse of drinks (spills/litter) can negate the privilege of drinks on campus. Any drinks on campus may be confiscated and tested for alcohol.

## **DUAL ENROLLMENT**

MHS will offer dual enrollment opportunities through Northland Pioneer College (TALON) that will allow students to gain college credits along with their high school credits. These courses include, but are not limited to, select Math and English and History curriculums. In exchange for the college credit, students who qualify for and choose to take these courses may be required pay for tuition, books and/or other class supplies in order to take the course.

## **EXPULSION**

Expulsion is the permanent withdrawal of the privilege of attending school unless the Governing Board reinstates the privilege.

## **FIELD TRIPS, END OF YEAR (7<sup>TH</sup> & 8<sup>TH</sup> GRADE)**

The 7<sup>th</sup> and 8<sup>th</sup> grade classes often fundraise for an end of the year field trip. All monies raised belong to the class, not the individual who participated in the fundraiser. Any student who has accumulated 50 or more discipline points throughout the school year will not be allowed to participate in the end of the year trip/activity. Students must be academically eligible to attend the end of year trip/activity. Students who have accrued five or more unexcused absences or eight or more total absences in a semester will not be allowed to participate in the end of the year trip/activity. All school policies remain in force on school sponsored trips.

## FUNDRAISING RULES/PROTOCOL

- A sign-in/sign-out sheet for workers will be used at all fundraisers
- Each student will have a log that will document all hours worked during all four years of high school. The class secretary and sponsor will document all hours worked for each fundraiser and a copy of documented hours will be submitted with the collected monies. A sponsor can decide that certain events are not fundraisers and not award hours for work. There are certain events that a class participates in just for the high school experience (i.e., decorating a hall for homecoming). The sponsor needs to announce this ahead of time.
- A sponsor can decide that certain hours are worth “double time.” These events are usually undesirable and hard to find workers for (i.e., 4<sup>th</sup> of July, clean-up of bleachers after games). Sponsors need to announce this ahead of time.
- When a student signs up to work an event and doesn’t show up, ½ of the hours he/she signed up for may be deducted from the student’s log.
- Contact Mrs. McLaws to follow protocol for documenting the collecting of money (using tickets or other paperwork).
- Money boxes will be used and are available from the office.

## FINALS POLICY

**Students can earn the opportunity to be excused from semester finals at MHS/MJHS. As an attendance incentive, any student who misses less than three days of school may elect to not take the final exams and their grades will not be affected. All students who have missed three or more days of school will be required to take the final exams. Final exams will count as 15% of the overall semester grade.**

## HALLWAYS

Students may not eat lunch in the hallways. Food and drink from the cafeteria needs to be eaten in the cafeteria. Food and drink brought from off campus needs to be eaten in the cafeteria or outside. Playing Hackey Sack, throwing balls or other items, rough-housing, and any behavior that could disrupt other students or damage lockers/walls is not allowed in the hallways. Junior High students must stay out of building two before school, at lunch, and after school. High school students must stay out of building one during lunch and before school unless eating in the cafeteria. Junior high and high school students should not hang out or intermingle at any time during the school day.

## HAZING/ HARASSMENT/BULLYING

The Governing Board of the Heber-Overgaard Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

### **Bullying:**

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

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

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

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

### **Cyberbullying:**

Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

### **Harassment:**

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

### **Intimidation:**

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

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

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

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

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

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

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

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

## **HOMEWORK**

Homework is valuable as an adaptation, application, and extension of classroom experiences. It should not be assigned to students as busywork or punishment. Assignments should be given clearly and concisely. Homework teaches the skills of independent study and learning. Appropriate and reasonable homework not only includes the completion of class work, but preparatory reading, research, long-term projects, and enrichment activities. The primary focus during an individual's school years should be the student's academic progress. As a part of the school's educational program, homework places a legitimate demand on a student's out-of-class time. Parents and guardians, along with their children, should evaluate after-school commitments at home, work, and extracurricular activities to ensure that they don't conflict with the student's ability to complete their homework.

Warm-ups (bell work) are given at the beginning of each class period. Students who have unexcused absences or unexcused tardies will not be allowed to make up the missed warm-up. Students who have excused absences or tardies will not be required to make up the warm-up they missed, and their grade will not be affected.

## **IMMUNIZATION**

Students must have all current immunizations and proof thereof before they can register for school.

## **INSTRUMENT RENTAL**

All musical instruments rent at \$5 per month, or \$50 per year. Students on free/reduced lunch pay \$2.50 per month or \$25.00 per year.

## **JOINT CONTROL OF LOCKER**

Each locker is in the joint control of the school and the student to whom it is assigned. As school property, it is subject to being opened and searched by school officials at any time.

## **LOCKERS AND LOCKS**

The school will furnish a locker to each student who wishes to have a secure place to store his or her books. The school requires you to use locks which are furnished by the school. Failure to secure your locker with a lock may result in the school removing it from service or reassigning it to another student. Students are responsible for damage to their assigned locker and damage to or loss of their assigned lock. To minimize lost and stolen books and other items, lockers must have the assigned lock on them at all times.

Athletic lockers and locks will be issued to students taking P.E. classes and participating in extracurricular athletics. **Personal belongings should be kept inside the locked locker during P.E., Weights and after school practices and games.**

## **LOITERING**

Student who are currently suspended or expelled, visitors, guests, relatives, and/or any other non-Mogollon Jr./Sr. High School students without a valid visitor's passes who are on campus are loitering. Students on any H-O campus for more than a reasonable length of time before and after their assigned classes and other scheduled school activities are also loitering. Students who are not in the area of an event (athletic game, dance, fundraiser, etc.) are also loitering and will be written up for such.

## **LOST AND FOUND**

Found items are to be taken to the bookstore.

## **LOST OR STOLEN ITEMS**

Mogollon High School is not responsible for any personal item lost or stolen on school grounds. Students should avoid bringing valuable items and large sums of money to school. Small electronic items such as cell phones, iPad, earbuds, and tablets are easily stolen and should be left at home. MHS/MJHS is not responsible for these items when stolen and will not spend time researching the theft of these items. Lockers have been provided for students' use in safeguarding their possessions.



## **MAKE-UP WORK**

Assignments missed due to excused absences are the responsibility of the student. It is the student's responsibility to ask his or her teacher for make-up work upon returning from an absence. The student will be allowed the same number of days that they were absent to make up missed assignments. For example, if a student was absent for two consecutive days, the student will have two days after returning to class to turn in the assignment. If a student will be absent for an extended period, he/she should make arrangements to do class work while absent.

## **MEDICATION/PRESCRIPTION DRUGS**

All medication and prescription drugs must be kept in the nurses office and dispensed by the nurse. No student will have medication/prescription drugs with them at any time while on campus.

## **MOVIES**

Movies or videos should be focused on enhancing classroom instruction. All movies shown in a classroom that are not produced by educational institutions must have prior approval from the Principal.

## **ONLINE COURSES** (Mesa Distance, Edgenuity, etc.)

MHS will only accept credits from online institutions that are NCA accredited. In addition, MHS must not lose funding from students who take these online courses or no MHS credit will be given. In most cases, students will have to pay the institution for the class in order for MHS not to lose funding. It is good practice to have the course approved by MHS before taking it. Edgenuity classes may be taken for course recovery and require a \$100 course fee. The use of online courses for purposes of course recovery or to bypass courses taught at MHS will forfeit a student's ability to receive valedictorian or salutatorian accolades.

## **PICTURES FOR YEARBOOK/CLASS PICTURES**

Students are not allowed to wear hats or any other inappropriate personal wear in any picture that the school will use for the school yearbook or to display as a class picture representing the school.

## **PROHIBITED ITEMS**

Laser pointers, lighters, chains, weapons (**including pocket knives of any size**), glitter, skateboards, and **sunflower seeds** are not allowed on campus at any time. Other items may be prohibited if found to be a problem. Hackey sacks and other sports items are allowed, but must be used outdoors.

## **PROMOTION, 7<sup>TH</sup> & 8<sup>TH</sup> GRADE**

Junior high students must pass all academic core classes in order to be promoted to the next grade level. Summer school will be considered on a case-by-case basis in order to make-up a failing grade. Summer school is for making up a maximum of two classes. Any 8<sup>th</sup> grade student who must complete summer school in order to be promoted will not participate in the promotion assembly. Any 8<sup>th</sup> grade student with 50+ discipline points will have to petition the principal in order to participate in promotion assembly.

## **SCHOLAR ATHLETE AWARD**

- Awarded to one female and one male athlete each year.
- Must have competed in three seasons of varsity sports through the current year.
- Awarded to the athlete with the highest GPA from the current year only (not cumulative GPA).
- Awarded during the end of the year academic awards banquet.
- Tie Breaker: 1) Higher grade level wins.

## **SCHOOL SPONSORED EVENTS**

Students are expected to behave and dress at any school sponsored event (athletic events, fundraisers, dances, etc.) in the same fashion as they would during school hours. Students are subject to being written up for improper behavior and dress code violations while being at these events, even as a spectator. All school policies are in effect on and during school sponsored trips and activities.

## SENIOR TRIP ELIGIBILITY/FUNDING/EARNING HOURS

- The senior class must have at least  $\frac{1}{2}$  of the total cost of their trip paid for by fundraising (see the senior class trip guidelines).
- All chaperones/sponsors attend the trip at no cost to themselves. The burden for the cost for the chaperones to attend the trip falls on the senior class.
- The goal for each senior is to accumulate at least 40 hours in order to fully fund his/her senior class trip. A senior may accumulate more than 40 hours, however they can only receive added benefits for up to 50 total hours. Any hours worked above and beyond the maximum of 50 hours will be considered a donation of time to the class. This will discourage those that have accumulated enough hours from trying to accumulate additional hours and will provide opportunities for those who have not accumulated enough hours more opportunities to work. (Realize that if, at the end of the senior year, the senior class has planned a more expensive trip than they have funds for, every student will have to pay a portion of the remaining cost. Students who have accumulated 40 hours won't owe as much as students who have not).
- Parents may earn hours for their student by participating in fundraisers, these hours must be pre-approved by the class sponsor. Parent hours are worth  $\frac{1}{2}$  the time worked and can only account for a maximum of 20 hours.
- The following scale will be used to calculate necessary hours for students who enter MHS sometime during their high school career. Entering at the beginning or end of that year will still require the same amount of hours.
  - Freshman- 40 hours, Sophomores- 35 hours, Juniors- 30 hours, Seniors- 25 hours
    - It may seem unfair that someone who moves in during their junior or senior year has to pay less than students who attended MHS all four years. But realize that some students who earned hours will withdraw from MHS and there will be some hours that are unclaimed. We are essentially giving some of those hours to a student who moves in.
  - Students must accumulate at least half of their required hours to be eligible to go on the trip.
- At the end of the senior year, sponsors will calculate how much students owe for the trip with the following formula.
  - Take the *total cost* of the entire trip and divide it by the *number of seniors* going
  - to determine the *cost per senior* (when estimating the *total cost* of the trip, sponsors need to err on the high side).
  - Take the *cost per senior* and divide it by 40 to figure out the *value of one hour*.
  - For any senior who is short of hours, multiply their shortfall by the *value of one hour* and that will be the money they owe for the trip.
- Extra-money to distribute to seniors as cash for the trip
  - Make sure to collect all owed monies from seniors before determining if there will be extra money.
  - Divvy up the extra money amongst the seniors attending the trip equally. The seniors who have worked more than 40 hours will be paid out \$10.00 per hour for up to a maximum of 10 hours (50 total hours). Any remaining money will be equally divided amongst all seniors attending the trip.
- All monies earned through fundraising belong to the class. No refunds for hours earned will be given to students who choose not to attend the trip or who withdraw from MHS.
- Seniors who are not passing classes required for graduation will not be allowed on the trip. Correspondence, college, and internet classes necessary for graduation must be completed before the trip. Only seniors who will be graduating will be allowed on the trip. Seniors who have accumulated 75+ discipline points will not be allowed on the trip. Seniors who

have accumulated 8 or more absences in their final semester will not be allowed on the trip. (Extenuating circumstances will be considered).

- Any senior who tests positive on the drug test prior to senior trip will not be allowed to attend the trip.

## **SKATEBOARDS/LONGBOARDS/ROLLERBLADES**

**Skateboards, Longboards, and rollerblades are not allowed on campus at any time.**

## **SOLICITATION/SELLING ON SCHOOL GROUNDS**

Students are prohibited from selling anything for personal gain on school grounds. Only fundraisers benefiting school clubs, groups, classes, or teams may be carried out on school grounds.

## **STUDENT AIDES**

Only juniors and seniors will be allowed to be office or teacher's aides. Sophomores, juniors, and seniors may be media aides.

## **SUBSTITUTE TEACHERS**

Substitute teachers should be shown the same respect as shown to regular classroom teachers. The school asks that students show more patience with a substitute teacher. These teachers are asked to take over with very little notice or time to prepare. Cooperation with substitute teachers is very important. As substitutes, they often teach in other school districts and are in a position to compare our district with others. Positive or negative impressions of a school are often based on the observation of student behavior.

## **SUMMER SCHOOL**

Summer school is an option for junior high students who have failed no more than two core classes. Completion of summer school will allow the deficient student to move on to the next grade level. Students who have failed three or more core classes will be dealt with on an individual basis, and will be highly recommended for retention. Students who need to attend summer school will need to pay a \$50 per class summer school fee that will be reimbursed upon satisfactory completion of the summer school program.

## **SUPPORT SERVICES POLICY**

All students in the Heber/Overgaard School District shall have the opportunity to receive assistance in overcoming class deficiencies which may result in the student's failure. This assistance includes: Assistance by the teacher before or after school. After school program designed to allow students to make up missed, incomplete, or unsatisfactory assignments as outlined by their teachers.

## **SUSPENSION**

Suspension is the temporary withdrawal of the privilege of attending school. Short-term suspension is for a period of up to ten school days. Long-term suspension is for a period of eleven or more school days. In School Suspension (ISS) is the placing of a student in a confined area outside the normal classroom. Students assigned ISS are allowed to complete work assigned by their teachers. Days spent in ISS are counted against perfect attendance and taking finals.

## **TRAVEL POLICY**

This policy applies to all school sponsored groups traveling to school sponsored activities. These groups include but are not limited to cheerleaders, athletic teams, music, speech and drama groups, clubs, and classes. Students participating in school sponsored activities, which take place away from school, must travel to and from the activity in transportation which is both provided and supervised by school personnel. Students will act in accordance with all school and transportation policies. A parent or guardian may contact the Principal, coach or sponsor by phone or in person in advance of an activity to request permission for their student to travel home by private vehicle. **NOTES ARE NOT ACCEPTABLE.** If permission has not been received prior to an activity, the parent or guardian must personally speak to the Principal, coach or sponsor in order to receive such permission.

## **VISITORS**

Parents or guardians of students are always welcome to visit our campus and our classes. When visiting a classroom, prior arrangements need to be made through the office and with the teacher. All visitors must wear a pass distributed by the office. Bringing friends or relatives to visit school is not allowed.

## **VOCATIONAL EDUCATION**

Mogollon High School assures equal access to vocational education to special populations and complies with all requirements regarding equal access in Section 504 of the Rehabilitation Act.

## **WEAPONS**

Weapons, which could include knives, pocketknives, guns, etc. are prohibited. Possession of a weapon is a class nine infraction according to the disciplinary code. Weapons brought onto campus accidentally will be dealt with according to the disciplinary code.

## **USE OF LIBRARY MEDIA CENTER**

Students must have a pass from their teacher or the office to be in the library during class hours.

The library is open during AR only for checking books in and out. Computers may only be used during this time to locate books. Doing other work is not allowed during AR time.

Each student will be assigned a bar code number for checking out books and other materials. If the student user owes for lost or damaged materials, or has an overdue book, the user will lose all check-out privileges until payment is made or the book is returned.

## **NUMBER OF BOOKS/ITEMS THAT CAN BE CHECKED OUT**

High School & College:	5 books/items for two weeks
Faculty:	10 books/items for unlimited time.

If, due to a research project, a student has a need for additional items, they may contact the Media Specialist to see if additional items may be borrowed.

One current periodical will be loaned overnight. Students are encouraged to read current periodicals during lunch or on a hall pass. Copies may be made of desired articles, pictures, etc. Closed periodicals may not be checked out but may be used in the library. This insures that periodicals will be available for research.

Return all books and materials by the due date. This allows other students and faculty access to all materials. Pay all charges promptly. Receipts will be given. Users are charged for lost or damaged books and materials, not for overdue books. Student users are expected to return materials promptly. Charges are used to replace books and materials.

The Library Media Center is available for research, reading, study and quiet tutoring. Talking or other noise should be kept to a minimum so that library users may concentrate. Books and other items are chosen as resources for the courses being taught at this school as well as for recreational reading. If there are titles or authors which you would like to read, please fill out a "recommendation form" available at the circulation desk.

**Knowledge is power ! Use your Library wisely.**

## **INTERNET USAGE**

Mogollon High School has access to the World Wide Web. For students to access these services, they must have a signed parental agreement on file at the office. A username and an individual password will then be issued to allow the student access to these services. Student internet use will then be tracked through the identification that their password provides. Students may not utilize these services without being in possession of their permit and password. To do so could result in the loss of these resources.

The Heber/Overgaard School District has provided internet access for teachers and students to use as a valuable resource. Students are **not** to access the internet for the following reasons:

1. Accessing pornographic or indecent sites.
2. Visiting chat rooms.
3. Setting up or visiting personal e-mail or social media accounts.
4. Purchasing any item using the school's internet.
5. Downloading inappropriate items (music, games, etc.)
6. Any use that is not directly related to an educational resource or assignment.

The internet has been set up to provide teachers and students with a wealth of educational resources. The **abuse** of these privileges will result in forfeiting one's rights to have access to the internet, and will be dealt with according to the discipline policy. Students who lose internet privileges also forfeit all computer use privileges.

### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES**

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

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities.
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Harassment of the student by another person.
- Intimidation by another student.
- Bullying by another student.
- 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, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

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

Complaints by middle or high school students may be made only by the students on their own behalf. A parent or guardian may initiate the complaint process on behalf of an elementary school student under this policy. A parent or guardian who wishes to complain should do so by completing the forms following Policy KE on Public Concerns and Complaints.

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

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

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

**Notice of Nondiscrimination** (Section 504 of the Rehabilitation Act and Americans with Disabilities Act)

Applicants for admission and employment, students, parents, persons with disabilities, agreements with the Heber-Overgaard Unified School District #6 are hereby notified that this district does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) Education programs of the school.

Any person having inquiries concerning the district's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following individual who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Name: Mr. Ron Tenney

Title: Superintendent

Phone: 928-535-4622

## 7<sup>th</sup>-12<sup>th</sup> Student Handbook

By signing below, I attest to having read this handbook. My child and I agree to support the school in upholding the policies therein.

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\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please tear out this page and return it to your fourth period teacher.