

Combs High School



Student/Parent Handbook 2011-2012

Combs High School
Home of the Coyotes
2505 E. Germann Road
San Tan Valley, AZ 85140
(480) 882-3540

Administration:

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Jim Denton, Assistant Principal.....	3548
Cindy Parravano, Assistant Principal.....	3559
Melissa Valenzuela, Counselor.....	3552
Mike Vezzosi, Counselor.....	3549

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Dear Students,

Let me begin by welcoming you to the Combs High School Community. CHS students, during your four-year tenure at CHS, we will “Promote Respect” and you will “Achieve Greatness” through your academic and personal successes.

Combs High School has an excellent educational program taught by a talented and dedicated faculty. This high school is committed to providing each student with an education in which essential information and skills are learned, knowledge is explored, and ideas are critically analyzed and evaluated.

Your high school years are a special time in your life—a time of academic and personal challenge, and a time to make important decisions about your present and future plans. We invite you to get involved in your school community and to enjoy the excitement of learning.

I understand and empathize with the fact that the high school experience of today is filled with unbelievable pressure, competition, and expectations from every direction. With this empathy, I will not seek to lower our expectations, rather double our efforts to support and nurture those in need.

Allow me to highlight various features that will benefit you as students:

- Combs High offers a wide range of academic classes, including Honors and Advanced Placement courses, foreign languages, and a variety of college preparatory electives. Concurrent enrollment in CAC and community college courses is possible for enrichment.
- A strong Creative and Performing Arts Department provides performance opportunities through drama, dance, vocal, and instrumental music. The school newspaper, and TV production class also provides students with an opportunity to contribute with the written word, photos, and graphic design.
- Extra-curricular activities encompass a broad range of boys’ and girls’ athletic teams as well as a diverse array of student-managed clubs. There is a strong student leadership program responsible for organizing student activities and providing feedback to teachers and administrators.
- Combs High School optimizes instructional time by following a block schedule. In each five-day rotation, there is a tutorial support period provided by teachers to give students opportunities for more individualized support.

Make this a great school year. It will be monumental as we reach a milestone with our first graduating class. Good luck to all in 2011-2012.

Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.

Harriet Tubman

Sincerely,

Mrs. Mayberry

J. O. Combs Unified School District # 44 Mission Statement

Developing a Community of Empowered Learners for the 21st Century.

Combs High School Vision

Cultivating creative, Caring, Contributing, Champions in the Community.....One Person at a Time.

Combs High School Mission Statement

Combs creates motivated lifelong learners and socially responsible individuals.

Combs High School Goal

Students will improve their performance in reading, writing, and mathematics with the support of all subject areas.

Combs High School Values

Trustworthiness: "We demonstrate courage, honesty and loyalty to support family, friends and school."

Respect: "We recognize the dignity and worth of each individual with acceptance of diverse cultures, talents and skills that each individual brings to our community."

Responsibility: "We acknowledge, accept and meet our obligations in an environment dedicated to lifelong learning, accountability and perseverance."

Fairness: "We treat people equally without prejudice or favoritism."

Caring: "We demonstrate concern for others, showing empathy and compassion for all individuals."

Citizenship: "We work for the common good by volunteering, protecting and participating in our community, while respecting authority and the law."

Combs High School Honor Code

The Honor Code at Combs High School exists to promote honor, respect, integrity and responsibility. The students at Combs High School are committed to behave honorably, respect peers, authority and property, demonstrate integrity and self accountability and will enable others to do so.

Campus Hours

Office Hours: 6:45 – 3:45

Campus opens: 7:00

Class hours: 7:10 – 2:15

*Every Wednesday students will be dismissed at 2:20

Early Dismissal Days

December 19th (Final Exams)

December 20th (Final Exams)

May 22th (Final Exams)

May 23th (Final Exams)

Teacher Professional Development-(NO SCHOOL FOR STUDENTS)

October 17th

March 19th

December 21st

Academic Information:

Graduation:

Per district policy, students **must** complete all twenty (22) graduation requirements and pass AIMS to participate in the graduation ceremony; **no exceptions**. Graduation requirements are as follows:

Subject Area Credits Year (recommended)

English	4	9, 10, 11, 12
Math	4	9, 10, 11 or 12
Science	3	9, 10 or 11
Social Studies	3	10, 11, 12
Fine Arts/Practical Arts/Voc Ed	1	9, 10, 11 or 12
Electives	7	9, 10, 11 or 12

No more than one credit earned as administrative assistant will be counted among the twenty two required for graduation.

All correspondence course credit and credit received from other approved off-campus programs must be verified by transcript by May 1, 2010.

Progress Reports and Report Cards:

Combs High School evaluates student progress every nine weeks. A report card will be mailed home. In addition, a progress report will be available online midway through the nine week period. A school messenger will notify you when they are available.

Snap Grades

Snap Grades is an internet-based portal that allows students and parents to check their current grades and homework online anytime. Everything is updated live, so you no longer need to wait for teachers to post. Snap Grades is fully compliant with FERPA and COPPA.

Teachers can post homework, announcements and upload worksheets, notes, permission slips, etc. Students and parents can see a homework calendar for all their classes on one page, including any missing assignments, and they can download posted files. Each student has their own digital file locker, so they can easily work on their files from any computer at school or home.

You can access Snap Grades from any computer with internet access: Mac or Windows; Firefox, Internet Explorer, Safari, or Chrome. No software or plug-ins to install!
The mobile version for iPhone, iPad, Android, and others lets parents and students view grades, homework and guidance on the go.

Grade reports and text messages are sent directly from Snap Grades to students and/or parents. Parents can set automatic alerts to be notified whenever a student is absent, missing assignments, or has low grades.

The following are the grade notification dates for Combs High School students.

Quarter Progress Reports:

1 st	September 8 th
2 nd	November 17 th
3 rd	February 4 th
4 th	April 15 th

Report Card Dates:

- 1st October 8th
- 2nd December 17th
- 3rd March 11th
- 4th May 27th

Dropping Classes:

Students can drop a class without penalty up until the end of the 10th week of the semester. If a student drops a class after the 10th week, a W/F is recorded on the student's transcript. Students enrolling in honors classes may not drop down to a regular level class, once they have attended one day, until the end of the nine (9) week grading period. A student may be removed from an honors class and/or placed on academic probation for receiving a final grade of D or F at the end of a semester.

Academic Letters:

In keeping with our goal of academic excellence, Combs High School awards letters to those students who have achieved the highest levels of academic achievement. The letters are awarded in the spring of each year. Students who qualify for the academic letter in more than one year will receive the class emblem to wear in addition to their letter. The following criteria will be used:

Seniors.....An **accumulative** GPA of 3.7 / 168*after 7 semesters

Juniors.....An **accumulative** GPA of 3.8 / 120*after 5 semesters

Sophomores.....An **accumulative** GPA of 3.9 / 72*after 3 semesters

Freshmen.....An **accumulative** GPA of 4.0 / 24*after 1 semester

* weighted official rank points

Academic Integrity:

Honesty is a foundation value for success in career and life. Each student has an obligation to think and act with honesty and integrity, and respect the wishes of teachers and others in carrying out all academic assignments. Combs High School has established an Honor Code that all students will sign and be expected to know and follow. Academic integrity encompasses any academic project, paper, performance, quiz, exam or any other work assigned by a teacher for a grade or credit (including optional credit). Cheating, fabrication and plagiarism (*see definitions below*) are all forms of academic dishonesty that will not be tolerated.

Cheating - using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment.

Fabrication- involves the falsification or invention of any information or citation in an academic exercise or assignment.

Plagiarism -refers to using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work, and for acknowledging and documenting the source appropriately. Violations in carrying out class assignments, including the inappropriate use of the internet, cell phones, PDA's, calculators, or any other technology, will result in disciplinary consequences. The first offense results in a zero on test/work and up to 5 days of ISS; second offense, in that class or any other class over the four years, results in withdrawal from class with an "F".

Coyotes Skills for Success (CSS):

The purpose of Coyotes Skills for Success is twofold. The first is to provide students with a setting where a teacher can provide assistance and monitor academic progress. Coyotes Skills for Success is a class. Within the framework of Skills for Success teachers can work with students who need assistance with assignments, make up tests, complete laboratory work and complete other assigned work. Skills for Success provides many opportunities for obtaining assistance from teachers and completing assignments. Some students may need additional time

with teachers before and after school in order to succeed academically. Students will not receive campus passes to leave during CSS time. Any student who has failed two or more classes will be assigned a CSS class and will need to be passing all classes for a semester to earn their way out. Students with significant referrals or students with tardy/attendance problems may also be placed in CSS to receive interventions as well. Students in need of these interventions will be placed in CSS.

The second purpose for Coyote Skills is for all freshmen. Every freshman will be assigned a coyote skills class to assist with the transition. Students will have a teacher mentor, a student mentor as well regular visits by the counseling staff. CSS is designed to assist every freshmen to be academically and socially successful in high school.

Student Responsibilities for Coyotes Skills for Success:

- During CSS, students are expected to complete homework, read or work on an activity related to one of the student's courses.
- Coyotes Skills for Success is a class! Students are expected to attend daily. School attendance rules/policies apply.
- Any infraction of the above rules could result in disciplinary action.

Assemblies:

Assemblies and pep rallies are held for a variety of purposes: to teach, to entertain, to display school spirit, to celebrate and to honor various students, teams, clubs and organizations. Members of the audience should respect and show courtesy toward the rights of the performer(s) or speaker(s). All assemblies are considered part of the regular school day. Students are **required** to attend assemblies and arrive on time. Parents and visitors are welcome to all of the school assemblies. Please stop by the receptionist's desk for a visitor's pass. **Students who do not attend assemblies are subject to disciplinary action.**

Athletics & Extra-Curricular Activities:

Combs High School offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their school program. Athletic team, club, and class experiences are designed to help satisfy recreational, social, emotional, and extended academic needs and interests of all students.

Participation Requirements:

- The student must have passing grades in all credit-bearing courses. Grade checks are required periodically.
- An absence in 50% or more of credit-bearing classes may limit the ability to participate/perform/compete that day.
- **If a student has an unexcused absence in any class, s/he cannot participate that day.**
- Any student serving After-School Detention, In-School Suspension, or Off-Campus Suspension cannot participate in any school related activity the day(s) of the suspension.
- If a student forges a teacher's initials/signature or changes a grade on the grade check, the student will be ineligible to compete in athletics or participate in extracurricular performances for one calendar year.

Arizona Interscholastic Association and Extra-Curricular Activities Requirements:

A student must be enrolled in at least five (5) credit classes and have received passing grades in all credit-earning courses. Seniors who are on track to graduate must be enrolled in a minimum of four (4) credit bearing classes to be eligible.

Activity/Athletic Eligibility:

1. Payment of \$90 per activity/sport with a max of \$360 per year per family.
2. Parental permission to participate is on file (A.I.A. activity).
3. The student has on file the results of a physical examination indicating that s/he is fully able to compete (A.I.A. activity). Physicals must have been completed after March 1, 2011 for the 2011-2012 school year.
4. The student does not become 19 years of age before September 1st of the school year (A.I.A. activity).
5. The student is academically eligible. Grade checks are required periodically.
6. The student has not been out of school for more than ten consecutive school days (A.I.A. activity).
7. The student does not play on a team other than the high school team during the school's competitive season of the same sport (A.I.A. activity).
8. The student must be covered by extracurricular activity insurance or provide proof of insurance (A.I.A. activity).
9. The student has met residency requirements (A.I.A. activity).
10. If the student is a transfer, s/he must meet the current AIA eligibility requirements.
11. Article 15 of the AIA Handbook states that a student cannot compete in a club team during season.

Athletic Passes:

Athletic passes are sold in the Combs High School bookstore and allow free entrance to all regular season home events. A student athletic pass is \$40, an adult single athletic pass is \$50 and the "Coyote Family" athletic pass, which allows entrance for up to six immediate family members, is \$200.

Insurance:

J.O. Combs Unified School District students may purchase an insurance policy which covers nearly every kind of accident which might occur during the school day. Twenty-four hour accident coverage may also be purchased for your student. Students who participate in activities governed by the A.I.A. may obtain extended coverage, on a yearly basis, which will cover every activity or sport except football. Students participating in football will be required to purchase extended coverage each year. The JOCUSD will accept waivers from families with existing insurance coverage. Please contact your local campus bookstore for fee information.

NCAA Accredited Classes:

Student athletes who hope to participate in an intercollegiate sports program at a Division I or II school must graduate from high school meeting specific eligibility standards. In terms of what is applicable at Combs High School, those standards are as follows:

- ACT composite score of 17 or an SAT combined score of 820
- 2.0 cumulative grade point average in a "core" curriculum of classes
- Thirteen (13) credits of classes in the following core areas:
 - ~ Three (3) credits of English
 - ~ Two (3) credits of math
 - ~ Two (2) credits of lab science
 - ~ Two (2) credits of social science
 - ~ Two (1) additional credits of English, math or science
 - ~ Two (2) additional credits in foreign language, computer programming, or any of the above areas
- ~ Registered with and approved by the NCAA Clearinghouse
- ~At time of print

Sportsmanship:

The following actions constitute good sportsmanship from students, staff, parents and community members:

1. Provide positive cheering and other moral support for our team members.
2. Show respect for game officials and refrain from any unsportsmanlike act directed toward them.
3. Censure fellow students whose behavior is unbecoming.
4. Refrain from applauding errors by opponents or penalties inflicted upon them.
5. Refrain from criticizing players or coaches for loss of a game.

The following actions shall constitute grounds for removal from the particular event and/or restriction from attendance at further events:

1. Disrespect to either home or visiting participants and spectators.
2. Disrespect to school, security officials and game officials.
3. Throwing of any objects, including confetti, at any time.
4. Use of radios or CD/tape players in the gym during play.
5. Use of profane language, obscene gestures or similar behavior.
6. Being under the influence of alcohol or drugs.
7. Damage or abuse of school property.
8. Actions which are a potential hazard to health, safety, or well being of spectators or participants.
9. Other inappropriate behavior deemed sufficiently repetitive, flagrant, or severe by the staff.

Students, staff members, parents and community members should remember that all school rules and regulations are in effect at all school events.

Athletic Sports for the 2011-2012 school year:**Fall Sports**

Cross Country
Football
Golf
Girls Volleyball

Winter Sports

Basketball
Soccer
Wrestling

Spring Sports

Baseball
Softball
Track
Boys Volleyball
Tennis

Title IX:

The JO Combs School District will take all steps necessary to insure that, "The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, color, religion, national origin, handicap, pregnancy, parenthood, marriage, or any other reason not related to the student's individual capabilities."

Alert Recall:

The JO Combs Unified School District participates in Alert Recall which is a safety program that is designed to empower students, parents and community members with the freedom to

disseminate information about negative activities that are occurring on campuses while at the same time keeping identities confidential. The website to access Alert Recall is www.alertrecall.com

Attendance Policy:

To report absences please call **480-882-3540 (available 24 hours a day)**.

The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. High school attendance is ultimately the responsibility of the student and his/her family. It is important that parents and students recognize the direct relationship that exists between academic success and regular school attendance. Students should remain out of school only when absolutely necessary. Much classroom activity cannot be replicated; class discussion and participation is lost forever to those who are absent.

Definitions:

- **Absence** - A student who arrives more than 10 minutes late is considered absent.
- **Excused absence** - An absence is excused if a parent or guardian notifies the school. The reason for the absence must be given.
- **School-related absence** - If a student misses class due to a pre-approved school-related activity, it will not count as an absence.
- **Suspension** - The days of suspension do not count as absences for attendance policy.
- **Tardy** - A student is tardy when s/he is not in class when the tardy bell rings OR as stipulated in their teacher's classroom syllabus or rules.
- **Unexcused absence** - Any absence that is not excused by 2:30 PM on the same day by a parent or guardian.

Makeup Work:

It is the student's responsibility to obtain makeup work from his/her teachers.

- **Excused absence** - Students will be allowed the number of days absent to make up assignments. Work that was assigned prior to an absence will be due upon return to class. If a class project and/or major assignment has a specific due date and a rubric has been given to the student, that assignment shall be due on the stated date regardless of the excused absence. If the student is absent on the due date, the assignment shall be turned in on the day the student returns to class and will be considered late or the assignment may be turned in by a parent/guardian to be considered for full credit on the assigned due date.
- **Unexcused absence** - Students will be accountable for information missed. Teachers are not required to issue credit for the work.
- **Off-Campus Suspension** - Students will be accountable for all missed work due the first day after returning to school.

Absences:

- A student is allowed 10 absences, excused or unexcused per class per semester. The 11th absence will result in loss of credit unless there are extenuating circumstances. The following are examples of extenuating circumstances: hospitalization, personal/health reasons, family issues, chronic health issues, college visits, runaways, drug rehabilitation, parents kept child out, and parent issues. Contact one of the assistant principals with questions regarding extenuating circumstances.

~ Other extenuating circumstances may be determined by the Principal.

~ Because block classes meet every other day, one absence is equivalent to 1.5 school days.

Traditional days are considered single absences.

- Students will be disciplined as a result of unexcused absences. Consequences will include any of the following depending on the severity of student non-compliance: in-school suspension, off-campus suspension and withdrawal from class. Students must be enrolled in four credit-bearing classes. Any student dropped from courses due to attendance will be withdrawn from school if

their schedule drops below four credit-bearing classes. Students under 16 years of age can be cited for truancy.

Parent Notification:

- Computer generated letters are mailed on the 5th school absence.
- At the 11th absence, student will be withdrawn from school. Parent will be notified by mail.
- Automated calling system will call daily on all absences.

Teacher Responsibility:

- Teachers will complete attendance for each class daily.
- Teachers will make parent contact about attendance concerns.
- Teachers will allow excused students the number of days absent to make up the work when they return unless arrangements are made with the teacher.
- Teachers will hold students accountable for work missed when they return from unexcused absences, but not give them credit for the work.
- Teacher will have makeup work readily available to students with excused absences. After student/parent request, teachers will provide work within 48 hours for parent pick up.
- School related absence – teacher will assist student in arranging a time to take test/turn in assignments prior to the absence.

Student Responsibility:

- Students are accountable for their absences/tardies and should keep a record of their own absences/tardies so they know the totals at all times.
- For every day absent, students have one day to make up work.
- School related absence – students must take test/turn in assignments prior to the absence.
- It is the student's responsibility to obtain makeup work from his/her teachers.
- Upon return from a suspension, students have the corresponding amount of days to make up all missed assignments.

Closed Campus:

Combs High School is a closed campus. A closed campus is designed to aid in the safety and accountability of students. Combs practices the following closed campus procedures:

- All students will remain on campus during normal school hours.
- Parents or legal guardians are the only people allowed to sign out their children.
- Parents must sign out their children through the attendance office.
- Students will not be allowed to go off campus for lunch.
- Any student that has parental permission to leave campus must have cleared it through the attendance office.

Extra/Co-Curricular Activity Participation:

An absence in 50% or more of credit-bearing classes may limit the ability to participate that day. **If a student has an unexcused absence in any class, s/he cannot participate that day.**

Off-Campus Passes:

To leave campus a student's parents/guardian must call attendance office on the day of and prior to the time of the absence to receive an off-campus pass and to be excused. Students must have their ID to leave campus. Students who are ill must report to the nurse. The nurse will make arrangements with the parent/guardian with regard to how the student will get home.

Release Hours:

In order to leave campus during the school day, students must display a release sticker on their school ID. Release is limited to students leaving campus for religious instruction or other releases approved by the Principal.

Tardies Rules and Procedures:

*Students who are late to class or who are in the halls when the bell rings are considered tardy.

*Students late to school first period without a doctor's note or accompanied by a parent are considered tardy.

*Students who are tardy for the fourth time in any scheduled class per semester and each time thereafter will be subject to disciplinary action. (Tardies #4-5 In-School Suspension, Tardies #6-9 Off-Campus Suspension, Tardy #10 Long Term Suspension and/or loss of credit.)

Ditching:

If a student is ditching, s/he will receive an unexcused absence ("U") and has no opportunity to make up the missed test or work. Teachers can also write a referral for ditching.

Attendance Procedure:

The following is a summary of the Combs High School Attendance procedure:

Parent Calls:

Only the parent/legal guardian of the student can notify the school of an absence or request an off-campus pass. When a parent/legal guardian calls to excuse their student, the absence is listed as excused and the reason given is documented. **Parent or legal guardian must call on the same day of the absence before 2:30 p.m.**

Unexcused Absence:

If a parent does not call on the same day of the absence, and the teacher enters the student absent, the computer automatically records that student unexcused.

Bookstore:

The Bookstore is open Monday through Friday from 7 a.m. to 3:00 p.m. A current student identification card is required in order to pick up yearbooks and dance pictures, receive refunds for class fees, or obtain a book. A number of school supplies such as paper, pens, pencils, notebooks, binders, poster board, goggles, etc. are carried for your convenience. **All purchases must be made by cash or check** made payable to CHS for the amount of purchase only. Students are reminded to retain their receipts for all purchases. Textbooks will be distributed during summer registration. Books issued are the responsibility of the student and must be returned to the bookstore if a class is dropped. Damaged or nonreturned books must be paid for by the student at the bookstore.

Cafeteria:

J.O. Combs School District participates in the National School Lunch/Breakfast program. Nutritious meals are served each day. All meals served must meet patterns established by the U.S. Department of Agriculture.

Free/Reduced Applications

One application per household is needed each year. You will be notified in writing of your status. Please allow 10 days for response. Qualifying students receive one breakfast meal and one lunch meal daily. Applications are accepted anytime during the year.

Management of Lunch Accounts

Charging accounts is not allowed. Students are notified at least 3 meals before they run out of money. Each time they purchase a meal the computer will alert them they will need money. Please talk to your child about remembering to let you know when accounts get low.

EzSchoolpay.com

On-line payment option. You will need to call 480-987-5312 for your student's id number to begin. Checking account balance is a great benefit on-line.

Soda Pop Rule

Drinking of carbonated beverages such as soda pop is not allowed when purchasing a school lunch. As mandated by the U.S.D.A. Pop will be taken away.

Food Allergies

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA required form. Forms are available from the school cafeteria manager, school nurse, or district office. They must be completed and signed by a physician. A new form is required each year. Parents and nutrition service staff are encouraged to make the school office aware of all students' allergies.

Prices

Breakfast: Paid \$1.25, reduced student meal .30

Milk: \$.45

Student lunch: Paid student: \$3.00 combo meal, reduced student meal .40

Various a la carte items available

Menus

Visit our website at www.jocombs.org

Returned Checks

A \$25.00 fee is charged for each returned check. The students account will be affected if fees are not paid.

Cell Phones, Electronic/Digital Devices:

Keeping the Combs High School classrooms places of Rigor and Relevance - creates the need for changes in policy from time to time. Due to the increase in classroom interruptions, incidents of academic dishonesty, and reported thefts, **the following items are NOT**

allowed on campus:

- iPods • portable DVD players
- personal laptops • cameras or video recorders
- mp3 players • laser pointers
- headsets • paging devices
- CD players or any personal • any game playing device
- electronic or digital music devices

These items that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school. The only exception to this policy shall be items brought to the classroom for instructional related activities that are supervised by the classroom teacher.

In addition, **CELL PHONES MAY NOT BE SEEN OR USED during the school day including passing periods and lunch.** Students may possess cell phones for use before school and after the school day, but their use during the school day from 7:10 a.m. to 2:20 p.m. is strictly prohibited. **Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls.** Cell phones must be turned off and kept out of sight. Cell phones may not be turned on until the end of the school day. The student bears total responsibility for safeguarding their cell phone. If an emergency occurs during the school day, a parent/guardian should contact the office immediately. Students will be immediately contacted and brought down to the office, if requested. Students may continue to use cell phones before or after school hours to communicate home and arrange rides. We recognize that technology is

a part of the fabric of life today but rather than ban cell phones - we are opting to have reasonable limits to its use.

Lost or stolen cell phones or devices are the responsibility of the student. Bringing the item to school is at the student's own risk for loss/theft. Combs High School is not responsible for stolen or missing equipment and it is strongly recommended that they not be brought to campus. If a student violates the policy, any staff member may confiscate the device and turn it into to the office. On the first violation - only the student's parent or guardian listed on the emergency card with proof of identity may reclaim the device. Use of an electronic device for the purpose of cheating will have disciplinary actions. Use of a camera phone is strictly forbidden in private areas and such use may also be in violation of the criminal code.

Dances:

Dances sponsored by clubs or organizations within the school will be held throughout the year.

Students must show a current CHS Identification Card to be permitted into a dance. Students are not allowed to leave and re-enter a dance under any circumstances. Guests are permitted for dances with a guest pass. **A guest pass, available through the Administration Office, is required and must be returned to Administration for approval prior to the dance and then must be presented at the door.** All school rules are enforced during dances. Students must dance appropriately which includes no freaking and no sexually explicit moves. Students must dance face to face. Any student dancing inappropriately will be asked to leave and can be banned from future dances.

All dances will end at 10:30 p.m. with the exception of Prom which will end at 11:00 p.m. for High School students. **Guest passes will not be issued to 8th grade students**

Deliveries /Messages:

To minimize classroom disruption, **the school does not deliver packages, flowers or other items to students during the school day.** Students should not bring balloons and flowers to classes because of student allergies.

Phone messages will not be delivered except in case of an emergency. Transportation changes between student and parent are not considered an emergency.

Dress Code:

It is the belief of the faculty and administration that school pride, morale and image are influenced by the general appearance of our students. Additionally, Combs High School expects student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe, and healthy atmosphere within our school.

Student and Parent Responsibility:

Students are expected to dress adequately, suitable for weather conditions and in good taste.

Any article of clothing or style of dressing that tends to draw attention, interferes with instruction, or threatens health or safety is considered inappropriate. Many of you have jobs or know someone who is employed. School is your full-time job. Generally speaking, if an item cannot be worn in a work setting, it should not be worn to school. 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 an Assistant Principal prior to wearing such attire or accessory to ensure compliance.

CHS Responsibility:

On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code. A set of guidelines has been created by a committee of parents,

students, teachers and school officials. We want to provide the freedom for students to express themselves within the set of parameters listed on the next page. .

Guidelines: Pants, Skirts, Shorts, etc.

- Sagging is not allowed. The waistband of the pants, shorts or skirt must meet the bottom of the shirt or top at all times (i.e. standing, sitting, etc.). Pants should not drag excessively on the ground. Pants that are extra large must be worn with a belt that fits at the waist. Boxer shorts, pajamas and other undergarments should not be seen.
- Shorts and skirts must cover the entire buttocks and a modest area of the legs. Undergarments should not be exposed.
- Pants, shorts or skirts must cover underwear at all times.
- Wallet chains with a maximum length of 10".

Guidelines: Shirts, Tops, Blouses, etc.

- No midriff, back skin or side skin showing. In other words, shirts and other tops must meet the pants/slacks/skirts with no exposure of abdomen, back or side.
- **Not permitted:** strapless tops, tube tops, racer backs, halter tops, or one-strap tops. No bustier or tops with spaghetti straps. Straps must be at least two fingers in width and/or 1 3/4" wide covering all undergarments. No see-through shirts or necklines that expose any cleavage. Students may not layer inappropriate shirts to attempt to make an appropriate one. (Strapless top over men's undershirt top, camisole over a racer back top, unbuttoned long sleeve shirt over men's undershirt, etc. Two wrongs don't make a right!)
- Underwear may not show (boxers, briefs, thongs, bras, etc.) and underwear and sleepwear worn as outerwear (i.e. camisoles, men's undershirts, or pajama pants) is not permitted.
- PE, athletics and performing arts may issue their own dress codes.

Guidelines: Head Coverings

- No head or hair coverings may be worn in school buildings.
- * Exceptions would be for religious reasons
- * Exceptions may be made for uniforms, formal attire or costumes *with* administrator approval.

Inappropriate Dress

- Attire or accessories which advertise, display, and/or promote drugs, alcohol, tobacco, gang activity, violence, sexual activity, disrespect, lewd, vulgar, or obscene language, and/or bigotry toward any group or person.
- Clothing, jewelry and personal items (backpacks, binders, gym bags, purses, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Body piercing that is a safety hazard and/or hinders classroom performance.
- Shoes must be worn at all times according to Arizona State law. For safety, shoes must have an outdoor sole (i.e. no bedroom slippers).
- Sunglasses may not be worn in school buildings.
- Wearing a jacket does not correct inappropriate dress.
- Blankets are not allowed on campus and will not be permitted in the classroom

Consequences:

Any student violating this policy is subject to disciplinary action including, but not limited to, after-school detention, in-school suspension, parent conference and short-term or long-term suspension.

In addition, the student will remove the garment or accessory and replace it with an appropriate alternative provided by the school and/or parent.

*Please also see section on Gangs.

E-Mail:

Staff members may be contacted through e-mail. In general, all staff have the same ending address. Simply insert the staff member's first initial and entire last name before @jocombs.k12.az.us

Elevator Key Policy:

In order to check out an elevator key, the injured or disabled student must agree to abide by the following rules. The key is to be checked out from the administrative office.

1. No one other than the injured student may use the elevator. If the student allows others to ride the elevator, s/he could be suspended for insubordination.
2. Students must sign an agreement card in order to use the elevator.
3. A \$15.00 security deposit will be held until the key is returned.
4. When the key is returned by the agreed upon date, the deposit check will be returned. If the key is not returned, the checked will be deposited and the student will forfeit the refund.

Emergency Procedures:**Fire Drills:**

State law requires all schools to practice fire drills. The purpose of these drills is to acquaint all students with the different exits depending on the area he/she may be in at the time of the fire drill. In case of a fire drill, students are asked to exit in an orderly efficient manner.

False Alarms:

Anyone who is found to be guilty of turning in a false fire alarm or bomb report will be subject to **prosecution**. Students found guilty are subject to disciplinary action. Emergency protocols are published and made available to all staff. Staff is trained and both personnel and students practice drills on a regularly scheduled basis.

Final Exams:

Final exam dates are posted on the school calendar. Pay close attention to these dates as students are not allowed to take their final exams early. Test security is very important and each department gives a departmental final exam. Giving an early exam jeopardizes the integrity of the test. Students can make arrangements to take their exams in the summer. Students have 10 days to complete their missed exams after the last day of school. The student's absence must be excused for the student to be allowed to make up the exam.

Food and Drink:

Food and drinks including gum, except capped, bottled water, are not allowed in classrooms, or on any carpeted areas. Students caught with food or drink in any of these areas will be subject to disciplinary action.

Gangs:

A gang is two or more people whose activities violate the law or school rules. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress (sagging) or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or

dress. It is the school's position that such activities and dress present a clear and present danger to the students at Combs High School.

Consequences:

1. Informal talk with a school official (teacher, security guard, counselor, administrator) who will attempt to reach agreement with the student as to acceptable behavior. Parental involvement by telephone, letter, or personal conference.
2. In-school suspension, off-campus suspension or off-campus police referral.
3. Long-term suspension or expulsion (continued and serious violations).

Guidance:

The Guidance Department mission is to ensure that all students acquire the national and state guidance standards in the areas of academics and career. Academic Guidance is the primary responsibility or role that each counselor assumes.

Each counselor:

- aids with academic planning
- maintains credit checks of students and forwards copies of special education students credit checks to the department chair
- registers students for the upcoming school year
- registers new students throughout the year
- handles schedule change requests throughout the year
- provides academic support; i.e., tutoring requests, homework requests, study skills help, etc.
- schedules and facilitates requested parent/teacher conferences
- coordinates study team evaluations/screenings
- writes letters of recommendation and aids in the college application process
- aids with career guidance
- aids with personal/social issues and referrals

A response counselor is available and "on-call" each day to enroll new students, meet with parents that walk in without an appointment and need assistance, assist administrators and for student crises and emergencies. Comb's Guidance Department welcomes students to use the resources that are available in the Guidance College and Career Computer Center. We encourage students to listen to the daily announcements and newscasts that announce the most updated Guidance information. Feel free to come into the Guidance Center, meet your counselor and explore all of the college, career, scholarship, and military aids that are available.

Hall Passes:

All students must have a pass from a staff member to be in the halls. No passes will be given the first and last 10 minutes of class. This applies to all students including administrative assistants, student council members, and newspaper staff members. Students caught out of class without an official hall pass may be charged with ditching and will receive a day of in-school suspension. It is the student's responsibility to secure a pass prior to leaving. Students are responsible for returning the pass undamaged. A referral to the administration is the result of loss, destruction, or theft of property.

Hallway Rules:

While classes are changing, many students are moving through the CHS hallways and sidewalks. While classes are in session, the hallways and sidewalks should be empty except for those students with a pass. **During lunch time, students are not allowed in the buildings without a pass.** The rules of conduct set forth below are established not only for instructional reasons, but for reasons of safety, cleanliness, comfort and convenience. The need to be considerate of other people and to respect their "space" is essential. Students should never use profane or vulgar language, should never run, yell, scream, or make excessive noise while in the halls.

Health Services:

A full time Medical Assistant is available to students during the school day. Students who need to see the MA **MUST** have a written pass from their teacher, even during passing periods. Students who do not have a pass will be sent back to class. Students must sign in as they enter the MA's office on the sign in log. Students who are ill and need to be picked up by their parents or designee must sign out with the front office. Any student with a **medical problem** (i.e. seizures, asthma, diabetes, or heart problems) should report the problem to the MA. Students who require medication during the school day must have their medication brought in by a parent/guardian in the original current prescription bottle and must have a parental medication release signed by their parent/guardian and the prescribing physician.

The MA is NOT responsible for assuring that students take their medication while at school and is unable to call students down that miss doses. Students may not carry medications while on campus; they must be kept at the MA's Office. Remaining medication must be picked up at the end of the school year by a parent or guardian, or it will be disposed of. Students may carry inhalers at any time, but a signed parental/guardian medication release must be on file in the MA's Office. All medication releases are good for the school year only and must be renewed annually.

Students with **diabetes** will be permitted to have immediate access to blood glucose testing equipment with them at all times if those accommodations are medically based upon appropriate documentation. Diabetic students should carry snacks and juice with them at all times and are encouraged to keep a supply of snacks at the MA's Office.

In order to be **excused from PE**, the student must bring a signed note from their parent/guardian to the MA. If there are more than three consecutive absences, a signed Physician's excuse **must** be given to the MA that states how long the absence will remain in affect. Students who have an accident or injury at school need to report it to the MA immediately.

Immunization Requirements:

*Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. With some exceptions, **students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided.***

Identification Cards:

Due to the increased concern regarding student and staff safety, all staff members and students are provided identification cards which must be carried at all times during the school day. ID photos are taken for students entering Combs High School for the first time at no cost. Students must have a current ID to leave campus due to an early release or off-campus pass, check out library materials, when picking up a yearbook, and to conduct bookstore business. **In addition, a CHS ID must be shown to gain entrance to all extracurricular activities including school dances.** IDs are the property of Combs High School. If defaced, students must pay for the cost of a replacement ID. Replacement ID cards are \$5.00 and may be purchased from the bookstore during the school year.

Leaving Campus:

Parents are expected to **check in with the attendance office prior to a student leaving campus.** Students cannot leave campus during lunch without the parent coming into the attendance office and signing them out. Parents are the **only** authorized person(s) to take a student during the lunch period. There are no exceptions without administrative approval.

Library Media Center:

The Combs High School Library Media Center opens at 7:00 a.m. and closes at 3:00 p.m. For half-days, teacher in-service days and testing days, the library will close at the end of the **scheduled school day.**

Checking Out Materials:

- a Combs ID card must be shown
- Books can be checked out for two (2) weeks; can be renewed
- Students are limited to five (3) checkout items that are not textbooks
- No fines are assessed, but no more checkout of materials until overdues are resolved
- Students MUST pay for lost or damaged items

Library Computers:

The main use of the library computers is for educational research. Staff members reserve the right to ask users to relinquish use as warranted, especially if the student is in violation of the JO Combs District Technology Agreement.

Expected Behavior in the CHS Library:

The Combs Library rules of behavior are designed to protect the rights and safety of our students, faculty, and staff as they relate to the proper use of the library. Library rules of behavior are enforced in accordance with the Combs Student Code of Conduct as specified in this handbook.

- Use the Library to study, to read, or to do research for class assignments.
- Work in a manner that allows others to concentrate; disruptive behavior may result in the loss of library privileges or expulsion from the library.
- Follow school policies – **especially** no use of cell phones or other electronic devices, and our dress code.
- Leave your food and drink outside the library.
- Respect not only the staff and other students, but also the library materials and furnishings. YOU are responsible for the proper treatment and return of all materials used.

Lost and Found:

The lost and found is located in the bookstore. All lost or found articles should be reported to the bookstore. All unclaimed articles will be given to the Good Will at the end of each semester. If items are stolen, see security immediately and fill out a report.

Movies:

Combs High School students may view movies periodically throughout the school year. The movies viewed may be rated up to PG13.

Off-Campus Jurisdiction:

In accordance with state law, violations in conduct by students going to and from school functions could result in disciplinary action. School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school and release periods. A student may be disciplined by the school for any misconduct while off campus at the times specified above.

Student Parking:

Consideration for parking permits will first be given to students who need to park for reasons related to academics and extracurricular activities through the end of the previous year. Thereafter, permits will be issued on a first come, first served basis. Students must fill out a parking permit application in the bookstore and all information must be complete and accurate before a permit will be issued.

Combs High School is not responsible for loss resulting from damage or theft of contents of student's vehicles.

- Parking tags are non-transferable. Students and/or parents cannot sell or give away parking rights.
- Parking rules will be enforced for the safety of the drivers and pedestrians. Violations may result in the loss of parking privileges and/or school discipline.
- Students will be assigned parking spaces. The permit displayed in the car must match the parking space number.
- Students must have their parking permits displayed at all times while on campus.
- If a student has early release, s/he must provide a student ID in order to leave campus.
- Students are encouraged to car pool **if parents find this acceptable**; however, the driver is responsible for passenger behavior. **Parking privileges may be lost due to passenger misbehavior.**
- Loss of parking privileges may include, but are not limited to the following: Reckless driving, transporting alcohol, illegal substances or weapons, failure to drive courteously, failure to provide adequate seating for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles and **leaving campus without approval.**

Fees/Refunds:

The parking permit fee is \$50. This fee is good for the entire school year.

- Students who transfer before the semester begins will receive a full refund, thereafter; refunds will be pro-rated.
- If a student has early release, s/he must provide a student ID in order to leave campus.
- Students who forfeit their parking privileges due to infractions of school rules will **NOT** receive a refund.
- Students who receive a parking permit will be notified.

Note: Students without parking permits **will not** be permitted to park on campus.

Pedestrian Safety:

Students are expected to cross streets at the crosswalks. Concern for the safety of students while walking as well as driving requires that this procedure be followed.

Planners:

All students will be issued a planner. They will be expected to have their planner for each class. Students are responsible for writing the daily assignments for each class in their planner. Students must have a planner. If lost, students may purchase a replacement planner for \$5.00.

Public Display of Affection (PDA):

Public display of affection (PDA) is prohibited. The school recognizes that genuine feelings of affection may exist between two individuals; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. Examples of inappropriate behavior associated with PDA include: kissing, touching, fondling, passionate embraces, sexual acts, etc. Consequences for PDA will range from In School Suspension to Off Campus Suspension.

Sexting/Distribution of Pornographic materials:

Sexting is defined as the act of sending sexually explicit messages or photographs electronically, primarily between mobile/cellular phones. Students who choose other means to distribute pornographic materials either maliciously or to create a disturbance will also suffer consequences. Involvement in this type of activity can result in detention up to expulsion with the possibility of a police referral.

Release hours:

In order to leave campus during the school day, students must display a release sticker on their school ID. These can be obtained from Student Services. Releases are only allowed to students for religious instruction and by approval of the Principal.

Senior Walk:

Senior Walk honors Combs seniors who have made outstanding contributions to the Combs community. If selected, honoree names will appear in a special program, as well as appear on the Senior Walk banner and be honored during the Homecoming Assembly and during halftime at the Homecoming Football Game. Homecoming King and Queen are selected from members of Senior Walk and are crowned during halftime at the game.

Senior Walk candidates must meet certain criteria and students need to begin their **freshman year** in order to qualify:

- 3.25 GPA
- No history of chronic behavior and/or attendance referrals.
- Participated in documented community service during each year of high school.
- Students must have 30 hours each year and have documented community service with at least three different organizations/places.
- Have been involved in two extracurricular sports and/or activities each year at CHS.

Skateboards:

Skateboards are not allowed inside the school building.

Student Records:

1. Parents or guardians have the legal right to examine the records of their student(s). If parents or guardians wish, they may be accompanied by one other person of their choosing at the time the student's records are reviewed. Parents or guardians have the right to question, in writing, the accuracy of any item in the student's records; this written response shall be attached to the disputed item.
2. JOCUSD will provide a hearing to challenge information in education records to ensure that such information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.
3. Any hearings held will be conducted according to JOCUSD policy, which is in accordance with the Family Educational Rights and Privacy Act Of 1974 and the implementing regulations.

Study Hall:

Combs High School strives to have all students enrolled in six credit-bearing classes. However, in some cases, a study hall class becomes necessary. Attendance policies, procedures and consequences apply.

Technology Use Agreement:

The J.O. Combs Unified School District requires that all students and a parent/guardian sign a district technology use agreement **before** using school computers. The technology use agreement form can be found in the J.O. Combs Student Policies and Regulations handbook.

Students who violate the technology use policy will lose computer privileges.

The purpose of school computers and equipment is for educational use only.

Student use of computers and equipment is a privilege, not a right. Any other use of school computers will result in loss of computer use privileges for an entire school year. A second offense will result in loss of computer use privileges for the remainder of your high school years.

Personal laptops are NOT allowed on campus.

Inappropriate technology use may consist of, but is not limited to the following:

- Printing more than one copy of work

- Unplugging peripherals
- Trying to access inappropriate websites
- Attempting to access the district network
- Making, using, or distributing pirated copies of software
- Changing folder names or file names
- Sending inappropriate messages or graphics
- Negligently handling video, audio, or other electronic equipment
- Theft and vandalizing of hardware, software, or equipment
- Loading any files or software on a school computer
- Saving on the hard drive – save to "Z" drive only
- Playing CD music on computers without teacher permission
- Playing games (including website based games)
- Entering chat rooms
- Sending instant messages
- Logging into or attempting to access another person's account
- Giving your password to other students
- Using another student's password
- Internet bullying

Telephone Usage and Messages:

Only in the case of an emergency, and with a pass from a teacher, may a student receive permission to use an office phone. Due to our busy days, **ONLY EMERGENCY** incoming telephone messages will be taken for a student. Messages will be given at a time when classes are not in session. Students may call from the classroom if they have after school detention or activities.

Transportation:

Students who walk, ride with another student, or ride a school bus to or from school are expected to exhibit good behavior. Combs High School has the authority to correct any act of misbehavior that may take place as students travel to and from school. Misbehavior while traveling will be dealt with in accordance with the severity and frequency of the incidents.

School Bus Conduct:

Bus transportation will be available to students living outside a two mile radius of the school.

Out-of-boundary students are not permitted to ride district buses. Bus route information may be obtained by calling the District Office at 480-882-5309.

All students who ride a school bus are responsible for behaving in accordance with the District Transportation Policy. **Bus riding is a privilege ~ not a right!**

Vandalism:

Defacement of any school property will require repair of the damage and/or monetary restitution to the school district by the parent or guardian of the student, in accordance with Arizona State Law.

Visitor Information:

Parent visitors to Combs High School are welcome during business hours which are Monday through Friday from 6:45 a.m. until 3:00 p.m. All visitors must receive permission from the administration to be on campus. Visitors must report to the main office immediately upon arrival on campus and receive a visitor pass. No one is allowed to come on campus and talk with a student except his/her parents or guardians.

Visitors other than parents or guardians who are on campus for this reason will be asked to leave. In order to preserve the learning environment, students are not to bring visitors or children with them to school.

Voice Mail:

Combs High School has a voice mail system with which to communicate with parents, students and community members. The messaging system is not meant to take the place of personal interaction. Rather, it is hoped the system will enhance the ease with which we are able to communicate. To access the system, dial 480-882-3540 and follow the tutorial message. Please listen to the entire message before making your selection. If at any time you have trouble or need to speak with a "live" person, simply dial 0. Combs's voice mail system includes an attendance line and faculty/staff voice mailboxes.

Volunteers:

Combs volunteer program utilizes the donated time and energy of parents and community members. Volunteers can be seen helping out as clerical aides, nurses aides, classroom aides and a variety of other capacities around campus. All of us at Combs are truly indebted to these generous people. If parents would like to volunteer, please contact the front office.

Combs Student Discipline**CHS Code of Discipline**

Combs High School is committed to the development of the whole person; intellectual and physical, with emphasis on the development of good character. With this in mind, Combs embraces high expectations for students in the classroom, as well as participating in activities and athletics. By striving to achieve these expectations, students will develop the necessary self discipline and learning competencies required for continued success in the world of higher education and in their careers. In addition, these beliefs help to ensure a positive classroom and school environment; one that is safe, orderly and supportive of learning. The disciplinary guidelines in the handbook enable the staff to maintain this level of expectation, and it is important that parents and students understand the individual responsibility and accountability required for maintaining civility in all aspects of life at Combs High School.

CHS utilizes several forms of disciplinary consequences including:**• After-School Detention (ASD)**

ASD is utilized as a lower level disciplinary consequence. When assigned ASD, the student reports to a classroom within the school that is maintained as a strictly quiet area where the student works on assignments. Students are not allowed to sleep, talk, or be unoccupied. The focus is on utilizing time to complete school work.

• In-School Suspension (ISS)

ISS may be utilized as an alternative to out-of-school suspension which is prescribed by Combs High School disciplinary procedures. The administrator may elect to assign ISS as a means of providing a constructive, educationally related consequence for specific discipline categories. When assigned ISS, the student reports to a classroom within the school that is maintained as a strictly quiet area where the student works on assignments that are brought to the ISS room. Students are not allowed to sleep, talk, or be unoccupied. Students remain in the ISS room all day. Lunch and bathroom breaks will be supervised. The focus is on utilizing time to complete school work. ISS is supervised by a staff member at all times.

• Off-Campus Suspension (OCS)

OCS is used for higher level/chronic discipline (10 days or less). When suspended, students cannot participate in any school-related activity or be on any campus in the JO Combs School District. Any work missed can be made up for full credit and the absence(s) does not count against the ten allowed per the attendance policy.

Guidelines for Selected Offenses and Recommended Minimum Discipline

These are minimum recommended disciplinary guidelines for some examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be greater at the administrator's discretion.

Profanity

- 1st Counseling, probation, and up to 3 hours of detention
- 2nd Up to 1 day suspension or detention
- 3rd 3 to 10 day suspension or detention

Ditching

- 1st 1 day suspension
- 2nd 3 day suspension
- 3rd 5 to 10 day suspension

Insubordination - refusal to follow a reasonable request of a staff member

- 1st Detention and up to 5 day suspension
- 2nd 10 day suspension
- 3rd Semester suspension

Cheating on test or assignment

- 1st Zero points on test or assignment and up to 5 day detention
- 2nd Removal from class with final grade of F

Unauthorized presence on, or in the vicinity of, another school campus

- 1st Counseling and probation
- 2nd 1 to 3 day suspension
- 3rd 3 to 5 day suspension

Gambling

- 1st Counseling and probation
- 2nd 1 to 3 day suspension
- 3rd 3 to 5 day suspension

Falsifying or forging school documents

- 1st 1 day suspension
- 2nd 3 day suspension
- 3rd 5 day to semester suspension

Smoking and/or use of tobacco on campus

- 1st 2 day suspension
- 2nd 3 day suspension
- 3rd 5 to 10 day suspension

Theft/vandalism/extortion

- 1st Student is subject to suspension or expulsion, depending on the severity of the offense (police referral)

Involvement in a potential disturbance on or in the vicinity of another campus

- 1st Student is subject to suspension or expulsion, depending on the severity of the offense (police referral)

Fighting (mutual combat)

- 1st 3 to 5 day suspension
- 2nd Semester suspension

Recording of altercation/fight with electronic/digital device and/or posting the video to a social network site on the internet.

- 1st Confiscation of electronic/digital device
- 2nd 1 to 3 day suspension

Possession or use of articles designed to disrupt the educational process

- 1st Confiscation of articles and 3 to 5 hour detention
- 2nd 1 to 3 day suspension
- 3rd 5 day suspension

Possession and/or use of fireworks

- 1st 1 to 3 day suspension (police referral)
- 2nd Semester suspension (police referral)
- 3rd Recommend expulsion (police referral)

Possession and/or use of explosive devices other than fireworks

- 1st Semester suspension (police referral)
- 2nd Recommend expulsion (police referral)

Endangering health, welfare or safety of others; any act that disrupts the normal educational process

- 1st Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

Involvement in sexting, distribution of pornographic materials, or sending sexually explicit messages

- 1st Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

Involvement in public display of affection: kissing, touching, fondling, passionate embraces, sexual acts

- 1st Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

Criminal involvement in an off-campus offense indicating that the offender is likely to pose a threat to the safety or welfare of students or staff members or impair the normal educational process or educational climate

- 1st Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

Use of or being under the influence of illegal drugs, narcotics, or alcohol

- 1st 10 day to semester suspension with required counseling of both student and parent. Such counseling program must be approved by the principal and be completed during a time period acceptable to the principal. If at the conclusion of this time period, the principal has not received a letter verifying that this program has been completed, the disciplinary consequence will then become a semester suspension.
- 2nd Semester suspension. To be eligible to return to school, the student must test negative on a drug test pursuant to the district's "Procedures for Testing" and complete a drug abuse counseling program as determined by the District or its designee.
- 3rd Recommend expulsion

Possession of illegal drugs, narcotics, alcohol or drug paraphernalia

- 1st 10 day to semester suspension with required counseling of both student and parent. Such counseling program must be approved by the principal and be completed during a time period acceptable to the principal. If at the conclusion of this time period, the principal has not received a letter verifying that this program has been completed, the disciplinary consequence will then become a semester suspension. (police referral)
- 2nd Semester suspension (police referral). To be eligible to return to school, the student must test negative on a drug test pursuant to the district's "Procedures for Testing" and complete a drug abuse counseling program as determined by the District or its designee.
- 3rd Recommend expulsion (police referral)

Intimidation of or threatening another person

- 1st Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

Intimidation of or threatening a staff member

- 1st Student is subject to counseling, probation, detention, suspension, or expulsion depending on the severity of the offense. (police referral)

Physical assault of a student

- 1st 10 day suspension (police referral)
- 2nd Semester suspension (police referral)
- 3rd Recommend expulsion (police referral)

Physical abuse of a staff member

- 1st Semester suspension (police referral)
- 2nd Recommend expulsion (police referral)

Physical assault of a student which results in physical injury requiring medical attention

- 1st Semester suspension (police referral)
- 2nd Recommend expulsion (police referral)

Verbal abuse and/or insult of staff member

- 1st 1 to 3 day suspension
- 2nd 3 to 5 day suspension
- 3rd Semester suspension (police referral)

Possession and/or use of lighters and/or matches

- 1st Confiscation and up to 3 days suspension
- 2nd 3 to 5 days suspension
- 3rd Semester suspension (police referral)

Possession of a weapon (other than a firearm) or dangerous instrument capable of intimidating or inflicting bodily harm to another person

- 1st Confiscation and up to one semester suspension (police referral)
- 2nd Recommend expulsion (police referral)

Threatening bodily harm on another person with a weapon or dangerous instrument

- 1st Semester suspension (police referral)
- 2nd Recommend expulsion (police referral)

Use of a dangerous weapon resulting in the infliction of bodily harm on another person

- 1st Recommend expulsion (police referral)

Threat to educational institution

- 1st Recommend expulsion (police referral)

A student who is determined by the administration to have threatened an educational institution shall be recommended to the Governing Board for expulsion for at least one year except that the administration may modify this expulsion recommendation requirement for a student on a case-by-case basis, in the sole discretion of the administration, if the student agrees to participate in mediation, community service, restitution or other program(s) established by the administration in which the student takes responsibility for the threat and for the results of the threat.

Mandatory Discipline for Specified Offenses

The JO Combs School District maintains a zero-tolerance policy for the following infractions and prescribes the following mandatory guidelines for discipline:

Harassing and/or discriminatory conduct relating to an individual's race, color, religion, national origin, or disability. (See complete definition on next page.)

- 1st 5 day suspension and completion of district-approved sensitivity counseling program
- 2nd Semester suspension (reducible to 10 days with parent/guardian and student completion of district-approved sensitivity counseling program). If an offense is particularly egregious, discipline may be moved to a higher level. After a second offense, behavior may be viewed as discrimination (see definition). (Police referrals will be made when applicable)

Harassing and/or discriminatory conduct relating to an individual's gender.

- 1st 3 to 5 day suspension and completion of district-approved sensitivity counseling program
- 2nd Semester suspension (reducible to 10 days with parent/guardian and student completion of district-approved sensitivity counseling program). If an offense is particularly egregious, discipline may be moved to a higher level. After a second offense, behavior may be viewed as discrimination (see definition). (Police referrals will be made when applicable)

Discrimination - When harassing and/or discriminatory behavior becomes

sufficiently severe, persistent or pervasive to limit a student's ability to participate in or benefit from the education program or create an intimidating, hostile or offensive educational environment, it shall be deemed to be discrimination, not just harassing conduct. (See definition)

1st Semester suspension

2nd Recommended expulsion

If an offense is particularly egregious, discipline may be moved to a higher level.

(Police referrals will be made when applicable.)

Possession of a loaded or unloaded, operable or inoperable firearm (gun) or any other device capable of propelling a lethal projectile, whether by explosive or mechanical means.

1st Recommend expulsion (police referral)

Possession for sale or distribution of narcotics or illegal drugs

1st Recommend expulsion (police referral)

Physical assault of a staff member

1st Recommend expulsion (police referral)

Definitions of Selected Offenses

Cheating - Using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment. Plagiarism refers to using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work, and for acknowledging and documenting the source appropriately.

Extortion - Attempting to obtain or obtaining money or property by threat or force.

Harassing and/or discriminatory conduct - For the purposes of this policy, harassing and/or discriminatory conduct is oral, written, graphic or physical conduct relating to an individual's gender, race, color, religion, religious beliefs, ethnicity, national origin (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) or disability, that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs or activities. Harassment may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment is created by behaviors such as the following when based upon, related to, or motivated by an individual's gender, race, color, national origin, ethnicity, religion, religious beliefs, or disability:

- Intimidation and implied or overt threats of physical violence;
- Physical acts of aggression or assault upon another, or damage to another's property;
- Demeaning jokes, taunting, slurs, derogatory nicknames or innuendoes.
- Words that by their very utterance inflict injury or tend to incite an immediate breach of the peace¹.

(Reference Governing Board Policies JB and JFCL.)

Intimidation - Use of language or conduct to frighten or attempt to frighten or coerce another person into submission or obedience.

Physical Abuse - Intentional or reckless touching of another person that does not result in physical injury.

Physical Assault - Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Includes taking or attempting to take anything by force or threat

of force and intentional use of a vehicle in a manner dangerous to person or property.

Property Damage - Intentional or reckless injury or abuse to the property of another.

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and/or any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.

(Reference Governing Board Policy ACA)

Theft - The taking or attempted taking of property belonging to another person without permission. Petty theft involves property with a value less than \$100. Grand theft involves property with a value of \$100 or more.

Threat - Use of language or conduct to make or attempt to make another person fearful of physical injury.

Vandalism - Willful destruction or damage of property.

Verbal abuse - Use of profane or disrespectful language to insult or humiliate another person.

1 "Fighting words" as defined by the United States Supreme Court in Chaplinsky v. New Hampshire, 315 U.S. 568, 571-72 (1942).