



TANQUE VERDE HIGH SCHOOL
STUDENT HANDBOOK
2017-18

Welcome to Tanque Verde High School

Dear Parents and Students,

The faculty and administration at Tanque Verde High School believes that it is our job to provide a quality educational experience for every student. This philosophy is represented in our Mission and Vision statements

***Mission Statement** – We strive for excellence, equality and accountability through rigor, relevance, responsibility and relationships.*

***Vision Statement** – Tanque Verde High School is a place where every student achieves excellence beyond standardized tests. Rigor, relevance, responsibilities and relationships are the foundation on which knowledge and skills are built to prepare students for success in the 21st century. Critical thinking, problem solving, life-long learning and character development enable students to become contributing members in an ever-changing world.*

In addition to providing quality academic opportunities, Tanque Verde High School offers excellent co-curricular program. There are many activities for students to participate in such as music, drama, yearbook, athletics, art, and a variety of other special interest clubs and organizations. We strongly encourage all students to become involved in one or more activities on campus. Activities not only enhance and enrich opportunities to learn, but also provide students a sense of belonging and a chance to meet new friends. Now is the time to seek out new and exciting opportunities in your life. Take advantage of all that our campus has to offer.

Please take the time to read the information in this handbook. Our goal is that you fully understand our expectations as well as your student's responsibilities. These expectations and guidelines exist so that your student can pursue excellence on campus in a safe and secure environment with the least amount of interferences as possible.

Study, learn, participate, contribute, have fun, and make a difference! Your attitude and efforts throughout the year will lay the foundations for your future success. Your high school experience will rush by. Please take advantage of the many opportunities that await you at Tanque Verde High School. The staff and administration are here to help and guide you.

We are looking forward to an enjoyable and productive school year. GO HAWKS!

AJ Malis, Principal

Tanque Verde School District Office

2300 N Tanque Verde Loop Road
Tucson, AZ 85749

Phone: 749-5751 Fax: 749-5400 www.tanq.org

DISTRICT ADMINISTRATION

Superintendent – Dr. Scott Hagerman
Business Manager – Adam Hamm
Director of Special Education – Sally Glennon
Community Liaison – Claire Place

GOVERNING BOARD

President – Carlos Ruiz
Clerk – Jeffrey Neff
Member – Steven Auslander
Member – Susan Fry
Member – Jeremy Schalk

AGUA CALIENTE ELEMENTARY SCHOOL (ACES)

11420 E. Limberlost Road, Tucson AZ 85749
Phone: 749-2235 Fax: 749-0338
Principal – Sherri Rosalik

TANQUE VERDE ELEMENTARY SCHOOL (TVES)

2600 N. Fennimore, Tucson AZ 85749
Phone: 749-4244 Fax: 749-4292
Principal – Kimberly Hubbard
Assistant Principal – TBA

EMILY GRAY JUNIOR HIGH SCHOOL (EGJH)

11150 E Tanque Verde Rd, Tucson AZ 85749
Phone: 749-3838 Fax: 829-6250
Principal – Greg Miller
Athletic Director – Adam Steiner

TANQUE VERDE HIGH SCHOOL (TVHS)

4201 N. Melpomene Way, Tucson AZ 85749
Phone: 760-0801 Fax: 749-9668
Principal – AJ Malis
Assistant Principal/Athletic Director – Mario Gastellum

TRANSPORTATION

Phone: 749-9640 Fax: 749-6296

Non-Discrimination Statement:

"Tanque Verde Unified School District No. 13 affirms its intent to comply with all federal and state laws relating to the prevention of discrimination. All courses, services, activities, employment and admission opportunities are offered without regard to race, color, creed, national origin, sex, disability or age and provide equal access to the Boy Scouts and other designated youth groups."

GENERAL PROCEDURES

Admission Requirements

Tanque Verde Unified School District requires students to live within the school district boundaries. The accepted documents for proof of residency are listed on the "Affidavit of Arizona Residency" form included in the TVUSD registration packet.

The district's schools are required by the School Board to ascertain that all students attending Tanque Verde schools meet the District's residency requirements.

If at any time during the school year it is determined that false information has been submitted in order to enroll a student at a Tanque Verde school, it may require an immediate withdrawal from the school.

Open Enrollment to Tanque Verde High School

Arizona State law requires each school district to develop Open Enrollment Policies, allowing non-district students to attend our schools. This parental choice option has been available since 1994 and is determined by local district policy. Tanque Verde policy sets priorities as 1) district resident students; 2) eligible students of employees; and 3) previous Open Enrollment students.

Applications are for one year only and include a behavior component. Preference is given to current open enrollment students in future years, and to their siblings. Keeping class sizes at an optimum ratio allows TVHS to maximize the opportunities for all students in the way of special programs and instruction.

Visiting the Tanque Verde High School Campus

If you have school-related business, please report to the high school office to sign in and be issued a visitor badge to be worn for the duration of your visit. To be as efficient as possible concerning campus operations, visitors must adhere to the following guidelines:

- While visitors are on campus, they should follow all rules established for students.
- According to A.R.S. 15-507 a person who abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor – possible penalty – up to thirty (30) days imprisonment and /or up to a \$500,000 fine.
- We appreciate your cooperation in keeping our campus safe.

Lockers

Students may choose to rent a locker to store school-related items. Students are responsible for the contents of their lockers. Never give out combinations! Students are not to share lockers and may not exchange lockers without permission from the School Administration. Signs, posters, etc. with adhesive backs are not permitted on the outside of

lockers, only those approved by administration. Students will be charged for damage to their locks or lockers. Lockers are school property and school officials reserve the right to inspect any locker at any time, to change locker assignments and/or to revoke locker privileges as needed. Lockers are unsafe for purses, money, or other valuables. Students should keep valuables in their possession at all times. The school is not responsible nor does it have insurance to cover students' lost or stolen property. All thefts should be reported to the office and a theft report form filed. Students may not use personal combination locks to secure lockers. Students are strongly urged to use their lockers when in the P.E. area. Possessions are not secure if they are left on benches, on the floor, etc. Students should lock up all their belongings.

Passes

Students are not to be out of the classroom during class time without a pass. Students will not receive passes from the secretaries unless detained by administration, counseling, or the nurse.

Lost or Found Property

Anything brought to school is the responsibility of the student. If you feel your property has been lost or stolen, contact the school office. However, there is no guarantee he/she will be able to recover the lost or stolen item or secure the replacement of it. The best rule to follow is: *If you don't want to lose it, don't bring it to school.*

Public Displays of Affection

Students shall maintain discretion in the display of affection. Excessive physical display of affection distracts from the educational atmosphere and is prohibited on school premises. Students engaging in an excessive display of affection will be dealt with according to the Discipline Matrix.

Senior Pranks, Ditch Days, Trips

The Tanque Verde Unified School District does not sponsor nor approve of any type of Senior Prank, Senior Ditch Day, or Senior Trip.

Cheating/Plagiarism

Cheating on examinations, tests, quizzes, assignments, etc. is forbidden.

Prohibited student behavior is as follows:

- Talking of any kind without permission is prohibited during tests or quizzes;
- Glances that are directed away from a student's own paper during tests or quizzes;
- Sharing tests, etc. with another student;
- Possessing an answer sheet, quiz, test, etc. not belonging to the student;
- Changing grades on report card or grade sheet;
- Taking or using a teacher's book without permission;

- Leaving the testing site with the test still in the possession of the student;
- Submitting work in any format that has been copied from another student or a published work.

Plagiarizing

Using another's original words or ideas as though they were your own is plagiarism. Borrowing from a source without putting the quoted words or ideas in quotation marks or failing to cite properly is a violation of U.S. copyright laws. These definitions apply to all types of documents and presentation formats..

Consequences for cheating/plagiarizing may range from loss of credit on the assignment for the first offense to a 3-day suspension on subsequent offenses. In addition, student's parent/guardian and all of the student's teachers will be notified of the violation and will be documented in Synergy. The school utilizes Turnitin.com which notifies staff of possible plagiarism when it occurs in a word-processing document.

Final Exams/Assessments

Final exams are given at the end of each semester. Students requesting to take exams/assessments at times other than those designated for testing must complete an early Final Exam request form and then arrange a time and process with each teacher on his/her schedule. Final exam days have a modified testing schedule. Students are expected to leave campus at the end of the testing time. Students will not be dismissed early from classrooms if they complete exams or assessments prior to the bell.

Academic Assistance

Academic Assistance period will be held from 9:00-9:45 a.m. on most Tuesdays. The general purpose of the period is to provide students with academic assistance through contact with teachers.

1. Students may make arrangements to meet with teachers, and teachers may require students to attend some or all of the session. Otherwise, student attendance is optional.
2. Buses will make only one run to school. The run will be at the same time as it is all other days. Students NOT attending Academic Assistance will have to make their own arrangements for transportation to school.
3. If a student's attendance is required by two teachers at the same time, the student is to work with the faculty to determine where the student's time would best be served.
4. **Students receiving a letter grade of "D or F" at the end of any grading period are expected to attend academic assistance time on Wednesday mornings.**

Schedules/Schedule Change

Schedule changes will only be considered during the first five (5) days of each semester. *Submitting a request for a schedule change does not guarantee that a change will be made.* Requests will be reviewed on a case by case basis and may require administrative approval.

Acceptable reasons for schedule changes are limited to:

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

Parents and students should be aware that TVHS has policies and practices that limit opportunities for making changes to a student's schedule, and at times, eliminates opportunities for changes. Pre-registration enrollment numbers are used to create a master schedule. As a result, students must carefully consider their choices when submitting pre-registration information or when enrolling. **TVHS administration reserves the right to change student schedules without parent permission in order to better balance class size, create a safer environment, or any other reason to improve the education of the student and educational climate of the school.**

Schedule changes may require parent permission and teacher input. When registering for year-long classes, students are STRONGLY reminded to remember the year-long commitment they are making to those classes. ***A student must continue to attend their scheduled classes until the new schedule has been processed by the counselor and issued to the student.***

Course Withdrawal

There are unique circumstances that require students to withdraw from courses after 5 days. These requests are reviewed on a case-by-case basis and require administrative approval. Students that withdraw from a class prior to 5.5 weeks into the semester will do so without any notation recorded on the transcript. Any withdrawal from 5.6 weeks through the end of the quarter, a student will withdraw with either a WP (Withdrawal Passing) or WF (Withdraw Failing) noted on the transcript. Neither designation will affect the student's grade point average, and no credit will be received. A student who withdraws from the class after 9 weeks will receive an "F" which will be reflected on the transcript and in the GPA.

Post-Secondary Visitation

Any visit to a training program from one year programs to college degrees (at colleges, universities, training schools, and the military) will be called a "college visit". We encourage students to visit as many schools as necessary by making use of days when the high school is not in session (in-service days, conference days, and some high school holidays). Counselors will be glad to assist in making those appointments.

Seniors are allowed a total of two days to visit all post-secondary institutions. Any exception will be made

through a principal. Work must be made up before you leave. Students are encouraged to visit these institutions before making their final decision.

College Representative/Recruiters Visiting Students at School

1. Recruiters and representatives must contact the Guidance Office Department for an appointment.
2. Appointments must be set up by the counselor two days in advance.

Teacher's Guidelines for Releasing Students to Meet with a College Representative

1. It is at the teacher's discretion whether or not to allow a student to leave the class.
2. The teacher's decision will be based on the activity that will be missed, previous attendance, homework, etc. The absence will be recorded as "CNS" (school-related "Counseling" absence) if the teacher allows such an absence.

Posters/Handouts

Anyone wishing to put up a poster must have it approval from administration beforehand. Posters may be placed in approved areas. Handouts must be pre-approved by administration.

Parking

All students parking on campus or in the right of way dirt area along campus are required to have a school issued parking permit. Parking permit applications are available online or in the School Office. To be issued a tag, the completed application (parent/guardian and student signature required), an annual fee of \$40, and the following current and valid documentation must be submitted:

1. Driver's License
2. Vehicle Registration
3. Proof of Insurance

Parking permits will be issued at Schedule Pick-Up to seniors first then to juniors as space is available. After Schedule Pick-up, permits will be issued on a first come, first served basis. Sophomores will be issues parking passes after senior and junior applications are processed.

Violation of the parking rules and regulations (listed on application) may cause the student to lose this privilege and/or be subject to a fine/tow.

Students are NOT to cross into the bus bay from the parking lot during pick-up/drop-off hours. Students should walk in front of all parked buses for safety purposes.

Care of Building and Grounds

It is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

This commitment includes using the common sense approach. Trash belongs in the trash cans, food is to be eaten in designated areas only, gum and graffiti have no place on the floor or walls, and the furniture and equipment in our school are for use and not abuse.

No student shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students may be subject to suspension for willful damage or destruction of school property.

If a minor engages in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minor or his parent, to make full or partial restitution to the District in accordance with the law.

Transcripts

Student transcripts (copy of permanent records) may be requested on-line at <http://www.parchment.com/students>.

Books

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

Library

The library contains a basic collection of books and periodicals. Materials may be checked out for a period of three (3) weeks. Encyclopedias and other reference materials may be checked out to the classroom only and must be returned at the end of the class period. Periodicals may be checked out for one (1) week. Students who have overdue books will be denied the privilege of checking out more books. Students are responsible for the items they check out from the library. Students will pay a replacement fee for lost or damaged items.

Cellular Phones and Other Communication Devices

Cell phones, are prohibited during class time unless the teacher allows used for educational purposes. Students will not be dismissed from classes to make/receive telephone calls. Staff members who find that a student's cell phone is disruptive, will confiscate the phone for the duration of the school day. The device may be picked up from the teacher at the end of the day. Subsequent violations will require that the device be picked up in the office by a parent during regular office hours.

Electronic Materials

Electronic devices may be used on the campus, but not in classes or academic settings unless permission is given by the teacher. **Students may not take unwanted pictures, audio and video of students or staff members with their cell phones or any other device as it is a violation of the privacy rights of individuals.** Students should think carefully before deciding to bring valuable electronic devices onto campus; the school is not responsible nor does it have insurance to cover students' lost or stolen property. Students are asked to file a Theft Report form, available in the office, should such an item be stolen. The school will not investigate the theft of any electronic devices a student brings to school.

Acceptable Use Policy

An Acceptable Use Policy (AUP) is a written agreement signed by students, their parents/caregivers, and their teachers. It outlines the terms and conditions for using technology-based devices and resources maintained by TVUSD schools and personal technology-based devices used during school hours on school property.

The school's information technology resources, including technology-based devices and resources, email, and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

Students must:

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

- Not intentionally access, transmit, copy, or create material that is illegal (including obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, instant messaging, or other electronic communications and technologies with a teacher's permission, for educational purposes.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher, for educational purposes.
4. Use the resources for any educational purpose.

Consequences for Violation: AUP violations may result in disciplinary action, including the loss of students' privileges to use the school's technology-based devices and resources.

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

Financial Obligations

Any student who has failed to meet his/her financial obligations to the school, i.e., library fees, paid lunch charges, fee payments, damage to/loss of school property, acts of vandalism etc., shall have his/her yearbook withheld until the debt has been satisfied. As defined by A.R.S. 15-842, students and their parents will be responsible for reimbursement for any damage to school property.

If required course fees create an economic hardship to the student/family, they may request a Fee Assistance Application from a counselor or administrator.

Telephone Messages

We want to keep classroom interruptions to a minimum. TVHS does not have staff available to take or deliver messages or belongings. Please remind your student of any appointments/transportation changes prior to the

beginning of the school day. In the event of an emergency, parents are asked to contact the main office to ensure contact of students.

Club Definitions and Guidelines

Student Club/Teams Status

Procedures for attaining club status at Tanque Verde High School (TVHS) are derived from TVUSD Governing Board Policy. Assignment of club status will be considered on a case by case basis, according to the following criteria:

- Membership is composed solely of TVHS students.
- A club is as group of 4 or more students meeting consistently for a common or established purpose.
- Student Clubs/Teams must have a TVHS approved sponsor who will be responsible for student supervision and student conduct and actions and activities while meeting under his/her supervision.
- A statement of purpose, proposed members and proposed faculty sponsor is presented to Student Council for consideration as an approved student club. Student Council will submit their recommendation to TVHS Administration.
- TVHS Administrator will approve/deny request. If request is denied, a written explanation will be provided to the staff member who volunteered to be the sponsor.
- An annual review for student clubs will be made by TVHS administration to determine whether or not the club may remain active for the following school year.

Student Clubs/Teams are designated as either school sponsored or non-school sponsored and curricular or non-curricular:

Definitions - Sponsored/Non-Sponsored:

- Sponsored student clubs are student organizations that have a designated and acknowledged partnership with an academic, administrative or athletic unit within TVHS. School sponsored clubs may have funding support available through fundraising efforts, tax credit donations, etc.
- Non-sponsored student clubs are student organizations that do not have a designated and acknowledged partnership with an academic, administrative or athletic unit within TVHS, i.e. political or religious activities, etc.

Definitions - Curricular/Non-Curricular:

- Curricular student clubs are directly related subject matter that is taught or will be taught as part of the TVHS course curriculum. Group participation in this classification of club may be a component of a course's academic credit.
- Non-Curricular student clubs are not directly related to the educational function of the TVHS course curriculum.

Guidelines for School Sponsored Clubs/Teams (Curricular or Non-Curricular):

- TVHS publications may only highlight school sponsored clubs, teams or activities.
- Meeting space may be reserved on school grounds before school, at lunchtime, or after school.
- School sponsored club announcements/information may be submitted for student announcements and advertised on the TVHS website with Administrator approval.
- Posters/fliers/meeting notices may be posted on school campus (approved locations only).
- Club materials may be distributed.
- School sponsored clubs/teams may fundraise on campus adhering to fundraising regulations.
- Certain activities and events for school sponsored clubs/teams that are outside of the school day/academic calendar/campus grounds may be deemed (and communicated) in advance as "non-school sponsored" by TVHS Administration due to the nature of the activity, i.e. trips organized by outside agencies; off-season camps, off-season competitive teams; etc.

Guidelines for Non-School Sponsored Clubs/Teams (Curricular or Non-Curricular):

- Meeting space may be reserved on school grounds before or after school only.
- Student announcements may be submitted, however, only the name of the club, meeting time and meeting location may be included.
- Posters/fliers/meeting notices may be posted on school campus (approved locations only) with a disclaimer stating that the club is not school sponsored.
- Club materials may be distributed at club meetings only.
- Non-school sponsored clubs are prohibited from fundraising on campus.

Which Activities or Events are School Sponsored?

Parents and students should be aware that not all activities and events that are associated with TVHS are "school sponsored." A number of worthy events and activities are advertised at school via community bulletin boards or by word of mouth, but are neither sponsored by the high school nor endorsed by the district. Some of these may even have "Tanque Verde" as part of their title and therefore seemingly affiliated with TVHS, but are not. If there is **any question** about whether an event is school sponsored or not, it is the responsibility of the parent to inquire by calling the school.

Although a group or team is classified as "school sponsored," some events held in conjunction with that group might not be school sponsored. Some examples

of worthwhile activities, which might **seem** to be school sponsored but are not are:

- Summer travel and trips organized and chaperoned by Tanque Verde High School staff members
- Off season participation in camps or competitions by athletic teams with their coaches
- Private tutoring by a TVHS staff member

Fundraising

All fundraising efforts must have preliminary approval from the Principal/Assistant Principal.

Fire, Disaster, Emergency Drills

In each room, evacuation routes are clearly posted. At the sound of the alarm, the following student behaviors are expected:

- Students should leave rooms or outside areas as quickly as possible in an orderly fashion.
- Students in classes are expected to stay with their class and to meet in the designated area.
- Students should not return to buildings until the all clear has been announced.

Lost and Found

The school is **NOT** responsible for stolen property. All lost or stolen items should be reported to Administration. The student will be asked to provide information regarding items lost or stolen. During the year, items not claimed within 30 days will be donated to a charitable organization. At the end of the year, items will be held for one week prior to donation. Found items are located in the main office.

Mandatory Reporting

School personnel are required to report allegations of physical injury, abuse, neglect and “reportable sex offenses” concerning minors. Reports must be made to the appropriate law enforcement officials or child protective services. Reports will always be made when a minor is the victim of serious harm, whether caused by an adult or another minor. Reports may need to be filed for such actions as fighting, grabbing of the buttocks, “goosing” and sexual proposition.

Under A.R.A. 13-3620 a school employee may be subject to a class six felony criminal charge for failing to make a mandatory report concerning a “reportable sex offense.” A school employee may also be subject to a class one misdemeanor criminal charge for failing to make a mandatory report concerning physical injury, child abuse or neglect.

Address/Telephone Number Changes

Changes of address or telephone number should be reported to the TVHS office as soon as possible.

HOMEWORK

Students are expected to complete all homework assignments and to seek help as needed. For students with a 504 plan or Individual Education Plans (IEPs), teachers modify and adjust homework assignments as directed in the 504 plans or IEPs. Students with excused absences receive one day per day of absence to complete all assignments. Students with unexcused absences may not be permitted to complete missing assignments.

Transfer Credits

Students who transfer to TVHS will receive credits previously granted only from regionally accredited schools. Students who wish to earn transfer credit from another institution while enrolled at TVHS must get the course approved in advance from the TVHS counselor. In general, students may transfer summer school credits from regionally accredited institutions or regular credits from Pima Community College and the University of Arizona.

Repeating A Course

A student may repeat a course to earn a passing or higher grade. The higher grade will be calculated to determine the new GPA; however, the lower grade will be noted on the transcript with an "R" next to it. A student may not retake a course during the school year to improve a passing grade unless the student receives prior approval from administration for extreme circumstances.

Homework Policy for Extended Absences

Attendance in school is essential to the academic process of students; therefore, excessive absences, either excused or unexcused, disrupt the educational process. It is understood that there are times when parents determine other activities are vital to the student's development and in some cases students will need to be excused from school to participate in those activities. When this occurs the following guidelines should be followed:

1. Parents are responsible for contacting the attendance office in advance of a planned absence.
2. The classroom teacher is responsible for collecting copies of materials and assignments given to the class during the absence. **Teachers are not expected to prepare these materials in advance of the absence.**
3. Absent students should work with a fellow student in the class to collect missing assignments and/or check teachers' websites via www.tanq.org.

Parents and teachers are reminded the attendance policy provides that students must be in attendance at least 90% of each class or credit may be denied. A student who accumulates 10 or more excused/unexcused

absences in any course may receive “NC” (no credit) for the course.

Late Work

Students submitting late work one day late may receive reduced credit.

DIGITAL LEARNING PROGRAM

With innovative technology and a unique, personalized approach to learning, the Digital Learning Program will help the students of Tanque Verde recognize the potential for a different type of learning experience. The mission of using digital learning is to help students graduate and succeed by delivering innovative solutions to Tanque Verde High School. The digital learning courses offer flexible scheduling, self-paced courses, remedial instruction and advanced college preparation to meet individual student needs. More information on the Digital Learning Program may be obtained through the TVHS counselling office.

GRADING POLICY

A	Excellent	90% - 100%
B	Above Average	80% - 89%
C	Average	70% - 79%
D	Below Average	60% - 69%
F	Failure	0% - 59%
I	Incomplete	
NC	No Credit	
WF	Withdrew - Failing	
WP	Withdrew - Passing	

Citizenship

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

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

Grades, Report Cards, Progress Reports

Students receive quarter grades (every nine weeks) and semester grades. Quarter grades are designed to act as a progress report. The semester grade is a combination of the two quarter grades and final exam grade, but is not necessarily a simple averaging. Individual teachers/subject teams will determine the relative weights of activities and assignments. Students are notified by teachers of the specific grading policies during the first week of each

semester. The semester grade is the only grade that appears on the student transcript. Students and parents should use Student/ParentVUE to check the grade status for interim grading periods. **Reports cards are no longer printed and mailed by Administration.** Parents can print a grade report from their ParentVUE account each quarter/semester.

Early Graduation

Students who desire to graduate a year early (i.e., in May with the current senior class) must submit a Request for Early Graduation to their counselor preferably within the first 10 days of the fall semester but no later than the first 10 days of the spring semester. Students must be able to complete all graduation requirements by the end of the spring semester (no summer classes). The student remains with his/her cohort class by classification (parking, awards, etc.) and simply does not have a "senior" year. (Student must complete Request for Early Graduation form within the first 10 days of the fall semester to guarantee yearbook placement.) If all requirements are successfully completed by the end of the spring semester, the student may participate in graduation exercises and will receive a current year diploma.

Audit

Tanque Verde High School does not permit students to audit classes.

Failure

It is our purpose to educate students and help them meet our competency standards. In an attempt to make sure all Tanque Verde High School students are successful,

teachers will clearly explain all standards and expectations. Teachers are responsible to contact parents of students who may be failing.

ATTENDANCE

Regular, consistent attendance is directly related to successful academic achievements by students. Class attendance is an integral part of the academic process; therefore, excessive absences, either excused or unexcused, may result in a student losing credit in a class(es). It should be understood that although there are a number of procedures in place to keep students and parents aware of attendance status as it relates to the 90% attendance requirement, it is ultimately a student/parent responsibility to keep track of attendance in each class in order to meet the requirement.

Excessive absences, either excused or unexcused, may result in a student and parent being requested to appear before an administrative review board. The review committee shall determine if the excessive absences shall cause the student to lose credit or lose a grade.

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

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

If a student has absences, not medically excused, during the semester that cause class attendance to fall below 90%, and, if there are extenuating circumstances that could be considered, a letter to the Attendance Committee may be written requesting waiver of the attendance policy. (This letter should be written within one week of notification of excessive absences.) If the committee accepts the circumstances as a valid reason for attendance less than 90%, the attendance requirement MAY be waived. If the request is declined, the parent may request an appeal with the Principal.

A student who is absent for ten (10) or more class sessions during a semester of the school year may be subject to a loss of credit or loss of grade, and/or may be required to repeat the class or classes.

Students and parents are cautioned that although an absence may be supported by a parental note or telephone call, only absences described above do not count against the 90% attendance requirement in each class.

A notification letter will be sent to the parent/guardian from the Attendance Office when the student reaches a fifth (5th) and tenth (10th) absence in any class or classes during a semester. Attendance is a student/parent responsibility.

The Law

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

Absences

When sickness or other obligations make an absence necessary; we request that a student's parent telephone the high school on the day of the absence. You may call 760-0801 to report (or leave notification through voicemail) an absence. If that is not possible, the student must bring a written note giving a reason for the absence upon their return. **Unverified absences will be coded as truant (unexcused "UX") two school days after the student's return.**

Autodialer

TVHS uses a computerized system to notify a parent/guardian when a student has an unexcused absence(s). The autodialer will call the designated telephone number with a recorded message on the evening of the day's unexcused absence. Note: Some phones are set to block computerized calls and a few students have been known to delete messages. If a parent is concerned about attendance, please call or stop by the office. Absences are also noted on the grade reports.

Consecutive Absences

If the student is absent for more than one day, the parent needs to call every day of the absence. The office will not assume the child is still sick.

Excused Absences (Included in 9 absence calculation)

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

Unexcused Absences (Included in 9 absence calculation)

An unexcused absence will occur when there is no telephone or written notification of the absence within two school days. This type of absence may be deemed as truant and could be reported as so. Teachers are not required to allow students to make up work missed during an unexcused absence.

Truancy

Students who are absent without parent, legal guardian or school consent will be considered truant. Truancy is a violation of state and local attendance law and is considered a serious offense. Continued truancy may result in legal action against the parents or legal guardian. Students who are truant may not be allowed to make up missed assignments.

Arriving Late

If a student arrives late to school he/she must sign in at the office.

Leaving Early

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

Make Up Work (Excused Absences)

When absent, a student has as many days to make up the work, as they were absent (Example: if you're absent three (3) days, you have three (3) days for making up the missed work.

Absences of More Than 10 Days

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

Tardy

Students are expected to arrive to class on time and be prepared to learn. In the event a student arrives late to a class, teachers record each tardy in their daily attendance rosters.

Consequences per Quarter for Tardies:

1 – 4: Teacher consequences to include verbal warning and possible parental contact.

Subsequent Tardies: Referral to Administration for disciplinary consequences including but not limited to parental conferences, detention, in-school suspension and out-of-school suspension.

Field Trips

A field trip is considered an extension of the instructional program and all school rules apply. Students may be asked to fund some or all portions of each trip. To attend field trips, a student must be in good academic standing as determined by each teacher.

VOLUNTEERS

We value community and parent volunteers. Volunteers make many valuable contributions to the students and educational programs of the District.

To ensure the safety of our students, each individual who wishes to volunteer at a school for more than three days in any school year must first complete a volunteer application form available at the District Office. The approved application will be maintained at the school site in a confidential file for the duration of the individual's volunteer efforts at the school.

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

HEALTH OFFICE

School Health Services

- Vision screening and follow up
- Hearing screening and follow up
- Health assessment for illness and/or injury
- Health education and counseling
- Emergency first aid
- Communicable disease control
- Referral for special health problems
- Medication administration as needed

All New Students Should Have:

A physical and dental examination prior to school entry helps to promote the student's physical and mental health necessary for proper learning.

All Schools Require:

- A completed emergency card;
- A completed health history form;
- Immunizations must be current for the student to enter school.

Complete immunization records from a former school or physician's office are required by AZ state law Arizona Administrative Code 9-6-701 – A.A.C. 9-6-705 the day of entry into school. Immunizations may be obtained from your private physician or at the Pima County Health Department walk-in clinic. The clinic is held Mondays (1:00 to 4:00) and every third Saturday (9:00 to 1:00) at 6920 E. Broadway, 298-3888.

Health Office Medication Procedures

Certain health problems require that students take medication during school hours. For the student's protection we have established the following procedures for taking medications at school.

- Prescription Medication: Must have **current date**, in their **original containers**, and **accompanied by a physician order** and a **signed parental consent form**.
- Over-the Counter (OTC) Medication: Must be in their original container. Each student is responsible for providing their own OTC medication. Acetaminophen (Tylenol), Ibuprofen (Advil), Diphenhydramine (Benadryl). All other OTC's require a physician order AND a signed parental consent for administration.
- Physician orders for medications MUST state the name of the medication, strength, dosage to be given, frequency, route, and indication (reason for giving the medication).
- For student health and safety, **students may carry rescue medicine for asthma, allergies and diabetes with them during the school year and at school sponsored activities. Prior arrangements must be made for self-carry rescue medicines through the health office.**

- All medications, including over the counter medications, will be kept locked in the health office.
- No student may keep non-rescue medication anywhere but in the health office.
- All medications must be in the pharmacy bottle properly labeled or in the original store packaging.
- Parents are asked to notify the Health Office as soon as possible if there are changes in the student's health or medications.

Injury/Illness

For the safety of ALL students, **students must check in with the school nurse before going home for any illness or injury.**

If your student needs assistance to and from class due to injury or illness please see the nurse for a pass. If your child is in need of special health services, please advise the nurse. Any change in condition should be discussed with the nurse.

Fever

A child with a fever of 100.0 degrees or higher should remain home. Please call in your child as being ill with fever. If your child has a temperature of 100 degrees or higher while at school, the parent is to pick up the child immediately after notification of illness.

Vomiting/Diarrhea Illnesses

Students should stay home for at least 24 hours after last episode of vomiting and/or diarrhea.

Chronic Health Conditions

District policy JHD and regulation JHD-R address students with chronic health conditions.

- JHD-R defines the identification/referral process, eligibility criteria, and miscellaneous provisions of chronic health conditions policy.
- Exhibit JHD-EA is a form used by the District to inform parents that the District will make special arrangements for homework assignments for students with chronic (recurring) health conditions.
- Exhibit JHD-EB is a form for the family physician to medically certify the student's chronic health condition.
- Exhibit JHD-EC is a form that specifies an instructional agreement for students with chronic health conditions.

LUNCH INFORMATION

All students enrolled at any TVUSD school have a lunch account available for use. There is an online payment option on the home page of the TVUSD website on the "District Information" tab. Click on the EZSchoolPay option to get started. This option will allow you to view daily account activity, make deposits, and gives you the opportunity for email reminders when the account is in

need of funds. Cash or check payments are accepted at the cafeteria or at the school office. **Please keep your student's account updated with available funds.**

TVUSD participates in the National School Lunch Program and encourages students to eat healthy, well-balanced meals. Applications are available for free and reduced breakfast and lunch. A new application must be submitted after July 1st for the current school year. Please fill out a Household Application and return it to the Food Service Department as soon as possible to determine whether your household qualifies. If your household has more than one student in the district, all students must be listed on ONE application. Full charges for meals may be incurred until the application is approved. Questions may be directed to Pam Koralewski, Food Service Manager, at (520) 749-2249. **There is no food service (breakfast or lunch) on Early Release (Interim Grading) or Late Start (Conference) days.**

Students should observe the following rules when eating:

- Students are to sit and talk quietly.
- Students are not to sit on tables.
- Students are to display appropriate table manners.
- Students are responsible for their trays and table area and for cleaning up after themselves.
- Students must have money or credit on their card. Money will not be loaned.
- Students are to use the restrooms in the MPR.

In addition to offering lunch, TVHS also offers breakfast which is served prior to the beginning of the school day.

Pricing

- Breakfast - \$.30/Reduced
\$1.00/Full
- Lunch - \$.40/Reduced
\$2.75/Full

Tanque Verde High School is a closed campus and students are not to leave during lunch unless accompanied by their parent or guardian who must sign them out at the office.

STUDENT TRANSPORTATION

It is the policy of Tanque Verde Unified School District to provide transportation for students of the District as follows:

- In District high school students living more than 1.5 miles from their school.

- Students living within the one-mile radius of their school but are subject to routes that are hazardous or difficult and no other arrangements can be provided.
- Special education students whose disabilities require transportation as indicated in their individual education programs.
- Open Enrollment students - must have a completed Transportation Release and Waiver on file.

Student Pick-Up and Drop-Off/Student Parking

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

Waiting for and Exiting the Bus

1. Be at your bus stop at least five (5) minutes prior to your scheduled time.
2. Form a line at a safe distance from the curb or road while waiting for the bus.
3. Respect the property on which your bus stop is designated.
4. Use the handrail and each bus step when entering and exiting the bus.
5. Remain seated until the bus comes to a complete stop.
6. Always walk in front of the bus when crossing the street or highway and look both ways before crossing.
7. The bus driver requires a signed note from your parent or guardian if you have to get off at a stop other than your own.

Bus Courtesy

1. Quietly take your seat.
2. Talk to your friends in a normal voice. Address the bus driver only in case of an emergency.
3. Windows will be opened and closed upon request of the bus driver.
4. Keep your head and arms inside the bus and your feet on the floor.
5. Remain seated until the bus comes to a complete stop.
6. No food or drinks are allowed on the bus except for water.
7. No glass containers are allowed on the bus.
8. Pets and animals are not allowed on the bus. Children must arrange for private transportation when carrying them to and from school.
9. Each student will assist the driver by placing litter in a trash receptacle designated by the driver.

Bus Discipline Plan

If a student violates behavior or safety standards while riding the bus, the bus driver will prepare a "School Bus Incident Report." This report will be submitted to TVHS

Administration for review. Parents will be notified by telephone and/or in writing about the incident and the subsequent consequence(s). Consequences may include a conference and/or disciplinary action with or without loss of riding privileges depending upon the severity of the infraction.

A student who feels he or she has been treated unfairly or unjustly punished under this plan may appeal to the school principal and/or the Superintendent for recourse. If a hearing is requested, the student may be accompanied by the parents and/or legal counsel. The district personnel that will participate in the hearing include, but are not limited to, the bus driver who initiated the action, the Transportation Director, the Principal, and the Superintendent.

IF YOU ARE EXPERIENCING ANY TRANSPORTATION PROBLEMS, PLEASE NOTIFY YOUR BUS DRIVER FIRST. IF YOU REQUIRE FURTHER ASSISTANCE, PLEASE CALL 749-9640.

Bicycles

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

Campus Bus Lanes

For safety reasons we request that parents and guardians do not park in the bus lanes during school hours.

ACADEMIC AND ATTENDANCE ELIGIBILITY REQUIREMENTS

Academic Eligibility

Eligibility checks will be done by the Assistant Principal and/or Athletic Director's office following interim and quarter grade reports. Students must be passing all classes at TVHS, including any TVHS Digital Learning classes and JTED courses, receive no "F's" and maintain a "C" average (2.0 on a 4.0 scale) in all classes. Students may not "withdraw" from a class in order to avoid becoming academically ineligible. Students receiving a grade of "incomplete" at a respective grading period must have all work turned in and graded prior to the next contest in order to be eligible to complete. Failure to do so may result in being deemed academically ineligible. The mandatory (5) five day academic ineligibility period will begin on the Monday following the respective grading period.

Consequences for Ineligibility

- First and second time ineligible athletes may not travel to away games or dress for home games. **They are to attend practices, as well as home games.**
- Further ineligibility within the designated season may result in an athlete being removed from their team.

Regaining Eligibility

- Students may petition to regain their eligibility after the five (5) school day ineligibility period. This petition must be turned into the athletic office no later than 7:30 a.m. the Monday following the ineligibility period. Failure to regain or maintain passing status in all classes at this time or to provide the regaining eligibility form by the deadline will deem the athlete ineligible for a minimum of an additional (5) days. The “Regaining Eligibility” process must then be repeated in order to become eligible for the following week.
- Once eligibility has been regained, the student will remain eligible until the next grading period. **Individual coaches may institute more frequent grade checks as they deem necessary.**

Attendance Eligibility

Students involved in extracurricular activities must attend a minimum of 50% of the number of classes they have scheduled on a given day in order to practice or compete/perform at that day’s scheduled event, i.e. athletic competition, fine arts performance. Any exception to this policy must be approved by school administration.

EXTRACURRICULAR ACTIVITIES AND ELIGIBILITY

Activities

High school students may participate in after school interscholastic programs at Tanque Verde High School. Proper evidence of a **physical examination, health history** and written **parental consent** must be on file in the school’s nurses’ office. A student may not participate in tryouts, practices or a game without a clearance card.

Fees

A \$50.00 extracurricular activity fee per activity has been approved by the school board. The fees are capped at \$150.00 annually per student. Extra-curricular activities include, but are not limited to: interscholastic sports.

INTERSCHOLASTIC SPORTS

The following Interscholastic Sports are available for high school students at Tanque Verde High.

Fall:

Football
Girls Volleyball
Boys and Girls Cross Country
Boys and Girls Swimming
Cheer

Winter:

Boys and Girls Basketball
Boys and Girls Soccer
Cheer

Spring:

Girls Softball
Boys Baseball
Boys and Girls Tennis
Boys and Girls Golf

NCAA Eligibility

Although TVHS graduation requirements far exceed the NCAA Division I and II minimum academic requirements, it remains important that all potential college athletes coordinate with their counselor to ensure they will meet NCAA Clearinghouse eligibility.

Dances, School Sponsored

Dances and other social functions are held to provide an enjoyable form of entertainment for students and guests. The following rules apply:

1. The starting and ending times of the dance are advertised in advance. The decision for student arrival and departure time rests with the student and the parent-guardian. Students will be allowed to leave the venue early, but are NOT allowed to return.
2. School rules will be enforced and all school-sponsored events are alcohol and drug free whether or not they are held on campus. Students and/or their guests may have their belongings searched if there is reasonable suspicion of possession or use of illegal substance. Violators will be subject to disciplinary measures and possible arrest.
3. Each TVHS student is allowed one guest to each dance. Guests must be signed up on the form available at the high school office no later than noon on the Friday of or immediately preceding the dance and is subject to the approval of the principal.
4. TVHS students are responsible for the behavior of their guest.

STUDENT RECORDS

The Governing Board has established written policies regarding the collection, storage, retrieval, use and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents’ and students’ rights to privacy. These policies and procedures are in compliance with:

The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h; and the Federal Regulations (34 C.F.R., Part 99) issued pursuant to such act; The Individuals with Disabilities in Education Act; 20 U.S.C. Chapter 33; and the Federal Regulations (34 C.F.R. Part 300); and the Federal Regulations, Title 15, Section 141.

Student Files

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the building administrator and are available only to the teachers and staff members working with students. If your son/daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.

Statement of Rights

You have the right to inspect and review any and all records related to your child, including a listing of persons who have reviewed or have received copies of the information. Parents who wish to review their children's records should contact the principal for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comments of your own. If, at any time, an agreement between the principal and parent cannot be reached, you may contact the Superintendent to request a hearing.

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two years after the date your child was last enrolled in this school district.

Confidentiality

Copies of the district student education record confidentiality policies and procedures may be reviewed in the assigned office in each school. Federal law also permits a parent to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., if you feel the school is violating public school records, policies, and statutes. The address is:

The Family Educational Rights and Privacy Act
Office
U.S. Department of Education
Room 4511, Switzer Building
Washington, D.C. 20202
Telephone number: (202) 732-1807

RULES AND RESPONSIBILITIES

Student Conduct

Students in school buildings, on school grounds, using District property for any purpose, or attending District-sanctioned functions shall not engage in:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored by the Board.
- Physical abuse of or threat of harm to any person on District-owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession distribution or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Any conduct constituting a breach of federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations for student conduct adopted by the Board. Students shall not engage in activities prohibited herein nor shall they

refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these polices and regulations may be subject to warning, reprimand, suspension, or expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Student Behavior

The purpose of any rule or regulation regarding student behavior is primarily one of insuring that the ongoing education of one student is not interrupted, impaired, or made difficult by the overt act of another. As a general statement, all students attending Tanque Verde High School will be expected to observe commonly accepted rules of courtesy in their associations with students, teachers, administrators, and other school employees whether in the classroom or on the campus.

Continued and willful breach of courtesy by a student will be brought to the attention of the parents for advisement and assistance in developing a solution to the problem.

It should be kept in mind that every effort is made by teachers and other school employees to utilize methods of positive reinforcement in dealing with student behavior problems. The School Board has, however, made provision for dealing with more serious or repetitive infractions in order to correct the problem.

Inappropriate behavior in the classroom and on campus will be handled as follows:

- Serious violations of the **Student Conduct and Behavior Policy**, including but not limited to extreme disruptive behavior, threats, intimidation, bullying, fighting, substance abuse, damage to school property, sexual harassment, insubordination, etc., need to be **immediately** referred to administration.
- Less serious violations of the **Student Conduct and Behavior Policy**, such as talking in class, creating minor disturbances, tardiness, etc., will be managed by the teacher in the classroom.

When it is determined by a teacher that a student needs to be sent from a class for misbehavior, the **Tanque Verde High School** administration will deem that a serious offense and the following procedures will be utilized to address inappropriate behavior or behavior that disrupts other students' learning:

Out-of-School Suspension

Board policy provides that authorized administrative personnel may suspend a student from school for a period of up to ten (10) days. The School Board may suspend a student whose behavior is a threat to the welfare of the school for longer periods of time. Due process shall be

observed in that oral or written notice and an explanation of the charges shall be given. Students shall be given an opportunity to present their side. Teachers will be expected to provide assignments and work for the student to complete during the suspension. This assigned work should be completed and ready to turn in upon the student's return to their regular classes. In each instance of a suspension, the student will be allowed to make up missed tests.

When the suspension is over, and prior to being admitted to class, the student and the student's parents/guardians may be required to meet with administration in a re-admission conference. The purpose of the conference is to set the student up for a successful return to the school routine. The administration will ask the student to attend all classes regularly and promptly, to participate to the best of the student's ability in all classes and to exhibit positive citizenship on campus throughout each school day. The administration will review with the student and parents/guardians the concept of progressive discipline and will ensure that the student and parents/guardians clearly understand that further disciplinary incidents will result in increased consequences.

Last Week of School

Due to the strenuous nature of the last week of school and the extra demands on students, teachers and administration, disruptive behavior up to and including suspension will result in the student **not** being permitted on campus except for final exams which will be scheduled for them outside of the school day. Parents may be called to pick up their child should this situation occur.

Drug-Free Schools Act

In accordance with Section 5145 of the Drug-free Schools Act and Communities Act, as added by Section 22 of the Drug-free Schools Act and Communities Act Amendment of 1989 (PL 101-226); All parents, students and employees are to be advised of the District's policies and standards of conduct for drug and alcohol use and possession on school property during school hours and school-sponsored activities.

Tanque Verde Unified School District policies establish the standards of conduct for students regarding drug and alcohol use and possession. Policies also establish procedures for disciplinary action and the involvement of the law enforcement agencies.

The student policies allow School District officials to discipline, suspend and involve law enforcement agencies needed in situations involving the use or possession of drugs (including synthetic drugs) or alcohol. The employee polices also allow for these activities as well as suspension or termination,. In

addition, school officials may recommend or require the involvement of therapeutic agencies or individuals.

In all situations, District officials shall act in such a manner as to protect the general welfare of the students and employees and ensure confidentiality.

It is unlawful:

- For a person(s) to intentionally be present within 300 feet of a school or its accompanying grounds to possess, use or sell marijuana.
- For a person(s) to intentionally be present within 300 feet of a school or its accompanying grounds to possess, use or sell a dangerous drug or narcotic drug.

Dangerous Weapons in the Schools

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt an activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515.

A student who violates this policy by carrying or possessing a firearm shall either be placed in an alternative education program for a period of not less than one year, suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board, in its sole discretion, may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy by any means other than carrying or possessing a firearm shall be subject to disciplinary action, including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by-case basis in accordance with District policies and state and federal special education laws.

CAMPUS AND CLASSROOM CONDUCT

The purpose of rules and regulations is to ensure the best possible climate for learning. A violation of any rule or regulation may result in disciplinary action. If a state or local law is violated, the local authorities will be notified. Under certain conditions it can be in the best interest of a student or other students of the school, for a student to be

denied the privileges of attending school. The following section is a list of violations and consequences whose definitions may be found on the district website.

Violations	First Occurrence		Subsequent Occurrence	
	Minimum	Maximum	Minimum	Maximum
Verbal Reprimand		OSS 1-10 days	Detention(s)	OSS 1-10 days

Aggression

- Verbal Provocation
- Minor Aggressive Act (eg: hitting)
- Disorderly Conduct
- Recklessness

Attendance Policy

- Tardy
- Leaving School Grounds Without Permission
- Unexcused Absence
- Truancy

Lying, Cheating, Forgery or Plagiarism

- Lying
- Cheating
- Forgery
- Plagiarism

School Policies/Other Violations

- Combustible
- Contraband
- Defiance, Disrespect , Noncompliance
- Disruption
- Dress Code Violation
- Gambling
- Inappropriate Language
- Negative Group Affiliation
- Parking Lot Violation
- Public Display of Affection

Sexual Offenses

- Pornography

Technology, Improper Use Of

- Computer
- Network Infraction
- Telecommunication Device

Theft

- Petty Theft
- Theft

Trespassing

Vandalism or Criminal Damage

- Graffiti or Tagging

All OSS 1-10 day consequences come with a possible request for a long term suspension hearing

The violations listed above may be reported to the Pima County Sheriff.

Violations	First Occurrence		Subsequent Occurrence	
	Minimum	Maximum	Minimum	Maximum
ISS -In School Solutions		OSS 1-10 days	OSS 1-10 days	OSS 11-45 days

Aggression*

- Endangerment*
- Fighting*
- Assault*
- Aggravated Assault*

Alcohol, Tobacco, and Other Drugs*

- Alcohol*
- Electronic "E" Cigarettes*
- Tobacco*
- Inhalants*
- Over the Counter Drugs*
- Drug Paraphernalia*

Arson*

- Of a Structure or Property*

Harassment, Threat and Intimidation*

- Harassment, Nonsexual*
- Bullying*
- Threat or Intimidation*
- Hazing*

Sexual Offenses*

- Indecent Exposure or Public Indecency*
- Harassment, Sexual* (Contact or Non Contact)*

Theft*

- Burglary/Breaking and Entering (second or third degree)*
- Extortion*
- Robbery*

Vandalism or Criminal Damage*

- Vandalism of Personal Property*
- Vandalism of School Property*

Dangerous Items*

- Air Soft Gun*
- B.B Gun*
- Knife (less than 2.5 inches)*
- Laser Pointer*
- Letter Opener*
- Mace*
- Paintball Gun*
- Pellet Gun*
- Razor Blade/Box Cutter*
- Simulated Knife*
- Taser/Stun Gun*
- Tear Gas*
- Simulated Firearm*
- Other Dangerous Items*

All OSS 1-10 day consequences come with a possible request for long term suspension hearing.

All OSS 11-45 day consequences come with a possible request for an expulsion hearing.

***The violations listed above are reported to the AZ Dept of Ed. and may be reported to the Pima Co. Sheriff.**

Violations	First Occurrence		Subsequent Occurrence	
	Minimum	Maximum	Minimum	Maximum
	OSS 1-10 days	OSS 11-45 days	OSS 11-45 days	Expulsion

Aggression**

- Aggravated Assault**

Alcohol, Tobacco, and Other Drugs**

- Prescription Drugs (Inappropriate Use Of)**
- Illicit Drugs**
 - Ecstasy**
 - Cocaine or Crack**
 - Hallucinogens**
 - Heroin**
 - Marijuana**
 - Methamphetamine**
 - Other Illicit Drugs**
 - Unknown Drugs**

Arson**

- Of an Occupied Structure**

Homicide**

Kidnapping**

School Threat**

- Bomb Threat**
- Chemical or Biological Threat**
- Fire Alarm Misuse**

Sexual Offenses**

- Sexual Abuse/Sexual Contact with a Minor**
- Molestation**
- Sexual Assault (Rape)**

Theft**

- Burglary (First Degree)**
- Armed Robbery**

Weapons and Dangerous Items**

- Handgun or Pistol**
- Shotgun or Rifle**
- Other Firearm or Destructive Device**
- Bomb**
- Starter Gun**
- Billy Club**
- Brass Knuckles**
- Hate Crime**
- Knife With a Blade of at Least 2.5 inches**
- Nunchakus**

All OSS 1-10 day consequences come with a possible request for long term suspension hearing.

All OSS 11-45 day consequences come with a possible request for an expulsion hearing.

****The violations listed above are reported to the AZ Dept of Ed. and the Pima Co. Sheriff.**

Please note that not all situations and scenarios are able to be printed in the student handbook. Please contact a campus administrator if you have any questions.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

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

- Violation of 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, or
- 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 members.
- 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 high school students may be made only by the students on their own behalf.

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 forwarded.

When District officials have a reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed.

DRESS CODE

Dress Code Policy — Adopted May, 2000

We believe individualism is important. However, District Staff have the obligation to maintain a climate conducive to study, to protect the health and safety of students, and to regulate appearance to the extent that it is not destructive or disruptive to the educational process. According to A.R.S. §15-841(A): "Pupils shall comply with the rules..." Therefore, students and parents have the responsibility to see that students are dressed in compliance with the district dress code as designated in this document.

The school dress code will be enforced throughout the school year, during school hours, and at school sponsored activities. If there is any question of the appropriateness of a student's dress, that student will be referred to the Administration for final determination of appropriateness. Failure to comply with the dress code shall result in disciplinary action. A continual violation of the school district dress code will be considered defiant and insubordinate behavior and may result in more severe disciplinary action.

The following are the dress code guidelines to be followed by all high school students in the Tanque Verde School District:

High School Dress Code

- Tops must cover midriff area at all times.
- Tank tops/muscle shirts are acceptable with straps at least 2 fingers wide as long as there are no large armholes exposing breast/chest area.
- Spaghetti straps, camisoles w/spaghetti straps, strapless tops and halter tops are not allowed to be worn without a cover-up.
- Dresses, shorts, skirts, or skorts must be an appropriate length and must cover all undergarments.

- Pants must stay above the hips. Sagging is not allowed
- Shirts must be shorter than accompanying shorts or skirts.
- No plunging necklines.
- No thigh-high slits in dresses or skirts.
- No underwear pajamas worn as outerwear.
- No exposed undergarments or see-through clothing.
- No slippers worn as outerwear.
- Clothing shall be clean and in good repair.
- Hats may be worn with bill facing front or back only. (Side facing bills will not be permitted.)

Students are prohibited from wearing clothing/accessories advertising or promoting items illegal for use by minors including, but not limited to drugs, alcohol, tobacco, or firearms; and from wearing clothing displaying obscenity, profanity, vulgarity, gang affiliation, racial or sexual remarks, making reference to prohibited conduct or similar displays. Apparel/accessories which may imply gang or inappropriate affiliations, is not acceptable. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement.

Students inappropriately dressed will face the following consequences:

- Step One: A note made in the discipline record. Student will be asked to change clothing.
- Step Two: Change clothing, parents contacted, a note made in the discipline record.
- Step Three: The student will be assigned a disciplinary consequence, and a note will be made in the discipline record.
- Step Four: Progressive disciplinary action will be taken.

TVHS Administration reserves the right to require students to change clothing that does not comply with the school's dress code. If there is any question of the appropriateness of a student's dress, that student will be referred to School Administration for final determination of appropriateness.

Harassment/Intimidation/Bullying

Tanque Verde High School is committed to providing a work environment where students, staff and parents may work comfortably and productively, free from these behaviors. A student shall not harass, intimidate, or bully another person. This includes but is not limited to, threats to use physical, sexual, verbal or emotional abuse to humiliate or coerce others in an aggressive, antisocial behavior.

Some specific examples of such prohibited conduct include, but are not limited to: Negative or offensive comments; jokes; suggestions or sexual innuendoes; slang names or labels that others find offensive; talking about or calling attention to physical or sexual characteristics in a negative or embarrassing way; blaming the victims of harassments for causing the problems; continuing certain

behavior after an individual has objected to that behavior; displaying or threatening to display nude or sexual pictures, cartoons, or calendars anywhere on school property. Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones.

Harassing behavior is illegal under both state and federal law and will not be tolerated. Harassment negatively affects morale, motivation, and the ability to learn. **Students who are the victims or harassment should contact administration immediately.** Any individual bringing a harassment complaint or assisting in investigating such a complaint will not be adversely affected or discriminated against. Complaint of such retaliation will be promptly investigated, and offenders will be dealt with according to the Discipline Matrix. Any person who purposely fabricates a complaint or who unjustly accuses another for the purpose of teasing or joking will be dealt with according to the Discipline Matrix. Note: students should understand that **“hazing” is considered a form of harassment, and will not be tolerated.**

Anti-Bullying

Bullying shall be defined as repeated or the potential of repeated use of physical, verbal (including spoken and written language), and/or cyber forces in a negative manner toward or in regard to another person. This may include, but is not limited to: actions of mal intent concerning age, color, creed, race, national origin, ancestry, religion, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, political beliefs, socioeconomic status, perceived reputation or family status. Bullying that occurs on school grounds immediately before, after, or during school hours, anytime the school is being used by a school group/organization, off school grounds at a school-sponsored event or activity, traveling to/from school or school sponsored event, or off school grounds when actions may be considered a disruption to the school day or educational environment. This includes use of any school property or school issued electronic devices. Bullying is prohibited and is subject to disciplinary action as set forth in the school anti-bullying policies and procedures.

- **Bullying Definitions:**
 - Physical Bullying – The use of force toward a person's body or personal belongings.
 - Verbal Bullying – Using negative and/or damaging words (including both spoken and written) toward or in regard to another person (with mal intent).
 - Cyber Bullying – Using social media, email or electronic devices in a negative manner toward or in regard to another person.
 - Ex: posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting

photos, negative status posts, hate blogs/pledges, texting rumors, hacking profiles, nasty emails, sending mean forwards.

Searches

When a reasonable suspicion arises that a student is involved in illegal, illicit, or disruptive behavior, the principal or designee has the authority to conduct a search of the student's locker, personal possessions (e.g. handbag, backpack), vehicle, or person in accordance with Tanque Verde School District policy.

Suspension

Students who have been suspended off campus may not be on campus for any curricular or extracurricular activity (including athletic events home or away and off campus school sponsored dances) until the suspension has ended. Suspended students who choose to enter campus grounds may be charged with trespassing and the Sheriff's office may be notified. Additional suspension may be imposed.

Trespass, Criminal

Students without legitimate reason to be on campus; students on suspension, and non-students/staff on Tanque Verde High School property or within the buildings will be removed unless they qualify as an approved visitor. Those persons who loiter on campus or who refuse to leave when directed to do so will be referred to the Sheriff's offices and charges will be filed.

Internet

Internet is available to students and staff. The goal is "to promote educational excellence by facilitating resource sharing, innovation, and communication." In using the Internet while on campus, students agree that they have personal responsibility to avoid misuse, and that they will abide by the Acceptable Use Policy. Misuse includes messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language".

DISTRICT EDUCATION POLICY

The District recognizes its responsibility to its students in four general categories: academic, psychological, physical, and social.

Academic

Each student is entitled to the opportunity for the fullest possible development of his or her academic and intellectual abilities in the learning climate conducive to such development. This includes exceptional children who are in need of special resources for their development. The basic skills of reading, writing, and computation are to be augmented by additional communications skills and broad exposure to aesthetic and other enriching experiences. An emphasis in the curriculum is placed on an awareness of

self and community; the development of individual skills, interests and talents; career education; and an awareness of the need to care for one's environment. Impetus to the program is given through the application of the individualized approach to instruction and learning as a means of meeting the current and projected individual and the societal needs.

Psychological

The District recognizes the fact that the individual's psychological needs are of cardinal importance in educating the whole person. The educative process must provide the student with opportunities to understand, expand and experience one's own self-worth. This process is not reserved to the student personnel services but must permeate the total instructional program in and out of the classroom. The experience of success, acceptance and positive reinforcement, the clarification and development of values, the understanding of life roles, and the development of flexibility and decision making skills are integral to this process.

Physical

Each child in the school is entitled to the benefits of a basic health and safety educational program as a part of the ongoing curriculum in the district. This program recognizes the need for physical development as a basic requirement for good health, both physical and mental. Additionally, it includes the preparation of students for worthwhile leisure time activities in the interest of healthful living. In view of the foregoing, the District is dedicated to the task of providing and maintaining facilities that are adequate for the purposes of physical comfort and development.

Social

The District recognizes the needs of individual students in the areas of civic and social responsibility and community awareness. It is considered a task of the district to assist the students in developing an understanding of their role in family and community relationships and the importance of their contribution to the maintenance of these relationships.

Equal Opportunity in TVUSD Schools

The Tanque Verde Unified School District is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, and disability in its education programs or activities which it operates or in its employment practices. Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 carry the notice requirement requiring the TVUSD School District policy of nondiscrimination.

District Compliance Officer

The contact person designated to coordinate Title IX complaints is:

TVUSD Superintendent
Tanque Verde School District
2300 N Tanque Verde Loop Road
Tucson, AZ 85749
520-749-5751

Annual Notification to Parents Regarding Confidentiality of Student Education Records

[34 C.F.R. 300.561 and 300.572]

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. The Governing Board has established written policies regarding the collection, storage, retrieval, release, use, and transfer of student educational information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' and students' rights to privacy.

Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff members, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research. The students' records maintained by the District may include, but are not necessarily limited to, identifying data, report cards and transcripts of academic work completed, standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the office of the District under the supervision of the school administrator and are available only to the teachers and staff members working with the student. Upon request, the School discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll. Otherwise, records are not released to most agencies, persons or organizations without prior signed and dated written consent of the parent [34 C.F.R. 99.7]. The signed and dated written consent may be in electronic form under certain conditions [34 C.F.R. 99.30].

You shall be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child. The information must be maintained for two (2) years after the date your child was last enrolled in this school district. You have the right to inspect and review any and all records related to your child within forty-five (45) days of the day of receiving a request for access, including a listing of persons or organizations who have reviewed or have received copies of the information [34 C.F.R. 99.7].

Parents who wish to review their children's records should contact the principal for an appointment or submit to the principal a written request that identifies the record(s) you wish to inspect. School personnel will make arrangements

for access and notify you of the time and place where the records may be inspected. School personnel will be available to explain the contents of the records to you. Copies of student education records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charges for the copies of records will be costs of copying unless the fee prevents the parent from exercising rights to inspect and review those records.

You have the right to request that an amendment be made to the student's education records and to add comments of your own if you believe information in the record file is inaccurate or misleading [34 C.F.R. 99.7(a)(1)]. You should write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by you, the School will notify you of the decision and advise you of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.

You have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Copies of the district student education records confidentiality policies and procedures may be reviewed in the assigned office in each school [34 C.F.R. 99.7]. You have the right to file a complaint with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failures by the School to comply with the requirements of FERPA [34 C.F.R. 99.7]. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office, U.S.
Department of Education, 400 Maryland Avenue
SW, Washington, DC 20202-460**

Vocational Program Equal Opportunity

Section IV (O) of the March 21, 1979 Federal Register guideline for Civil Rights compliance in vocational education requires a notification to the public that:

All vocational opportunities in the TVUSD will be offered without regard to race, color, religion, sex, age, national origin, or disability. Program offerings and admission criteria are available at each high school guidance center.

Students with Disabilities Notice

The Tanque Verde Unified School District provides a free appropriate education to each qualified child with a disability. Tanque Verde Schools need help in identifying and locating every qualified person with a disability residing in the Tanque Verde School District who is not already receiving a public education. If you know of a person with a disability of school age (3 to 21) that is not in school, please contact:

Special Education Coordinator
Tanque Verde School District
2300 N Tanque Verde Loop Road
Tucson, AZ 85749
520-749-5751

McKinney-Vento Homeless Education Assistance Act

Tanque Verde Unified School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available. A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building in temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

- Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.
- School Selection: McKinney Vento eligible students have a right to select from the following schools:
 1. The school he/she attended when permanently housed (School of Origin)
 2. The school in which he/she was last enrolled (School of Origin)
 3. The school in the attendance area in which the student currently resides (School of Residency)
 4. In Maricopa County, Thomas J. Pappas School

- Remain enrolled in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.
- Participate in programs for which they are eligible, including Title I, National School Lunch Program, Head Start, Even Start, etc.
- Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin. Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms. For more information, refer to <http://www.ade.az.gov/asd/homeless/> or contact:

Homeless Liaison
Tanque Verde USD
2300 N Tanque Verde Loop Road
Tucson, Arizona 85749
520-749-5751

Special Education

The Tanque Verde School District provides special education services to students from preschool through age twenty-one. Our special education team includes parents, regular education teacher, special education teachers, administrators, school psychologist, speech pathologists, adaptive physical education teacher, occupational, physical therapists, and paraprofessionals. We are committed to providing a variety of educational services to meet the needs of all students. The range of these services includes programs designed for children with disabilities, as well as programs for students identified as gifted and talented. Our philosophy is that multifaceted services will be provided so that all students have the opportunity to develop their intellectual potential and acquire skills, which will prepare them for life and enable them to function as productive members of society.

Asbestos Notification

As a part of the Asbestos Hazard Emergency Response Act (AHERA) the EPA Federal Register stipulates under 40 CFR, Part 773.84, that school districts ensure that workers and building occupants, or their legal guardians, be informed each year about the existence of the district's Asbestos Management Plan which outlines inspections, response actions and post-response action activities, including periodic re-inspection and regular surveillance activities. A copy of the Asbestos Management Plan is available for your inspection in our administrative offices during regular office hours by

appointment. The Tanque Verde Unified School District is intent on complying with federal, state and local regulations in providing a safe environment in which to learn and work.

Directory Information

During the school year, District staff members may compile non-confidential student directory information such as: The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. According to state and federal law, this directory information as identified above may be publicly released without permission of parents. However, if you *do not* wish any or all of the above information released about your son/daughter, you must make a request in writing and send it to the building principal before August 31st of the current school year. If this notification is not received, we will assume that your permission is given to use your son's/daughter's directory information as described above.

Notice of Availability of Teacher Resumes

State statute (ARS 15-341) requires that teacher resume information be available for inspection on request of parents and guardians of pupils enrolled at a school. Teacher resumes are available at the school offices for viewing.

GENERAL DISTRICT-WIDE INSTRUCTIONAL GOALS AND OBJECTIVES

General District-wide instructional goals and objectives provide guideposts and give meaning to all teaching and learning in the district. To this end, it is understood all District teachers shall strive to provide instruction and guide students toward the measurable attainment of these district-wide instructional goals and objectives, which are based on the fundamental precepts of the District's mission statement and philosophy:

The students should know and understand the rights, privileges, and obligations of citizenship. This includes the teaching of: American Heritage and Democracy; the importance of actively participating in the representative governmental system; accepting responsibility for personal, private, and public property; and the development of skills for resolving problems within the democratic system.

The students should understand sound mental and physical health principles and relate them to their own lives. This includes the teaching of sound personal health habits and practices, a concern for public health and safety,

the functions and care of the human body, and human needs as they relate to mental health.

The students should be able to participate intelligently in the economic system. This includes the teaching of basic economic principles in general and the American economic system in particular, the importance of financial responsibility as it relates to them as individuals and to the general public, and the value of natural and human resources.

The students should acquire basic skills. This includes the teaching of reading, listening, writing, and speaking; mathematical computation and application; scientific inquiry; and the use of information for problem solving, critical thinking, and decision making.

The students should increase their capacity to understand and appreciate culture, beauty, and human achievement in the world. This includes the teaching of human achievements in the arts, sciences, and humanities; an ability to express themselves in the art forms of their choice; and the development of sensitivity to beauty in all forms (visual, written, musical, and cultural).

The students should make initial plans for career or further education. This includes the teaching about developing plans for enhancing career skills, learning of career opportunities, enhancing personal interests and capacities, initial decisions for entry into the world of work, and an awareness of the need for continuing education and training.

The students should continue to acquire information as contributing members of their families and community. This includes teaching about the role of the family, family and community responsibilities, and the changes taking place in these social structures.

The students should acquire skills as participants in group situations. This includes teaching about the needs and feelings of others, the interdependence of races, creeds, nations, and cultures, the processes of group relationships, the physical and mental differences among people, and the worth and dignity of group members.

The students should develop knowledge and skills for lifetime activities. This includes the teaching for the knowledge and exploration of recreational activities and of various physical, intellectual, and creative activities.

The students should be guided toward the development of a positive self-image. This includes the teaching for an understanding of personal interests, capacities, and goal setting; taking pride in personal achievement and progress, developing personal habits of

discipline for work, study, and play; perceiving themselves as worthy members of society; and accepting and fulfilling responsibility.

The students should have positive attitudes toward learning.

This includes teaching the importance of being willing to evaluate various points of view, the necessity of lifelong learning, and a willingness to learn to adjust to changing demands.

The students should develop insights into ethical values.

This includes the teaching of the importance of personal values as they relate to decision-making, socially acceptable codes of conduct and changes that occur in such codes. It also includes the teaching of the responsibilities and consequences in relation to personal behavior.

The students should connect new learning to their existing knowledge base in a way that makes it

meaningful. This includes teaching to the children's strengths and weaknesses.

The students should utilize technological applications to enhance their personal and work environments with skills needed for continued success within a changing society. This includes teaching that integrates the use of technology.

The students should acquire basic skills in reading, writing, listening, and speaking the target foreign language. This includes the teaching of vocabulary, grammar, verbs, and expressions for the purposes of communication, expressing themselves, and developing an interest in and appreciation of other cultures.

(adopted 3-22-07)

TVUSD 2017-18 School Calendar

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
4	4th of July Holiday
31	First day for Teachers Students= 0 days Teachers=1 days

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August	
3	First day for Students Students=21 days Teachers= 23 days

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
4	Labor Day NO SCHOOL
6	Interim Grading Day E/R Elementary & EGJHS
27	TVHS Parent Conf. Late Start Students = 20 days Teachers= 20 days

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October	
5	End of 1st Q
6	Grading Day NO SCHOOL
9-13	Fall Break NO SCHOOL
18-20	Elementary Parent Conf. E/R
18	EGJHS Parent Conf. Late Start
Students= 16 days Teachers= 17 days	

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November	
10	Veterans Holiday NO SCHOOL
22	Interim Grading Day E/R Elementary & EGJHS
23-24	Thanksgiving NO SCHOOL
Students= 19 days Teachers= 19 days	

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December	
19	TVHS Exam Schedule E/R 12:30 p.m.
20-21	TVHS Exam Schedule E/R 10:45 a.m.
21	End of 2nd Q
22	Grading Day NO SCHOOL
23-24	Winter Holiday Break NO SCHOOL
Students= 15 days Teachers= 16 days	

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
1-5	Winter Holiday Break NO SCHOOL
15	Dr. Martin Luther King Jr. Day NO SCHOOL
Students= 17 days Teachers=17 days	

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February	
7	Interim Grading Day E/R Elementary & EGJHS
22-23	Rodeo Break NO SCHOOL
Students= 18 days Teachers=18 days	

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March	
15	End of 3rd Q
16	Grading Day NO SCHOOL
22-23	Elementary Parent Conf. E/R
26-30	Spring Break NO SCHOOL
Students= 16 days Teachers= 17 days	

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April	
25	Interim Grading Day E/R Elementary & EGJHS
Students=21 days Teachers= 21 days	

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May	
21	TVHS Exam Schedule E/R 12:30 p.m.
22-23	TVHS Exam Schedule E/R 10:45 a.m.
23	Last day for Students & Teacher E/R
28	Memorial Holiday
Students= 17 days Teachers= 17 days	

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1st Q	45 Days
2nd Q	46 Days
3rd Q	46 Days
4th Q	43 Days
Total:	180 Days (Students) 186 Days (Teachers)
Second Semester is subject to change due to State testing dates. (Prepared: November 2016)	

Tanque Verde High School

Important Dates to Remember 2017-2018

First Day of Classes – Early Release 11:56	August 3
Labor Day – No School	September 4
Interim Grading Day	September 6
Grading Day/End of Quarter – No School	October 6
Fall Break – No School	October 9-13
Parent Teacher Conferences – Late Start 11:55	October 27
Veterans Day Observed – No School	November 10
Interim Grading Day	November 22
Thanksgiving Holiday Break – No School	November 23, 24
Winter Formal	TBA
Final Exams	December 19-21
End of Semester/Grading Day – No School	December 22
Winter Break – No School	December 25-29
Winter Break – No School	January 1-5
Second Semester Begins	January 8
Martin Luther King Day – No School	January 15
Interim grading Day	February 7
Rodeo Break – No School	February 22, 23
End of Quarter/Grading Day- No School	March 16
Spring Break – No School	March 26-30
Prom	TBA
Interim Grading Day	April 25
Final Exams	May 21-23
Last Day of Classes	May 23

TANQUE VERDE HIGH SCHOOL 2017-2018 BELL SCHEDULE

MON, THUR, FRI SCHEDULE

Period 0	8:00-8:55
Period 1	9:00-9:53
Period 2	9:58-10:51
Period 3	10:56-11:49
Lunch	11:54-12:26
Period 4	12:31-1:24
Period 5	1:29-2:22
Period 6	2:27-3:20

TUESDAY BLOCK

Period 0	8:00-8:55
Academic Assistance	9:00-9:45
Period 2	9:50-11:25
Lunch	11:30-12:00
Period 4	12:05-1:40
Period 6	1:45-3:20

ASSEMBLY SCHEDULE

Period 0	8:00-8:55
Period 1	9:00-9:45
Period 2	9:50-10:35
Assembly	10:40-11:25
Period 3	11:30-12:15
Lunch	12:20-12:50
Period 4	12:55-1:40
Period 5	1:45-2:30
Period 6	2:35-3:20

WEDNESDAY BLOCK

Period 0	8:00-8:55
Period 1	9:00-10:35
Period 3	10:40-12:15
Lunch	12:20-12:50
Period 5	12:55-2:30

NO BLOCK DAYS

September 26th/27th
December 19th/20th (Finals)
May 22nd/23rd (Finals)

LATE START SCHEDULE

(September 27th)

Period 0	11:25-11:51
Period 1	11:55-12:21
Period 2	12:25-12:51
Period 3	12:55-1:25
Period 4	1:29-1:55
Period 5	1:59-2:25
Period 6	2:29-2:55

EARLY RELEASE SCHEDULE

(August 3rd)

Period 0	8:29-8:55
Period 1	9:00-9:26
Period 2	9:30-9:56
Period 3	10:00-10:26
Period 4	10:30-10:56
Period 5	11:00-11:26
Period 6	11:30-11:56

TESTING BELL SCHEDULE

Testing Session	9:00-12:00
LUNCH	12:00-12:30
No Zero Hour	
Period 1	12:34-12:59
Period 2	1:03-1:28
Period 3	1:32-1:57
Period 4	2:01-2:26
Period 5	2:30-2:55
Period 6	2:59-3:24

FINAL EXAM SCHEDULE

December 19 and May 21

Period 0	8:00-8:55
Period 1	9:00-10:30
Period 4	10:45-12:15

December 20 and May 22

Period 0	8:00-8:55
Period 2	9:00-10:30
Period 5	10:45-12:15

December 21 and May 23

Period 0	8:00-8:55
Period 3	9:00-10:30
Period 6	10:45-12:15