



TANQUE VERDE HIGH SCHOOL  
STUDENT HANDBOOK

2020-21

## TANQUE VERDE HIGH SCHOOL (TVHS)

4201 N. Melpomene Way, Tucson AZ 85749

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

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

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## Tanque Verde Unified School District Office

2300 N. Tanque Verde Loop Road

Tucson, AZ 85749

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

### DISTRICT ADMINISTRATION

Superintendent – Dr. Scott Hagerman  
Business Manager – Lainie Armienti  
Director of Student Services – Tiffany Hodge  
Community Liaison – Claire Place

### GOVERNING BOARD

President – Jeremy Schalk  
Clerk – Susan Fry  
Member – Jeffrey Neff  
Member – Vieri Tenuta  
Member – Anne Velosa

### AGUA CALIENTE ELEMENTARY SCHOOL (ACES)

11420 E. Limberlost Road, Tucson AZ 85749

Phone: 749-2235 Fax: 749-0338

Principal – Chris Reitz

Assistant to the Principal – Sandy Herfkens

### TANQUE VERDE ELEMENTARY SCHOOL (TVES)

2600 N. Fennimore, Tucson AZ 85749

Phone: 749-4244 Fax: 749-4292

Principal – Emma Batty

Assistant Principal – Julie Laird

### EMILY GRAY JUNIOR HIGH SCHOOL (EGJH)

11150 E. Tanque Verde Rd, Tucson AZ 85749

Phone: 749-3838 Fax: 829-6250

Principal – Greg Miller

Assistant Principal – Beth Egan

### 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."

# 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:

***Mission:*** *To educate and prepare learners for college and career goals in a safe and supportive community.*

***Vision:***

- *Develop and implement curriculum to ensure student growth*
- *Assist students in setting and pursuing personal goals to become productive citizens*
- *Provide opportunities for student engagement in the community*
- *Create a safe environment that supports good citizenship*

In addition to providing quality academic opportunities, Tanque Verde High School offers an excellent co-curricular program. There are many activities for students to participate in such as athletics, music, drama, yearbook, 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 interference 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!

Amy Cislak, Principal  
Gary Lewis, Assistant Principal/Athletic Director

## **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**

The Tanque Verde Unified School District (TVUSD) has an open enrollment program pursuant to A.R.S. 15-816 et seq. to provide educational options for both residents and nonresident students. The primary driver for admitting nonresident students to TVUSD is to achieve and maintain a system wide student enrollment that supports the efficient operation of all TVUSD schools. Complete Open Enrollment guidelines can be found in Board Policy JFB.

Open enrollment applications are for one year only and include academic, attendance, and behavior components. 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 students are meeting with administration, counseling, or the nurse.

### **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.

### **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 subject to consequences set forth in the Code of Conduct.

### **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

### **Plagiarism**

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/plagiarism** may range from loss of credit on the assignment for the first offense to a 3-day suspension on subsequent offenses. In addition, a 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. Final exam days have a modified bell 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 Tuesday 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.

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

1. As an institution that prepares students for college and careers, students must arrange with teachers to miss class to meet with a college representative, however the student is responsible for notifying the teacher and making up work they missed.
2. Teachers and staff will support students meeting with college representatives.

### **Posters/Handouts**

Anyone wishing to put up a poster or distribute handouts/fliers on campus must have prior approval from administration. Posters may be placed in approved areas.

### **Parking**

Parking on campus is a privilege. All students parking on 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 Student Registration to seniors first then to juniors as space is available. After Student Registration, permits will be issued on a first come, first served basis. Sophomores will be issued 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. For safety purposes, students should walk in front of all parked buses.

### **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 and other communication/electronic devices are prohibited during class time unless the teacher allows use for educational purposes. Students will not be dismissed from classes to make/receive telephone calls. Staff members who find that a student's electronic device is disruptive, may confiscate the device 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 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 student's lost or stolen property. The school has limited capability to investigate the theft of electronic devices brought 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):**

- 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 during non-academic time.
- 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 that do not fall under a TVHS club.
- 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 school administration.

### **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.

### **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.S. 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 Registrar in the front 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 are expected to check in with the classroom teacher to arrange for the work missed due to the absence.

## **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	Withdrawal - Failing	
WP	Withdrawal - Passing	

### **Citizenship**

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

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

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

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 home.** 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 the 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

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. Attendance is a student/parent responsibility. 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 required to appeal the absences to the Attendance Review Committee. The Attendance Review Committee shall determine excessive absences shall cause the student to lose credit for the course.

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

- Who is participating in a school-related activity
- Who has been suspended for misconduct
- Who has 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.

A notification letter will be sent to the parent/guardian from the Attendance Office when the student reaches a fifth (5<sup>th</sup>) and eighth (8<sup>th</sup>) absence in any class or classes during a semester. If a student falls below 90% attendance for the semester, he/she may appeal to the Attendance Review Committee requesting a waiver of the attendance policy. The appeal letter should be written within one week of notification of excessive absences. If the committee accepts the circumstances as a valid reason for attendance less than 90%, the attendance requirement MAY be waived. If the request is declined, the parent may appeal the decision with the Principal.

Students who choose to not attend class based on the reasoning that they do not need the class for graduation may receive a letter grade of F on their transcript, since an F would have the same effect as no credit. The evaluation of the absence accumulated by the student at the end of each semester will be determined by the Attendance Review Committee.

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.

### **Absences**

When sickness or other obligations make an absence necessary, the student's parent/guardian are expected to telephone the high school on the day of the absence. Contact the Registrar at 760-0801 ext.1001 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.**

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

### **Autodialer**

TVHS uses a computerized system to notify a parent/guardian when a student has an unexcused absence(s). 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.

### **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.

### **Tardies/Arriving Late**

Students are expected to arrive to class on time and be prepared to learn. In the event a student arrives late to a class, he/she must sign in at the office. Teachers also record each tardy in their daily attendance rosters.

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

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

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

### **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.

### **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.

### **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.

## **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 needs 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 needs 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 1<sup>st</sup> 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.

**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 in the main 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/Athletic Director/ following interim and quarter grade reports. Students must be passing all TVHS classes, including Department Aide class and TVHS Digital Learning on-line courses, receive no F's and maintain an overall C average (2.0 GPA on a 4.0 GPA scale). A passing grade in a Department Aide class is not calculated in the eligibility GPA calculation. Failure to meet these requirements may result in being deemed academically ineligible.

Students receiving a grade of "Incomplete" at a respective grading period will have ten (10) school days to complete the necessary work and receive a letter grade. A student is not eligible for competitions with an Incomplete "I" grade status.

Students may not "withdraw" from a class in order to avoid becoming academically ineligible.

**A mandatory (5) five school 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) school 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 appropriate.**

## 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/compete/perform at that day's scheduled event, i.e. athletic competition, fine arts performance, etc. 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. A completed Athletic Eligibility Packet must be on file with the school for all athletic activities. A student may not participate in tryouts, practices or a game without a clearance card.

### Fees

An \$85.00 extracurricular activity fee per activity has been approved by the TVUSD Governing Board. The fees are capped at \$210.00 annually per student and \$375.00 annually per family. Extra-curricular activities include, but are not limited to: interscholastic sports and marching band.

## **INTERSCHOLASTIC SPORTS**

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

### Fall:

Football  
Girls Volleyball  
Boys Cross Country

Girls Cross Country  
Co-Ed Swimming  
Co-Ed Spiritline  
Co-Ed Pom

### Winter:

Boys Basketball  
Girls Basketball  
Boys Soccer

Girls Soccer  
Co-Ed Spiritline  
Co-Ed Pom

**Spring:**  
Softball  
Baseball  
Boys Tennis  
Girls Tennis  
Co-Ed Golf

### **NCAA Eligibility**

Although TVHS graduation requirements far exceed the NCAA Division I and II minimum academic requirements, it remains important that all potential collegiate student-athletes coordinate with their counselor to ensure they will meet NCAA Eligibility Center. For more information, visit <https://web3.ncaa.org/ecwr3/>

### **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

## **TANQUE VERDE UNIFIED SCHOOL DISTRICT CODE OF CONDUCT**

### **Student Conduct**

Students in school buildings, on school grounds, using District property for any purpose, or participating in any 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.

### **Student Behavior**

In order to establish and maintain a school and classroom environment that is conducive to learning, it is necessary that student conduct and behavior be maintained at a high level. It is the responsibility of the school administration to define to students and parents what is expected in terms of desirable conduct and behavior.

The purpose of any rule or regulation regarding student behavior is primarily one of ensuring 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 Schools 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.



Every effort is made by teachers and other school employees to utilize methods of positive reinforcement in dealing with student behavior problems. 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. In the event that interventions involving the parent and positive reinforcement do not result in improvement of behaviors that have been identified, the teacher will refer the student to administration for further intervention. School administration may increase the level of intervention using this code of conduct and the interventions described therein.

In the event that an infraction is a violation of student health, safety or the law, students may be referred directly to school administration, or law enforcement, without first having classroom discipline measures attempted.

	<b>Possible Consequences</b>
Level 1 = 1 point	Parent Notification and Conference Request
	Conference
	Confiscation of Contraband (required)
	Student Verbal or Written Apology
	Referred to an Outside Agency
	Detention
	Privileges Suspended or Revoked
	Restitution
	Behavior Contract, Behavior Intervention Plan
Level 2 = 2 points	Any action from the prior level may also be imposed
	Short-Term In School Action
Level 3 = 3 points	Any action from the prior level may also be imposed
	Short Term Suspension (1-10 Days)
Level 4 = 5 points	Any action from the prior level may also be imposed
	Long Term Suspension (Out of school Suspension with a required Long Term Suspension Hearing)

Each disciplinary infraction carries a point value. An accumulation of more than 6 points in the duration of a school year may result in an administrative recommendation for long-term suspension. An administrative recommendation may include a 10-day suspension pending a long-term suspension hearing.

**TVUSD CODE OF CONDUCT VIOLATIONS:**

<b>AGGRESSION</b>	<i>Action Level</i>
Verbal or Non Verbal Provocation <i>Language or gestures used to incite people or altercations</i>	1

Recklessness <i>Careless behavior that poses a threat to health or safety</i>	1
Minor Aggressive Act <i>Non serious but inappropriate physical contact</i>	2
Other Aggression <i>Intentional serious and inappropriate physical contact</i>	3
Disorderly Conduct	3
Endangerment <i>Students put themselves or others at risk of serious injury or death.</i>	3
Fighting <i>Mutual participation in aggressive act or physical altercation.</i>	3
Assault <i>Intentionally causing harm</i>	4
Aggravated Assault	Expulsion Hearing Required Mandatory report to law enforcement
<b>OTHER VIOLATIONS</b>	<b>Action Level</b>
Dress Code Violation	1
Parking Violation	1
Public Display of Affection	1
Other Violation of School Policies and Regulations	1
Language Inappropriate	2
Contraband	2
Combustible	2
Disruption	2
Gambling	2
Defiance or disrespect towards authority and non-compliance	2
Negative group affiliation/Illegal organization	3
<b>ALCOHOL, TOBACCO AND OTHER DRUG VIOLATIONS</b>	<b>Action Level</b>
Selling, using, possessing, or distributing alcohol, or other controlled substances or paraphernalia	See required actions
Tobacco (including e-cigarettes)	3
<b>DISHONESTY</b>	<b>Action Level</b>
Cheating	2
Forgery	2
Lying	2
Plagiarism	2

<b>HARASSMENT AND THREAT, INTIMIDATION</b>	<b><i>Action Level</i></b>
Threat or Intimidation	3
Bullying	3
Harassment, nonsexual	3
Harassment, sexual	4
Hazing	3
<b>SCHOOL THREAT OR INTERFERENCE</b>	<b><i>Action Level</i></b>
Fire Alarm Misuse	4
Bomb Threat	Expulsion Hearing Required Expulsion required by law
Chemical or Biological Threat	Expulsion Hearing Required Expulsion required by law
Other school threat	Expulsion Hearing Required Expulsion required by law
<b>SEXUAL OFFENSES</b>	<b><i>Action Level</i></b>
Harassment, Sexual	3
Pornography	3
<b>TECHNOLOGY, IMPROPER USE OF</b>	<b><i>Action Level</i></b>
Telecommunication Device	2
Other technology	2
Computer	3
Network Violation	3
<b>THEFT</b>	<b><i>Action Level</i></b>
Petty Theft	2
Theft-School Property or Non-School Property	3
Burglary or Breaking and Entering	4
Extortion	4
Robbery	4
<b>TRESPASSING: VANDALISM OR CRIMINAL DAMAGE</b>	<b><i>Action Level</i></b>
Trespassing	2
Graffiti or Tagging	2
Vandalism of Personal Property	3
Vandalism of School Property	3
<b>POSSESSION OF WEAPONS AND DANGEROUS ITEMS</b>	<b><i>Action Level</i></b>

Dangerous Items	3
Other Weapons	4
Simulated Firearm	3
Firearms	Expulsion Hearing Required Expulsion required by law Mandatory report to law enforcement

**REQUIRED ACTIONS**

Regardless of disciplinary action taken, the following student behaviors must be reported to appropriate law enforcement authorities under the law.

	<b>1<sup>st</sup> Occurrence</b>	<b>Additional Occurrence(s)</b>
Selling, using, possessing, or distributing alcohol, drugs, or other controlled substances or paraphernalia	Long Term Suspension Hearing	Expulsion Hearing
Assault: Intentionally causing harm	Long Term Suspension Hearing	Expulsion Hearing
Firearms	Expulsion Hearing required by law	Expulsion Hearing required by law
Bomb Threat	Expulsion Hearing required by law	Expulsion Hearing required by law

**Out-of-School Suspension**

**Governing Board Policy Regulation KD**

**STUDENT SUSPENSION**

A student may be removed from contact with other students as a temporary measure.

The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the Superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the Superintendent may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. Each suspension shall be reported to the Governing Board, within five (5) days, by the person imposing it. [A.R.S. 15-843]

In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In *no* instance shall students be released early from school unless parents have been notified.

The Superintendent may designate a hearing officer for suspension hearings.

**Regular Education Students**

***Suspension for ten days or less:***

- *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
  - After having received notice, the student will be asked for an explanation of the situation.
  - The authorized District personnel shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:
  - Provided that a written record of the action taken is kept on file, authorized District personnel may:
    - ⇒ Suspend the student for up to ten (10) days.
    - ⇒ Choose other disciplinary alternatives.
    - ⇒ Exonerate the student.
    - ⇒ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
  - When suspension is involved:
    - ⇒ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.

⇒ A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.

- No appeal is available from a short-term suspension.

### ***Suspension for over ten days:***

- *Step 3:* If the offense is one that could result in a suspension of over ten (10) days, in addition to Step 1 and Step 2 a formal hearing will be arranged and conducted by a hearing officer or by the Superintendent.
- *Step 4:* A formal letter to the responsible parent or guardian will be mailed by certified mail with return receipt requested or delivered by hand (with an adult witness present) at least five (5) working days prior to the formal hearing. A copy of this letter will remain on file, and the letter should contain the following information:
  - The charges and the rule or regulation violated.
  - The extent of the punishment to be considered.
  - The date, time, and place of the formal hearing.
  - A designation of the District's witnesses.
  - That the student may present witnesses.
  - That the student may be represented by counsel at student's expense.
  - If a hearing officer has been designated, the name of the hearing officer.
- *Step 5:* A formal hearing will be held, during which the student will be informed of the following:
  - Nothing in these procedures shall be construed to prevent the students who are subject to the action and their parents or legal guardians and legal counsel from attending any executive (closed) session pertaining to the proposed disciplinary action, or from having access to the minutes and testimony of such session or from recording such a session at the parent's or legal guardian's expense.
  - The student is entitled to a statement of the charges and the rule or regulation violated.
  - The student may be represented by counsel, without bias to the student.
  - The student may present witnesses.
  - The student or counsel may cross-examine witnesses presented by the District.
  - The burden of proof of the offense lies with the District.
  - Either the hearing must be recorded on tape or an official record must be kept in some other appropriate manner. In addition, parents are to be allowed to tape-record the hearing at their own expense.
  - The District has the right to cross-examine witnesses, and may be represented by an attorney.
- *Step 6:* The decision and appeal procedure, if applicable, upon the conclusion of the hearing will be as follows:
  - Upon the conclusion of a hearing by a hearing officer in which a decision of long-term suspension is made, the decision may be appealed to the Board. To arrange such an appeal, the parent(s) of the suspended student or the student must deliver to the Superintendent a letter directed to the Board within five (5) days after receiving written notice of the long-term suspension. The letter must describe in detail any objections to the hearing or the decision rendered.
  - The appeal to the Board will be on the record of the hearing held by the hearing officer. If the Board determines that the student was not afforded due process rights or that this policy was not followed in all substantive respects, the student shall be given another hearing. If the Board determines that the punishment was not reasonable, they may modify the punishment.
  - The decision of the Board is final.

### **Special Education Students**

***Suspension for ten days or less.*** Short-term suspension (ten [10] days or less) may be used for special education students for disciplinary reasons on the same basis as for a regular education student. (It is not considered a change of placement.)

- *Step 1:* The student will receive notice, written or oral, of the reason for suspension and the evidence the school authorities have of the alleged misconduct.
  - After having received notice, the student will be asked for an explanation of the situation.
  - The authorized District personnel involved shall make reasonable efforts to verify facts and statements prior to making a judgment.
- *Step 2:* Following Step 1:
  - Provided that a written record of the action taken is kept on file, authorized District personnel may:
    - ⇒ Suspend the student for up to ten (10) days.

- ⇒ Choose other disciplinary alternatives.
- ⇒ Exonerate the student.
- ⇒ Suspend the student for ten (10) days pending a recommendation that the student be given a long-term suspension or expulsion or both.
- When suspension is involved:
  - ⇒ A parent must be notified before the student is allowed to leave campus. If no parent contact can be made, the student may be isolated until dismissal time and then given a written message to the parents.
  - ⇒ A letter to the parents will be written within a reasonable time to explain the terms (including the possibility that a long-term suspension and/or expulsion is being recommended) and reasons for the suspension and to request a meeting to solicit their help.
- No appeal is available from a short-term suspension.

### ***Suspension for over ten days***

If a special education student is recommended for a suspension of more than ten (10) days during the school year (a possible change in placement), a manifestation determination conference must be held.

- *Step 3:* A recommended suspension of a special education student for more than ten (10) consecutive days, or a series of suspensions totaling more than ten (10) days, may constitute a change of placement and shall require a manifestation determination conference. Such a conference shall be for the purpose of determining whether or not the offense is a manifestation of the student's disability.
- *Step 4:* If the offense is not a manifestation of the disability of the student, the student may be suspended by following the District policies for students in general, provided that educational services are continued during the period of disciplinary removal for a student with a disability qualified under the Individuals with Disabilities Education Act (IDEA). A student with a disability qualified for educational services under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, and not qualified under IDEA, may be suspended or expelled from school, and educational services may be ceased, if nondisabled students in similar circumstances do not continue to receive educational services.
- *Step 5:* If the behaviors are a manifestation of the disability of the student, the District may not extend the suspension of the student beyond the initial ten (10) school days.

An exception to the above allows for an IDEA qualified student to be given a change in placement to an interim alternative educational setting for not more than forty-five (45) days, in accord with federal law and regulation, if the removal is for IDEA defined drug or weapons offenses or is based upon a due process hearing officer's determination that injury to the child or another is substantially likely if current placement is maintained.

Any interim alternative educational setting must be selected so as to enable the child to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP; and include services and modifications which are designed to prevent the behaviors for which the placement was made from recurring. (Caution: refer to IDEA statutes and regulations before implementing the exception.)

### **Alternative to Suspension**

Students meeting the following requirements may participate in an alternative to suspension program described below at the determination of the Superintendent:

- Suspension from school has been determined as the punishment for an offense and any appeal has been denied.
- The immediate suspension was not due to:
  - Fighting or engaging in violent behavior
  - Threatening an educational institution
  - Selling, using or possessing weapons, firearms, explosives, or dangerous instruments
  - Making a bomb threat
  - Engaging in arson
- The student has not served more than one (1) short-term suspension or alternative to suspension of ten (10) days or less during the current academic year.
- The student has admitted to or taken responsibility for the act upon which suspension was imposed in a written statement signed by the student and attested to by the student's parent or guardian.

- The student and parent or guardian has received a written admonition that the suspension as originally determined will be imposed summarily and in its entirety should the student violate the conditions or requirements of the Alternative to Suspension Program. (*Note: Follow appropriate dismissal procedures.*)
- Parent(s) or guardian(s) shall agree to participate by:
  - Providing transportation as necessary to and from the program location.
  - Furnishing meals prepackaged or purchasing same for the student.
  - Establishing and monitoring in consultation with the school a supervisory routine limiting the student's contact to that which is necessary with other students and friends during the program.

The Alternative to Suspension Program is to be one of social isolation. It shall be discipline intensive, requiring academic work and as determined may involve community service, groundskeeping, and litter control. Parents will participate by providing support and supervision.

- Students will be isolated from others by means of barriers or distance at a location determined by the District. No participation in any school sponsored activity will be permitted during the program.
- Communication by students with others will be limited to adult District staff or as directed by the adult supervisor on duty.
- Ordered study time will be established for each student consistent with the number of classes in which the student is enrolled, divided proportionately through the academic day.
- Students are confined to their assigned areas and seats except as designated by the supervisor. All personal maintenance will be planned and approved by the supervisor.
- Students are to bring all books, workbooks, paper and necessary instruments for each class in which they are enrolled to the program daily and take the same material home each day of the program.
- Protocols for implementation of the Alternative to Suspension Program following the requirements above may be established by the administrator at each location.

**Procedures and Conditions for  
Readmission of Students Suspended  
For More Than Ten Days**

***Early readmission procedures***

The Superintendent may authorize early readmission of a student suspended for more than ten (10) days. The student shall be considered for readmission only upon completion of the major portion of the suspension (usually one [1] day more than half [1/2] with consideration for the grading period or academic division as necessary). The following conditions must be met:

- A written request must be submitted to the Superintendent on behalf of the student by the student's parent or guardian asking for readmission and requesting a meeting to determine any requirements.
- Accompanying the written request shall be a summary of the student's activities and accomplishments during the suspension period written and signed by the student and signed and attested to by the parent or guardian. (Parents of elementary grade students may prepare the summary.)
- The request shall include a signed statement from local law enforcement officials that there have been no infractions of local or state codes for which the student could have been charged during the period of the suspension.
- At the time of the meeting to review the request the student may be required to explain the incident or incidents leading up to the suspension.
- The determination to allow readmission may be based on, but not limited to, the following elements:
  - The age of the student.
  - The frequency, type, and relative magnitude of previous misbehavior by the student.
  - The relative severity of the event(s).
  - Whether the student's behavior violated civil or criminal laws.
  - The degree to which the incident(s) interfered with the educational process.
  - The extent to which the event created endangerment to the student, others or property.
  - Special intellectual, psychological, emotional, environmental and physical characteristics of the student.
  - The student's attitude concerning the event(s).
  - The expressed intent concerning the student's future behavior.
- Should early readmission be granted, the student, with parent or guardian affirmation, shall agree to the following conditions:



- Regular attendance—no unexcused absences.
- No violation of school rules or policies.
- Attendance at after school events for the remaining term of suspension only with prior approval of the administration.
- Completion of all class tasks in timely fashion, as directed.
- Student will receive supervision before and after school by parental arrangement, travel directly to school and from school, and report immediately to a supervisor for the balance of the term of the suspension.
- The student and parent or guardian shall receive a written admonition that failure in the conditions required for early readmission will mean summary imposition of the remainder of the suspension, and additional punishment if indicated by the disciplinary policies and procedures of the District.

**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.

**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 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 [34C.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**







# **Tanque Verde High School**

## **Important Dates to Remember**

### **2020-20201**

<b>First Day of Classes – Full Day</b>	<b>August 6</b>
<b>Labor Day – No School</b>	<b>September 7</b>
<b>Interim Grading Day – Full Day</b>	<b>September 16</b>
<b>Parent Teacher Conferences – Late Start 11:55</b>	<b>September 30</b>
<b>Grading Day/End of Quarter – No School</b>	<b>October 9</b>
<b>Fall Break – No School</b>	<b>October 12-16</b>
<b>Interim Grading Day– Full Day</b>	<b>November 4</b>
<b>Veterans Day Observed – No School</b>	<b>November 11</b>
<b>Thanksgiving Holiday Break – No School</b>	<b>November 25-27</b>
<b>Final Exams</b>	<b>December 15-17</b>
<b>End of Semester/Grading Day – No School</b>	<b>December 18</b>
<b>Winter Break – No School</b>	<b>December 21-31</b>
	<b>January 1</b>
<b>Second Semester Begins</b>	<b>January 4</b>
<b>Martin Luther King Day – No School</b>	<b>January 18</b>
<b>Interim Grading Day– Full Day</b>	<b>February 10</b>
<b>Rodeo Break – No School</b>	<b>February 25-26</b>
<b>Grading Day/End of Quarter - No School</b>	<b>March 12</b>
<b>Spring Break – No School</b>	<b>March 15-19</b>
<b>Interim Grading Day– Full Day</b>	<b>April 14</b>
<b>Final Exams</b>	<b>May 25-27</b>
<b>Graduation</b>	<b>May 25</b>
<b>Last Day of Classes – Early Release</b>	<b>May 27</b>

