



# **MT. GRAHAM HIGH SCHOOL**

**STUDENT**

**HANDBOOK**

**2018-2019**

**Safford Unified School District**

**Safford Unified School District No. 1**  
**300 W. Discovery Park Blvd.**  
**Safford, AZ 85546**  
**District Office (928) 348-7000 District Fax (928) 348-7001**  
**Mt. Graham High School**

**SAFFORD UNIFIED SCHOOL DISTRICT NO. 1**  
**GOVERNING BOARD**

Mike DeLeo	President
Julie Cluff	Member
Craig Hackett	Member
Diane Junion	Member
Shirley Turner	Member

Safford Unified Schools Governing Board Meetings are scheduled for the 2<sup>nd</sup> Thursday of each month at 7:00 pm in the Robinson Administration Center located on the Safford Middle School campus.

**Mt. Graham High School**  
Phone: (928) 348-7060 Fax: (928) 348-7061

**Mt. Graham High School Child Care**  
Phone: (928) 348-7087 Fax: (928) 348-7061

**MGHS Staff**

E. J. Romero	Principal	Office	Ext 6701
Leah Stock	Principal's Secretary	Office	Ext 6701
Stephanie Turner	Attendance Clerk/Registrar	Office	Ext 6700
John Nicholas	Counselor	Office	Ext 6711
Shanna Masten	Math	Rm 1	Ext 6001
Karen Story	English	Rm 2	Ext 6011
Braunson Summers	Social Studies, History, Government	Rm 3	Ext 6002
Jason Johnston	Science/Math	Rm 4	Ext 6004
Monica Hagerman	Resource	Rm 3	Ext 6003
Sheila Pompeo	Vocational Education Instructor	Rm 16	Ext 6731
Kerri Armstrong	Nurse	Rm 9	Ext 6709
Toni Ruiz	Special Ed Aid/TSW	Rm 5	Ext 6005
Jessi Clonts	Child Care Receptionist	Rm 10	Ext 6730
Armida Brisco	Child Care Food Specialist	Rm 10	Ext 6730
Cenika Gonzales	Associate/Child Care	Rm13	Ext 6730
Samantha Flores	Associate/Child Care	Rm 13	Ext 6730
Mitzi Bingham	Associate/Child Care	Rm 15	Ext 6730
Teresa Bilicic	Associate/Child Care	Rm 15	Ext 6730
Justice Villalba	Associate/Child Care	Rm 13/15	Ext 6730
Joan Olsen	Intervention Specialist	Office	Ext 6702
Rebecca Carrasco	Intervention Specialist	Office	Ext 6712
Tracy Good	Vocational Aide	Rm 16	Ext 6731





## **WELCOME TO MT. GRAHAM HIGH SCHOOL**

This is the twentieth-first year of operation for Mt. Graham High School. MGHS is a unique school filled with friendly and knowledgeable faculty members who are eager to work closely with students and parents to establish a strong bond of support to ensure each student's success. We want you to find a place among us where you can earn your diploma, grow intellectually, and build meaningful relationships. Becoming a member of our school family is a privilege and as a part of our school, you will have to accept some responsibility for this and your own success. We expect regular attendance, good behavior, and honest efforts in each class. Because of your effort, you will find success here as you diligently try to learn the materials presented by your teachers. The teachers at MGHS are professionals. They have invested many years and have mastered their subject matter, teaching skills, and compassionate hearts. As you put forth the effort to absorb the ideas, facts and attitudes presented, you will notice that learning becomes easier and brings additional meaning to your life. We look forward to working with you and hope this handbook will provide the essential procedures and policies for you to work comfortably with us.

### **Principal's Message**

Dear Students, Staff and Parents:

Welcome to the 2018-2019 school year! Our commitment at Mt. Graham High School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the twenty-first century.

High standards and expectations for all students concerning classroom behavior, academic performance, co-curricular participation, and responsible citizenship are the foundations of our school. We are continually teaching and modeling these standards and expectations and ask each of our students to commit to maintaining them consistently in order to achieve success. The contribution of our students to our school community makes MGHS an exceptional learning opportunity. Full participation in academic and co-curricular programs (CTE and GIFT) and a willingness to act responsibly as an individual within our educational environment are the factors that enable all to have a successful and enjoyable year.

Below are our beliefs regarding teaching and learning that we developed as part of this process.

We believe that effective teachers:

- Create opportunities for intellectual risk-taking, collaboration, problem-solving, and application of classroom learning to real life situations;
- Implement strategies that promote ownership of learning to students;
- Design instruction to integrate a variety of innovative technological tools and resources to enhance learning;
- Demonstrate ongoing professional growth in order to increase the quality of instruction;
- Collaborate with colleagues to share and discuss exemplary practices, interpret student performance data, and design assessments that promote twenty-first century skills.

We believe that successful students:

- Communicate in a meaningful way for a variety of purposes and audiences;
  - Employ critical and creative thinking skills to solve problems; and
  - Pose questions, examine possibilities, and apply skills to find solutions to authentic issues.
  - Make positive choices related to physical and mental wellness; and
  - Contribute to the local and global community in a collaborative and respectful manner
- conclusion, I wish you all a wonderful school year. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open. I can be reached at [eromero@saffordusd.com](mailto:eromero@saffordusd.com). I am honored to serve as your principal.

Sincerely,

Edward J. Romero, M.Ed.  
Mt. Graham High School Principal

## **MT. GRAHAM HIGH SCHOOL MISSION STATEMENT**

**ALL STUDENTS WILL BE PROVIDED OPPORTUNITIES TO REACH THEIR POTENTIAL FOR ACADEMIC EXCELLENCE AND SOCIAL GROWTH.**

### **RATIONALE**

Mt. Graham High School recognizes that each student is unique and has individual needs. MGHS provides an education for:

- Students Identified as Dropouts
- Students in Poor Academic Standing who are either behind on Academic Credits or have demonstrated a pattern of failing grades.
- Pregnant and Parenting students
- Adjudicated Youth

We believe that the most important aspect of the teaching/learning process is a caring and empathetic teacher. This is achieved by providing personalized education, and at the same time, facilitating common learning experiences. It is the students' responsibility to accept this opportunity to reach their full potential.

## GRADING SCALE

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
Below 70 - FAILING

## 2018/19 CLASS SCHEDULES

### Bell Schedule

2018-2019 CLASS SCHEDULES Monday -Thursday

1st HOUR	8:00 am	9:00 am
2nd HOUR	9:00 am	10:00 am
3rd HOUR	10:00 am	11:00 am
4th HOUR	11:00 am	12:00 pm
5th HOUR	12:00 pm	1:00 pm
6th HOUR	1:00 pm	2:00 pm
7th HOUR	2:00 pm	3:00 pm

2018-2019 CLASS SCHEDULES FRIDAY

1st HOUR	8:00 am	9:00 am
6th HOUR	8:00 am	9:00 am
2nd HOUR	9:00 am	10:00 am
7th HOUR	9:00 am	10:00 am
3rd HOUR	10:00 am	11:00 am
4th HOUR	11:00 am	12:00 am
5th HOUR	12:00 am	1:00 pm

**ADULT ED** Tuesday Evenings  
5:30 pm 7:30pm

## MGHS Master Calendar 2018-2019

<b><u>Aug-18</u></b>		<b><u>Sep-18</u></b>	
July 30	New Teachers Report	3	No School - Labor Day
6	All Teachers Report	21	Site Council
8	School Begins	12	<b>Parent teacher Conference 5:30-7:00</b>
22	Adult Ed Registration		Picture Day
	Site Council		
<b><u>Oct-18</u></b>		<b><u>Nov-18</u></b>	
		12	No School- Veterans Day
5	End of 1 <sup>st</sup> Quarter (42 days)		Site Council
	Site Council	21	Half Day School
10-15	Fall Break	22, 23	Thanksgiving Break
<b><u>Dec-18</u></b>		<b><u>Jan-19</u></b>	
21	Half Day School	7	School Resumes
21	End 2 <sup>nd</sup> Quarter (48 days)		Site Council
21	End of 1 <sup>st</sup> Semester ((90 Days)	21	No School Martin Luther King Day
24-Jan-4	Christmas Break		
<b><u>Feb-19</u></b>		<b><u>Mar-19</u></b>	
6	<b>Parent Teacher Conference 5:30-7:00</b>	8	End 3 <sup>rd</sup> Quarter (43 days)
	Site Council	11-15	Spring Break
18	President Day—No School		Site Council
<b><u>Apr-19</u></b>		<b><u>May-19</u></b>	
19	No School	14	Awards Assembly/CFA 10:30 am
22	No School	22	MGHS Graduation/ CFA 7:00 pm
		23	End 4 <sup>th</sup> Quarter (47 days) /End 2 <sup>nd</sup> Semester ((90 days) End School Year (180 days)
	Site Council		
		24	Last Day for Teachers



## GRADUATION REQUIREMENTS

All students enrolled in Mt. Graham High School must successfully complete courses prescribed by the State Board of Education and by the Governing Board of Safford Unified School District #1. In addition to the following course completing requirements, all students are required to take any and all required standardized test.

Class of:	
Subject:	2013 and Beyond
English	4.0
Social Studies	
World Geography and World History	1.0
American History	1.0
US Government and Economics	1.0
Mathematics	
Must complete at least Algebra I, Geometry and Algebra 2 or its equivalent And One Additional Math Classes...Must have math during senior year	4.0
Science	
Biological Science	1.0
Physical Science	1.0
1 Additional Science	1.0
Fine Arts or Vocational Arts (Counts towards Electives)	1.0
Physical Education and Health	1.0
Electives (FA and VA 1.0 credits included)	9.0
<b>Total</b>	<b>24.0</b>

A student MGHS may graduate as soon as they finish requirements for graduation. All graduates will receive their diplomas in May.

**Graduation Fees: \$40.00** includes use of cap and gown.

**ENROLLMENT FEE:** Registration fee is **\$60.00** cash only. The fee is nonrefundable. A transfer fee (MGHS to HDPA or HDPA to MGHS) of \$25.00 charged.

## Dress Code

1. No Pajama or flannel pants.
2. Yoga pants/leggings/ tights, etc... may only be worn with a shirt or dress that reaches the fingertips.
3. No House slippers. If it looks like a house slipper and the sole feels like a house slipper, it is considered a house slipper.
4. No visible undergarments, spaghetti straps, or racer (Y) backed shirts.
5. No strapless of any kind, even if covered with another shirt.
6. All tops must have straps at least three fingers in width.
7. No “wife-beaters,” large arm-holed tanks, or jerseys without a sleeved shirt underneath.
8. Keep your cleavage covered. Do the armpit challenge,
10. Skirts and shorts must reach the center knuckle of your hands at your sides.
11. Clothing may in no way display, advertise, or encourage the use of any drug, alcohol, tobacco, illegal activity, weapon, or display body parts that would not follow the dress code.
12. Hoods of a hooded sweatshirt or jacket are to be left off the head while in school.
13. Pants are to be worn at or above the hips--no “sagging” is allowed.
14. Bandanas are not to be worn in any way on the head or body or exposed from clothing.

## ATTENDANCE POLICY

In each 45 day grading period a student may only miss 10% of their scheduled classes. Due to Arizona’s new same day funding law, all absences must be excused within 48 hours of the absence. Time may only be made up on the same day. There are no excused tardiness and a student is considered absent after 6 minutes. Failure to maintain 90% will cause any student to lose their spot at Mt. Graham High School and be transferred to Henry Dunkerson Pathways Academy. Excused absences are absences that are reported on or before the date of absence (up to 24 hours following the absence) and considered reasonable by the school’s administrator and attendance secretary. Generally accepted reasons are as follows: medical or dental appointments, family emergencies and/or funerals, work related (with documentation), and pre-authorized family vacations.



## **Student Code of Conduct**

1. Students will attend school regularly and will maintain a 90% attendance rate.
2. Students will remain on campus during their assigned school hours
3. Students must be accompanied by a staff member to visit their vehicle during school hours.
4. Students will complete a minimum of 4 classes per 45 day grading period.
5. Students will continually work towards graduation and will do nothing to distract other students from their learning.
6. Students will refrain from close body contact while on campus (hugging, kissing, etc.) Holding hands is permitted.
7. Students will refrain from fighting or roughhousing in any way.
8. Students will refrain from any bullying tactics, including but not limited to intimidation, threats, or actual physical assault against other students, faculty, or staff in person or through any type of social media.
9. Students will control their language and not use profanity in or out of class.
10. Students will work on their classes while at school, not playing games or surfing the internet.
11. Students will follow Mt. Graham High School's Dress Code at all times.
12. Students will refrain from wearing apparel or personal belongings that promote or advertise tobacco, alcohol, drug products or paraphernalia, weapons, or are sexually explicit.
13. Students will take care of our facility and all equipment, not defacing or damaging it.
14. Students will not bring tobacco products of any kind onto the school campus. This includes all e-cigarettes, vapes, or hookahs.
15. Student cell phones are not allowed in any classrooms or during a student's scheduled hours or school day. If students choose to bring their cell phones to school they will be checked-in upon entering the classroom to an MGHS staff member. The cell phone will be locked up until the student leaves campus for the day. HDPAs students must adhere to the "No Cell Phone" policy while on campus as well. Exceptions may only be granted by the principal.
16. Students understand that MGHS is not responsible for any lost or stolen items.
20. Students will not come to school under the influence of drugs or alcohol.
21. Students will not bring or possess drugs, whether illegal, prescription, or over the counter, on to the school campus.
22. Students will not bring alcohol onto the school campus.
23. Students will not bring, possess, or try to sell drugs, alcohol, fireworks, knives or other dangerous instruments, weapons, or simulated weapons on to the school campus.

### **VISITOR POLICY**

Mt. Graham High School does not allow any visitors to accompany students to class. Anyone visiting the school must first check in with the office and, if approved by the principal, must wear a visible visitor pass at all times. Any unauthorized persons on campus are subject to arrest for trespassing.

### **SCHOOL BEHAVIOR/CLASSROOM CONDUCT**

Students will adhere to the Mt. Graham High School Contract if they want to be served at Mt. Graham High School. Students will also abide by all individual classroom rules.

### **BUS SERVICE**

No bus service will be provided.

## BREAKFAST/LUNCH PRICES AND PROCEDURES

ALL student families are encouraged to apply for the National School Lunch Program for free or reduced meal prices. This program can provide Free or Reduced price breakfast and lunch to your children attending school. Applications and income guidelines are in the school office. One application will cover all siblings in all grades. **ALL** applications and resulting meal price reductions are kept in the **STRICTEST CONFIDENCE**. The cafeteria cashier will not know a student's status when they "purchase" a meal. The computer system does it all internally.

### MEAL PRICES

	Free	Reduced	Full 9-12
Breakfast	free	\$ 0.30	\$1.50
Lunch	free	\$ 0.40	\$2.25

### CREDIT ACCOUNT FOR MEALS

Families that participate in the paid lunch program are encouraged to make deposits in their child's account to cover at least 2 weeks worth of meals. Any amount may be put on deposit with the cafeteria. Please make checks out to SUSD Foodservice and put your child's name and ID # on the check. The preferred payment method is by mail to the Cafeteria at the address above, but money may be paid on an account to the school secretary or payment may be made in the cafeteria line.

Grades 9 – 12 MEALS MAY NOT BE CHARGED.

Students will be notified by the cashier when their account has a balance less than \$10.00 (7 days of lunches). The student will be reminded by the cashier each day that their account needs a deposit. When their account is in the negative they will not be allowed to eat. Meals CAN NOT be charged UNTIL A DEPOSIT IS MADE. This gives the students 7 days to bring in a meal deposit.

\*Lunch must be ordered the day before and will be delivered to students in their classrooms.

## SCHOOL PICTURES

School pictures are scheduled each year in the fall for students.

## CREDIT OPTIONS

- ½ credit for each class passed in 45 day grading periods.
- Work Release** – designed for students with a job and an employer willing to work with the school. Student receives ½ credit for each 240 hours worked with a satisfactory rating from the workplace supervisor. Student must enroll with the work release coordinator before work hours can be counted for credit. Maximum of 3 credits allowed. (6 total classes)
- EAC attendance** – students who qualify may concurrently enroll with Eastern Arizona College in any program. Satisfactory completion of an EAC class will also mean credit at MGHS. 3 EAC credits=1/2 MGHS credit. Student must have administrative approval.
- Internships** – a student may receive credit based on time worked and evaluation of work supervisor for a job for which he/she **does not** get paid in a registered business (licensed and files federal business tax forms). ½ credit = 120 hours or verified work. Maximum of 2 credits allowed.
- Voluntary Community Service** – a student may earn credit for voluntary (not court-ordered) community service based upon enrollment with the school community service coordinator and satisfactory rating from community service mentor. Work must be done for an approved community agency or with pre-approval of community service coordinator. ½ credit = 70 hours of verified work. Maximum of 2 credits allowed. (4 total classes)
- Academic Credit Earned in Rehabilitation Units** – with a state certified academic program or is accredited with North Central Accreditation or its equivalent.

## IMMUNIZATIONS

Arizona State Law requires all students attending school to have current immunization records on file with the school nurse before attending class. Students failing to meet this stipulation must be suspended from school until cleared by the school nurse.

## FUND RAISING

It is the policy of the Safford Governing Board to allow students in classes, clubs, and school organizations to raise NECESSARY funds on which they depend for operation. These fund-raising activities should be restricted, as much as possible, so as not to become burdensome to students, parents, or the community. Unethical and illegal selling methods, as well as selling methods which may endanger students, such as door to door, are not allowed. Students will not be assessed nominal amounts of money for not participating in fundraisers.

All fund raising activities must receive approval from the principal and all monies raised are to be deposited in the school account and accounted for through procedures as established by ARS 15-1121 through 1124.

## **SEARCH AND SEIZURE**

A school official may conduct a search whenever they have reasonable belief that the person or property searched possess or contains an item, which violates law or Governing Board policy. The search may involve a student or property assigned to the student such as school lockers or desks. Items discovered in violation of the law or Governing Board policy will be seized. This includes but is not limited to dangerous instruments, deadly weapons, illegal drugs, paraphernalia, pagers, and other electronic devices. Items provided by the District for storage (e.g. lockers desks) of personal items are provided as a convenience to the student but remain the property of the school and subject to its control and supervision. Students have no reasonable expectancy of privacy and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice and without permission of the student or his parent or guardian by school personnel.

## **SIGNS AND POSTERS**

The Principal must approve all signs/posters before they can be posted. Any approved signs/posters or brochures will be displayed on the main hall bulletin board. Any promotional literature will be displayed in the front office.

## **TELEPHONE**

Telephones are for school business use only. Students needing to use a school phone must first check with the building administrator or secretary. Students will not be allowed to receive phone calls unless it an emergency. Any emergency phone call will be directed to the principal and/or the counselor prior to the student receiving the call.

## **PUBLIC DISPLAY OF AFFECTION**

Any close body contact between students at Mt. Graham High School (hugging, kissing, etc.) will not be tolerated on school property during the school day or during school functions. Holding hands is permitted.

## **STUDENT PARKING**

Students **need to be accompanied by a staff member** to go to their vehicle during school hours. Unauthorized vehicles in the parking lot will be towed at the owner's expense. Students will be denied parking privileges if they operate their vehicle in an unsafe manner on campus.

## **FIELD TRIPS**

From time to time the students at Mt. Graham High School are given the opportunity to go on school related field trips. A student must obtain a parental permission slip/a medical emergency information form from their instructor with the proper parental signature before they will be allowed to leave the school grounds. A student, while on a field trip, will be governed by the rules of conduct presented in the student handbook/contract. Students participating in field trips, taking packs, lunch boxes, or sacks, will be subject to inspection by sponsors, teachers, chaperons, or administration before leaving and returning from field trips. Students who fail to abide and uphold the field trip policies and procedures are subject to being banned from any student field trips for the remainder of their high school career.

## **STUDENT ASSISTANTS**

Being a student assistant is a privilege that is granted to a few select students. In order to remain an assistant the student must meet the following requirements.

1. Have the permission of administrator and teacher.
2. Maintain a B or 3.0 averages in all classes.
3. An assistant that demonstrates inappropriate student conduct will also be rescheduled to an academic class.

## **POLICY AND PROCEDURES ON STUDENT DISCIPLINE SCHOOL BOARD POLICY - JK/JK-R**

### **INTRODUCTION**

A. Purpose of Policy: The purpose of this policy is to; (1) define conduct that may result to discipline of a student; (2) set forth due process procedures for various types of disciplines actions that may be taken as result of excessive.

B. Application of Policy: A student who engages in conduct prohibited by this Board Policy may be disciplined; disciplined may include, but is not limited to, any open or any combination of the following: reprimand; parent conferences; opportunity time; temporary exclusion from the classroom; loss of privileges; withdrawal from class; suspension; or expulsion.

A student may be subject to the same or lesser discipline for attempting to engage in prohibited conduct, as the student would have received if the student had successfully engaged in the prohibited conduct.

J-4600 @ JK



## STUDENT DISCIPLINE

The Superintendent shall recommend policies and develop procedures for the discipline of students that comply with A.R.S. 15-843. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

### Temporary Removal

Teachers are authorized to temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accord with:

- Rules established for the referral of students.
- The conditions of A.R.S. 15-841, when applicable.

The Superintendent shall establish such rules as are necessary to implement the temporary removal procedure.

### Threatened an Educational Institution

Threatened an educational institution means to interfere with or disrupt an educational institution as found in A.R.S. 15-841 and 13-2911. A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program.

Information concerning a student's disciplinary record will be held in the strictest confidence.

Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

Adopted: date of manual adoption

LEGAL REF.: A.R.S. 13-403 et seq.

13-2911

15-341

15-342

15-841

15-842

15-843

15-844

A.A.C. R7-2-807

CROSS REF.: JIC - Student Conduct

JKA - Corporal Punishment

JKD - Student Suspension

JKE - Expulsion of Students

J-4611 @ JK-R

## STUDENT DISCIPLINE

A student may be subject to disciplinary action when the student:

- Engages in conduct that is disorderly, i.e., intentionally causing public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:
  - Fighting or engaging in violent behavior.
  - Making unreasonable noise.
  - Using abusive or obscene language or gestures.
  - Obstructing vehicular or pedestrian traffic.
  - Creating a hazardous or physically offensive condition by any act that serves no legitimate purpose.
- Engages in conduct that is insubordinate, i.e., failing to comply with the lawful direction of a teacher, school administrator, or other school employee in charge of the student.
- Endangers the safety, morals, health, or welfare of others by any act, including but not limited to:
  - Selling, distributing, using, or possessing alcohol, drugs, or other controlled substances or drug paraphernalia.
  - Selling, distributing, using, or possessing weapons, fireworks, or other dangerous instruments, contraband or look alikes.
  - Selling, distributing, using, or possessing obscene materials.
  - Using profane, vulgar, or abusive language (including ethnic slurs).
  - Gambling.
  - Hazing.
  - Engaging in lewd behavior.
- Engages in any of the following forms of academic misconduct:
- Lateness for, missing, or leaving school or class without permission or excuse.
- Cheating (looking up test questions on the internet, including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test-taker, and other forms of unauthorized collusion).
- Plagiarism.
- Engages in conduct violative of the Board's rules and regulations for the maintenance of public order on school property.
- Has a record of excessive absenteeism.
- Is believed to have or actually has committed a crime.

Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.

### **Permissible Penalties**

The range of penalties that may be imposed for violations of student discipline rules include, but are not limited to, the following:

- Verbal warning.
- Written warning.
- Written notification to parents.
- Probation.
- Detention.
- Suspension from social or extracurricular activities.
- Suspension of other privileges.
- Exclusion from a particular class.
- In-school suspension.
- Community service.
- Suspension.
- Alternative to Suspension Program.
- Expulsion.
- Alternative to Expulsion Program.

Depending upon the nature of the violation, student discipline may be progressive, i.e., generally, a student's first violation should merit a lighter penalty than subsequent violations. A District employee or agent should take into account all other relevant factors in determining an appropriate penalty. The above penalties may be imposed either alone or in combination.

### **Student Disciplinary Proceeding**

Each school will establish a procedure that at a minimum will provide the principal, or the designee of the school administrator, with documentation of the teacher's reason(s) for the temporary removal of a student from class. Refusal to readmit per A.R.S. 1.5-841:

- Upon discussion, by the administrator with the teacher, of disciplinary action implemented in conjunction with a temporary removal in accord with the rules established by the Board, the teacher will be required to state intent to readmit or refuse to readmit the removed student. If the teacher refuses to readmit the student, the reason shall be written by the teacher, explaining the conditions used to determine the removal, and shall be provided to the administrator by the next business day following the temporary removal.

- Either of the following conditions must exist for a temporary removal per A.R.S. 15-841:
  - The teacher has documented that the pupil has repeatedly interfered with the teacher's ability to communicate effectively with the other pupils in the class or with the ability of the other pupils to learn.
  - The teacher has determined that the pupil's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other pupils in the classroom or with the ability of the other pupils to learn.
- The matter will be referred to the school placement review committee (SPRC) constituted in accord with statute if the conditions are consistent with those stated in A.R.S. 15-841. Within three (3) business days following the date of temporary removal, the SPRC shall determine to, either place the student in a new class or return the student to the existing class if that is the best or only practicable alternative.
- If the student is qualified for educational services under the Individuals with Disabilities Education Act (IDEA), any change in the student's individualized education program (IEP) shall be determined by the IEP team in accord with federal regulations.

Any teacher, administrator, Board member, parent, or other person may report a violation of student disciplinary rules to an administrator. The administrator will then make an investigation of the charges as deemed appropriate and will institute appropriate proceedings.

This information for the maintenance of public order on school property will be publicized and explained to all students and provided in writing to parents as requested. In order to promote effectiveness of student discipline, the assistance of parents in enforcing rules for student discipline shall be invited and encouraged.

### **Involving Staff Members**

The principal is responsible for involving staff members of the school in the development of a positive plan for student discipline. All staff members are responsible for implementing the plan of student discipline for the school.

**J-5361 © JLCD-  
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# ADMINISTERING MEDICINES TO STUDENTS

## (Medication Procedures)

### **Prescription Drugs**

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

#### *Administration by school personnel:*

The medication must be prescribed by a physician.

The parent or guardian must provide written permission to administer the medicine to the student. Appropriate forms are available from the school office.

The medication must come to the school office in the prescription container as put up by the pharmacist. Written directions from the physician or pharmacist must state the name of the patient, the name of the medicine, the dosage, and the time it is to be given.

An administrator may designate a school employee to administer the medication.

Drugs must be kept in their original containers in a locked medicine cabinet.

#### *Self- administration:*

When the physician feels it is necessary for the student to carry and self-administer the medication, the physician shall provide written recommendations, to be attached to the signed parent permission form.

The parent or guardian must provide written permission for the student to self-administer and carry the medication. Appropriate forms are available from the school office.



## **Over-the-Counter Medication**

When it is necessary for a student to receive a medicine that does not require a prescription order but is sold, offered, promoted, and advertised to the general public, the following procedure has been established to ensure the protection of the school and the student:

### ***Administration by school personnel:***

Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs.

Any over-the-counter drug or medicine sent by the parent to be administered to a student must come to the school office in the original manufacturer's packaging with all directions, dosages, compound contents, and proportions clearly marked.

An administrator may designate a school employee to administer a specific over-the-counter drug.

Each instance of administration of an over-the-counter drug must be documented in the daily log.

Over-the-counter drugs must be kept in their original containers in a locked medicine cabinet.

### ***Self-administration:***

Written permission must be provided by the parent or guardian for the administration of specific over-the-counter drugs by the student.

Over-the-counter drugs or medicine sent by the parent to be administered by the student must be kept by the student in the original manufacturer's packaging, with all directions, dosages, compound contents, and proportions clearly marked.

*Necessity* for self-administration of an over-the-counter drug or medicine shall be determined by the student's physician and must be verified by a signed physician's statement attached to the parent or guardian permission form, indicating the specific drug or medicine.





## **Protection of Students**

Use or administration of medication on school premises may be disallowed or strictly limited if it is determined by the Superintendent, in consultation with medical personnel, that a threat of abuse or misuse of the medicine may pose a risk of harm to a member of the student population.

The student shall take extraordinary precautions to keep secure any medication or drug, and under no circumstances shall make available, provide, or give the item to another person. The student shall immediately report the loss or theft of any medication brought onto school campus. Violation of this regulation may subject the student to disciplinary action.

## **CHILD FIND**

Public Law 105-17, The Education Act for All Handicapped Children of 1997 requires school districts to:

- 1) Provide a free and appropriate public school program for every handicapped child.
- 2) Locate all handicapped children who are in need of special services.
- 3) Develop an individual educational program (IEP) for every child currently enrolled in a public school special education program.
- 4) Protect the rights of every handicapped child by assuring due process, confidentiality of records and parental involvement in the IEP process.
- 5) Gain parental consent for special education placement of a child.
- 6) Allow parents to review records including access lists. Granting of consent is voluntary and may be withheld at any time. Results of an independent evaluation shall be considered in placement.

For more information on services for students with disabilities, contact the school office or the District Special Education Office at 348-7045.

### **THE CHILD FIND PROJECT NEEDS YOUR HELP IN LOCATING HANDICAPPED CHILDREN WHO ARE NOT IN SCHOOL.**

If you know of such a child, call us and we will contact the parent. Phone 348-7053.

**THIS DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, OR HANDICAP IN ITS EDUCATIONAL PROGRAMS OR ACTIVITIES, WHICH IT OPERATES, OR IN ITS EMPLOYMENT PRACTICES.**

The District's Title IX Coordinator can be reached at 348-348-7054, or at the Robinson Administration Center at 734 11<sup>th</sup> Street, Safford, AZ 85546.

The Safford Unified School District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

# The 12 Guiding Principles of Exceptional Character

- **Adaptability**- The ability and willingness to change. To put oneself in harmony with changed circumstances. To be ready and willing to adjust as necessary to the changes in people and circumstances that arise in daily life.
- **Compassion**-Kindness. The desire to help others in distress. To show kindness and concern for others in distress by offering help whenever possible.
- **Contemplation**- Giving serious consideration to something. To think things through with proper care before taking action.
- **Courage**-Bravery. The willingness to put one's beliefs into practice, the capacity to meet danger without giving way to fear. To face difficulty or danger and express your beliefs even if you are afraid.
- **Honesty**- Truthfulness, sincerity. The act or condition of never deceiving, stealing, or taking advantage of the trust of others. To be truthful in all that you do and never deceive, steal, or take advantage of the trust of others.
- **Initiative**- Eagerness to do something. To take responsible action on your own, without prompting from others.
- **Loyalty**- Faithfulness, dependability. The quality of being faithful to another person in the performance of duty; adhering to a contract with another person. To show others that you are dependable when you have a commitment to them.
- **Optimism**- Positive beliefs. The inclination to take a hopeful view or think that all will work out for the best. To strive to be positive in your beliefs about yourself, others, and the future.
- **Perseverance**-Hard work. The quality of trying hard and continuously in spite of obstacles and difficulties.
- **Respect**- Regard, value, admires, and appreciates. Special esteem or consideration in which one holds another person or thing. To show regard for yourself, others, and the world around you.
- **Responsibility**- Accountability. To consider oneself answerable for something. To demonstrate that you consider yourself to be accountable for your actions and that you follow through on your commitments.
- **Trustworthiness**- Reliability. Dependable, deserving of trust and confidence.

**ADMINISTERING MEDICINE  
TO STUDENTS  
AT MGHS**

**(Request for Giving Medicine at School)**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

Medication \_\_\_\_\_

Diagnosis/reason for giving: \_\_\_\_\_

Time to be given \_\_\_\_\_ a.m. Time to be given \_\_\_\_\_ p.m.

Dates from \_\_\_\_\_ to \_\_\_\_\_

Prescription medication must be in the original container as prepared by a pharmacist and labeled, including the patient name, name of medication, dosage, and time to be given. An over-the-counter medication must be in the original packaging, with all directions, dosages, compound contents, and proportions clearly marked. Student misuse of medication being self-administered may result in seizure and disciplinary action.

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

A signed physician's statement indicating the necessity must accompany any request for self-administration of medicine, whether it is prescription or over-the-counter medicine.



**MGHS STUDENT HANDBOOK**

I HAVE READ AND UNDERSTAND THE MGHS STUDENT HANDBOOK.  
(Please sign/date and return to the office. Thank you)

\_\_\_\_\_

(Student)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Parent)

\_\_\_\_\_

(Date)

