

## **Camp Verde Unified School District Mission:**

Providing students a safe and caring environment in which knowledge, skills, and attitudes enable learners to become productive citizens.

*“Respect, Integrity, Positive Relationships, Accountability”*

### **OUR VISION**

Our District Will:

- Foster confidence, excellence, integrity, and a sense of belonging.
- Ensure each learner studies a challenging, academic, and relevant curriculum, which enhances social, emotional, physical, and ethical development.
- Work in partnership with all families and the community as an organization of engaged, motivated lifelong learners.

### **CAMP VERDE HIGH SCHOOL**

Students will **REACH** at CVHS

**R**eteach and Enrich

**E**nsure every minute counts

**A**chieve success only when students learn

**C**ome together as a team

**H**ave high expectations

### **STUDENT BEHAVIOR GUIDELINES**

Students at CVHS will **ACT**

**A**re Respectful and Trustworthy

**C**are about Each Other

**T**ake Responsibility

### **ACCREDITATION**

COGNIA (Formerly - NCA)

# Camp Verde High School 2023-2024 Bell Schedule 4 Day School Week

## Regular Schedule

1 <sup>st</sup>	7:42 am -8:54 am	(72 min)
2 <sup>nd</sup>	9:01 am-10:10 am	(69 min)
3 <sup>rd</sup>	10:17 am-11:26 am	(69 min)
4 <sup>th</sup>	11:33 am-12:42 pm	(69 min)
Lunch	12:42 pm-1:20 pm	(38 min)
5 <sup>th</sup>	1:20 pm-2:25 pm	(65 min)
6 <sup>th</sup>	2:30 pm-3:35 pm	(65 min)

Staff Hours: 7:00 am – 4:30 pm

**Tutoring: Mon – Thur. 7:10 am until 7:40 am (30 min.) and 3:35 pm until 4:30 pm.**

## SCHOOL DAILY SCHEDULE AND ANNUAL CALENDAR

The school year is made up of two semesters, each 18 weeks long. Camp Verde High School’s bell schedule will be a six period, 65-70 minute schedule, a 5-7 minute passing time between periods, and a 38 minute lunch period. A school year calendar is also included in this handbook.

**EQUAL OPPORTUNITY:** Camp Verde High School is committed to the principle of equal opportunity in education. No person on the basis of race, color, creed, religion, gender, handicap, or national origin will be subjected to discrimination or denied the benefits of or be excluded from any educational program activity.

## MEDIA PHOTOGRAPHS

**Please contact the CVHS office if you do not want your student to be photographed for publication or interviewed by a media representative.**

# Camp Verde Unified School District

## DISTRICT CONTACTS PHONE NUMBERS

Mr. Steve Hicks, Superintendent .....	567-8234
Transportation and Maintenance.....	567-8050
School Board’s Secretary.....	567-8005
Mrs. Susan Collier, District Nurse .....	567-8020

## BOARD OF EDUCATION

Ms. Thomasene Cardona, Mrs. Helen Freeman,  
Mrs. Carol German, Ms. Maraya Oothoudt, Mrs. Sharon Petrie

# Camp Verde High School

## HIGH SCHOOL CONTACTS PHONE NUMBERS

Mr. Mark Showers, CVHS Principal .....	567-8036
Mr. Dan Wall, Athletic Director .....	567-8037
Mr. Rod Benson, Lead Teacher .....	567-8083
Mrs. Jane Mathews, Guidance Counselor.....	567-8039
Mrs. Lorraine Acheson, Guidance Counselor.....	567-8040
Mrs. Jill Rayburn, Principal’s Secretary/Bookkeeper.....	567-8035
Mrs. Blanca Urias, Attendance/Registrar/Guidance .....	567-8041
Mrs. Crystal Drake, Assistant Principal/AD’s Secretary .....	567-8033
Mrs. Serenity Trahin, Health Aide & Print Center .....	567-8034

## HIGH SCHOOL STAFF

**Career & Tech:** Mr. Tracy Tudor, Mrs. Tina Purinton,  
Mrs. Kristi Mulcaire, Mr. Clinton Teague, Mr. Michael Sells, Mrs.  
Jordan Harris, Ms. Erin Kellogg

**English:** Mrs. Lara Lawrence, Mrs. Rebecca Westfield, Mr. Joseph  
Stoltman, Mrs. Brianne Buckley

**Fine Arts & Music:** Mr. Thom Middlebrook, Mrs. Charity Worden,

**Foreign Language:** Mr. Nicholas Pabst

**Math:** Mr. Dan Wall, Mr. Darrell Lewis, Mr. David Andrews, Mr.  
Rick Walsworth, Mrs. Rachele Watkins

**Physical Education:** Mrs. Deborah Miller, Mr. El Jones

**Science:** Ms. Donna Brunjes, Mr. Todd Nissle, Ms. Elaine Fitzgerald

**Social Studies:** Mr. Brandon Messick, Mr. Jeff Luera, Mr. Matt Harris

**Trainer:** Ms. Erin Kellogg

**Special Needs:** Ms. Charlotte Robinson, Mrs. Lois Warren, Mrs.  
Marie Gustin

**Support Staff:** Rick Watkins – Monitor, Richard Garcia – Custodian,  
Miriam Urias - Custodian

## CAMP VERDE HIGH SCHOOL GRADUATION REQUIREMENTS

	Minimum Credits for Graduation for Class of 2023-25	University Entrance Requirements
English	4	4
Math	4	4
Science	3	3
World History*	0.5	0.5
Geography*	0.5	0.5
US/AZ History	1	1
US/AZ Government	0.5	0.5
Economics/Free Enterprise	0.5	0.5
CTE and/or Fine Arts	3	3 or 4
Foreign Language	0	2
Physical Education	1	1
Miscellaneous Electives	5	3 or 4
<b>TOTAL:</b>	<b>23</b>	<b>23</b>

a) Must complete Algebra I, Geometry, Algebra II, and a course for which Algebra II is a prerequisite or other approved math courses.

\* World History and Geography are currently taught as one (1) course at CVHS

\*\* The competency requirements for social studies shall include a requirement that, in order to graduate from high school or obtain a high school equivalency diploma, a pupil must correctly answer at least sixty (70) of the one hundred (100) questions listed on a test that is identical to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services.

•**Note:** These **graduation requirements must be completed in order to participate in graduation exercises** as per board policy. It is the responsibility of all students to make sure they have sufficient credits and required courses to graduate from high school.

•**Camp Verde High School Seniors are required to take four periods a day to be considered a full-time student. The principal may give consideration for students who are on track for early graduation.**

**EARLY GRADUATION:** A student desiring graduation prior to the second semester his/her senior year must submit a written request to the principal during the first half of the semester preceding the semester of desired completion. (Ex: request by 15 March if wish to graduate in December) The request must contain the reason for the request and written approval of the student's parents/guardians.

**ENROLLMENT PROCEDURES:**

**Initial enrollment is held at the high school office. Contact Attendance/Counseling department for further information (567-8041).**

When parents enroll their children in school for the first time, they must bring the following items:

- A. A birth certificate (not a hospital record)
- B. A validated and current immunization record
- C. A document showing proof of residence (utility bill, rental receipt) with the parent's name and address.
- D. Letter of understanding, signed by parent or legal guardian upon completion of reviewing student handbook.

**CONCURRENT ENROLLMENT**

With Other School Districts: a student enrolled in the Camp Verde Unified School District may not enroll in another school district without first withdrawing from CVUSD. Credits earned from charter schools, on-line schools, private schools, etc. while a student is enrolled in CVUSD will not be accepted for transfer, applied to graduation requirements, or indicated on a CVUSD transcript.

With Institutions of Higher Education: Students who obtain pre-approval from the high school principal may enroll for advanced coursework at junior colleges, colleges, or universities while retaining enrollment in CVUSD. Students are encouraged to excel through advanced coursework beyond CVUSD graduation requirements.

**DUAL ENROLLMENT:** Several courses in CVUSD are offered for dual enrollment with Yavapai College. Such courses developed in partnership with post-secondary institutions allow students to earn CVUSD credits while at the same time earning college credits. Choosing the dual enrollment option for a particular class may or may not require the students to pay fees for the college coursework.

**ONLINE CREDIT LIMIT:** CVHS students are limited to 1 online credit per subject area (Math, English, Science, etc.) while taking classes at CVHS. This includes both credit recovery and get ahead classes.

**CHANGE OF STATUS:** Please notify the attendance clerk or registrar if a change of guardianship, student marital status, address, or telephone number takes place.

**STUDENT RECORDS:** Cumulative and attendance files are located in the Guidance Office. Discipline files are located in the office of the Assistant Principal. Special Education program records are located in the Student Service Director's office (567-8071).

**PLACEMENT IN GRADE LEVEL:** Placement of students into required courses is determined by grades earned in previous courses. Grade level is determined by the total number of credits the student has accumulated by the end of the previous year, as follows:

**6 credits - Sophomore   12 credits – Junior   18 credits – Senior**

**TRANSFER OF CREDITS:** The following guidelines have been established for the acceptance of transfer credits from other institutions:

1. Credits from other accredited high schools (see policy JFABC) will be accepted for students transferring to Camp Verde High School.
2. Students who were on track for graduation at their previous high schools may need adjustments in graduation requirements from Camp Verde High School in order to graduate. This will be done on an individual basis and only with the approval of the counselor and principal.
3. A student must be enrolled at Camp Verde High School in order to apply for college credit toward high school graduation. College credits are transferred at the rate of three-semester hours equals one-half high school credit.
4. Duplicate courses will not receive additional credit under any circumstances.
5. Credits earned through home schooling, at a non-accredited charter school, or any other non-accredited public school may be awarded elective credit. Core credits will not be awarded (see policy JFABC).
6. CVHS may accept summer school credits earned in some other accredited high school. If a school operates a summer school, the courses offered shall be under the instruction of teachers and the supervision of administrators who meet Cognia (NCA) standards.

**Incoming Transfer Credit Requirements.** Students enrolling at Camp Verde High School must have the following credits or will have to enroll at Camp Verde Online for credit recovery.

9<sup>th</sup> grade. No Credit requirement to enroll.

10<sup>th</sup> grade. No Credit requirement to enroll.

11<sup>th</sup> grade. Student must have completed at least 9 credits to enroll.

12<sup>th</sup> grade. Student must have completed at least 15 credits to enroll.

**GUARDIANSHIP.** Students whose parents are residents of the state but not the district must provide guardianship papers that indicate that the adult assumes the responsibility for the student and the student's actions.

**WITHDRAWAL PROCEDURE.** Parents should inform the school as soon as possible to clear all records before the student's final day of school. Parents must come to the office to withdraw their son/daughter. Forms for withdrawal or transfer may be obtained from the Registrar (567-8041). This process requires that the student clear all school debts, clear the locker, and sign out of classes before withdrawal from school. Parents wishing to withdraw their students must present their reasons in person or in writing. Official records will be sent to the receiving school upon request of the receiving school after all check-out procedures have been completed. Each student is requested to fill out an Exit Interview form when withdrawing.

### **Withdrawing From Class and Class Schedule Changes**

**1<sup>st</sup>/2<sup>nd</sup> Semester:** a) Students may drop/add classes without penalty only during the first four school days of the beginning of the semester, providing there is room in the desired class and class period. b) After the fourth day and through the eighth day, students may drop/add classes **only with parent approval and teacher approval**, providing there is room in the desired class and class period. c) After the eighth day, students may drop/add classes only with parent approval and with the knowledge that they will receive a grade of **WF** (withdrawn, failing) for the dropped class and may not receive credit for the added class. Proper forms may be obtained in the counseling office. School administration understands that unique circumstances can occur and the principal may review individual cases that fall outside the requirements indicated above. However, no class or course changes will be made solely based on preference for teacher or class period.

**STUDENT GRADES:** The grade given to each pupil shall be determined by the teacher of the course. Therefore, questions about grades should be directed to the teacher. Parents are encouraged to contact their student's teacher by phone or email to discuss their student or set up a conference.

It is helpful for the parent or the teacher to **request a conference** involving parent, teacher, and student for the purpose of reviewing the student's work for the grading period and to express expectations regarding the next grading period. A counselor or administrator may be invited to participate in this conference.

Parents may find out more about the grading policies of their student's teachers by referring to the specific classroom guidelines and grading procedures that will be sent home for parental signature during the first week of school. Open House night is also a great source of information for parents.

With this in mind, the following guidelines for grading will be followed at Camp Verde High School:

1. The grade the student receives will reflect an evaluation of the pupil's performance. It will also determine the extent to which the pupil is progressing from a given point in proportion to his/her own abilities.
2. The teacher will use every means possible to arrive at a fair and impartial judgment of each student and his/her work.
3. Grades must allow consistent interpretation by the student, parent, teacher, and administration.
4. The following grading scale will be used by all instructors at CVHS:

"A" = 90 - 100% - EXCELLENT

"B" = 80 - 89% - ABOVE AVERAGE

"C" = 70 - 79% - AVERAGE

"D" = 60 - 69% - BELOW AVERAGE

"F" = 0 - 59% - FAILING

"W" = Withdrawn from class

"WF" = Withdrawn Fail

"I" = Incomplete

**INCOMPLETES:** Incomplete (I) may be used on the grade report for those students who have been absent due to illness or family tragedy. All incompletes must be made up within two weeks from the end of the grading period. Incompletes will be replaced with a grade based upon the work completed during the two-week extension at the end of the grading period.

**FINAL EXAMS:** All students are required to take the semester final exam which is up to 20% of their semester grade. Students wishing to take finals early must fill out the early test form no later than 2 weeks before the exam. The form must have each teacher's signature and be signed by the principal.

**ACADEMIC DISHONESTY:** Honesty underlies all academic endeavors and successes. Scholastic dishonesty will be neither tolerated nor ignored at Camp Verde High School. Scholastic dishonesty includes, but is not limited to, cheating on a test, and plagiarism or unauthorized collaboration with another person in preparing assigned work.

**TESTING OUT PROCEDURE:** The philosophy of "Testing Out" of classes is generally if a student has pre-knowledge or experience in a subject area. Students may only potentially test out of Math, English, Science, Social Studies or Foreign Language classes. Please contact your academic counselor to request testing out of a course. The Principal or Asst. Principal will have the final decision as to whether a student may test out or not. Testing out must take place within the first 3 weeks of each semester. Students must pass the test out exam with at least a 70%. Students will receive a "P" rather than a letter grade or percentage grade. Students may only attempt to test out one time for each subject requested.

**REPORT CARDS:** Report Cards are distributed at the end of each semester. Parents and students have access to current grades throughout the course of the semester through the student information system.

**REPEATED COURSES:** Most courses may not be repeated for additional credit. Students who are considering repeating a course in order to raise the previously earned grade, but for no additional credit, must receive counselor permission before enrolling. For the few courses that may be repeated courses for credit, such courses must be taken the next year.

**REPORTS TO PARENTS:** It is the policy of Camp Verde High School to inform parents if their child is doing unsatisfactory work in any class. **Parents and students have access to current grades throughout the course of the semester through the student information system.** Rather than waiting for a notice of failure students and parents are encouraged to request conferences with a counselor or teacher as soon as they see indications of possible failure. Parents are encouraged to discuss with appropriate school staff, any problems they or their children are having with school.

### **STUDENT HOMEWORK/MAKE-UP WORK/LATE WORK**

Homework at the high school level is a necessary part of the learning process and a legitimate demand on the non-class time of students. Completion of required class work, application of skills acquired in class, preparatory reading, research and development of long-term projects are all to be considered appropriate and necessary homework assignments.

When a student is ill, arrangements must be made for missed class work. When a student is absent due to a school sponsored activity the work that the student missed is due the day they return from the school activity. It is important the student ask the teacher for the work they will be miss for the event before they leave. Most class assignments will be listed on each teacher's **Google Classroom**. If the assignment is not listed on **Google Classroom**, students should contact their teacher by email to obtain the missed assignment.

Students are expected to complete these assignments and turn them in before requesting additional assignments.

## **CAMP VERDE HIGH SCHOOL HOMEWORK AND MAKE-UP WORK POLICIES**

1. For each excused absence, students will be allowed the number of days absent to make up work, plus one additional day.
2. Students will be required to meet all due dates of work upon the day he/she returns if the due date was announced prior to the absence
3. Students absent on the day of a scheduled test will be required to make up the test immediately upon returning to class.
4. Special projects or demonstrations requiring extra supplies or set up must be made up by special arrangements with the teacher.
5. Make-up work will be allowed if a student has been suspended.
6. Late work: The administration supports teachers in reducing credit for late work; make-up work may earn a maximum of 75%.

**TUTORING:** Parents who believe their child should have individual tutoring should contact the student's counselor or teacher. **Tutoring is available Monday – Thursday from 7:10 am until 7:40 am and 3:35 pm until 4:30 pm.** The counselor will advise them regarding various options, including special services and programs, remedial classes, and parental tutoring at home. Students will also be encouraged to take advantage of the morning tutoring time and supervised study periods provided by teachers in their subject areas for individual help and tutoring. The counselor may also be able to provide a list of private tutors.

## **CVHS STUDENT RECOGNITION**

Students receive public recognition at awards assemblies for their outstanding achievement in many areas. The following is only a partial list determined by official records:

1. Honor Roll and GPA improvement: Students receive certificates for GPA's of 3.5 and above. Academic letters are awarded for outstanding scholarship at Camp Verde High School.
2. Scholar Athlete: Students who have 1) earned Honor Roll recognition for both semesters and have 2) lettered in 2 sports or completed 3 sports
3. Students of the Month
4. Perfect Attendance

**Selection from teacher nominations and committee vote:**

1. Departmental Awards
2. Leadership Seminars

**Selection by committee or appointment:**

1. Arizona Scholar Awards: Minimum criteria includes a GPA of 3.5, a composite score of 25 on the ACT, and senior status.
2. Principal's Leadership Award based on demonstrated leadership ability and academic excellence.
3. Presidential Academic Fitness Awards: Awarded to seniors with a 3.3 GPA or higher and standardized achievement test score at the 80th percentile or higher.<sup>12</sup> Scholarships for Continuing Education: Both academic and vocational and based on GPA, student activities, and financial need. Each Scholarship provides its own guidelines for award.
4. Positive referrals, Student/Staff "Pay It Forward" Thank You program, and Kiwanis Club/Rotary Club students of the month.
5. TOP 10% RECOGNITION: The top 10% of each graduating class will be honored annually. Class rank computation will be based on composite percentile grades. Valedictorian and Salutatorian designation may be awarded.

**CLASS RANKING:** Rank in class is required by colleges and universities on transcripts submitted for entrance evaluation.

**Class rank shall be determined as follows:**

1. Class ranking will be determined each semester beginning with the first semester of the ninth grade or equivalent.
2. Class rank will be based only on the grades earned in regular education classes that meet or exceed graduation requirements.
3. **Students must have attended CVHS for 4 semesters to qualify for class ranking in the top 10%.**

**TESTING/ASSESSMENT:** All Arizona 9<sup>th</sup> and 11<sup>th</sup> grade students are required to take the ACT Test. Students will also have the opportunity to take the ASVAB, PSAT, SAT, and AP exams; see your guidance counselor for more information.

**ACT/SAT\*** The ACT or SAT is an admission requirement to enter most four-year colleges and universities. Registration materials are available in the high school counselor's office. The mail-in registration for the test is a student responsibility. Test dates and deadlines will be given to all junior and senior students.

**AP Exams\*** AP exams are offered to students who have completed one of CVHS's AP courses. Students may earn college credit by passing these exams.

**ASVAB** The ASVAB, sponsored by the Department of Defense (DOD), is a vocational aptitude battery consisting of ten short tests which cover the areas of General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Numerical Operations, Coding Speed, Auto and Shop Information, Mathematics Knowledge, Mechanical Comprehension, and Electronics Information. The results of the ten individual tests are combined to provide students with three "academic" and four "occupational" composite scores. The academic composites are Verbal, Math, and Academic Ability; the occupation composites are Mechanical and Crafts, Business and Clerical, Electronics and Electrical, and Health, Social, and Technology.

**PSAT/NMSQT\*** (pre-SAT) The PSAT/NMSQT is offered every October by the College Entrance Examination Board for high school juniors. The test provides students with information about acquired verbal and mathematical skills necessary to do well in college courses. The PSAT is also the qualifying test to enter the scholarship programs conducted by the National Merit Scholarship Corporation.

**\* *Students may be required to pay test fees.***

**Note:** The results of individual and/or achievement tests are private and shall not be discussed with or revealed to persons other than the professional staff involved with the child and the parents or legal guardians of the child. The release of information to authorized personnel shall be made in accordance with the Family Responsibility and Privacy Act.

## **CAMP VERDE HIGH SCHOOL ATTENDANCE POLICY**

**PHILOSOPHY - THE ULTIMATE RESPONSIBILITY FOR SCHOOL ATTENDANCE RESTS WITH PARENTS AND STUDENTS**, with the school assisting them to fulfill that responsibility. The school expects parents/guardians to call the attendance office each day a student is absent. Reasonable attempts will be made by the school through phone calls or the mail to inform parents/guardians of student absenteeism.

Student participation in class discussion, listening to lectures, clarification, and explanations, viewing or listening to audio-visual materials, and attending school assembly programs are considered integral parts of the educational program. It is impossible to gain the full significance of any class presentation through make-up work; therefore, students, parents, teachers and administrators must make every effort possible to ensure regular school attendance.

**STUDENTS** must accept their responsibility for regular school attendance by attending and participating in each class regularly and at the assigned time.

**PARENTS** must accept their responsibility for their child's regular school attendance by stressing the significance of the school day and year. Parents must notify the school when students are absent, preferably by phone, or by a note upon the student's return.

**TEACHERS** must accept their responsibility for regular school attendance by providing interesting, stimulating and meaningful educational experiences for each student.

**ADMINISTRATORS** must accept their responsibility for regular school attendance by developing a positive approach to clearly stated attendance regulations and their application.

**Arizona State law requires that every student attend school until he reaches the age of 16 years, has completed the tenth grade, or has passed the GED TEST.**

Camp Verde High School maintains records of all student absences. Class attendance is reported every class period to the attendance office to assure parents that the school is concerned about the welfare and location of their sons and daughters, as

well as to comply with the State Regulations regarding Attendance reporting

**EXCUSED ABSENCES** - absences caused by:

1. Non-serious short-term personal illness.
2. Family emergency or Funeral services.
3. Professional appointment i.e. medical, dental (which cannot be scheduled before or after school.)
4. Pre-planned family trips/absences (2 or more days). If a student knows he/she is going to be absent from classes, he/she shall secure from the attendance office a **petition for absence form** to be completed by the parent or guardian setting forth the reason for the request. This form should be obtained at least three days prior to the absence. Each of the student's teachers must sign the petition for absence form. The form is then returned to the attendance office where it shall be determined if the absence is to be excused or unexcused. If “no” is marked two or more times on the form, it is an indication that the student cannot afford to miss school and the parent will be notified prior to the absence. The purpose of the petition for absence form is to permit the student to make arrangements to make up work missed during the absence. Parents will be advised if the student is not doing well or if these absences may cause the student to lose credit.
5. Lengthy illness of more than 5 days must be verified by a medically qualified individual in the form of a written statement addressed to the administration.
6. Court subpoena.
7. School related or sponsored activities. Athletic events and school activities are not classified as absences. However, they will appear on a student's Attendance Profile as “school sponsored” absences.

## **CAMP VERDE HIGH SCHOOL ATTENDANCE PROCEDURES**

GUIDANCE OFFICE: 928-567-8041

**EXCUSED ABSENCES:** If you are absent, in order for the absence to be counted as excused, you must have your parent call the Guidance Office the day you are absent.

**ADMIT SLIPS:** All students must have an admit slip to class if they are tardy. The admit slip must be obtained from the guidance office.

**MODIFIED CLOSED CAMPUS:** Camp Verde High School has a modified closed campus. This means that students are required to remain on campus throughout the school day unless they meet the criteria to earn a pass for lunch. Lunch is served in the school cafeteria. Students may go to designated areas during lunch, breaks, and before and after school.

**OFF CAMPUS LUNCH PASS:** Students who are 11<sup>th</sup> or 12<sup>th</sup> grade students may be able to leave campus at lunch if they had no failing grades in the previous quarter, have no current referrals or referrals for the previous quarter, are not on a behavior or attendance contract, ***have not accumulated 10 absences for the current semester***, and have parental permission and possess a school issued pass. This pass will be changed each quarter and may be revoked at any time for any of the above infractions. Passes will be issued by the office and must be presented to the security person upon leaving campus.

**SIGN-OUT PROCEDURES:** A student must sign out to leave campus during the school day. A student, regardless of age, can **ONLY** leave campus under the following conditions:

1. A parent/guardian/adult listed on emergency form comes in person to sign the student out.
2. A student is ill, and the nurse obtains permission from parent/guardian or authorized person on the enrollment form.
3. A parent/guardian has received prior approval from administration for the student to leave campus. A parent note will be accepted authorizing students to leave campus for appropriate appointments. It must include a phone number for verification.
4. Students will not be allowed to leave campus at lunch unless they have a lunch pass, have no more classes or are physically signed out by their parent/guardian.
5. A verifiable appointment card for medical treatment, dental treatment, or a court summons is presented.
6. A parent sign-out does not necessarily mean that the absence will be excused.

**NOTE:** Students who miss a class for acceptable reasons but fail to check out following proper procedures will be considered unexcused and subject to disciplinary action.

**SIGN IN PROCEDURES:** Students returning to campus after signing out, **must return to office immediately** upon return and sign in.

**TRUANCY POLICY** – An absence for students which neither the school nor the parent(s) is aware.

1. On the first (1) truancy parents will be notified by telephone. The student will be issued a discipline referral.

2. On the second (2) truancy the parent will be notified. The student will be issued a discipline referral. If the student is under 16 yrs. old a juvenile citation may be issued.

3. On the third (3) truancy credit will be denied regardless of grade being achieved.

### **Excessive Absence Policy**

The Camp Verde High School **minimum standard for absences is ten (10) per semester**. Any student who is **absent** for ten (10) days per semester may lose credit in those particular classes. This does not include school sponsored activities. The parent or guardian shall be notified by mail after the fifth (5), seventh (7) and tenth (10) absences for the first particular class missed. The parents will be notified that the student may not receive credit for the semester if that student exceeds the minimum standard of ten (10) total absences per semester and if the absences in question are not documented as doctor appointment, Illness, Family Emergency, or Court Appearance. The letter following the tenth (10) absence shall request that the parent or guardian contact the principal or assistant principal for a conference to discuss the student continuing on **audit** status. If the principal or assistant principal is not contacted by the parent or guardian, the student will be placed on audit status and denied credit in the class in which they have 10 or more absences.

## **Audit Status**

Any student who incurs ten (10) total absences per class per semester can be placed on audit status. Audit status means that the student will not receive credit in that class.

The student does have the right to appeal for credit in that class by contacting the principal or assistant principal by the 2<sup>nd</sup> Monday of December or the 2<sup>nd</sup> Monday of May depending on the semester. To appeal, the student must present a written statement to the principal or assistant principal's office explaining the excessive absences and the student's reason why a grade should be awarded and credit given. The student will be given a No Grade (NG) until after the appeals committee meets to determine approval or denial of credit. Upon consideration of the student's written statement, information from the class instructor and a review of the student's attendance record, the appeals committee will grant or deny the appeal for credit in the concerned classes.

**ABSENCE/EXTRACURRICULAR ACTIVITIES** Students must attend 3 of the day's 6 periods to be able to participate in that day's practice or extra-curricular game/competition. The Principal or Assistant Principal may make an exception for situations in which they were provided prior notice and they determine there is good reason to allow the student to participate. If a student's absence for any period of the day is determined to be an unexcused absence, the student may not participate in/or attend the next scheduled extra-curricular game or competition. In special circumstances the student may be allowed to practice or participate if cleared by the Principal or Assistant Principal. Camp Verde High School reserves the right to determine the legitimacy of absences.

**TARDY:** A student who is late to class without an acceptable excuse (see Excused Absences) must report to the Guidance Office to obtain a pass. Detention will be assigned after the fifth tardy and continue to be assigned with each additional tardy until the tenth tardy. Students will be assigned in-school suspension after the tenth tardy.

**FEES** Class fees and activity fees are listed in the course description guide. Books are furnished to all students with no charge unless the books are damaged or lost. Students must pay delinquent fees prior to participating in extracurricular activities, participating in Graduation Commencement, receiving an off-campus lunch pass, or being issued a parking permit.

**STUDENT LOCKERS** School lockers are school property and remain at all times under the control of the school. The contents of a locker may be removed or searched by school officials without notice and without consent if there is reason to suspect that the contents are contraband or pose an imminent danger to persons or property.

Students shall assume full responsibility for the security and the contents of their lockers. It is also the responsibility of students to keep their lockers free from graffiti, both inside and out. Any students found to be tampering with locks not assigned to them will be responsible for replacement costs. There shall be one student per locker. Students are discouraged from exchanging their locker combinations.

**NOTE:** 1) Student vehicles are not to be used in place of lockers. Students will not be allowed to access vehicles between, during classes or at lunch. 2) Camp Verde High School will not be responsible for any valuables left in lockers or backpacks.

**STUDENT PARKING AND TRAFFIC** Students must have parking permits (\$80.00 fee) to park in the assigned areas in the parking lots. Parking fees of \$80 may be refunded to students at the end of the year if they have not received an “F” semester grade during the school year and have had no parking violations or discipline referrals for the entire year. Students may not park in the teacher-visitor parking area. Vehicles improperly parked in a restricted area (handicapped spaces, bus loading zones, or entrances), loud and/or inappropriate music, or drivers found speeding in the lots may be ticketed. All parking permits must be visible in the front window or dash board area. Permits not visible will result in the following ticket system:

- 1<sup>st</sup> Ticket - Warning
- 2<sup>nd</sup> Ticket - Warning
- 3<sup>rd</sup> Ticket - Loss of Parking Fee
- 4<sup>th</sup> Ticket – Referral and Loss of Parking Privilege for 3 days
- 5<sup>th</sup> Ticket – Loss of parking privilege on school property
- 6<sup>th</sup> Ticket – Vehicle may be towed off of school property at owner/driver expense

Any violation of the Arizona Vehicle Code while on campus may terminate the student's right to bring a vehicle on campus. Parking permits may be obtained from the office at CVHS during registration or the first week of school after all other class fees have been paid. There will be a \$10 parking permit for additional permits or a replacement permit. It is non-refundable. **NOTE:** Speed limit in the parking lot is 5 MPH. Students are not to sit in or loiter around automobiles in the parking lot before, during or after school is dismissed. Parking is a privilege and may be revoked without refund.

### **PARENT INVOLVEMENT**

**PARENT VOLUNTEERS:** Camp Verde High School receives the support of many interested parents who volunteer their time and skills to support school activity programs. During the school year parent assistance is needed to help with: Site Advisory Council, Classroom Resource Persons, school dance chaperones, as well as chaperones for other activities, school committees, issuance of materials/information during registration, freshman, sophomore, junior, and senior class activities.

**BOOSTER CLUB:** The Booster Club exists for the benefit of all students at Camp Verde High School. The objectives of the club are to provide resources and conduct activities to support student programs, and to promote a better understanding among parents, interested persons, and the various school club and sport officials, coaching and advisory staffs, and administrative personnel. All parents of students at Camp Verde High School are encouraged to join the club. For more information, please contact Camp Verde High School (567-8033).

**PARENT TEACHER CONFERENCES:** The administration realizes that the best results can be obtained when both home and school work cooperatively for the educational growth of the pupil. Parent-Teacher conferences are encouraged when it is felt that such conferences will help attain these goals.

**OPEN HOUSE:** Parents are strongly encouraged to attend Open House, which will be held sometime during the first few weeks of school. During Open House, parents will follow their child's schedule and will spend about 10 minute in each of their child's classes. During the class time, the teacher will briefly describe the class objectives, the instructional materials, the major activities of the class, explain the grading procedures, talk about homework expectations, etc. This will be important information for parents.

## **ATHLETICS AND ACADEMIC ELIGIBILITY POLICY**

### **EXTRACURRICULAR AND CO-CURRICULAR PARTICIPATION**

Camp Verde High School encourages student involvement in athletics. Students need to pick up the required Arizona Interscholastic Association physical forms and instructions on how to complete their on-line profile in Register My Athlete

(<https://www.registermysathlete.com/login/>) in the office in order to participate. Return forms to the office signed by parents and a physician or upload the signed copies to the Register My Athlete website and see the Athletic Secretary to be cleared for athletics.

**BOYS** - Football, Soccer, Cheer, Cross Country, Basketball, Wrestling, Golf, Track, and Baseball

**GIRLS** - Volleyball, Soccer, Basketball, Wrestling, Golf, Track, Softball, Cross Country, and Cheer

Students must meet residency, academic, and domicile requirements as specified by the AIA (see the Athletic Director if you have questions).

**CLUBS AND ORGANIZATIONS:** The activities of other clubs and organizations are regulated and coordinated by the Student Council. The Council grants club charters and participates in the control of their finances. Clubs wishing to schedule activities, such as dances and fundraising sales, must petition the Council to have the event entered on the student calendar. No solicitation of funds, sales, circulating of petitions or drives may be carried out in the school without the approval of Student Council and administration. The rule applies to all

school organizations as well as individual students.

Extracurricular activities include those endeavors of a continuous and ongoing nature for which no credit is earned in meeting graduation requirements and are organized, planned or sponsored by the district consistent with district policy (i.e.: clubs and organizations). Activities which are an integral part of a credit class or are co-curricular may be exempt from this rule, unless the student has a failing grade at which time participation can be denied.

**INSURANCE:** Insurance is available to students for a small fee from an independent company that is NOT connected with the Camp Verde Unified School District. This insurance is especially desirable for students not covered by other insurance plans. Students may pick up applications in the office.

**ELIGIBILITY CHECK:** To participate in interscholastic competition you must be academically eligible. To be eligible to participate in extra-curricular activities a student shall:

- a. Be enrolled at CVHS (a member of the Arizona Interscholastic Association) in grades 9-12. Exception: A home school student may be eligible if said student is in compliance with ARS 15-802.01(A).
- b. Be passing all classes at the end of each 4½ week grading period. The final semester grades supersede the 4½ week progress report grades. An incomplete does not constitute a passing grade, but when the grade becomes complete, the student may become eligible immediately. Students receiving failing grades at the 4½ week progress report will be checked at one week intervals to determine whether they have become eligible in the class that they had failed. If that student attains a passing grade they become eligible for the next day's events. Checks will take place on Thursday of each week and are the responsibility of the student. After becoming eligible the student remains eligible until the next 4½ week grade report. Those students receiving a failing grade at the end of the spring semester are ineligible for the next entire 3 week period in the fall.
- c. Notification of an athlete's impending ineligibility will be given to the parents through the use of progress reports. Each Head Coach will be responsible to remind each athlete to complete a grade check the Thursday before the 4½ week and semester grade checks. These progress reports must be signed by the athlete's guardian and returned to the head coach.
- d. Incoming Freshmen who have successfully graduated 8th grade are eligible to participate in the first 4½ week grading period of their Freshman year in high school.

- e. A student transferring from another school district is immediately academically eligible upon receipt of written documentation from the administration of the sending school, that the student would be academically eligible at the sending school.

Students must be considered full-time students to be eligible to participate in extra-curricular activities. **A full-time student must be enrolled in 6 classes per semester at Camp Verde High School. Seniors must be enrolled in at least 4 classes.**

**RE-EVALUATION OF ELIGIBILITY:** Students receiving failing spring semester grades may enroll and complete the courses they failed in approved summer school programs to satisfy eligibility requirements. Proof of successful completion of a summer school program (in the proper proportion to the number of failing grades at the semester) shall deem the student eligible for the fall semester.

### **Media Photographs**

**Please contact the CVHS office if you do not want your student to be photographed for publication or interviewed by a media representative.**

## **SPECIAL PROGRAMS**

### **SPECIAL SERVICES/PROGRAMS INCLUDE:**

- \* Student Services Team
- \* Substance Abuse Counseling (Referral by guidance team)
- \* Speech Therapy
- \* Visual instruction
- \* Homebound instruction for prolonged illnesses
- \* Special Education Program - with transition program
- \* English Language Learners
- \* Occupational and Physical Therapist
- \* School Psychologist services (evaluation, group counseling and individual counseling)

Parents who wish to refer their students to these programs and services, or who wish to obtain more information about them, should contact the Director of Special Services, the school psychologist or the high school counselor.

**RESOURCE PROGRAM (SPECIAL EDUCATION):** Camp Verde High School offers a resource program for students with special needs. Students are referred by the School Success Teams and then evaluated by the Multidisciplinary Evaluation Team or, if they have been enrolled in an existing program at another school, their records will be reviewed. Students follow a curriculum similar to the regular curriculum but are taught in a more individualized manner. State and federal law requires all students to be tested before being placed in the Resource Program.

**SUMMER SCHOOL:** Camp Verde High School currently offers a summer school program for current enrolled students enabling students to make up deficiencies in graduation requirements or to get ahead on credits when required. Classes offered depend on enrollment of the class. A student may earn up to 1 credit during summer school. The cost of summer school is set annually.

**ELL (English Language Learners):** Placement in ELL will be determined by trained district personnel. The courses are designed for students whose primary home language is any language other than English. The courses emphasize the acquisition of skills in listening, speaking, reading, and writing

for Basic Interpersonal Communication as well as Cognitive Academic Language.

**GIFTED PROGRAM:** Camp Verde High School has many opportunities for students to develop their special talents. Students may participate in district, regional, and state competition in many academic areas. The curriculum offers opportunities in art, music, and foreign language. AP (Advanced Placement) and dual enrollment courses are offered in Math, English, Social Studies, Career Technical Education (CTE) and Science with accelerated courses in English and Math at all grade levels. Students also have opportunities for special activities in physics, chemistry, and CTE courses.

**STUDENT VISITORS:** **Unauthorized persons shall not be permitted on the school grounds or in the physical plant at Camp Verde High School.** All passes will be granted at the discretion of the principal and shall be surrendered at the school office upon leaving the premises.

**STUDENT TEXTBOOKS:** Textbooks are issued by serial number. Students are responsible for storing them properly when not in use, protecting them with book covers, using them with care, and returning them when called for. The student to whom they were issued must pay for books that are lost, defaced, or damaged.

When a student withdraws from school, the student must check out with EACH teacher. The student must turn in all textbooks at this time, otherwise the student will be charged for the textbooks. If the textbook is lost/damaged the following is used as a guideline:

A. Severely damaged (unusable) – Total replacement price of a new book. Average cost: \$7.00 - \$100.00

B. Damaged (the book is able to be rebound) – The price of a used book will be charged. Average cost: \$35.00 - \$55.00

**PUPIL TRANSPORTATION:** Following is Board Policy EEAE-EA, EEAE-EB regarding the “*Procedures followed upon student misbehavior on school bus*”:

- When a student misbehaves on a bus for the first time, the driver will explain to the offender the necessity for good

behavior.

- If, after talks and warning, the rider continues to violate the rules, the driver will inform the student that the rule violation will be reported to the assistant principal. This report will include the use of a written form that lists the offense and the action taken by the assistant principal.
- Upon receiving the complaint and discussing it with the assistant principal will then call the student to the office and warn the student that the parents must be notified that the student will be put off the bus if misbehavior reoccurs.
- If poor conduct continues, the driver will again report the incident to the assistant principal. After discussion it will be decided whether to take the bus-riding privilege away from the student, and, if so, for how long.
- When a student is not allowed transportation by school bus, the assistant principal will inform the parents of the penalty, the reason for it, and how long the penalty will last. In such cases, the parents become responsible for seeing that their child gets to and from school safely.
- A student who is put off one (1) bus will be refused transportation by all drivers for the specified period of time.

### **GENERAL GUIDELINES FOR SAFE AND APPROPRIATE SCHOOL BUS TRANSPORTATION:**

As a student who rides the bus, you are entitled to a safe and comfortable ride to and from school. Riding the bus is a privilege. All school rules apply while riding the bus and while at the bus stop. Show consideration and good manners toward the bus driver and other riders and follow these common sense rules:

1. At the bus stop, stay off the road. While loading the bus, join the line without crowding or pushing.
2. Remain seated. Leave your seat **ONLY** when the bus has come to a complete stop and you are ready to get off.
3. Do not distract the driver by talking loudly, pushing, and/or displaying boisterous conduct.
4. Keep all appendages inside the bus. Do not throw things in or out of the bus windows nor back and forth inside the bus.
5. Do not touch the emergency door, exit controls, or safety

equipment. Remember the bus driver is in charge. If there is a discipline problem on the bus, the driver will first warn the student. If further problems occur, the driver WILL ISSUE A BUS TICKET and alert the school administrator.

**FIRE DRILLS/EMERGENCY WARNINGS:** A pulsing buzzer indicates an emergency. Students need to leave the classroom with their teacher and clear the building. Classes will go outside of the school and meet on the West parking lot next to the football field.

**ASSEMBLIES:** Different types of assemblies are held and are a part of the regular school program. Students will report to regular class for roll call prior to an assembly and then will sit together as a class or in special areas. Teachers typically will sit with their class. Courtesy and good manners are expected at all assemblies.

**DANCES:** All guidelines governing the campus apply to student dances. **Each student must have school I.D. or a verification form (from the high school office) in order to enter the dance or an additional charge may be assessed.** In addition, if students leave the dance for any reason, they may not return. Students are permitted to invite guests to dances. A guest pass request must be returned to the office at 12:00 noon the day before the dance. Only one guest pass will be issued per student per dance. The guest must be a high school student under the age of 20 and must follow the rules of the school. Students need to accompany their guests at all times. Appropriate dress code applies to dances. Dress code exceptions may be made for Homecoming and Prom.

**CAFETERIA OPERATIONS:** Applications for free or reduced lunch and breakfast programs are sent home at the beginning of the school year. If more information is needed, parents may contact the Food Service program at Camp Verde High School. Lunch and breakfast are sold at a low cost. Students may also bring a lunch from home. All eating is limited to the cafeteria or

other approved areas. Students must clean up after themselves.

**FOOD/BEVERAGES ON CAMPUS:** Snack food may be purchased at the counselor's office and eaten in the courtyard. Snack foods and drinks are off limits during class time. No food or beverages other than water may be taken into the classrooms or office area during class time. Teachers may allow students to eat with them in their classrooms at lunch, but are responsible for keeping their classrooms clean. Students are expected to respect their school and throw all trash into the proper outdoor receptacle.

**LIBRARY:** The library hours are 7:00 a.m. - 4:30 p.m. M-Th. The library offers the opportunity for reference work and recreational reading before, during, and after school. Students will need passes from a teacher to go to the library when school is in session.

**STUDENT HEALTH EVALUATION:** Informed written consent of the parent(s) shall precede initiation of individualized diagnostic evaluations and/or administration of behavioral or psychological testing. **NOTE:** Informed written consent means a conference at which the parent(s) has been informed of the reasons for testing, type of testing and the right of the parent(s) to accept or reject the possible placement. In addition, the parent(s) is apprised of his right to examine all relevant records with respect to the classification and placement of the child.

**GUIDANCE AND COUNSELING SERVICES:** Guidance services at Camp Verde High School include communication with students individually and in groups, and providing them with information for making decisions in areas such as:

- \* Meeting diploma/graduation requirements
- \* Planning a four-year high school program
- \* Selecting school subjects
- \* Interpreting tests
- \* After-graduation opportunities
- \* Choosing a college/university
- \* Becoming better learners
- \* Choosing a career
- \* Taking advantage of the total school program
- \* Applying for financial aid and scholarships

\* Using school/community specialists and resources

### **Counseling services include:**

\* Listening and being concerned about the student

\* Helping students to communicate with their friends, school staff, and family

\* Helping students discuss alternatives, make choices, and accept consequences for their actions

\* Helping students to determine the curriculum to meet their goals/needs

\* Helping students to resolve problems that may occasionally confront them

\* Drug, alcohol and tobacco counseling

## **NURSE/HEALTH SERVICES**

**ILLNESS:** If a student wishes to visit the school health office, the student will get a pass from the teacher. Teachers may refer students to the school health office to determine the extent of a student's illness. The nurse/nurse's assistant will decide if the student needs to go home. The parent/guardian or those listed on the emergency card will be notified when it is determined that a student needs to go home. A student will not be able to leave campus on his/her own without parental/guardian permission.

**INJURY:** The school nurse/nurse's assistant can provide First Aid to students in emergencies.

**MEDICAL TREATMENT AND MEDICATION:** Parent/guardian must make arrangements with the school nurse or nurse's assistant when a student requires routine medical treatment or administration of medication. **In both instances the parent/guardian must provide written instructions to the nurse and bring the medication to the school nurse.** The medication must be in its original container. Students are not permitted to carry any medications (prescribed or over-the-counter medicine) on them without the nurse's permission. Students will be able to receive Tylenol (non-aspirin), antacid, or throat lozenges with parent/guardian permission and at the discretion of the nurse or nurse's assistant. The permission is given when the parent/guardian fills out the yearly enrollment card. It is very important that the emergency alternate name on the Enrollment Card be someone who can be easily contacted

and who will be able to give instructions or follow-up if parents cannot be contacted.

### **EXCUSES FROM PARTICIPATING IN PHYSICAL**

**EDUCATION:** Students may be excused from required daily physical education if they bring a statement from a licensed physician stating the illness/injury, treatment, and time of non-participation. No student at Camp Verde High School may have his/her Physical Education requirements waived without a physician's statement. **NOTE: Students excused from physical education due to illness, injury, or physician's treatment may not participate in sports practices or competition. The health and safety of our students is paramount.**

### **STUDENT SAFETY:**

A. Accidents are undesirable, unplanned occurrences which may result in tragic consequences - bodily harm, loss of school time, property damage, legal actions, and even loss of life. It shall be the policy of the Board to guard against such occurrences by taking reasonable precaution to protect the safety of all students, employees, visitors, and others present on the Camp Verde High School campus.

B. The practice of safety shall also be considered a facet of the instructional plan of Camp Verde High School by virtue of educational programs, such as traffic and pedestrian safety, fire prevention, emergency procedures, etc.

The principal at Camp Verde High School is responsible for the supervision of the safety program. General areas of emphasis shall include, but not be limited to: in-service training, accident record-keeping, planned inspections, fire prevention, emergency procedures, and traffic safety problems relevant to students, employees, and the community.

### **STUDENT BEHAVIOR**

Camp Verde High School recognizes the need for every student to attend school regularly and obtain a good education. CVHS also recognizes that discipline is necessary for learning and that each student must conduct himself/herself properly and in accordance with school rules, regulations, and policies at all times. All employees of CVHS are expected to share the responsibility for supervising the behavior of students.

Camp Verde High School believes that close cooperation between parents and the school is essential and will be the most effective in preventing behavioral problems.

The quality of the school community, both socially and academically, depends in a significant way on the choices made by the student population. Upon entering a school, students assume part of the responsibility for creating a stimulating academic and social environment in which everyone is free to grow and learn. Students may exercise their constitutional rights of free speech, press, assembly, and privacy. The exercise of such right, however, must be conducted in a manner that does not infringe on the rights of others or disrupt the educational process.

Arizona law authorizes school employees to act "in loco parentis" (in place of parents). Therefore all students are subject to the authority of all faculty and staff members during the regular school day and while attending any school function. The regular school day includes the time of travel to and from the student's residence. Any student who is insubordinate or disrespectful to any faculty or staff member or who violates generally accepted rules of behavior will be referred to the office for discipline.

**STUDENT RESPONSIBILITIES:** Maintaining a school climate free of disruptions enables all participants to learn and grow. Students, teachers, parents, and administrators working together create a common willingness to learn. Certain student behavior and attitudes foster the desirable, healthy learning environment schools encourage. Among these are the following:

- A. Friendliness and acceptance of people of different political, economic, social, religious, and racial backgrounds and abilities.
- B. Eagerness to participate in both academic and non-academic activities.
- C. A spirit of cooperation and willingness to share abilities, time, and skills not only to further one's own goals, but also to help others to succeed.
- D. Prompt and regular attendance in classes and at activities of school-sponsored organizations.
- E. Willingness to adhere to school rules and make positive contributions to the academic and social climate.

Certain student behavior disrupts the educational process. School authorities shall promptly, efficiently, and with consistency, deal with such negative behaviors. Unacceptable behavior is defined and the consequences of this behavior are outlined in this policy. The list is not all-inclusive; acts of misconduct not specified herein shall also be subject to discretionary action by appropriate school personnel.

The Administration has the responsibility and discretion to take action any time the educational process is threatened or disrupted. Nothing in the following is intended to prevent a staff member, teacher, or principal or other administrator from using his/her best judgment with respect to a particular situation.

**ENFORCEMENT:** The provisions of the Student Behavior Policy are in force:

- A. Any time students are on school property.
- B. During regular school hours.
- C. During transportation of students.
- D. At times and places where appropriate school administrators and staff have jurisdiction including, but not necessarily limited to, school-sponsored events, field trips, athletic functions, and other school related activities.

Additionally, the principal, any public school official, or designated chaperon is authorized to take administrative action when a student's misconduct away from school, or during a school activity, has a detrimental effect on the other students, staff, or on the orderly educational process.

**DETENTION: BEFORE SCHOOL, LUNCH and AFTER-SCHOOL** Students assigned administrative detention during any of the above times for tardies, trancies, or other disciplinary reasons will report to and check in with the monitor in charge. Students usually will be assigned to spend this time working with custodians or doing other school service. Students will be given twenty-four notice for after school detentions. Students missing assigned detention will be assigned another detention.

### **STUDENT RIGHTS II-R,**

All students have the right to an educational school setting that is orderly and educationally efficient, as well as free from disruption of normal teaching-learning functions. The following statement was designed to define some of the rights and

responsibilities students have at Camp Verde High School.

**A) Educational Opportunity:**

- 1) Every student has the right to an education and a corresponding responsibility not to deny this right to any other student.
- 2) No individual shall be subjected to prejudicial treatment, nor to abridgment of his/her right to attend and benefit from public school on the basis of any of the following: ethnic identity, religion, color, gender, political belief, mental or physical handicap, or for the exercise of his/her rights within this policy.

**B) Publications:**

- 1) The student editors shall be governed by standards of responsible journalism. The responsibility to determine whether specific materials comply with the standards of responsible journalism rests with the publication sponsor and with the principal.
- 2) The development of school publications should a) provide meaningful information to students, parents, staff, and community members and b) provide a means for students to practice responsible, ethical writing and reporting.

**C) Organizations and Clubs:**

- 1) Students may form clubs or organizations. The organizations must be open to all students on the Camp Verde High School campus.
- 2) Any such organization shall have a faculty advisor who shall be approved by the administration. In the rare case that no faculty member is willing to accept the responsibility of advisor, the lack of an advisor shall be cause to deny recognition to an organization.
- 3) Organizations that meet these conditions shall be given reasonable access to school facilities, provided the principal is given reasonable notice of planned programs and authorizes the use of the facilities.

**D) Privacy:**

- 1) Custody - Except in the most extreme circumstances, custody of a student shall not be relinquished by school personnel to any person without the approval of the parent/guardian, unless the student is placed under arrest. In every case of arrest, the school authorities will attempt to notify the student's parent/guardian.
- 2) Questioning - If police authorities desire to question a student on school premises regarding any alleged act of misconduct of the student, school authorities shall make every effort to contact the parent/guardian. The parent/guardian shall be permitted to be present. If the parent/guardian cannot be present during questioning, a school official will be present.
- 3) Student Records - Student records kept by Camp Verde High School will be open to review by parents/guardians and/or students and will be treated in a confidential manner, as prescribed local Board policy, Arizona State Board of Education regulations, and the Family Educational Rights and Privacy Act of 1974.
- 4) School Facilities - The school will, in so far as possible, provide facilities for the storage of items needed during the school day and these facilities may be searched without student consent. Students are responsible for the contents in storage and for following regulations pertaining to storage facilities.

**E) Search and Seizure:** Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all of its students. School Administration may conduct or authorize searches when they have reasonable suspicion that the health, safety, or welfare of students may be in danger. Any employee making a search or seizure will follow these guidelines:

- 1) General searches of school property (including personal items found on school property) may be conducted at any time when there is reasonable suspicion for

school employees to believe that something that violates a law or school rule is on school property. This search of school illegal items (firearms, explosive devices, weapons, drugs) or other possessions reasonably determined to be a threat to the safety or security of others, or that might possibly interfere with school purpose shall be seized. Items which are used to disrupt or interfere with the educational process may be removed from a student's person.

- 2) A student's possession may be searched by school employees when there is reasonable suspicion to believe that the student has on his/her person illegal items that may interfere with school purposes.
- 3) The school maintains ownership of student lockers. The school may and will search lockers on a periodic basis to protect the health, safety, and welfare of students.
- 4) Motor vehicles parked on school property may be searched by school employees when there is reasonable suspicion to believe the health, safety, or welfare of students might be in jeopardy.
- 5) The use of drug/bomb searching K-9's will be used at Camp Verde High School on a regular basis for the safety of the students and staff.

F) **Physical Restraining:** Any person employed by the high school may use and apply such

amounts of force as are reasonable and necessary for the following purposes:

- 1) To restrain a student from an act of wrong-doing.
- 2) To quell a disturbance threatening physical injury to others.
- 3) To obtain possession of weapons or other dangerous objects upon a student or within the control a student.
- 4) For the purpose of self-defense or the protection of persons or property.
- 5) For the preservation of order.

G) **Violation of Students' Rights:**

- 1) Rights will be protected in accordance with State Board of Education regulations which are incorporated within this policy
- 2) Education is a right guaranteed to the student. The courts have defined the basis on which the denial of that right is justified. The conditions of denial carry with them the guarantee of due process. It is the intent of the Board that every reasonable effort be made on behalf of the student's education, and it is the intent of Camp Verde H.S. that students and their parents be informed of the regulations regarding disciplinary and appeal procedures affecting students within the school. Faculty, parents, and students shall attempt by informal means to resolve problems affecting students and the educational process. If any student or parent feels that the school conditions or decisions made by its staff are not satisfactory, the student or parent shall be afforded the opportunity to confer with the Superintendent regarding the matter. The student or parent may appeal of the School Board if not satisfied with the disposition of the matter.

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

This policy discusses what to do, should a student feel their constitutional rights have been violated. There is a complaint form (Equal Educational Opportunities Policy JB\_E) that may be filled out, including what has been done to try to solve the problem. Students may present a complaint or grievance regarding one or more of the following:

- Violation of the student's constitutional rights.
- Denial of an equal opportunity to participate in any program or activity for which the student qualifies.
- Discriminate treatment on the basis of race, color, religion, gender, age, national

origin or disability

- Harassment of the student by another person, 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 member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

The Superintendent shall determine whether the complaint/grievance falls within this policy. Only the students on their own behalf may make complaints.

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

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.

### **Parent Rights to Know:**

The "Parents Right to Know" notice states that parents have a right to know that:

The teacher meets State Qualifications/licensure requirements. The teacher is teaching under an Emergency Certificate. The teacher has a baccalaureate degree. The child receives services from a paraprofessional. The qualifications of the paraprofessional serving their child. The child's level of achievement based on required state assessments. More information on the Parent Right to Know (Policy KB) can be found on our District website at: [www.campverdeschools.org](http://www.campverdeschools.org)

### **BEHAVIOR DISRUPTIVE TO THE EDUCATIONAL PROCESS**

The purpose of this policy is to assist students, parents, teachers, staff, and school administrators in understanding that the school community exists to help all students develop their full potential for learning and the necessary self-discipline to enable them to become productive, responsible members of a democratic society. The standards used for defining unacceptable behavior are based on whether or not particular behaviors have the potential to disrupt the educational process.

Minimum mandatory consequences have been established and must be expected for any violation. Each consequence will depend on the guidelines established in the student handbook, the severity of the violation, and whether the violation is a first

offense or a repeated act. Progressive consequences will be applied to address continued unacceptable behavior. The actions are designed to:

1. Give the student a just program that includes ample opportunities for modification of his/her behavior in positive way.
2. Provide students, parents, and school personnel clearly stated, advance knowledge of the course of action to be followed in disciplinary matters.
3. Provide consistency in applying disciplinary actions.
4. Provide a program that is progressive (moderate to the most severe action).
5. Discipline with dignity.

In the first column on the following pages are listed acts of student misconduct that require some corrective or disciplinary action. In the other columns are listed the progressive disciplinary actions that may be taken. While the need for some leeway in administering these procedures is at times necessary, deviation from them will be the rare exception rather than usual practice.

**It is the policy of the Governing Board that a suspended student:**

1. Shall not be allowed to loiter about any school grounds.
2. Shall not be allowed to participate in or attend any school activity.
3. May receive make-up work only at the discretion of the building administrator.

**VIOLENCE / HARASSMENT / <sup>[1]</sup><sub>SEP</sub> INTIMIDATION / BULLYING**

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

The District, in partnership with parents, guardians, and students, shall establish and maintain a school environment based on these beliefs. The District shall identify and implement age-appropriate programs designed to instill in students the values of positive interpersonal relationships, mutual respect, and appropriate conflict resolution. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

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

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

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

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

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

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

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

## **Prohibitions and Discipline**

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

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

## **Reporting Incidents of Bullying**

A student who is experiencing bullying, or believes another student is experiencing bullying, is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is

informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQF.

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

At the time a student reports alleged bullying the principal shall provide to the student who has allegedly been bullied a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s) of the report.

The principal shall investigate *all* reports of bullying. If the principal determines that bullying has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

Documentation related to reported bullying and subsequent investigation shall be maintained by the District for not less than six (6) years. In the event the District reports incidents to persons other than school officials or law enforcement all individually identifiable information shall be redacted. Restrictions established by FERPA on disclosure of personally identifiable student information must be observed at all times.

The Superintendent shall establish procedures for the dissemination of information to students, parents and guardians. The information will include, but not be limited to, Governing Board policies, incident reporting, support services (proactive and reactive) and student's rights. The dissemination of this information shall:

- occur during the first (1st) week of each school year,
- be provided to each incoming student during the school year at the time of the student's registration,
- be posted in each classroom and in common areas of the school, and
- be summarized in the student handbook and on the District website, and The Superintendent shall establish procedures for the dissemination of information to District employees including, but not limited to
  - Governing Board policy,
  - Preventive measures,
  - Incident reporting procedures,
  - Available support services for students (both proactive and reactive), and
  - Student rights.

Information will be provided to staff members at the beginning of each instructional year and on the first day of employment for new employees.

The Superintendent shall establish procedures designed to protect the health and safety of students who are physically harmed as the result of bullying. These will include, when appropriate, procedures for contacting emergency medical services, law enforcement agencies, or both.

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

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

**HAZING:** There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the school.

### **Definitions**

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

### **Directions**

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

All students, teachers and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

### **Reporting/Complaint Procedure**

Students and others may report hazing to any professional staff member. Professional staff members must report the incident to the school administrator or next higher administrative supervisor, in writing, with such details as may have been provided. A failure by a staff member to timely inform the school administrator or next higher administrative supervisor of a hazing allegation or their observation of an incident of hazing may subject the staff member to disciplinary action in accord with School policies. The staff member shall preserve the confidentiality of those involved,

disclosing the incident only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law. Any instance of reported or observed hazing which includes possible child abuse or violations of statutes known to the staff member shall be treated in accord with statutory requirements and be reported to a law enforcement agency.

A person who complains or reports regarding hazing may complain or report directly to the school administrator or to a professional staff member. The professional staff member receiving the report/complaint shall retrieve sufficient detail from the person to complete the form designated for such purpose. At a minimum the report/complaint shall be put in writing containing the identifying information on the complainant and such specificity of names, places and times as to permit an investigation to be carried out. When a professional staff member receives the information, the staff member will transmit a report to the school administrator or supervising administrator not later than the next school day following the day the staff member receives the report/complaint. The report/complaint will be investigated by the school administrator or a supervising administrator. The procedures to be followed are:

- An investigation of the reported incident or activity shall be made within ten (10) school days when school is in session or within fifteen (15) days during which the school offices are open for business when school is not in session. Extension of the time line may only be by necessity as determined by the Superintendent.
- The investigator shall meet with the person who reported the incident at or before the end of the time period and shall discuss the conclusions and actions to be taken as a result of the investigation. Confidentiality of records and student information shall be observed in the process of making such a report.
- The investigator shall prepare a written report of the findings and a copy of the report shall be provided to the Superintendent.

All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in School policies related to the conduct and discipline of students, staff, and others.

### **Administrative Discipline Definitions**

**Aggravated Assault** - When a person commits an assault against another person and: 1) causes serious physical injury to another, 2) uses a deadly weapon or dangerous instrument; or 3) is eighteen (18) years of age and commits an assault against a person fifteen (15) years of age or younger.

**Alcohol** - The use or possession, use or distribution of, or to be under the influence of or intoxicated from, any fermented or distilled liquor.

**Arson** - Maliciously, willfully, and/or neglectfully starting, by any means, a fire or causing an explosion on either personal property or school property or at any school related activity or promote the continuance of the same.

**Assault** - When a person intentionally, knowingly, or recklessly causes physical injury to another person, or intentionally places another person in reasonable apprehension of imminent physical injury, or knowingly touches another person with the intent to injure, insult, or provoke such a person.

**Bomb Threat** - Falsely and maliciously issuing by word or writing or any other form of communication that a bomb or other explosive has been placed in such a position that persons or property may be injured or destroyed.

**Bullying** - Threatening physical harm to another, causing another person to believe him/her to be in imminent danger, or causing another person severe mental harm

through bullying. Actions which can cause such harm and which constitute bullying include but are not limited to threats, gestures, verbal assaults, harassment, or intimidation.

**Controlled Substance/Drugs** - Any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, glue, paint, or any substances set forth in A.R.S 13-3451 which may impair or alter an individual's physical or mental capacity.

*Possession* - having any substance set forth above, or any item sold as a controlled substance, unless such drug or substance has been specifically prescribed by a physician and is being used in accordance with the prescription and Governing Board policies.

Camp Verde Unified School District recognizes that alcohol and drug abuse is a treatable disease. Health problems of youth are primarily the responsibility of the parents and guardians, but the schools share that responsibility because misuse, abuse and dependency problems often interfere with school behavior, student learning, and Camp Verde Unified School District recognizes that alcohol and drug abuse is a treatable disease. Health problems of youth are primarily the responsibility of the parents and guardians, but the schools share that responsibility because misuse, abuse, and dependency problems often interfere with school behavior, student learning, and the maximum possible development of each student. The schools shall intervene with persons manifesting evidence of abuse and/or dependency.

Camp Verde Unified School District shall endeavor to educate and counsel students and staff concerning abuse of alcohol, illegal drugs and/or controlled substances. Every reasonable effort shall be made to provide for students and staff an environment that is free of alcohol, illegal drugs, controlled substances and intoxicants.

School authorities shall give consideration to the health, safety, and educational rights of all students, when prescribing disciplinary action(s) for students who use, are under the influence of, possess or distribute alcohol, intoxicants, illegal drugs and/or controlled substances on school premises or while engaged in school sponsored activities.

Presented item as a controlled substance is subject to discipline in this section of the discipline code.

**Corporal Punishment** - This is a prohibited practice.

**Detention** - May be assigned by a teacher or administrator for tardiness and minor infractions of rules. Students will be expected to do homework or read a book. It is the responsibility of the students to inform their parents of the detention. Each student will be allowed at least twenty-four (24) hours before the detention is assigned to arrange for his/her transportation. Failure to attend detention will result in additional detention or suspension.

**Disrespect of School Authorities** - Any action involving defiance or disregard of authority and/or school rules.

**DRESS CODE: A student's dress and grooming shall not present health, safety problems or cause disruption of the educational process.** The purpose of the dress code is not to limit individual freedom but to provide a set of guidelines that promotes a positive learning environment for all.

These dress guidelines were developed with input from students, parents, and staff. The intent of the dress code is to provide clear direction to all students and staff so that a productive learning environment can be achieved for all. Dress choice should be thought about before school, and if a dress item raises question, it probably should not be worn to school. The dress code will be enforced during regular school hours. (Governing Board Policy JICA, JICA-R)

### **Guidelines:**

- Clothing, jewelry, paraphernalia or any personal items depicting or promoting drugs, tobacco, vaping, alcohol, sex, gang activity, guns, knives or violence shall not be allowed.
- Chains, spikes, oversized wallet chains or any type of sharp objects are not allowed.
- Shorts and skirts must pass the end of the thumbnail which means they may not be shorter than where the student's thumb nail touches the leg when the arm is hanging straight down.
- Clothing will cover all undergarments at all times including sports bras and bral-lets. See through clothing will not be allowed. Garments that expose bare midriiffs front and back (skin showing between the top of pants and bottom of shirt or blouse), cleavage (neckline may be no lower than the width of the student's hand when measured from the collarbone), buttocks and bare backs are prohibited.
- Strapless tops, tube tops, one strap tops, white undershirt tank tops, halter tops and tops with spaghetti straps will not be permitted. Straps must be at least student's two fingers in width. Shirts may not be split down the sides.
- Trench coats, full length coats or full camouflage clothing will not be permitted.
- Pants with ripped or distressed holes may not have skin showing above the thumbnail. Pants and shorts will be pulled up and secured at the waist at all times (no undergarments showing).
- Footwear must be worn at all time (no bare feet). Shirts, overalls, and blouses must be appropriately fastened.
- The safety dress code for vocational classes, labs and P.E. shall be followed.
- Hats, caps, beanies, hoods, visors, bandanas, hairnets and sunglasses shall not be worn inside any building at any time.
- Gang related dress, grooming, language, and/or behavior on District property and at District events during regular school hours is contrary to the educational mission and purpose of the District and therefore such dress, grooming, language, and/or behaviors are prohibited.

The responsibility for making determinations concerning dress and grooming rests with the school staff and administration. Students who violate this policy are subject to disciplinary action which may include, but is not limited to, any one or a combination of the following: informal talk, documented conference, alternate apparel, parental involvement, detention, or short-term suspension.

**Electronic Devices:** Personal electronic devices of any kind may not be used in the classroom and are not secure in lockers. Cell phones may be used in the classroom or during class time as directed by the classroom teacher. Electronic devices will be confiscated and turned into the office if students don't have permission to use them. Items turned in to the high school office may only be retrieved by students' parents between 7:00 a.m. and 4:30 p.m. The first violation the device will be given back to the student at the end of the school day. The second violation the device will be picked up by the parent/guardian. The third violation the device can be picked up after a meeting has been held with the administration. Starting with the fourth violation the student will be receive disciplinary consequences.

**Excessive/Inappropriate Public Display of Affection** - A display of affection that has the potential of disrupting the educational process or does not meet community norms. Physical interaction beyond holding hands is inappropriate.

**Explosives** - Explosives are strictly prohibited on school property or at school sponsored events. This includes fireworks of any kind.

**Expulsion** - Is the process in which the principal petitions the School Board to have

the student removed for the rest of the school year, a specified amount of time, or indefinitely upon the Governing Board's decision. (Governing Board Policy JKE)

**Extortion** - Using intimidation or the threat of violence to obtain money, information or anything of value from another person.

**Fighting** - Engaging in physical contact for the purpose of inflicting harm on another person, or engaging in violent behavior pursuant to Governing Board Policy. In cases that are determined to be mutual combat situations, all students involved will be disciplined regardless of who actually initiated the fight.

**Note:** Self-defense - it is the policy of the District that physical force should be avoided at all times. Under some circumstances, however, physical force is justified. Physical force is not illegal under this student code of conduct when a review of the evidence determines that physical force is immediately necessary to protect the student or another against another's use or attempted use of unlawful physical force. Physical force is never justified to protect property, in response to verbal provocation or after the initial user of physical force has stopped.

**Firearms** - Possession or use of any weapon(s) or facsimile weapon(s) which may be used to intimidate or threaten others. Firearms may shoot a projectile and/or Taser/Stun gun.

**Gambling** - To play a game for money or property; to bet on an uncertain outcome; to stake, take a risk or a chance on something on a contingency.

**General Disruptive Conduct** - Any other conduct which disrupts the education process, constitutes a health or safety hazard, or is in violation of specific school rules. For example:

Knowingly and deliberately failing to comply with any legal and/or official rule of regulation designed by or provided by a teacher, principal, faculty member, or other public school official at any time whether the rule is designed for the classroom, the campus in general, or any other location or faculty involving a school related activity.

Being inappropriately dressed, i.e., being dressed in a manner that is potentially disruptive to the educational process.

Causing a disruption by behavior, actions, or words, during a school activity or on school grounds.

**Hazing** - (A.R.S 15-2301) Any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.

The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

**Incendiary Item** - Lighters, matches, or similar items.

**Indecent Exposure** - The purposeful exposure of parts of the body normally covered by clothing.

**Insubordination** - Refusing to comply with any reasonable demand or request by any school official or sponsor at places and times where school personnel have jurisdiction.

Failing to provide/surrender school identification to any public school personnel or activity sponsor upon demand.

**Obscene Publications** - The display or possession of drug-related material, publications, CD's and/or any objects or publications which are indecent in any manner and/or have the potential for being disruptive or promote illegal drug use, alcohol use, or sex.

**Profanity** - Using language which is crude, offensive, or insulting or the irreverent use of coarse words to show contempt or disrespect; swearing. A departure from what is considered to be acceptable language within the environment of a school.

**Restitution** - Will be sought from anyone for damage to or the theft of personal or school property. This includes damage to the school facilities (bathroom, lockers, desks, etc.); damage or loss of school textbooks, materials, and/or supplies for which student and parents are responsible; or damage to personal property of school employees or students. Such matters may be referred to the proper law enforcement authorities and/or courts for further action.

**Robbery** - Taking of property of another through means of force or fear.

**Sexual Harassment** - Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by an individual of this institution. All individuals associated with this District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Anyone who is subject to sexual harassment or knows of the occurrence of such conduct should inform the principal of the school.

**Smoking** - Smoking by anyone is illegal on school property, and the possession of smoking materials, and/or matches/lighters, is not permitted on school property or at any school-sponsored activity.

**Suspension** - Removal of a student from classes and all school related activities for a period of time ranging from a minimum of a few minutes to a maximum not to exceed ten (10) school days. School administration will make the determination of in-school/short-term suspension or home suspension. Long-term suspensions may be requested in cases in which student conduct warrants such a punishment.

**Tardiness** - Unexcused late arrival to class, arrival after bell rings. Excessive tardiness occurs when a student is tardy five or more times per semester.

**Theft** - Unauthorized possession of property owned by another.

**Threatening an Educational Institution** - To intentionally, knowingly or recklessly interfere with or disrupt the normal operations of an educational institution, as found in A.R.S. 15-841, A.R.S. 13-2911, and District Policy JK: Threatening to cause physical injury to any employee or student of an educational institution or any person on the property of an educational institution.

Threatening to cause damage to any educational institution, the property of any educational institution or the property of any employee or student of an educational institution.

**Trespassing** - Being present in an unauthorized area or refusing to leave school grounds when ordered to do so by a school administrator or faculty member either before, during or after school hours.

**Truancy** - Unexcused absence of a student from any class for one (1) or more periods of the school day without *prior* parental permission or consent of the school administration. Students truant from school on the day of an extracurricular activity will not be allowed to attend or participate in that activity. A letter will be submitted to the Yavapai County Attorney or a referral will be sent to law enforcement.

**Use Of Tobacco** - Smoking and the use of any smokeless tobacco product that includes, but is not limited to cigarettes, e-cigarettes, vaporized smoke, chew and snuff, is prohibited on school grounds at all times.

**Vandalism** - Deliberately or maliciously destroying, damaging, and/or defacing school property or the property of another individual.

**Vaping** - the action or practice of inhaling and exhaling the vapor produced by an electronic cigarette or similar device.

**Weapons** - Any object used to do bodily injury to any person. No student shall use, possess, control, transfer or sell explosives, knives, brass knuckles, or any other object that can reasonably be considered a weapon on school grounds or at a school sponsored activity.

Board approved: May 12, 2014

# Progressive Administrative Discipline Plan

## Point Chart:

- 1) Students will be assigned demerit points for earning administrative discipline consequences.
- 2) Demerit points will be cumulative throughout a school year.
- 3) Probation levels and related consequences will be enforced as students pass the point thresholds indicated.
- 4) POINTS:
  - a. **2 points** – Detention, regardless of the length assigned (before school *or* lunch).
  - b. **2 points** – Per day of after school detention
  - c. **5 points** – Per day of in-school suspension
  - d. **10 points** – Per day of off-campus suspension **or Friday School**

## Probation Levels:

Level 1: - 10 to 29 demerit points  
- lasts 8 school days

Level 2:- 30 to 59 demerit points  
- lasts 16 school days

Level 3:- 60 to 99 demerit points - lasts 24 school days

Level 4:- 100 or more demerit points- Lasts 45 days or end of current semester whichever is longer.

Progressive levels of probation and aligned minimum consequences are described in the following plan. The administration reserves the right to modify consequences on any level of probation in order to meet the needs of the school or the particular situation.

## Level 1 Probation

### **Student Discipline:**

- Student receives a total of **10 to 29** demerit points

### **Discipline Probation Guidelines:**

- 2 school weeks

### Extracurricular Consequences:

- student must miss the next home extracurricular competition (club or sport) if scheduled within the probation time period.
- student may not compete in any off-campus / away extracurricular or co-curricular competition **during the probation period** (student may continue to attend practices/meetings if allowed by the coach)
- student may not hold any leadership role (captain, officer, etc) in any sport or club during the probation period.
- student may not attend any extracurricular field trip or other school sponsored off-campus activity.

### School Consequences:

- student may not attend any field trip or other school sponsored off-campus curricular activity.

## **Level 2 Probation**

### **Student Discipline:**

- Student receives a total of **30 to 59** demerit points

### **Discipline Probation Guidelines:**

- 4 school weeks

### **Extracurricular Consequences:**

- probation guidelines from Level 1, plus:
- student may not compete in any extracurricular or co-curricular competition, home or away **for the probation period** (student may continue to attend practices/meetings if allowed by the coach)
- student may not attend any school dance, sporting event, or other school-sponsored extra-curricular activity.

### **School Consequences:**

- probation guidelines from Level 1

## **Level 3 Probation**

### **Student Discipline:**

- Student receives a total of **60 to 99** demerit points.

### **Discipline Probation Guidelines:**

- 6 school weeks

### **Extracurricular Consequences:**

- Probation guidelines from Levels 1 and 2, plus:
- Student may not practice, attend meetings, or be in any way actively involved with a club or sport. ***Student may not compete in any extra or co-curricular activity or competition in the current season or next season in which the student previously participated unless the student can earn their way back to lower levels.***

### **School Consequences:**

- Probation guidelines from Levels 1 and 2, plus:
- Student may not be allowed out of direct teacher supervision at any time during the class period. Student must plan to take care of school business during break, lunch, before or after school. When necessary for the student to leave class, an adult (available teacher, classified staff, counselor, or administrator) must accompany student to/from any destination outside of the classroom during class time.
- Student and Parent must meet with the Principal and/or Dean of Students.

## **Level 4**

### **Student Discipline:**

- Student receives a total of **100 or more** demerit points

### **Long Term Suspension Recommendation:**

- 45 days or until the end of the current semester, whichever is longer

### **Re-Admission Guidelines:**

- Student and parents must meet with CVHS Administration prior to readmission to school
- Student must provide, at his/her own expense, proof of clean urinalysis from a certified lab completed within two days before returning
- Student must provide evidence of no legal consequences during the entire period he/she is out of school
- Student returns on a 90 point behavior contract.
- Student is immediately suspended for the/ a school calendar year for any infraction requiring a referral and administrative suspension.

### **Discipline Level Reduction Plan**

*A student may earn their way off of each discipline level in the following manner. A student must complete an entire academic quarter without an administrative discipline consequence to reduce their present level. When reduced, the student will be reduced to the highest point total of the next level. At the completion of each academic quarter the point list will be evaluated to determine which students are eligible to have a reduction in points or levels.*

**EXAMPLE:** *Student A is on level 3 with 65 points. After completing a full quarter without an administrative discipline consequence Student A would be reduced to the top of level 2 (59 Points). The point totals are carried over from previous school year or enrollment period.*

## ADMINISTRATIVE DISCIPLINE CODE

Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense or more
<i>Homicide</i> <i>Armed Robbery</i> <i>Kidnapping</i>	<ul style="list-style-type: none"> <li>• 9 day suspension and recommend expulsion</li> <li>• Notify police</li> <li>• Parent contact</li> </ul>		
Selling or possession of packaged-to-sell drugs or other controlled substances pursuant to A.R.S. §13-3411	<ul style="list-style-type: none"> <li>• 9 day suspension and recommend expulsion</li> <li>• Notify police</li> <li>• Parent contact</li> </ul>		
Possession or use of Firearm, Taser, Destructive Device	<ul style="list-style-type: none"> <li>• 9 day suspension and recommend expulsion/long term suspension</li> <li>• Notify police</li> <li>• Parent contact</li> </ul>		
Assault, Aggravated assault, Sexual assault Robbery/Burglary, Hazing, Death Threat, Public Sexual Indecency, Sexual Abuse/Sexual Conduct with a Minor/Child Molestation Threatening an Educational Institution	<ul style="list-style-type: none"> <li>• 9 day minimum suspension plus;</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + counseling + expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Recommend + 15 day minimum suspension + alternative placement + mandatory counseling + expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Recommend + 15 day minimum suspension + alternative placement + mandatory counseling + expulsion</li> </ul>
Possession of fireworks, Explosives, Knife, Dangerous items, Simulated weapons or firearms, or other weapons at the school or at a school event. Arson, bomb threat, Biological/chemical threat, Fire alarm misuse	<ul style="list-style-type: none"> <li>• 0-9 day suspension</li> <li>• Notify police/fire department</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + counseling + community</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 day suspension</li> <li>• Notify police/fire department</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + counseling</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 9 day suspension</li> <li>• Notify police/fire department</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + counseling + community</li> </ul>

	service + expulsion	+ community service + expulsion	service + expulsion
Possession/distribution, use and/or being under the influence of drugs/controlled substance/alcohol/drug paraphernalia/substance represented as an illicit drug	<ul style="list-style-type: none"> <li>• 0-9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + restitution + alternative placement + counseling + expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + restitution + alt. placement + counseling + expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + restitution + alternative placement + counseling + expulsion</li> </ul>
Unauthorized accessing of computers, networks software, tampering or intrusion of computer systems	<ul style="list-style-type: none"> <li>• 0-9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + expulsion</li> </ul>
Disorderly conduct Recklessness Endangerment	<ul style="list-style-type: none"> <li>• 0-9 day suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 2-9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible counseling</li> </ul>	<ul style="list-style-type: none"> <li>• 9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + expulsion + Yavapai County Juvenile Detention</li> </ul>

<p>Sexual harassment with or without contact, Extortion, Bullying, Indecent Exposure, Gambling, Harassment (Non-Sexual), Threat or Intimidation</p>	<ul style="list-style-type: none"> <li>• 3 day detention and/or 0-5 day suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day detention</li> <li>• 3-9 day suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 5-9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + mandatory counseling + alternative placement + expulsion</li> </ul>
<p>Fighting</p>	<ul style="list-style-type: none"> <li>• 0-3 day detention, and/or 0-3 day suspension</li> <li>• Possible notify police</li> <li>• Parent contact</li> <li>• Possible community service</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• 0-5 day detention, and/or 0-5 day suspension</li> <li>• Possible notify police</li> <li>• Parent contact</li> <li>• Possible community service</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• 3-9 day suspension</li> <li>• Notify police</li> <li>• Parent contact</li> <li>• Restitution</li> <li>• Possible recommend + 15 day minimum long term suspension + alternative placement + expulsion</li> </ul>
<p>Vandalism of Personal Property, Vandalism of School Property Trespassing, Theft, Graffiti, Tagging or Destruction of School Property</p>	<ul style="list-style-type: none"> <li>• 0 - 3 day detention, and/or 0 - 3 day suspension</li> <li>• Parent contact</li> <li>• Possible Community Service</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• 0 - 5 day detention, and/or 0-5 days suspension</li> <li>• Parent contact</li> <li>• Possible notify police</li> <li>• Possible Community Service</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• 3 - 9 day suspension</li> <li>• Parent contact</li> <li>• Possible recommend + 15 day minimum long term suspension + alt. placement + expulsion</li> </ul>
<p>Possession of pornographic/obscene sexual or drug publications, Inappropriate language, Verbal aggression, Verbal provocation, or Minor Aggressive Act (e.g. hitting, pushing, shoving or rough play)</p>	<ul style="list-style-type: none"> <li>• 1 day detention, and/or 1 day suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 3 day detention or 0 – 3 day suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day detention and/or 2 - 5 day suspension</li> <li>• Parent contact</li> <li>• Possible recommend: + 15 day minimum long-term suspension + alternative placement + expulsion</li> </ul>

E-Cigarette/Vaping, possession of vape device, possession of paraphernalia	<ul style="list-style-type: none"> <li>• 2 days Fri School or 5 day home suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 9 days suspension</li> </ul>
Smoking or chewing tobacco, Possession of smoking or chewing paraphernalia, Combustible item	<ul style="list-style-type: none"> <li>• 3 - 5 days detention and/or 0 – 3 days in-school suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 1 - 3 days suspension</li> <li>• Mandatory 8 week tobacco education classes</li> <li>• Contact police</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 3 – 9 days suspension</li> <li>• Mandatory 8 week tobacco education classes</li> <li>• Contact police</li> <li>• Parent contact</li> </ul>
Truancy or out of class without permission; Leaving school grounds without permission.	<ul style="list-style-type: none"> <li>• 3 days detention or 1 day in-school suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days detention or 3 days in-school suspension</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days in-school suspension</li> <li>• Parent contact</li> <li>• Referral to law enforcement</li> </ul>
Disrespect toward school authorities, Non-compliance, Disruption of class, forgery, profanity, lying (directed towards staff) or Contraband	<ul style="list-style-type: none"> <li>• 0-3 day detention and/or 0-3 day suspension</li> <li>• Parent contact</li> <li>• Must serve teacher assigned consequences</li> </ul>	<ul style="list-style-type: none"> <li>• 0-5 days detention, and/or;</li> <li>• 0-5 days suspension</li> <li>• Parent contact</li> <li>• Must serve teacher assigned consequences</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 3-9 days suspension</li> <li>• Parent contact</li> <li>• Must serve teacher assigned consequences</li> </ul>
Dress code	<ul style="list-style-type: none"> <li>• Wear alternate article (alternate attire will be provided)</li> </ul>	<ul style="list-style-type: none"> <li>• 1 day detention, or;</li> <li>• In-school suspension</li> <li>• Wear alternate attire</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 3 days detention, and/or 0-3 days in-school suspension</li> <li>• Wear alternate attire</li> <li>• Parent contact</li> </ul>
Excessive tardiness	<ul style="list-style-type: none"> <li>• (5 Tardies)</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• (6 – 7 Tardies)</li> <li>• Detention</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• (8 or more Tardies)</li> <li>• Parent contact</li> <li>• Detention,</li> <li>• In-school suspension, or suspension</li> </ul>
Excessive/Inappropriate public display of affection	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Detention and/or suspension</li> </ul>
Scholastic dishonesty ( <i>Cheating, Plagiarism</i> )	<ul style="list-style-type: none"> <li>• Zero on assigned work</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Zero on assigned work</li> <li>• Detention</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Zero on assigned work</li> <li>• 1 day suspension</li> </ul>

			<ul style="list-style-type: none"> <li>• Parent contact</li> <li>• Strike credit</li> <li>• Possible Summer School</li> </ul>
Riding bikes, skateboards and/or roller blades/shoes on school property	<ul style="list-style-type: none"> <li>• Item taken, parents must recover</li> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Item taken, parents must recover</li> <li>• Detention</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Item taken, parents must recover</li> <li>• Detention</li> </ul>
Speeding/reckless driving on campus, Illegal parking	<ul style="list-style-type: none"> <li>• 1 day in-school suspension</li> <li>• Loss of parking privileges for 1 week</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• 3 day in-school suspension</li> <li>• Forfeit parking for balance of year</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Wheel immobilizer to be used. \$50.00 charge to be paid for removal</li> <li>• Possible tow of vehicle</li> <li>• Parent contact</li> <li>•</li> </ul>
Cell phones, electronic devices, music players as a disruption	<ul style="list-style-type: none"> <li>• Item taken, parents must recover</li> </ul>	<ul style="list-style-type: none"> <li>• Item taken, parents must recover</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• Item taken, parents must recover</li> </ul> <p>0-9 day suspension, and/or detention</p>

1. All consequences are subject to administrative discretion.
2. All rules apply to students while on school grounds and during school sponsored activities on or off campus.
3. In-school suspension or detention: students can bring their own lunch or buy a sandwich, fruit and milk. The regular menu is not available.

*The school administrator may refer student misbehavior reasonably believed to constitute a crime to law enforcement. Student absences resulting from incarceration or as a result of the student being charged with a crime shall be considered unexcused absences. A student may be dropped from enrollment in the District (as a result of unexcused absences), suspended, or expelled in addition to any criminal consequences.*

Board approved: May 12, 2014

## **NOTICE FOR DIRECTORY INFORMATION**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that School Districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, School Districts may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

**If you do not want** the School District to disclose directory information from your child's education records without prior written consent, you must notify the District in writing within two weeks of the start of school or within two weeks of enrollment. The School District has designed the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed.) Student's name, photograph, date and place of birth, major field of student, dates of attendance, grade level, and participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received.

## **Media Photographs**

**Please contact the CVHS office if you do not want your student to be photographed for publication or interviewed by a media representative.**

# Parent/Student Agreement

(Please Sign and Keep this Section in your handbook)

We agree to follow school rules and policies as written and in accordance with the student handbook.

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Student Name (Print)

Parent/ Guardian Name (Print)

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Student Signature

Parent/Guardian Signature

Date\_\_\_\_\_

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