



*Catalina Foothills High School*

***Fight Song***

*Go mighty falcons  
Silver, blue, and white  
Falcon pride is going all the way  
Fighting hard tonight!*

*Catalina Foothills  
Falcons out to win  
Our falcon pride we cannot hide  
And we will fight to victory!*

# CATALINA FOOTHILLS HIGH SCHOOL

## 2017 – 2018 Student Handbook

Catalina Foothills High School  
4300 E Sunrise Drive  
Tucson AZ 85718

PH 520-209-8300  
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Anonymous Tip Line 520-209-8599

Website: <http://www.cfsd16.org/schools/foothillshigh/>

### ADMINISTRATION

Ms. Jody Brase	Principal	
Ms. Jennifer Miller	Assistant Principal, Freshmen/Juniors	House 1
Mr. Ryan Tkalcevic	Dean of Students/Athletic Director	House 2
Mr. John Moes	Assistant Principal, Seniors	House 3
Mr. Christopher Lambert	Assistant Principal, Sophomores	House 4
Ms. Cari Burlson	JTED/CTE Director	B Building

### HOURS

<b>Main Office</b>	<b>Monday – Friday</b>	<b>7:30 am – 4:00 pm</b>
<b>Academic Buildings</b>	<b>Monday &amp; Friday</b>	<b>8:30 am – 3:40 pm</b>
	<b>Tuesday – Thursday</b>	<b>7:45 am – 3:40 pm</b>
<b>Library</b>	<b>Monday – Friday</b>	<b>7:45 am – 4:00 pm</b>
<b>Cafeteria</b>	<b>Monday – Friday</b>	<b>7:45 am – 1:30 pm</b>
<b>The Nest (House 2)</b>	<b>Monday – Thursday</b>	<b>7:45 am – 4:15 pm</b>
	<b>Late start Fridays</b>	<b>8:45 am – 3:30 pm</b>

The gates are open for student arrival each day at 7:45 am.

Academic Assistance is on late start Fridays 9:05 am – 9:35 am.

### VISION

*A global learning community of academic and social excellence*

### MISSION

The mission of CFHS, as a collaborative learning community committed to excellence, is to guarantee that each student demonstrates outstanding academic and personal achievement, graduates, and becomes a contributing member of the global community by engaging students in meaningful and challenging learning experiences within an environment that fosters a passion for learning and personal behavior of the highest standards.

### CALENDAR / ANNOUNCEMENTS

Parents and students will find information about activities in the weekly Falcon Flash and on the CFHS website.

### IMPORTANT DATES 2017-18

<b>First Semester</b>		<b>Second Semester</b>	
First Day of Classes	Aug 10	Back to School	Jan 8
Back to School Night	Aug 8	Winter Formal	Jan 13
Labor Day Holiday	Sep 4	Martin Luther King Holiday	Jan 15
Homecoming	Sep 30	Rodeo Break	Feb 22-23
Parent/Teacher Conferences	Oct 9-10	Spring Break	Apr 2-6
Fall Break	Oct 12-13	Jr/Sr Prom	Apr 14
Thanksgiving Break	Nov 22-24	Final Exams for grades 9-11	May 21-23
Final Exams	Dec 20-22	Graduation	May 23
Winter Break	Dec 25-Jan 5	Last Day of Classes	May 23

## GENERAL SCHOOL POLICIES AND PROCEDURES

### **ACADEMIC ASSISTANCE**

Teachers are in their classrooms on late start Fridays (9:05am-9:35am) for student assistance; no appointment is necessary.

### **ADDRESS AND TELEPHONE NUMBER CHANGES**

Changes of address, email, or telephone number should be reported as soon as possible to the CFHS Registrar via email [gcsack@cfsd16.org](mailto:gcsack@cfsd16.org).

### **ASSEMBLIES**

We will meet as an entire school or whole grade level a few times a year. Students are required to attend these assemblies and are expected to be courteous members of the audience who:

- Enter and exit as instructed
- Give their full attention to the speaker(s) and show appreciation appropriately
- Follow the instructions of school personnel
- Stay in the assigned audience area (no "storming" or "rushing" the field, court, or stage)

### **BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS, WHEELED SHOES, etc.**

These modes of transportation and recreation are not permitted for use on campus. Bicycle racks are located in the front of the school. Students are required to place their bicycle in a rack before entering the campus and are strongly encouraged to secure it with a lock and chain. Skateboards must be turned in to the main office or a House Coordinator at the beginning of the school day.

### **BUS TRANSPORTATION**

Bus transportation is provided for students subject to Catalina Foothills District policies. The following safety rules apply any time a student is a passenger on a district vehicle. Any student who endangers the safety or well-being of others will be removed from the bus immediately and denied transportation.

- The driver has absolute authority while students are on the bus or waiting to board.
- Students must wear their school ID card at all times. It must be presented to the bus driver to ride the bus.
- Students must board the bus in a single file line.
- Students should always cross roads in front of the bus, never behind.
- Seat belts must be used wherever they are provided.
- Students will conduct themselves in a manner that will not distract the driver's concentration, or endanger the safety of themselves or other students. Some examples of inappropriate conduct include: yelling, standing when the bus is in motion, using profanity, tampering with safety devices, vandalizing the bus, putting anything out of the window.
- Eating or drinking may not be permitted and students are responsible for picking up after themselves.
- Bus misconduct will result in school consequences that may include suspension from bus service and/or school suspension.
- Students must ride their assigned bus unless prior Administrative approval is granted.

### **CAMPUS BOUNDARIES and OFF-LIMITS LOCATIONS**

Students are expected to remain within the boundaries of the campus during the school day and stay clear of the off limits areas except with appropriate permission. **Students may not loiter or "hang out" in any of the buildings on campus.** The following areas are "off-limits" to students unless under the supervision of a teacher or with permission of a teacher or administrator:

- Any location outside the gated area of the campus without a staff member
- Athletic fields and gymnasium
- Tunnel area inside and outside the gymnasium
- Parking areas - except when arriving /departing campus (see parking)

### **CELLULAR PHONES and OTHER COMMUNICATION DEVICES ("Off and Away")**

Per Catalina Foothills School District Policy (Policy JK-RA), possession or use of personal electronic communication devices by students is permitted provided that: a) such devices do not disrupt the education program or school activity; b) such devices are kept in the "off" position in the classroom unless the teacher has expressly permitted their use; and c) the devices are permitted by the school administration and are used in accordance with school guidelines. CFHS is not responsible for the loss of any of these devices. Parents may be required to collect the device at school.

Students will not be excused from classes to make or answer telephone calls. Students are to leave their phones with the teacher when excused during class time to use restroom or fountain, visit nurse, etc. Students may not take unwanted pictures of other students or staff members with their cell phones or any other device as it is a violation of the privacy rights of individuals.

Students will face these consequences if the electronic device being used is a disruption to the educational environment:

- Step One: warning
- Step Two: device may be confiscated for the remainder of the class, 2 hours detention, parents notified,
- Step Three: device will be confiscated and delivered to grade-level administrator, 4 hours detention, parents notified, note made in discipline record
- Step Four/More: student assigned ISS or OSS, note made in the discipline record, parents contacted.

### **CLUBS / NON-CURRICULAR GROUPS**

Procedures for attaining club status at CFHS are derived from Governing Board Policy JJJ-R. In order to attain status as a school sponsored student group, the club must:

- Be an extension of (aligned with) the subject matter taught in the curriculum.
- Have the approval of the Principal (or designee) and the Governing Board.
- Have a certified staff sponsor.
- Follow District rules and procedures for gifts, donations, fundraising, field trips and purchases.

It is recognized that student groups that are not directly related to the educational function of the District provide many benefits to students. Groups who wish to promote their meetings and meet on school property before or after school must abide by the following guidelines:

- Student groups must have a certified staff member present to supervise but not participate in all meetings.
- Student group membership will be composed only of CFHS students.
- Student groups must reserve space for before or after school meetings on school grounds.
- Student group meetings must be student initiated and be voluntary.
- Student groups cannot materially or substantially interfere with orderly conduct.
- Student groups may only announce the time, place and name of the club meeting.

#### School Sponsored Activities

Parents and students should be aware that not all activities that appear to be associated with CFHS are "school sponsored." Some of these may even have "Foothills" as part of their title and may not be affiliated with the school. If there is any question if an event is school sponsored, it is the responsibility of the parent to inquire with the school.

Here are some ways in which a school event or activity is identified and communicated as "school sponsored:"

- The school event or activity is published on the school calendar or in the Falcon Flyer (the school newsletter).
- The school event or activity is approved on the School Sponsored Approval Form and is sent home with participating students.
- The parent has approved student participation by signing a CFHS permission form.

Social gatherings such as cast parties, athletic team parties, band parties, student council parties, etc., are not officially sponsored by CFHS unless the event is on the school calendar and/or publicized via the school sponsored approval form.

#### **COMMUNITY SCHOOLS / ACTIVITIES**

We believe that every high school student should have access to extracurricular programs that develop a sense of personal connection to their school and local community through activities promoting participation, interaction, competition and service.

After school classes meet 1 to 4 days per week from 3:45-5:15 pm. Most sessions run 11 weeks. Classes are created based upon student interest, are dependent on enrollment, and may vary each trimester. Some examples of previously offered after school classes are: credit recovery, driver's education, and SAT test preparation. If you have questions or need further information about Community Schools Student Activities, please contact the Community Schools Director at 209-8313.

#### **COMPUTERS**

Students may use school computers, based upon availability and instructional needs, with the following restrictions:

- Software from outside the school may not be installed.
- Non-curricular games are not permitted.
- Computers and related equipment may not be borrowed for off campus use.
- Library workstations may not be monopolized.

#### **COUNSELING SERVICES**

The counseling office is located on the first floor of House 1. Students may schedule an appointment to see a counselor with the clerk in the counseling area (209-8305).

Ongoing counseling activities throughout the school year include but are not limited to:

- Student class schedule development, graduation information, and transfer credit information
- 504 conferences
- Student/parent/teacher conferences
- Personal contact with students
- Classroom guidance activities
- Intervention/referral to appropriate services
- PSAT, SAT, ACT, ASVAB assessments
- AZ Merit, AIMS Science, CWRA+ standardized tests
- AP testing
- College planning (scholarships, financial aid, applications, etc.)
- NCAA applications
- Career exploration/development

The Registrar is located in the counseling area in House 1. Contact may also be made via email ([gcusack@cfsd16.org](mailto:gcusack@cfsd16.org)) or by phone (209-8385).

- Registration for new students
- Transferring to another school/withdrawing
- Address changes/verification
- Records
- Transcripts
- Copies of report cards and related information

#### **DANCES, SCHOOL SPONSORED**

- Students must present a current CFHS student ID card for admission.
- The starting and ending times of the dance are advertised in advance. Parents/guardians are responsible to provide transportation to and from the dance venue. Students will be allowed to leave the venue early but are NOT allowed to return. Security remains on duty 30 minutes after the dance ends.
- School rules will be enforced and all school-sponsored events are tobacco, alcohol, drug-free whether or not they are held on campus. Students and/or their guests may be required to submit to a Breathalyzer and/or have their belongings searched if there is reasonable suspicion of possession or use of illegal substances. Violators will be subject to disciplinary measures and possible arrest.

- Each CFHS student is allowed one guest to Winter Formal and/or Jr/Sr Prom only. Guests must be current high school students or under 21 years old. Middle school students are not eligible to attend. Guests must be signed up using the guest form available at the House desks and by following the directions on the form. CFHS host students are responsible for the behavior of their guests.

### **CFHS Dance – Dress Code**

Administrative adherence to the dress code is somewhat relaxed for school dances. For example, strapless dresses/gowns are usually acceptable. However, immodest and indecent attire is not acceptable. Male or female students who are dressed inappropriately will not be admitted to the dance.

Guidelines for student dress at school dances include:

- Dresses can be long, three quarters or mid-thigh in length
- Dresses may not be cut below the bust line in front or on the sides
- Dress cut outs are unacceptable attire

Formal (Winter Formal, Prom) or semi-formal/casual (Homecoming) attire is required: e.g., suits, dress shirts and slacks. No shorts, t-shirts, or jeans.

### **DRESS AND APPEARANCE (Policy JICA, JICF, JK)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans, or graphics, or slogans or graphics related to drugs or alcohol shall not be worn or displayed. Immodest or indecent attire is not acceptable.

Guidelines for school-appropriate attire include but are not limited to:

- Footwear must be worn.
- Shirts and tops must have minimum 1-inch wide straps which sit on the shoulder (e. g., no spaghetti/camisole straps, no halter tops, no strapless tops).
- Shirts and tops must cover the torso. (Torso is defined as upper body, chest, back and abdomen.) Shirts and tops should not be too low cut or short in the front, back or under the arms. Racer-backs should be no less than six inches wide.
- Clothing should be made of fabric that is not see-through or have cut outs, unless a full coverage garment is layered underneath.
- Shorts and skirts/dresses must be no shorter than mid-thigh.
- Clothing must completely cover undergarments (i.e., no underwear or any part of a bra – including sports bras and bralettes - should be visible).
- Clothing or accessories that advertise or promote items, including but not limited to: drugs, tobacco, alcohol, weapons, obscenity, profanity, vulgarity, gang or affiliation, racial or sexual remarks, or make reference to prohibited conduct is not acceptable.
- **Clothing must meet the above guidelines even if outerwear is removed. Student attire may not be “fixed” by wearing a sweater or jacket, pulling tops/shorts/skirts down, or turning the item inside out.**

School administration will make the final determination regarding appropriateness of the student's appearance. Students inappropriately dressed will face the following consequences:

- Step one: change clothing, parent contact, discipline record notation
- Step two: change clothing, parent contact with letter, discipline record notation, 2 hours detention
- Step three: change clothing, parent contact, discipline record notation, 4 hours detention
- Step four/more: change clothing, parent contact, disciplined for defiance of authority, ISS or OSS

### **ELEVATORS**

Elevators are in each of the buildings on campus. Use of elevators is restricted to students who have permission from the administration. Students requiring access to elevators are required to bring a note from a physician verifying: 1) the need for the elevator, and 2) the duration of the required usage. Notes should be taken to the Health Office where keys will be signed out after a \$25 refundable deposit is received. If a student is unable to pay the deposit, the appropriate grade-level administrator must give permission. Lost keys will result in a loss of the deposit and a charge equal to the cost incurred by the school for rekeying; this cost could be several hundred dollars. Students improperly using the elevator, including allowing non-approved students to use the elevator with them, may have their privileges revoked.

### **EMANCIPATION**

The relationship and communication between the school district and parents/guardians will not change when a student becomes 18 years of age unless the student has been legally emancipated through the court system.

### **ERRANDS**

Students will not be allowed to perform CFHS-related errands off-campus during the school day.

### **FEES AND FINES**

Fees may be charged as approved by the Governing Board for activities such as voluntary field trips, course materials, extracurricular activities, Community School programs, etc. Fines are levied for unpaid fees, lost, stolen, or damaged materials and equipment. As defined by A.R.S. 15-842, students and their parents will be responsible for reimbursement for any damage to school property.

### **FIELD TRIPS**

A field trip is considered an extension of the instructional program and all school rules still apply. Students may be asked to fund some or all portions of each trip. If this is a concern, please contact the principal.

### **FIRE, DISASTER, EMERGENCY DRILLS**

In each room, evacuation routes are clearly posted. At the sound of the alarm, students will:

- Leave rooms or outside areas as quickly as possible in an orderly fashion.
- Stay with their class and meet in the designated area.
- Go to the nearest exit and follow nearby classes if he/she is on a free period.
- Remain outside the building until the all clear has been announced.

### **FOOD AND BEVERAGES ON CAMPUS**

Food is only permitted in the Cafeteria and Plaza. Food is not allowed in science labs, computer labs, Library, Performing Arts building, or House lobbies/common areas. Snacks and drinks may be allowed in classrooms at the teacher's discretion. Students will be financially responsible for any costs

associated with cleaning up spills. Outside food deliveries are not allowed on campus during the school day; and parents may bring lunch for their son or daughter only. Students may not bring homemade food to share with others.

## FUND RAISING

All fund raising efforts must have preliminary approval from the Student Council and the Principal (or designee).

## HEALTH SERVICES

The Health Office is located at the south side of the Administration Building, inside the main gate. Students who become ill should first report to class and then receive a pass to go to the Health Office. If a student becomes ill, he/she must ALWAYS report to the Health Office prior to leaving campus. Failure to do so will result in an unexcused absence for the student.

Medications: According to ARS 15-344, ARS 15-346 and CFSD Policy JLCD, students may not have prescription or over the counter medications (O.T.C.) in their possession during the school day. Students who must take medication at school must follow these procedures:

- Parents must bring the medication to school personally.
- The medicine must be prescribed by the student's Arizona health care prescriber and accompanied by the "Request for Giving Medication at School" form signed by the parent or guardian.
- Medication must be brought to the Health Office in the original container, labeled with the student's name, date, dosage and time it is to be given.
- Medication will be administered in the presence of the Health Assistant or Nurse.

Required forms: The Health Office requires each student to have a completed and signed Emergency Card and Health History form. This information is needed for the student's health folder to provide appropriate care on a daily basis and in an emergency. Parents/guardians should notify the Health Office if the student has a serious medical condition. All immunization records must be up to date per Arizona state law before students are allowed to attend school. Parents should ensure that their son or daughter's immunization record is complete.

## IDENTIFICATION / ID

In order to support campus safety and security, CFHS students will be issued photo identification cards (ID) which must be displayed at all times during the school day on a lanyard around the neck or clipped to clothing above the waist. Students without current school ID displayed at any time during the school day will be subject to disciplinary consequences. Students will use these ID cards to ride CFSD buses to and from school, and they may also use these cards to access food services, library services and for identification at activities. Replacement IDs for missing/damaged IDs cost \$5 and must be purchased through the Bursar's Office. **Students will not be allowed to attend classes and will be retained in ISS until an ID is purchased or otherwise obtained (e.g., parent delivers, etc.)**

Consequences:

- Step one: warning, parent contacted, disciplinary notation
- Step two: parent notification, disciplinary notation, 2 hours detention
- Step three: parent notification with letter, disciplinary notation, 4 hours detention
- Step Four/More: ISS or OSS, parent conference, disciplined for defiance of authority

## IN-SCHOOL SUPERVISION (ISS)

Students who are assigned to in-school supervision (ISS) are advised that there are rules that must be followed or students may be sent home. Students may be assigned or directed by staff to report to ISS for disruptive behavior. When students are assigned to ISS, parents will be notified.

## INTERNET

In using the Internet while on campus, students agree that they have personal responsibility to avoid misuse, and that they will abide by the Acceptable Use Policy (refer to Technology). Misuse includes messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, inappropriate language.

## LIBRARY and MEDIA SERVICES

The Library exists to serve the students, faculty and staff by providing resources and services that are needed for a successful learning experience. Any student may use the Library during open hours (7:45am-4:00pm daily) providing there is adequate room. The Library's catalog and databases are accessible from any Internet connection from the CFHS website ([www.cfsd16.org/foothills](http://www.cfsd16.org/foothills)). Library expectations are:

- Sign in upon arrival.
- Copy and print for a fee.
- Students are responsible for paying any fees associated with losing or damaging materials and textbooks.
- Food and drink are not allowed in the Library.
- Students must respect the Library as a quiet workspace.
- Misuse/Abuse of books or equipment may result in disciplinary action.

## LOCKERS

Freshmen will be assigned a locker at the beginning of the year. Other students desiring a locker may request one through a House Secretary. Gym lockers and music lockers will be assigned during class.

- **Lockers are school property and are subject to inspection and searches at the discretion of administration.**
- Students are responsible for seeing that no one else obtains the combination.
- Students are responsible for the appearance and condition of the locker. Fines may be assigned for damage done to the outside as well as the inside of the locker. No decorations, stickers, etc. may be placed on the outside of lockers.
- Students should keep valuables safely locked away or in their possession at all times. The school is not responsible nor does it have insurance to cover students' lost or stolen property. All thefts should be reported to Security and a theft report form filed.
- Report all problems with locks or lockers to the House Coordinator.
- Students are not authorized to change lockers. All locker changes must be requested to grade-level administrator.
- Students may not use personal combination locks to secure lockers (other than varsity athletic lockers).

- Students are strongly urged to use their PE lockers when in the gym area. Possessions are not secure if they are left on benches, on the floor, etc. Students should lock up all their belongings.

### **LOST AND FOUND**

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

### **LUNCH, CAFETERIA USE and MEALTIME BEHAVIOR**

By Governing Board policy (Policy JL1B), CFHS is a closed campus. **Students may NOT leave campus during lunch unless proper early dismissal procedures have been followed. (See Attendance Policies.)** Students are assigned to one of two lunch periods. Food may be purchased in the cafeteria using a lunch card account or cash. Deposits to lunch accounts can be made online through InTouch or at the Bursar's Office. Deposits made after 8:30 AM of any given school day will not be credited to that day's account total. Students who wish to do so may bring their lunch to school; refrigerators are not available for student use, however. Students may eat in the cafeteria or outdoors in designated areas. Other campus areas are considered off limits during lunch. Students are responsible for cleaning up the eating areas and a student may be required to clean up trash left at an area where he/she was eating even if the student claims no responsibility for the remaining debris. Students displaying inappropriate behaviors in the cafeteria are subject to disciplinary consequences which may include loss of cafeteria privileges.

The following behaviors are expected of students in the cafeteria at all times:

- ID / Lunch cards may not be loaned to other students for use.
- Students are expected to clean up their eating areas and to return trays. Students who fail to do so may have clean up duty assigned, removal of cafeteria/plaza privileges, or other disciplinary consequences.
- Outside food deliveries are not allowed on campus during the school day.
- A parent may bring lunch for their son or daughter only.
- The indoor and outdoor food lines will be closed at the ringing of the final lunch bell and remain closed for five (5) additional minutes each period. Students with free period must present their CFHS ID in order to purchase food outside of lunch periods. Students who cut in line or allow others to do will be sent to the end of the line.

### **MANDATORY REPORTING**

Under A.R.S. §13-3620 a school employee may be subject to a Class Six felony criminal charge for failing to make a mandatory report concerning a "reportable sex offense." A school employee may also be subject to a Class One misdemeanor criminal charge for failing to make a mandatory report concerning physical injury, or child abuse or neglect. Reports must be made to the appropriate law enforcement officials. Reports will always be made when a minor is the victim of serious harm, whether caused by self, an adult, or another minor. Reports may need to be filed for such actions as fighting, grabbing of the buttocks or breasts, "goosing" or "groping," and sexual proposition.

### **MESSAGES AND DELIVERIES**

Parents must notify students directly regarding messages and the delivery of belongings. School staff will not contact the student.

### **POSTERS, FLIERS**

Students wishing to display posters or pass out fliers anywhere on the campus must obtain prior permission from Assistant Principal, Mr. Lambert (see House 4 secretary). An approval stamp will be affixed, and only posters or fliers with this approval will be permitted on the campus. Approved posters or fliers may be displayed on the bulletin boards provided in authorized places on the campus. They may NOT be posted on painted surfaces, glass, restrooms, or outdoors. Posters or fliers without the approved original stamp or found in non-approved areas will be removed. Non-school sponsored clubs may only post approved notices on designated bulletin boards in the House lobbies and in the cafeteria.

### **SENIOR PRANKS, DITCH DAYS, TRIPS**

The CFSD and CFHS do **NOT** sponsor or approve any type of Senior Prank, Senior Ditch Day, or Senior Trip.

### **SOFTWARE COPYRIGHT NOTICE**

It is illegal to make or distribute copies of copyrighted software without authorization. Violation of the law may not only result in a civil suit but also in fines up to \$100,000 and a jail term of up to five years.

### **STUDENT DRIVING / PARKING REGULATIONS**

Student parking on campus is a privilege, not a right. Parking permits for school day parking will be available at the start of the school year to qualified seniors (those with a 2.0 GPA or better, who have not lost parking privileges during the previous school year and who have good attendance/discipline records). Qualified juniors (2.0 GPA or better and good attendance/discipline records) will be eligible to enter the lottery for remaining available parking spaces. Eligible seniors will take priority over juniors as spaces are available throughout the year. Sophomores are not allowed to park on campus under any circumstances. The cost of the permit is \$125.00. Refer to the CFHS website for more parking permit information and necessary forms.

### **Students and parents must agree that:**

- The parking permit decal must be affixed to the driver's side front window of the registered vehicle.
- Parking permits/decals are not transferable and are to be used only by the student who was issued the permit.
- Students must park only in their assigned parking place. The permit number on the decal must match the student parking space number.
- The campus speed limit is 10 miles per hour.
- Students who fail to follow school policy and procedure related to use of vehicles may have their vehicle "booted" or towed-at the owner's expense. The towing company will hold a possessory lien on the vehicle for these charges. No warnings for illegal parking are necessary before towing.
- The school is not responsible for vandalism, damage or theft involving any vehicles parked on campus. Students are encouraged to lock their cars at all times.
- The District retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside the automobiles.

- Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. A student who fails to provide access to the interior of the car upon request of a school official will be subject to school disciplinary action and loss of parking permit.

**Student may lose parking permits without refund for:**

- Reckless driving
- Transferring a permit to an unauthorized vehicle
- Excessive unexcused absences in a semester
- Excessive tardiness
- Off-campus violations
- Any alcohol or drug misconduct
- Any discipline resulting in a suspension

Suspension of driving privileges, the booting of vehicles, towing at the owner's expense, and/or suspension from school may occur when violations of these regulations occur. The above rules and regulations are strictly enforced.

**TECHNOLOGY (Policy IJNDB and IJNDB-R)**

**Appropriate use of Electronic Information Services** This policy and related regulation and exhibits define the acceptable uses of technology and technological education efforts within the District. The District may provide electronic information services (the District's EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District, or users who acquire access privilege through association with the District. The use of these services shall be in support of instructional, informational, communication, research, administrative, and educational goals of the District.

**Acceptable Use Agreements**

Each user will be required to sign, annually, an Acceptable Use Agreement. A user who violates the provisions of the agreement will be denied access to the District's EIS and may be subject to disciplinary action.

**Bring Your Own Device (BYOD)**

The District's goal is to increase students' access to digital tools and facilitate more immediate access to technology-based information, much the way that students utilize pen and paper. To this end, the District recognizes the value of allowing students to bring their own devices to school to connect to the District's EIS. These devices are commonly referred to as Bring Your Own Device (BYOD) or personal electronic devices (PDs). This regulation applies to a student's use of a PD while 1) on school property (including buses), 2) at a school event, or 3) while using the District's network (including at home).

- The District is not liable for any PD that is lost, loaned, damaged, or stolen. Each student is responsible for his or her own PD, including set-up, maintenance, charging, and security. Students will not be able to charge personal devices at school. Staff members will not store a student's PD, nor will any District staff diagnose, repair, or work on any PD. If a PD breaks while being used in school, the student will put the device away and take it home at the end of the school day where the student and the parent/guardian can troubleshoot the issue.
- The District is not responsible for the payment of any user fees or data charges associated with the use of a PD that are billed by a third party to a student and/or a student's parent/guardian, even if the fees or charges were incurred by the student for an educational purpose.
- A student who violates a law, District policy, procedure, or school rule while using a PD will be disciplined pursuant to District policies. In addition, an administrator can revoke a student's PD privileges.
- Students do not have any expectation of privacy in anything they create, store, send, receive, or display on or over the District's EIS.
- School officials may search and/or seize a student's PD if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure, or school rule.

**Use of Social Media by Students:**

Students are responsible for using good judgment and behavior when using social media and will be held accountable for statements and postings.

- *For school-related social media.* A student's school-related social media communication can be considered inappropriate if it violates existing behavior standards in the District's Student Handbook regardless of whether the communication occurs on or off school property. If a student's communication would be considered inappropriate inside the classroom or at school, then it is also inappropriate on a school-related social media site.
- *For personal social media.* A student's personal social media communication can be considered inappropriate if it is reasonably likely to have, or does have a negative impact on the school environment and the communication:
  - Promotes illegal drugs, illegal activities, violence, or drinking;
  - Involves prohibited discrimination, defamation, harassment, intimidation, threats or bullying;
  - Is obscene or vulgar; or
  - Disrupts a classroom, the school, or a District activity.
- A student should state/post only what he or she wants the world to see. Parents, teachers, and administrators may visit a student's social media sites.

**TELEPHONES/TELEPHONE MESSAGES**

There is a phone for student use in the Front Office. CFHS does not have staff available to take or deliver messages or belongings.

**TEXTBOOK POLICIES**

Textbooks are loaned to students and distribution is handled through the school library at the beginning of the school year. All textbooks are scanned electronically to insure accuracy of inventory. Students should not leave assigned textbooks in any classroom as they will be required to pay for them should the texts become damaged, lost or stolen.

Textbooks are to be returned in good condition at the end of the semester or the year. Students are expected to **pay for lost or stolen books. Fines will be levied for damage beyond normal use.** Costs will include full replacement cost at new or projected prices plus tax and shipping. Students are encouraged to report any textbook damages or loss as soon as possible.

**VISITORS**

All visitors to campus, including parents, must report to the Administration Office upon entering campus to sign in and to receive a visitor's pass. Failure to do so constitutes trespass and may result in charges being filed. **Student visitors are not allowed on campus** except those participating in Falcon Shadow Days, campus tours, or other pre-approved events.



## CFHS ACADEMIC HONORS/AWARDS

### ACADEMIC LETTER

Students who meet the standards below are eligible to earn an Academic Letter / pin.

- Students must be enrolled in at least six classes that determine GPA. (A "P" grade is not used to determine grade-point average.)
- Students must be enrolled at CFHS for the first three consecutive quarters of the school year.
- Students must have a 4.0 GPA for each of the first three quarters of the school year, as identified on the school calendar.
- Students may not have a grade below a "B" at any of the first three quarters.

Students in grades 9-11 will be awarded their letter or pin during the spring Academic Awards Ceremony. Students in grade 12 who earn an Academic Letter will be recognized at the Senior Honors Ceremony in May.

### SEAL OF BILITERACY

Students who pass a designated World Language assessment in Spanish, Mandarin Chinese (simplified or traditional), French, Hebrew, Japanese, German, Arabic, or Russian, and pass English through grade 11, will be awarded a Seal of Biliteracy notation on their transcript and have a Seal of Biliteracy affixed to their diploma.

### SENIOR HONORS CEREMONY

Students who have a 3.75 cumulative weighted GPA after 7<sup>th</sup> semester will be invited to the Senior Honors Ceremony which is held the Monday night of graduation week. Students with 3.75-3.99 GPA will receive the CFHS Blue Award for Academic Excellence, and students with 4.0 or better will receive the CFHS Silver Award for Outstanding Academic Achievement. Seniors with a 3.75 or better are also eligible for CFHS AP Scholar (completed 5 or more AP classes), Scholar-Athlete, and Scholar-Activity recognition.

### HONORS DIPLOMA

Beginning with the class of 2019, students who excel in high school coursework, as determined by GPA, and on Advanced Placement (AP) exams, as determined by AP coursework and test scores, will be awarded an Honors Diploma. To have an "Honors Diploma" seal affixed to their diploma, students must meet the following criteria:

- be enrolled as a full-time student at CFHS for both semesters of junior and senior years
- earn a weighted GPA of 4.0 or higher for each semester in grades 10-12
- complete senior year with a minimum 4.0 cumulative weighted GPA.
- earn either a score of "4" or "5" on three AP exams by the end of junior year and complete a minimum of three AP exams as a senior and earn a grade of "B" or higher each semester in the respective AP classes; OR earn a score of "4" or "5" on four AP exams by the end of junior year and complete a minimum of two AP exams as a senior and earn a grade of "B" or higher each semester in the respective AP classes.

### NATIONAL HONOR SOCIETY

NHS is a national service honorary. At CFHS, students are eligible for NHS consideration if they meet and maintain the following academic standards:

- have a minimum 3.75 GPA (weighted, cumulative)
- complete a minimum of 2 Honors or AP classes per year (or 1 as freshman and 3 as sophomore, and 2 per year thereafter)

More information about the CFHS NHS selection process can be found on the CFHS website under the Activities/Sports link.

## ACADEMIC POLICIES AND PROCEDURES

### FORGERY / PLAGIARISM / CHEATING

A student shall not use or attempt to use the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not converse or share his or her knowledge or work with another student before or during a test unless specifically approved in advance by the teacher. A student shall not bring into a test any materials or notes unless approved by the teacher. **There is no "redo" opportunity for assessments that had a consequence for academic dishonesty.**

Plagiarism, a form of academic dishonesty, is tantamount to stealing and will not be tolerated. Students must acknowledge sources when:

- the work of another has been paraphrased, even though the wording or syntax may have been changed
- facts or data not considered common knowledge are used
- work originally submitted for another class (it is possible to plagiarize yourself)
- a paper from an essay service or agency is submitted, even though it may have been purchased
- working with a partner and similar products are submitted when partner/group work has not been assigned

Cheating includes but is not limited to:

- Failure to follow teacher rules regarding phones, talking, movement, etc.
- Copying work
- Obtaining or giving unfair advantage
- Misuse or unauthorized possession or use of materials, technology, phones, during an assessment
- Photographing an assessment or any portion of it
- Fabrication/lying/misrepresentation/deceit
- Attempting to give or receive assistance during tests or quizzes
- Aiding and abetting dishonesty
- Attempting to use unauthorized aids for self or others' benefits (e.g. cheat sheets, calculators, phones, etc.)
- Falsification of records and official documents
- Sharing quiz or test content (questions or answers) with others
- Unauthorized access to academic/administrative records or systems

Consequences:

Revised June 2017

- First offense zero on the assignment, parent notification, discipline notation, all the student's teachers will be notified
- Second offense 3-day suspension, and the same consequences for the first offense
- Third offense 5-day suspension, and the same consequences for the first offense
- Fourth offense as determined by the grade-level administrator and the principal

Note: Consequences for any instance may be more severe based on the situation. If large group cheating, teachers/administrators will determine consequences.

### DROPPING COURSES

Students may request to withdraw from a class prior to the end of quarter without any record on the transcript. If withdrawing after the end of quarter, a WF (Withdrawal Failing) will be noted on the transcript. This designation will not affect the student's grade point average but will affect athletic eligibility. Students may not withdraw from a class in the last two weeks of a semester to avoid receiving an F. A late drop will result in a transcripted F. Students may only withdraw from a class if they maintain the minimum course load requirement of six for-credit classes. Students must remain in and attend scheduled classes until they are notified that a change has been approved or disciplinary consequences for non-attendance will apply.

### FINAL EXAMS/ASSESSMENTS

- Exams are given at the end of the first and second semesters. No early exams will be allowed.
- Students may take a make-up exam during the make-up period. Please contact Assistant Principal, Ms. Brase, House 4, regarding a late exam request.
- If a student is absent for a final exam, he/she will receive a zero for the missed exam. Once students make up their exam (first semester - 10 days from the first day of second semester; second semester - 10 days from the end of the semester), the final grade will be recalculated to reflect the make-up exam and the zero will be removed.
- Students are not dismissed early from classrooms if they complete exams or assessments prior to the bell.

### GRADES, REPORT CARDS, PROGRESS REPORTS

Students will receive mid-quarter progress reports and quarter grades. Semester grades will appear on transcripts. Course-specific grading policies are communicated to students and parents through the course syllabus. **Students have 15 school days after semester grades are issued to resolve discrepancies.**

### GRADUATION, EARLY

Students who desire to graduate a year early (i.e., in May with the current senior class) must submit a Request for Early Graduation to their counselor within the first 10 days of the fall semester. If all requirements are successfully completed by the end of the spring semester, the student may participate in graduation exercises and will receive a current year diploma.

**GRADUATION REQUIREMENTS** Students must fulfill the Arizona State testing and CFHS Credit Requirements (24 credits) in order to graduate:

English	4.0 credits	English 9, English 10, English 11, English 12
Math	4.0 credits	Beyond Algebra 2
Science	3.0 credits	Biology, Chemistry, and Physics (or Field Science, Environmental or Astronomy)
Social Studies	4.0 credits	Global Issues, Western Civ, US History, Government/Economics
World Language	2.0 credits	Of the same language
Fine Arts/CTE	1.0 credit	Visual or Performing Art or CTE course
PE	1.0 credit	0.5 individual fitness and 0.5 group fitness
Health	0.5 credit	
Electives	<u>4.5 credits</u>	
	24 credits	

In addition to the requirements specified in this policy, graduation eligibility and the awarding of a diploma require that a student be enrolled full time on the CFHS campus during his/her final semester. Students should consult with a counselor regarding their plans for completion of all CFHS graduation requirements. Students and parents are ultimately responsible for ensuring the completion of the graduation requirements.

### "I" OR INCOMPLETE

Students may receive an "I" under the following circumstances:

- Extenuating circumstances, e.g., a long-term illness. This requires prior approval from the student's grade-level administrator.
- Students will have ten (10) school days after the end of the marking period in which to change the "I" according to the course and teacher requirements. It is the student's responsibility to clarify with the teacher what work needs to be completed. If, at the end of the ten (10) days, the student has not successfully met the requirements for passing the course, the grade will become an F.
- A grade of "I" or incomplete will not be issued at the end of the second semester.
- An "I" makes a student ineligible for AIA activities and athletics.

### REPEATING A COURSE

A student may repeat a course to earn a passing grade or to improve a grade. The higher grade will be calculated to determine the new GPA; however, the original class will remain on the transcript with the grade changed to an X.

### SCHEDULES / SCHEDULE CHANGE

Every effort is made to get students into their first or second choice courses. Once school starts, student requests for schedule changes are considered for compelling reasons only. Acceptable reasons for schedule change may include: failure in a prerequisite course; need to add required course to graduate on time; successfully completed course; medical reasons (requires a doctor's note). Unacceptable reasons for schedule change include, but are not limited to: a free period or lunch change; a teacher change. **Note:** CFHS reserves the right to change student schedules for administrative reasons at any time (e.g., class leveling, etc.)

### SUMMER SCHOOL

Students may attend summer school at CFHS through Community Schools for credit recovery. Students are not approved to take summer school courses with the intent to accelerate, except for Kinetic Wellness or Health.

## TEACHING ASSISTANT / STUDENT ASSISTANT (TA)

A student may volunteer to serve as a teacher assistant during his/her free period. This service will NOT generate credit or replace a class.

## TRANSFER CREDITS

Students who transfer to CFHS will only receive credits that meet the standards adopted by the State Board of Education. Students who wish to earn transfer credit from another institution while enrolled at CFHS must get the course approved in advance from a CFHS counselor. No more than one credit may be earned from correspondence courses or other "nontraditional" programs, and a counselor must approve these courses in advance. Students are responsible for making sure that all transfer grades and records are received by the CFHS Registrar upon completion of the course.

## ATTENDANCE POLICIES

According to Policy JH, "The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith. In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office."

### Absent from School

State law mandates that the school record the reason for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one day in length, the school should be notified of each day of the absence.

**Attendance Office can be reached at 209-8318.** This number is for attendance reporting and is voice mail retrieval only. You will be prompted to leave pertinent information regarding the student. Parents/guardians are responsible for contacting CFHS by telephone on the day of an absence or within 24 hours. Messages may be left 48 hours a day. **ALL students will sign in/out in the Front Office with no exceptions.** Failure to do so will result in an unexcused absence and disciplinary consequences.

Truant means an unexcused absence for at least one class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absence for at least five school days within a school year constitutes habitual truancy.

### Planned Absences

According to Policy IKEA, "Attendance in school is essential to the academic progress of students; therefore, excessive absences, either excused or unexcused, disrupt the educational process. It is understood that there are times when parents determine that other activities are vital to the student's development, and in some cases students will need to be excused from school to participate in those activities."

When this occurs, the following guidelines should be followed:

- Parents are responsible for contacting the school in writing at least one (1) week in advance of a planned absence.
- The classroom teacher is responsible for collecting copies of materials and assignments given to the class during the absence. Teachers are not expected to prepare these materials in advance of the absence.
- The student and/or parent is responsible for picking up all makeup work upon returning to the school.
- It will be the responsibility of any student who misses a laboratory assignment or test to arrange with the teacher a mutually convenient time to perform the laboratory assignment or to take the test.
- The student has the responsibility to work with the teacher to develop a plan for making up homework and tests.
- When a student has been absent for illness, reasonable time will be given for makeup work once the student returns to school.

**Parents and teachers are reminded that students must be in attendance at least ninety percent (90%) of all class sessions. Students in grades nine through twelve (9-12) must not accumulate more than nine (9) absences in a course per semester, or credit at the high school level may be denied.**

### Late Arrival

- The parent/guardian calls the Attendance Office at 209-8318 prior to the student arriving.
- The student brings a parent/doctor note to the office and signs in.
- Parent/guardian signs in the student at the Front Office.
- Students who miss 25% of the class will be counted as absent, regardless of the reason.
- The student has five (5) minutes from the sign-in time to join his/her class or be considered tardy/late and incur possible disciplinary action.
- Fraudulent e-mails, notes or phone calls will be referred to the grade-level administrator for disciplinary action.

## SWEEP PROGRAM

Catalina Foothills High School is committed to providing a learning environment that will enable our students to grow and excel. To reinforce responsible behavior and to minimize the interruptions during instructional time, Catalina Foothills High School uses a Tardy Sweep Program.

### RULES & PROCEDURES:

- Teachers and security monitors will sweep students at the gate and around campus after the late bell. Late students will report to the Sweep Room.
- Being swept will not count toward a student's ten absences. Students are reminded that missing class for any reason can have a negative impact on their grade.
- Parents will be notified through ParentVUE when a student is swept from class and additional consequences will be assigned for repeat offenders.

## **SWEEP EXPECTATIONS:**

- Students must sign in when they enter the Sweep Room.
- Attendance will be taken in the Sweep Room and the Attendance Office will code those students who have been swept.
- While in the Sweep Room, students may not talk, study, work, listen to music, or sleep.
- If a student is swept and has an assignment due that period, the students will fill out a short form (teacher's name, student's name, date, and period), staple it to their assignment, and drop the work into the homework basket for delivery to their teacher.
- If a student is swept and is taking test that period, he/she is to inform the Sweep Monitor, and a pass to class will be issued to the student.
  - **If a student does not request a pass, he/she will receive a zero on the test and will not have an opportunity to retake it.**
  - Students who leave the Sweep Room to take a test will receive two lunch detentions in place of the missed time.
- If a student has been swept, he/she is responsible for meeting with his/her teacher to receive that day's work.

## **Tardy to Class**

- Students must be in the classroom when the late bell rings unless a blue pass from Administration, orange pass from Health Office, or white pass from the Attendance Office has been issued. **Teachers are not allowed to excuse students from another class for any reason.**
- Students who report to class after the late bell will be counted tardy (T) for up to 15 minutes for a 60-minute class (13 minutes for a 52-minute class during Short Week schedules) and daily credit will be lost for any activity missed between the time class started and the student's arrival.
- Students who are more than 15 minutes late (or more than 13 min during Short Week schedules) without a pass will be marked unexcused (M) but are expected to participate in remaining class activities.
- Students who have signed in at the Front Office with a proper note or phone call and who arrive after 15/13 minutes will be marked with an excused absence (K) for that class, which does counts toward the 9 allowable absences.

Consequences per semester per class for tardiness:

- 1st tardy teacher warning
- 2nd tardy teacher consequences (detentions before/after school, at lunch, during free period) and parent notification
- 3rd tardy referral to grade-level administrator who will notify parent/guardian, detention, discipline notation
- 4th tardy referral to grade-level administrator who will notify parent, detention, discipline notation
- 5th/excessive referral for chronic tardiness; consequences may include suspension

## **Leaving Early**

- The student should present a note indicating time of departure to the Front Office in the morning. The Front Office will issue the student a pass that releases the student for dismissal without disrupting the class. Every attempt is made to keep classroom interruptions to a minimum.
- Students who miss 25% of the class will be counted as absent, regardless of the reason.
- 9th and 10th graders **must** be signed out at the Front Office by a parent/guardian.
- 11th and 12th graders **must** sign out at the Front Office with a note written by parent/guardian with a verification phone number provided, or parent/guardian must call the Attendance Office at 209-8318 and provide a verification phone number prior to the student signing out.
- If a student becomes ill, he/she must **always** report to the Health Office prior to leaving campus. Failure to do so will result in an unexcused absence for the student, regardless of the reason.
- Students will not be called from class during the last 10 minutes of the day. Students who need to leave during this time period should follow the procedure above in order to minimize disruptions.

**No student may leave campus for any reason without checking out through the Front Office.** The office does not call classrooms to remind students of appointments. Free periods are permitted for 11th and 12th grade students but they may only leave campus if that free period is their last scheduled class of the day.

Consequences for Excessive Absences (Excused or Unexcused)

- Absence 5 Parents/guardians are notified in writing
- Absence 7 Parents/guardians are notified in writing and the student will be placed on an Attendance Contract by the grade-level administrator.
- Absence 10 Parents/guardians and students are notified that the student will not receive credit for the course where he or she has accrued 10 or more absences.
- Note: Students will be assigned detention that is double the amount of class missed for all unexcused absences.

## **Make up Work**

- Students are allowed one day to make up work for each day of an excused absence plus one additional day.
- Excused absences do not automatically extend deadlines for assignments given or tests scheduled prior to the absence; students may speak with teachers about possible extensions.
- The student is responsible for initiating requests for make-up work.
- Students with pre-arranged absences should check teacher websites and contact the teachers directly.
- Students may not be allowed to make up work for credit when an absence is unexcused.
- Students under suspension are allowed to make up assignments for credit.
- Students missing class for an approved school activity, such as a field trip or competition, are expected to notify the teacher at least one day prior to missing the class.

## **CHRONIC ILLNESS (Policy JHD)**

The District will provide appropriate educational opportunities for any student identified by an appropriately certified health professional in the fields of podiatry, chiropractic, medicine, naturopathic medicine, osteopathy, physician assistant, or registered nurse practitioner as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance.

- Homework assignments will be provided *during absences* of students with chronic health conditions, and credit will be given for course work completed within established time lines.
- Students with chronic health conditions will be given credit for completed course work if frequent absenteeism is due to chronic health conditions as certified by a Certified health professional or nurse practitioner.
- Students with a chronic health condition which affects school attendance or participation should see the school nurse about an Exclusion/Exemption form.

### ATHLETICS / EXTRACURRICULAR ACTIVITIES “Pursuing Victory with Honor”

The Catalina Foothills School District believes that a dynamic program of extracurricular activities is vital to the educational development of the student. Interscholastic athletics function as integral part of the total curriculum promoting opportunities to develop positive relationships and good will, to promote self-realization, all-around growth and good citizenship qualities.

Fall	Winter	Spring	Other AIA Activities
Cheerleading (Co-ed)	Basketball	Baseball	Speech & Debate
Cross Country	Soccer	Softball	Chess
Football	Wrestling	Tennis	Theater/Thespians
Golf	Cheerleading (Co-ed)	Track & Field	
Swimming & Diving		Volleyball (Boys)	
Volleyball (Girls)			

#### ATHLETIC ELIGIBILITY

The purpose of CFHS athletics is to provide competitive extracurricular sports opportunities. To ensure extracurricular eligibility of our students, we must recognize that academic performance is essential. During each grading period students must attain a passing grade in all classes in order to maintain eligibility. The dates for determining eligibility are at the end of the CFHS Student Handbook and on the CFHS Athletics webpage.

##### Academic

- **Quarter Grades:** A student who has received at least one “F” at the end of the quarter grading period will be deemed ineligible for interscholastic competition for a minimum of *one week*. A student must be of passing status in all classes at the end of this time period to regain eligibility. These grade checks will be done on a weekly basis by the Athletic Department. The student-athlete may continue to practice with the team.
- **Semester Grades:** A student who has received at least one “F” at the end of the semester grading must wait until **4.5 weeks (first progress report) to be passing all classes**. All classes must have passing grades in order for students to be eligible for competition again. The student-athlete may continue to practice with the team.
- A student who has received an “I” may regain eligibility to compete as soon as the grade is passing, as verified by the individual teacher. The student-athlete may continue to practice with the team.
- A student who withdraws from a course with an “F” (“WF”) will be viewed as failing the class. A student may not withdraw from a class to circumvent the consequences of the eligibility policy.
- Eligibility will be verified by the Athletic Director’s office. Head coaches will be notified from the Athletic Director’s office regarding student-athlete’s eligibility.

##### Behavior

The athletic policy is enforceable for any offense occurring during the athletic season of sport (first day of try-outs, Fall, Winter or Spring, to the conclusion of the season), or at any school sponsored season activity/event.

Grading Period	Date	AIA Eligibility
<b>First Semester --</b>		
Progress Report 1	Sep 15, 2017	Warning, no loss of eligibility; eligibility regained from previous semester if passing all classes
Quarter 1 (PR 2)	Oct 6, 2017	Ineligible for 1 week; regain when passing all classes
Progress Report 3	Nov 10, 2017	Must be passing all classes to be eligible for new season; regain eligibility only
Quarter 2/Semester 1 (PR 4)	Dec 22, 2017	Ineligible for 4 ½ weeks of next semester
<b>Second Semester --</b>		
Progress Report 5	Feb 2, 2018	Regain eligibility if passing all classes; must be passing all classes to be eligible for new season
Quarter 3 (PR 6)	Mar 9, 2018	Ineligible for 1 week; regained when passing all classes
Progress Report 7	Apr 13, 2018	Regain eligibility
Quarter 4/Semester 2 (PR 8)	May 23, 2018	Ineligible for 4 ½ weeks of next semester unless the course was passed in summer school

#### ATHLETIC SCHEDULES

These are published regularly on the CFHS website: [www.cfsd16.org/schools/foothillshigh](http://www.cfsd16.org/schools/foothillshigh)

#### NCAA ELIGIBILITY

The graduation requirements for Catalina Foothills exceed those required by the NCAA. However, eligibility to compete at the collegiate level is not guaranteed; there are particular criteria that must be met that have recently changed. Please consult [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

#### ACTIVITY CARDS

Students may purchase an activity card for \$40 per year, which provides entry to all regular season home athletic events (except AIA regional and state tournaments games). After purchasing the activity card, the student’s CFHS ID card will have a notation on it that reflects this purchase (“A”). Adults may purchase yearly individual or family cards as well. (The family card includes parents and children and is a separate card from the student’s CFHS ID.) Lost or stolen cards must be replaced as soon as possible.

## DISCIPLINE POLICIES

### DISCIPLINE POLICY (Policy JK)

The District's policies and procedures for student discipline define conduct that may result in discipline of a student, set forth due-process procedures for various types of discipline, describe actions that may be taken as a result of excessive absences, and set forth other rights and responsibilities related to student conduct. These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the orderliness of the school. The District reserves the right to hold students accountable for behavior that did not occur on District property or behavior that occurred in other school districts, including situations where the student was not a student in the District. When suspension or expulsion is involved, notice, hearing, and appeal procedures shall conform to applicable legal requirements.

### Discipline for Prohibited Conduct

*Discipline* - A student who engages in conduct prohibited by this policy may be disciplined.

*Matrix* - These rules include a Student Discipline Matrix ("Matrix"). The matrix sets forth rules and the range of possible disciplinary actions. Discipline in excess of the maximum may be recommended and imposed 1) in case of multiple rule violations arising out of the same event or series of events, or 2) when a student repeatedly has violated one or more of these rules, or 3) when the students' conduct is particularly serious. Discipline less than the minimum may be recommended and imposed in appropriate circumstances.

### STUDENT CONDUCT

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. [13-2911](#) and [15-841](#).
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.
- Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.
- Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution.
- Local law enforcement shall be notified regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

### Confinement

A process for written parental consent before confinement is allowed for any pupil in the School District. The policies shall provide for an exemption to prior written parental consent if a school principal determines that the pupil poses imminent physical harm to self or others. The school principal shall make reasonable attempts to notify the pupil's parent or guardian in writing by the end of the same day that confinement was used.

### Threatened an Educational Institution

*"Threatened an educational institution"* means to interfere with or disrupt an educational institution as found in A.R.S. [15-841](#) and [13-2911](#). A student who is determined to have threatened an educational institution shall be expelled from school for at least one (1) year except that the District may modify this expulsion requirement for a pupil on a case-by-case basis and may reassign a pupil subject to expulsion to an alternative education program if the pupil participates in mediation, community service, restitution or other programs in which the pupil takes responsibility for the results of the threat. Disciplinary actions taken will be recorded in an administrative log, and all types of suspensions or expulsions will be recorded in a separate file for each student.

### Self-Reporting

Any student seeking help with substance abuse issues may self-report to the staff or administration without incurring discipline or law enforcement sanctions under the following conditions:

- Students must not be in possession of nor under the influence of illegal substances and may not have paraphernalia with them or in their vehicle.
- Students should not be under investigation by the administration for issues relating to illegal substances.

Catalina Foothills School District Student Discipline, Rules, and Due Process Procedures (Policy JK and JK-R) and the Discipline Matrix (Prohibited Student Conduct/Discipline Actions) are published online at: [www.cfsd16.org/foothillshigh/](http://www.cfsd16.org/foothillshigh/) under "For Students" and "For Parents". All students are subject to the terms and provisions of these District documents. Complete information on all CFSD policies is found in the *CFSD Policy Manual*; go to [www.cfsd16.org](http://www.cfsd16.org) under Board Policies. Students and parents must acknowledge via signature their understanding of the Discipline Policy and the Discipline Matrix.

### Definitions

Discipline may include, but is not limited to: oral reprimand, parent conferences, detention, temporary exclusion from the classroom, reassignment, loss of privileges to include participation in sports and other extracurricular activities, loss of credit, withdrawal from class, suspension and/or expulsion.

Drugs include any narcotic or dangerous drug, vapor releasing toxic substance, marijuana or other substance enumerated in A.R.S. [13-3401](#), as well as any imitation controlled substance listed in A.R.S. [13-3415](#), and any other controlled substance as defined in schedules I through IV of §202 of the

Controlled Substance Act (21 U.S.C. 812) and as further defined by regulation in 21 C.F.R. 1308.11-1308.15. Drug also means steroids and the general group of pharmacological agents commonly known as hallucinogens.

Expulsion is the permanent withdrawal of the privilege of attending school in this District unless the Governing Board reinstates the privilege.

Gang means group of individuals 1) who refer to themselves as a group by a group name or moniker; and 2) whose primary group activities, whether conducted individually or in a group setting, involve activities that are unlawful or contrary to Governing Board policy, including but not limited to; intimidation of others, acts of assault and similar acts of unjustified physical violence against others, and/or activities that damage property, such as graffiti. Gangs also often claim a territory or area and have similar groups that are deemed rivals or enemies.

Long-term suspension is a suspension that exceeds ten (10) school days in duration and may extend for up to two (2) school years.

Medication means patent or proprietary medicines as defined in A.R.S. [32-1901\(74\)](#). Medication also means substances that are available legally by prescription only.

Short-term suspension is a suspension for ten (10) or fewer school days.

#### **PERMISSIBLE PENALTIES (Policy JK-RA)**

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

- Verbal warning
- Written warning
- Written notification to parents
- Probation
- Detention
- Suspension from transportation
- Suspension from athletic participation
- Suspension from social or extracurricular activities
- Suspension of other privileges
- Exclusion from a particular class
- Confinement with implementation of mandatory provisions
- In-school supervision
- Involuntary transfer
- Community service
- Suspension
- Alternative to suspension program
- Expulsion
- Alternative educational program

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

#### **DETENTION**

When student behavior warrants, detention may be assigned during lunch or free periods, or before and after school. This process may be assigned by an individual teacher or by the administration.

#### **FACILITY AND SCHOOL PROPERTY OBLIGATION (Policy JICB)**

Each student is expected to take pride in the physical appearance of the school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once.

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

Students are responsible for the proper care of all books, lockers, supplies, and furniture. Students who disfigure property, break windows, or do other damage to the school property or equipment will be dealt with according to the Discipline Matrix. As defined by A.R.S. 15-842, students and their parents will be responsible for reimbursement for any damage to school property.

#### **STUDENT VIOLENCE / HARASSMENT / INTIMIDATION / BULLYING (Policy JICK)**

The Governing Board of the Catalina Foothills School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. 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.

Student harassment, intimidation and bullying are not tolerated and are prohibited on school property, in school buses, and at school-sponsored events and activities.

Cyber harassment, intimidation and bullying are also prohibited. This includes any act of harassment, intimidation or bullying committed by use of electronic technology or electronic communication including by cell phone, social networking and other internet communications. Cyber harassment, intimidation and bullying is prohibited on school computers, networks, forums, mailing lists or other District owned property as well as on an individual's personal electronic media and equipment.

Disciplinary action may result from student harassment, intimidation or bullying that occurs outside of the school and the school day when such conduct results in a substantial negative physical, mental or emotional impact on the victim at school or interferes with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Harassment, intimidation and bullying often involve similar conduct, but there are some distinctions:

- **Harassment:** Harassment is based on state and federal legally protected categories such as an individual's race, color, religion, sex, sexual orientation, ethnicity, national origin or disability. In some cases, conduct can be deemed harassment even though the conduct is not directed at a particular student or group of students. Harassment is often a form of unlawful discrimination that violates an individual's civil rights. Sexual harassment may also be a violation of Title IX of the Education Amendments Act.
- **Bullying:** Bullying focuses on an imbalance of power between the student or students accused of bullying and the student or students who are the victims of the bullying. For example, bullying may be based on one or more of the following factors or criteria -- economic status, physical size or personal appearance.
- **Intimidation:** Intimidation involves threats, by word or conduct, to physically harm another person or harm or steal another person's property.

A student who is experiencing harassment, intimidation, or bullying, or who believes another student is experiencing such conduct, should report the situation to a school administrator or a counselor.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school.

Reprisal by any student directed toward a student or employee related to the reporting of a case 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.

Knowingly submitting a false report 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.

### **HAZING (Policy JICFA)**

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.

### **STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES (Policy JII-EB)**

A student or their parent/guardian may present a concern, complaint, or grievance regarding one (1) 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 other than maintaining the minimum academic and behavioral standards established by the Board, or their individual ability in the extracurricular activity.
- Discriminatory treatment on the basis of their race, sex, (which includes a prohibition against sexual harassment as described in the District's policy concerning sexual harassment), sexual orientation, gender identity or expression, national origin, ethnicity, religion, creed, age, or disability.
- Concern for the student's personal safety.

Concerns, complaints, and grievances related to allegations of student violence, harassment, intimidation or bullying are to be filed in accordance with Board Policy JICK, 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 for filing a concern, complaint, or grievance are:

- The concern, complaint, or grievance should be made as soon as the student or parent/guardian knew or should have known that there were grounds for the concern, complaint, or grievance.
- The concern, complaint, or grievance shall be made only to a teacher or administrator.
- The person receiving the concern, complaint, or grievance 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 concern, complaint, or grievance shall preserve the confidentiality of the subject matter of the concern, complaint, or grievance, disclosing it only to appropriate school administrators or as otherwise required by law or directed by a District administrator.
- A concern, complaint, or grievance relating to the conduct of the superintendent shall be made in writing to the president of the Board.

Any question concerning whether the concern, complaint, or grievance falls within this policy shall be determined by the Superintendent.

A student or student's parent or guardian may initiate the complaint process by completing Exhibit JII-EA.

A concern, complaint, or grievance may be withdrawn at any time.

Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or who is the subject of a complaint, 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.

A student 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.

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



**ILLEGAL SUBSTANCES, USE AND POSSESSION OF (Policy JICH):**

No student or other individual may possess or be impaired by marijuana or any, other illegal drug while on any District property, at any District-sponsored event or engaged in any District-sponsored activity. The provisions in this policy that relate to the Arizona Medical Marijuana Act do not affect this general prohibition, which will be strictly enforced.

For the purpose of this policy, "impairment" and "impaired by" mean symptoms that a student may exhibit that indicate the student is under the influence of drugs or alcohol. Symptoms indicating impairment can include, but are not limited to, the following: a student's speech, walking, standing, physical dexterity, agility, coordination, actions, movement, demeanor, appearance, clothing, odor, irrational or unusual behavior, negligence or carelessness in operating equipment, disregard for the safety of the student or others, involvement in an accident that results in damage to equipment or property, disruption of a school activity, any injury to the student, and/or other symptoms causing a reasonable suspicion of the use of drugs or alcohol. The nonmedical use, possession, distribution, or sale of alcohol, drugs, synthetic drugs, counterfeit drugs, or imitation drugs on school property or at school events is prohibited. *Nonmedical* is defined as "a purpose other than the prevention, treatment, or cure of an illness or disabling condition" consistent with accepted practices of the medical profession.

Students in violation of the provisions of the above paragraph shall be subject to removal from school property and shall be subject to prosecution in accordance with the provisions of the law.

Students attending school in the District who are in violation of the provisions of this policy shall be subject to disciplinary actions in accordance with the provisions of school rules and/or regulations.

For purposes of this policy, "drugs" shall include, but not be limited to:

- All dangerous controlled substances prohibited by law.
- All alcoholic beverages.
- Any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to Board policy.
- Hallucinogenic substances.
- Inhalants.
- Synthetic, counterfeit or imitation drugs.
- A compound or substance, regardless of its contents, compound or substance, that produces in the user an experience, effect and/or display of effects that mimic the experience, effect and/or display of effects produced by substances controlled or prohibited by law, or that is represented as producing in the user such experiences or effects.

**Medical Marijuana (Policy JICH)**

A student medical marijuana cardholder shall not possess or engage in the use of marijuana on District property, in a District vehicle, or at a District-sponsored event. A student medical marijuana cardholder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending the school. If District officials have a reasonable belief a student may be under the influence, in possession of or distributing medical marijuana in a manner not authorized by the medical marijuana statutes, law enforcement authorities will be informed.

**Drug Free School Zone (Policy KFA)**

It is a crime to possess, use, and sell drugs in a "drug free school zone" are subject to suspension. Drug free school zone is defined as any area within three hundred feet of a school or its accompanying grounds, any public property within 1000 feet of a school or its accompanying grounds, a school bus stop or an any school bus or vehicle contracted to transport pupils to and from any school. Students who possess, use, or sell drugs within a drug free school zone are subject to school disciplinary action.

**PROPERTY DAMAGE (Policy JICB)**

Any student breaking or damaging school property shall be held responsible for the replacement or repair of that property. Disciplinary action may also be invoked. As defined by A.R.S. 15-842, students and their parents will be responsible for reimbursement for any damage to school property.

**PUBLIC DISPLAY OF AFFECTION**

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

**SEARCHES (Policy JIH)*****Searches and/or Seizures that Require Reasonable Suspicion***

School officials may search and/or seize student property if there are reasonable grounds for suspecting that the search or seizure will reveal evidence that the student has violated or is violating the law or a District policy, procedure or school rule. This authority extends to student backpacks, purses, clothes, vehicles, student-owned electronic/technology devices and electronic storage.

***Searches and/or Seizures that Do Not Require Reasonable Suspicion***

Items provided to a student by the District are provided as a convenience to the student but remain the property of the school and are subject to the school's control and supervision. Students have no reasonable expectation of privacy concerning the following, and the following may be inspected and/or searched at any time with or without notice, by school personnel:

- District-owned property including lockers, desks, and other storage areas.
- Electronic devices provided to students by the District, including computers, lap-tops, electronic storage devices and other electronic/technology devices.
- Communications (includes data, words, pictures, drawings, photographs, videos, recordings and sound files) that are sent, received or created using District network electronic information services (EIS), including District-created e-mail accounts, social media communications using District EIS, or District-created storage for electronic communications.

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

**SUSPENSION (Policy JKD)**

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

**TOBACCO (Policy JICG)**

In order to protect students and staff members from the hazards of smoking and from an environment noxious to nonsmokers, and because the Board cannot condone the use of tobacco by students, the Board prohibits the possession, smoking, or use of tobacco, tobacco substitutes, electronic cigarettes, other chemical inhalation devices, or vapor products by students in the following locations:

School buildings, school grounds, school buses or other District vehicles, off-campus school-sponsored events, school parking lots, school playing fields.

For purposes of this policy, "smoking" shall mean all uses of tobacco as listed above. The penalty for possession and/or use of tobacco or similar products includes suspension from school.

**TRESPASS, CRIMINAL (Policy KFA)**

Students without legitimate reason to be on campus, students on suspension, and unauthorized personnel will be removed unless they qualify as an approved visitor. Those persons who loiter on campus or who refuse to leave when directed to do so will be referred to the sheriff's office and charges will be filed.

**WEAPONS (Policy JICI)**

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by the Superintendent. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District. A student who violates this policy by any means shall be subject to disciplinary action, including but not limited to expulsion.

For the purposes of this policy:

- *Weapon* means any of the following: A firearm, A knife, A destructive device, A dangerous instrument.
- *Simulated weapon* means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following: Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive, The frame or receiver of any such firearm, Any firearm muffler or silencer, Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine, or similar device, Any combination of parts that could be readily assembled to form a firearm.
- *Destructive device* means: Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow, Any collection of parts that could be readily assembled to form a destructive device.
- *Dangerous instrument* means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.
- *School premises* means the school, school grounds, school buses, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.
- *Deadly weapon* means any weapon designed for lethal use, including a firearm.

Students in possession of knives, guns, martial arts devices, clubs, explosive devices or any other objects which could be construed as detrimental to self or others are in violation of school rules, district policy and civil law. CFHS will not tolerate weapons on campus. Students who are in possession of such objects will be recommended for a long-term suspension/expulsion hearing and the sheriff's office will be notified.

**BEHAVIORS THAT MAY RESULT IN STUDENT SUSPENSION / EXPULSION (Policy JK-E)**

The following matrix specifies the types of conduct that will result in disciplinary action. In each instance, a range of discipline is possible. References to "Behaviors Which May Result in Student Suspension/Expulsion" refer to Catalina Foothills School District Policy JKD-Student Suspension. Discipline in excess of the maximum may be recommended and imposed (1) in the case of multiple rule violations arising out of the same event or series of events, or (2) when a student has repeatedly violated one or more of these rules, or (3) when the student's conduct is particularly serious. Discipline less than the minimum may be recommended and imposed in appropriate circumstances. Beginning in the fourth (4th) quarter, students subject to discipline risk loss of participation in promotion, graduation, and related activities.

Behaviors		First Occurrence	Subsequent Occurrences
<b>Alcohol.</b> A student shall not possess, sell, offer to sell, purchase, offer to purchase, use, transfer or be under the influence of alcohol at school, school activities, or events.	Minimum	Confiscation, parent conference, sheriff notification, and short-term suspension	Confiscation, parent conference, sheriff notification, and short-term suspension not less than five (5) days. When the student returns after the suspension, severe limitations will be imposed on their school-related activities not less than five (5) days
	Maximum	Confiscation, parent conference, sheriff notification, and recommended long-term suspension	Confiscation, parent conference, sheriff notification, and recommended expulsion
<b>Arson.</b> A student shall not start, attempt to start, or promote the continuation of any fire or explosion. This does not preclude teacher-approved class activities such as an approved and supervised experiment in a chemistry class.	Minimum	Sheriff notification, administration and short-term suspension	Sheriff notification, and recommended long-term suspension
	Maximum	Sheriff notification and recommended expulsion	Sheriff notification and recommended expulsion
<b>Cellular Phones and Other Electronic Communications.</b> Possession or use of personal electronic communications devices by students is permitted provided that: a) such devices do not disrupt	Minimum	Parent conference and confiscation for one (1) day	Parent conference and confiscation for duration of school year

the education program or school activity; b) such devices are kept in the "off" position in the classroom unless the teacher has expressly permitted their use; and c) the devices are permitted by the school administration and are used in accordance with school guidelines.	Maximum	Parent conference and confiscation for duration of school year	Short-term suspension
<b>Defamation.</b> A student shall not use defamatory words or phrases, post them on the Internet, or distribute defamatory materials. Defamatory words or materials are those that are false and expose a person to hatred, contempt, ridicule, disgust or an equivalent reaction, or are false and have a tendency to impugn a person's occupation, business, or office. The Internet posting of defamatory words or material, even when posted from home, may be subject to disciplinary action.	Minimum	Administrative conference and documented warning	Short-term suspension
	Maximum	Parent conference and short-term suspension	Recommended long-term suspension
<b>Defiance of Authority – Untruthfulness.</b> A student shall obey the reasonable orders of teachers, administrators, and other School District employees and shall respond to requests for information from these persons in a truthful manner. A student shall not speak or refer to teachers, administrators, and other School District employees in a vulgar or profane manner.	Minimum	Administrative conference and documented warning	Short-term suspension
	Maximum	Short-term suspension	Recommended expulsion
<b>Disruptive Conduct.</b> A student shall not engage, or attempt to engage, or encourage others to engage in any conduct that is reasonably likely to disrupt, or that does disrupt, any school function, process, activity, or electronic services including networks, databases, hard drives, or other computer-accessible sources of information.	Minimum	Administrative conference and documented warning	Short-term suspension
	Maximum	Short-term suspension	Recommended expulsion
<b>Dress and Appearance.</b> A student's dress and appearance shall not present health or safety problems or cause disruption of educational activities. Items of attire with obscene words, slogans or graphics, or slogans or graphics related to drugs, alcohol, or gangs shall not be worn or displayed. Immodest or indecent attire is not acceptable. Footwear must be worn.	Minimum	Administrative conference and documented warning	Short-term suspension
	Maximum	Short-term suspension	Recommended expulsion
<b>Drugs (possession).</b> A student shall not possess, purchase, offer to purchase, use, transfer, or be under the influence of drugs or controlled medication (except that use of medication is allowed if it is prescribed by a physician and used in accordance with the prescription and Governing Board policies). The term "drugs" is defined in JK-R paragraph 2 and includes imitation controlled substances and vapor releasing toxic substances, and the general group of pharmacological agents commonly known as hallucinogens.	Minimum	Confiscation, parental conference, sheriff notification, and recommended long-term suspension	Confiscation, parental conference, sheriff notification, and recommended long-term suspension
	Maximum	Confiscation, parental conference, sheriff notification, and recommended expulsion	Confiscation, parental conference, sheriff notification, and recommended expulsion
<b>Drugs (sale).</b> A student shall not sell or offer to sell drugs or controlled medication. The term "drugs" is defined in JK-R paragraph 2 and includes imitation controlled substances and vapor releasing toxic substances, and the general group of pharmacological agents commonly known as hallucinogens.	Minimum	Confiscation, parental conference, sheriff notification, and recommended long-term suspension	Confiscation, parental conference, sheriff notification, and recommended expulsion
	Maximum	Confiscation, parental conference, sheriff notification, and recommended expulsion	Confiscation, parental conference, sheriff notification, and recommended expulsion
<b>Drugs Paraphernalia (possession).</b> A student shall not possess, transfer, or use drug paraphernalia as defined by A.R.S. 13-3415.	Minimum	Confiscation, parental conference, sheriff notification, and recommended long-term suspension	Confiscation, parental conference, sheriff notification, and recommended long-term suspension
	Maximum	Confiscation, parental conference, sheriff notification, and recommended expulsion	Confiscation, parental conference, sheriff notification, and recommended expulsion
<b>Drugs Paraphernalia (sale).</b> A student shall not sell, or offer to sell drug paraphernalia as defined by A.R.S. 13-3415.	Minimum	Confiscation, parental conference, sheriff notification, and recommended long-term suspension	Confiscation, parental conference, sheriff notification, and recommended long-term suspension
	Maximum	Confiscation, parental conference, sheriff notification, and recommended expulsion	Confiscation, parental conference, sheriff notification, and recommended expulsion
<b>Emergency Alarms and Fire Control Devices.</b> A student shall not activate or use any fire alarm or emergency control device unless the student reasonably believes that an emergency exists justifying use of the device.	Minimum	Parent conference	Short-term suspension
	Maximum	Short-term suspension	Recommended long-term suspension

<b>Endangering the Health and Safety of Others.</b> A student shall not engage in conduct that endangers or reasonably appears to endanger the health or safety of other students, school employees, or other persons.	Minimum	Parent conference	Short-term suspension
	Maximum	Short-term suspension	Recommended expulsion
<b>False Reporting.</b> Knowingly submitting a false report.	Minimum	Parent conference and documented warning	Parent conference, sheriff notification, and recommended suspension
	Maximum	Parent conference, sheriff notification, and recommended suspension	Parent conference, sheriff notification, and recommended expulsion
<b>Forgery – Plagiarism – Cheating.</b> A student shall not use or attempt to use the identity, signature, academic work or research of another person and represent that it is his or her own. A student shall not converse or share his or her knowledge or work with another student before or during a test unless specifically approved in advance by the teacher. A student shall not bring into a test any materials or notes unless approved by the teacher.	Minimum	Parent conference and documented warning	Suspension
	Maximum	Suspension	Recommended expulsion
<b>Gambling.</b> Unless the activity is properly supervised and has received the express approval of the school principal, a student shall not engage in any game or activity that involves the element of risk or chance with the intention that property or money will be exchanged based on the outcome of the game or activity.	Minimum	Confiscation, administrative conference, and documented warning	Confiscation and short-term suspension
	Maximum	Confiscation, administrative conference, and short-term suspension	Confiscation and recommended long-term suspension
<b>Gang Activity or Association.</b> A student shall not wear, carry, or display gang paraphernalia and/or exhibit behavior or gestures that symbolize gang membership or cause and participate in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the schools. Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation in such a group is prohibited because of the disruption to the educational activities that result from such activities.	Minimum	Parent conference, sheriff notification, and recommended long-term suspension	Parent conference, sheriff notification, and recommended expulsion
	Maximum	Parent conference, sheriff notification, and recommended long-term suspension	Parent conference, sheriff notification, and recommended expulsion
<b>Harassment / Intimidation / Bullying. (See Policy JICK)</b> A student shall not harass, intimidate, or bully another person. This includes but is not limited to, threats to use physical, sexual, verbal or emotional abuse to humiliate or coerce others and aggressive antisocial behavior. Some specific examples of such prohibited conduct include, but are not limited to: <ul style="list-style-type: none"> <li>• Unwelcome, offensive, or derogatory verbal or written comments. Examples may include comments, jokes, sexual innuendoes, name calling, use of slang that others find offensive, or rumor spreading. Note that conduct does not have to reference a specific person.</li> <li>• Calling attention to physical or sexual characteristics in a negative or embarrassing manner.</li> <li>• Displaying or threatening to display on school property or on the internet or through social media nude or</li> <li>• sexual pictures, cartoons, graphics, or calendars including portrayal of one or more students in an unflattering manner.</li> <li>• Social exclusion, ostracism, hazing, or stalking</li> <li>• Unwelcome physical contact such as touching, pushing, hitting, kicking, shoving, or spitting</li> <li>• Extortion</li> <li>• Threats of harm to a person or property</li> <li>• Damage to or theft of personal property</li> <li>• Physical harm or violence</li> </ul>	Minimum	Parent conference, sheriff notification, and possible suspension	Parent conference, sheriff notification, and possible suspension
	Maximum	Parent conference, sheriff notification, and recommended expulsion	Parent conference, sheriff notification, and recommended expulsion

<p>Cyber harassment, intimidation and bullying includes any act of harassment, intimidation or bullying committed by use of electronic technology or electronic communication including by cell phone, social networking, and other internet communications. Cyber harassment, intimidation and bullying is prohibited on school computers, networks, forums, mailing lists or other District owned property as well as on an individual's personal electronic media and equipment.</p> <p>Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:</p> <ul style="list-style-type: none"> <li>• Written contact such as sexually suggestive or obscene letters, notes, electronic messages or invitations</li> <li>• Verbal contact such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender specific traits, sexual propositions, and threats to disclose information</li> <li>• Physical contact such as touching, pinching, brushing up against another's body, impeding or blocking movement, assault</li> <li>• Visual contact such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, pictures, cartoons, posters, or magazine</li> </ul> <p>Harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome. Harassing conduct that is non-sexually oriented is also prohibited. Such conduct may include actions, words, jokes, or comments based on an individual's disability, race, national origin, religion, or other legally protected characteristics. Harassing behavior can be direct or indirect and by use of social media.</p> <p>Note: Sexual harassment is a mandatory report to sheriff if the harassment involves sexual touching of the anus, penis, vagina, or female breast.</p>			
<p><b>Indecent Exposure.</b> Indecent exposure is the deliberate exposure by a person of a portion or portions of the person's own body. Prohibited exposure includes "flashing" and "mooning."</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference, sheriff notification, and short-term suspension</p> <p>Sheriff notification and recommended expulsion</p>	<p>Parent conference, sheriff notification, and long-term suspension</p> <p>Sheriff notification and recommended expulsion</p>
<p><b>Initiation and Hazing.</b> A student shall not engage in any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others. All initiations, including those related to any school club, athletic team, or other group are subject to the above prohibitions whether or not the conduct occurs on school grounds.</p> <p>Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference, sheriff notification, and short-term suspension</p> <p>Parent conference, sheriff notification and recommended long-term suspension</p>	<p>Parent conference, sheriff notification, and suspension</p> <p>Parent conference, sheriff notification, and recommended expulsion</p>
<p><b>Misrepresentation / Extortion / Theft.</b> A student shall not take, use, or borrow any property by misrepresentation, deception, or by express or implied threat. A student shall not take, use, or borrow property belonging to another person without that person's permission to use or take the property.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference</p> <p>Sheriff notification and long-term suspension</p>	<p>Short-term suspension</p> <p>Recommended expulsion</p>
<p><b>Obscenity / Vulgarity.</b> A student shall not use obscene or vulgar language or gestures or distribute obscene or vulgar materials. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the school community, would find that taken as a whole, appeal to prurient interests and lack serious literary, artistic, political, or scientific value. The standard to be used is that of the school</p>	<p>Minimum</p> <p>Maximum</p>	<p>Administrative conference and documented warning</p> <p>Parent conference and short-term suspension</p>	<p>Parent conference and short-term suspension</p> <p>Recommended long-term suspension</p>

community, in recognition of the fact that students are, as a group, younger and more sensitive than the general adult population. Vulgar language, materials, or gestures include language, materials, or gestures that depict sexual and/or excretory activities in a patently offensive manner.			
<b>Tardiness.</b> A student shall not be tardy to class or to any required school activity.	Minimum	Documented warning	Administrative conference and/or suspension
	Maximum	Detention	Short-term suspension
<b>Threats / Assault / Fighting.</b> A student shall not make verbal, written, or physical threats; nor verbally or physically threaten, abuse, assault, or engage in a fight with any student, school employee.  Any incident that threatens or could potentially threaten the safety or security of students or staff is considered a threat.	Minimum	Parent conference, sheriff notification, possible expulsion	Parent conference, sheriff notification, possible expulsion
	Maximum	Parent conference, sheriff notification, recommended expulsion	Parent conference, sheriff notification, recommended expulsion
<b>Tobacco / Tobacco Products/Vapor Products.</b> A student shall not possess or use tobacco or tobacco products, matches, lighters, or electronic cigarettes/vaporizer pens, e-liquids, or other vapor products.	Minimum	Parent conference, confiscation, participation in a cessation program	Short-term suspension
	Maximum	Short-term suspension	Long-term suspension
<b>Traffic and School Bus Rules.</b> When operating a motor vehicle on campus or at a school event, a student shall follow all school and other traffic rules and shall operate the motor vehicle in a safe and prudent manner. A student shall abide by all school rules regulating the student's conduct while in a school bus or other school vehicle, and shall obey the directives of school bus drivers. A minimum five (5) suspension from the bus will be imposed for throwing an item from a school bus.	Minimum	Administrative conference	Exclusion, long-term loss of parking permit
	Maximum	Exclusion (short-term)	Exclusion (permanent)
<b>Truancy.</b> A student shall not be truant from class or any required school activity.	Minimum	Parent conference, detention	Short-term suspension
	Maximum	Short-term suspension	Long-term suspension
<b>Unauthorized Entry.</b> A student shall not gain or attempt to gain forceful or unauthorized entry to, or occupation of, school buildings or grounds designated off limits areas on or off the campus.	Minimum	Administrative conference, documented warning	Short-term suspension
	Maximum	Sheriff notification, recommended long-term suspension	Sheriff notification, recommended expulsion
<b>Vandalism / Littering / Destruction of Property.</b> A student shall not damage, destroy, or deface many school property or property belonging to any other person, and shall not litter on school property or at a school event.	Minimum	Pay restitution, administrative conference, campus work program	Pay restitution, parent conference, short-term suspension
	Maximum	Pay restitution, long-term suspension	Pay restitution, recommended expulsion
<b>Violation of Federal, State, or Local Law.</b> A student shall not violate any federal, state, or local law.	Minimum	Parent conference, sheriff notification, documented warning	Parent conference, sheriff notification, short-term suspension
	Maximum	Above plus recommended expulsion	Sheriff notification, recommended expulsion
<b>Violation of School Policies and Rules.</b> A student shall not violate any Governing Board policy, administrative regulation, or school rule.	Minimum	Administrative conference and documented warning	Short-term suspension
	Maximum	Short-term suspension	Recommended long-term suspension
<b>Weapons or Dangerous Items.</b> A student shall not possess, use, or threaten to use firearms, weapons, explosives, fireworks, laser pens, or any other instrument capable of harming any person or property or that reasonably would create the impression of such harm.	Minimum	Parent conference, Sheriff notification, recommended long-term suspension	Parent conference, Sheriff notification, recommended expulsion
	Maximum	Parent conference, Sheriff notification, recommended expulsion	Parent conferences, Sheriff notification, recommended expulsion

Regular Schedule					
Time	M	T	W	Th	F
	Class	Class	Class	Class	Class
8:35-9:35		1	1	1	Tutor**
9:40-10:40	3 & A*	2	2	2	1
10:45-11:45	4	4	3	3	2
1 <sup>st</sup> L: 11:45-12:10					
11:50-12:50					
12:15-1:15	5	5	5	4	3
2 <sup>nd</sup> L: 12:50-1:15					
1:20 - 2:20	6	6	6	6	4
2:25 - 3:25	7	7	7	7	5
	(no 1,2)	(no 3)	(no 4)	(no 5)	(no 6,7)

\* 3 & Advisory are from 9:05-10:40 (attendance required)  
 \*\* Tutoring/Clubs from 9:05-9:35

**Short Week Schedule:**

- Aug 10-11
- Sep 5-8
- Oct 9-11
- Nov 6-9
- Nov 20-21
- Dec 18-22
- Jan 16-19
- Feb 19-20

Short Weeks Schedule					
Time	M	T	W	Th	F
	Class	Class	Class	Class	Class
8:30 - 9:22	1	1	1	1	1
9:27-10:19	2	2	2	2	2
10:24-11:16	3	3	3	3	3
1 <sup>st</sup> L: 11:16-11:41					
11:21-12:13					
11:46-12:38	4	4	4	4	4
2 <sup>nd</sup> L: 12:13-12:38					
12:43-1:35	5	5	5	5	5
1:40-2:32	6	6	6	6	6
2:37-3:29	7	7	7	7	7

