

CATALINA FOOTHILLS HIGH SCHOOL

2024-2025 Student Handbook

Catalina Foothills High School ~ 4300 E Sunrise Drive ~ Tucson AZ 85718

Phone: 520-209-8300 Fax: 520-209-8520

Website: cfhs.cfsd16.org Anonymous Tip Line: 520-209-8599

revised 06/25/24

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.

ADMINISTRATION

Principal	CFHS	Chris Lambert	209-8302	Admin Building
Assistant Principals	9 th Grade	Andrea Tellez	209-8446	House 3
	10 th Grade	Mary Franco	209-8482	House 1
	11 th Grade/AD	Charles Pierce	209-8412	House 4
	12 th Grade	Jennifer Miller	209-8374	House 2
	JTED/CTE	Cari Burson	209-8513	B Building

CAMPUS HOURS

Gates open for student arrival each day at 7:45 am

Main Office	Monday – Friday	7:30 am – 4:00 pm
Library	Monday – Friday	7:45 am – 4:00 pm
Cafeteria	Monday – Friday	7:45 am – 1:30 pm
Academic Buildings	Monday & Friday	8:30 am – 3:40 pm
	Tuesday – Thursday	7:45 am – 3:40 pm
	Late start Fridays	8:45 am – 3:30 pm

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

CALENDAR / ANNOUNCEMENTS

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

IMPORTANT DATES 2024-25

First Semester		Second Semester	
First Day of Classes	Aug 5	Second Semester Begins	Jan 6
Labor Day Holiday	Sep 2	Martin Luther King Holiday	Jan 20
Homecoming	Sept 20	Winter Formal	Feb 1
Homecoming Dance	Sept 20	Rodeo Break	Feb 20-21
Half Day Schedule	Oct 4	Half Day Schedule	Mar 14
Fall Break	Oct 7-11	Spring Break	Mar 24-28
Parent/Teacher Conf.	Oct 22-23	Jr/Sr Prom	April 5
Veteran's Day	Nov 11	Seniors' Last Day	May 16
Thanksgiving Break	Nov 27-29	Final Exams for Grades 9-11	May 19-21
Final Exams	Dec 18-20	Graduation	May 21
Winter Break	Dec 23-Jan 3	Last Day of Classes	May 21

GENERAL SCHOOL POLICIES AND PROCEDURES

Academic Assistance

Teachers are in their classrooms on late start Fridays (9:05 am - 9:35 am) for student assistance; no appointment is necessary. Teachers are available at other times by arrangement/appointment. The Study Cafe is open before and after school for additional support provided by NHS students. A comprehensive list of academic support services is available in the counseling office or upon request.

Address and Telephone Number Changes

Changes of address, email, or telephone number should be reported as soon as possible to the CFHS Registrar, Lori Knippen, via email to lknippen@cfsd16.org or cfsregistrar@cfsd16.org

Assemblies

Assemblies are important gatherings in which students learn civic protocol as they hear from students, faculty, and invited speakers. Students are required to attend these assemblies and are expected to be courteous members of the audience who:

- Enter and exit as instructed
- Enter the area quietly and proceed to their seats
- Give their full attention to the speaker(s) and show appreciation appropriately
- 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 within the campus. Students are required to place their skateboards in the front office or with security. Bicycles must be placed in a rack before entering the campus and students are strongly encouraged to use a bike lock. Bike racks are located in front of the school.

Bus Transportation

Bus transportation is provided for students subject to Catalina Foothills District policies. CFSD contracts with First Student Inc. They can be contacted at 520-209-7581. Bus route and time information can be accessed from the district website or from Parent VUE accounts through the Student Info tab. The following safety rules apply anytime 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 be in possession of 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.
- 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.
- 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.
- Students must board and disembark at their assigned bus stop 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. The following areas are off limits to students unless under the supervision of a teacher or with permission of a teacher or administrator:

- Athletic fields and gymnasium
- Tunnel area inside and outside the gymnasium
- Parking areas - except when arriving/departing campus (see parking)
- Music Hall/Theater Lobby
- Band/Choir/Theater hallway
- Building Hallways when classes are in session
- Restrooms: Only one student is permitted in a restroom stall at a time. Students are not to loiter in campus bathrooms.

Cellular Phones and Other Communication Devices

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" or silent 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.

Earbuds/airpods must be removed during classes unless the teacher has expressly permitted their use.

Students will not be excused from classes to make or answer telephone calls. Students are to leave their phones in the classroom (with teacher, in backpack, or in teacher-designated area) when excused during class time to use the restroom or water fountain, etc. Students may not take unwanted pictures or videos 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:

- **1st** - Teacher warning
- **2nd** - Teacher intervention
- **3rd** - Parent notification by teacher- possible confiscation of device
- **4+** - Referral to grade level AP/Parent pick-up; Detention/1-3 Days ISS

Clubs (School-Sponsored)

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 formal 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.

Clubs (Non-School Sponsored)

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, during lunchtime, 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 of the school.
- Student groups may only announce the time, place, and name of the club meeting.
- Guest speakers or other individuals from the community (outside the school) may attend club meetings from time to time, but may not regularly attend nor lead meetings. Pre-approval by the certified staff member (club sponsor) and administration is required for any guest speakers.

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 parents have any question about whether an event is school-sponsored, it is the parent's responsibility 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 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.
- The event is supervised by a CFSD staff member.

Student-initiated social gatherings such as cast parties, athletic team parties, band parties, informal work/study sessions, student council parties, etc., are not sponsored by CFHS unless the event is on the school calendar and/or publicized through official school communications.

Community Schools / Activities

CFSD's Community Schools program offers after-school classes and activities for enrichment and enjoyment. Some examples of previously offered after-school classes include driver's education, financial management, 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 or visit the website at <https://communityschools.cfsd16.org/>.

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 Office and Registrar

The Counseling and Registrar's offices are located on the first floor of House 1. Students may schedule an appointment to see a counselor with the counselor on their scheduling link on the website <https://cfs.cfsd16.org> with the secretary in the counseling office or call 209-8305.

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

- Academic planning (course selection, schedule issues, credit recovery, etc)
- Personal support of students including intervention/referral to appropriate services
- 504 conferences and support
- Classroom ECAP lessons and activities - academic and career planning
- College planning - exploration, applications, recommendations, etc.
- Assessments: PSAT, SAT, ACT, ASVAB, AzMERIT, CWRA, AP

District Section 504 Compliance Officer

The person designated to respond to Section 504 complaints is:
Erin Matyjasik, Director of Special Services
6085 North Kolb Road, Tucson, AZ 85750 520-209-8080

The Registrar may be contacted via email cfsregistrar@cfsd16.org or by phone (209-8385).

Registrar responsibilities include:

- Student registration, transfers and withdrawals
- Address changes/verification
- Student records including transcripts, report cards, etc.

Dances, School-Sponsored

- Students must present a current CFHS student ID card for admission.
- The start and end 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 alcohol and 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 at Winter Formal and/or 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 and paid for in advance 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. Guests must be physically accompanied by the CFHS student in order to check in to any school-sponsored dance.

Student 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. Footwear must be worn.

Guidelines for school-appropriate attire:

- Clothing must fully cover buttocks, genitals, nipples, torso (defined as, chest, back, under the arms, and abdomen), and undergarments.
- Clothing must have straps which attach at the shoulder.
- When face masks are not being worn for health reasons, a student's face and ears should be visible. Attire for religious observance is allowed.
- Clothing or accessories that advertise, advocate, or promote items, including but not limited to: drugs, tobacco, alcohol, weapons, obscenity, profanity, vulgarity, gang or affiliation, hate, racial or sexual remarks, pornography, or make reference to prohibited conduct is not acceptable.
- No costumes may be worn except for designated spirit days.

School administration will make the final determination regarding the appropriateness of the student's attire.

Students in violation of the dress code will be provided 3 options:

1. Students will be asked to change into their own acceptable clothing, if already available at school, to comply with the dress code for the remainder of the day.
2. Students will be provided with temporary school clothing to be in compliance with the dress code for the remainder of the day. Inappropriate clothing items/accessories may be kept by an administrator until end-of-day.
3. Students' parents may be called to bring alternative clothing for the student to wear for the remainder of the day.

Students who repeatedly do not comply with the dress code may also have additional disciplinary consequences.

Dress Code for School-Sponsored Dances

Examples of acceptable attire include dresses, gowns, tuxedos/suits, dress shirts/tops, and slacks. Please no shorts, t-shirts, or casual jeans. Administrative adherence to the typical school dress code is somewhat relaxed for school dances. However, immodest or indecent attire is not acceptable and students who are dressed inappropriately will not be admitted to the venue or may be asked to change. Casual attire is acceptable for the Homecoming Dance.

Elevators

Each campus building has an elevator. Use of elevators is restricted to students who have administrative approval. Students requiring access to elevators are required to bring a note from a physician verifying both the need for the elevator and the duration of the required usage. Notes should be taken to the Health Office. Students must pay a \$25 refundable deposit at the Bursar's Office prior to signing out a key. Students who are unable to pay the deposit must receive a deposit exemption from the Principal. Lost keys will result in a loss of the deposit (unless exempted) 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 relationship 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

Evacuation routes are clearly posted in each room. At the sound of an alarm, the following student behaviors are expected:

- Students are to leave rooms or outside areas as quickly as possible in an orderly fashion.
- Students in classes are expected to stay with their class and to meet in the designated area.
- Students who are on free periods or otherwise not with a class, should go to the nearest exit and join a nearby class - including checking in with the teacher.
- Students are to remain in the designated area until the "all clear" has been announced.

Food and Beverages on Campus

- Food is permitted in the Cafeteria, Plaza, and designated areas.
- Classroom teachers may allow closed container beverages and snacks as appropriate for the needs of the student and at teacher discretion.
- Outside food deliveries (e.g., pizza, uber eats, doordash, etc.) are not allowed during the school day. Parents may bring lunch for their child only.

- Students are not permitted to bring food items from home or elsewhere to share with other students (e.g., doughnuts, cookies, brownies, cakes, etc).

Fundraising

All fundraising efforts must have preliminary approval from the Principal (or designee) and/or Governing Board per policy.

Health Services

The Health Office is located inside the main gate at the south side of the Administration Building. Students are expected to have a teacher-issued pass to go to the Health Office so should first report to class if they become ill. Students leaving campus for illness must first report to the Health Office.

Medications: According to ARS 15-344, ARS 15-346 and CFSD Policy JLCD, students may not have prescription or over-the-counter medications (OTC) 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 and an emergency basis. Parents/guardians should notify the school nurse 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 cards

In order to support campus safety and security, CFHS students are 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. **Students will not be allowed to attend classes and will be retained in ISS or the front office until an ID is purchased or otherwise obtained (e.g., parent delivers, etc.)**

Replacement IDs for missing/damaged IDs cost \$5 and must be purchased at the Bursar's Office. **Students may not loan their ID to others.** Students in repeat violation of the ID policy will have appropriate disciplinary consequences.

In-School Supervision (ISS) / Detention

Students may be assigned by an administrator to ISS or detention for Code of Conduct violations. Parents will be notified when students are assigned to ISS.

Internet

Students agree that they accept personal responsibility to avoid misuse of the Internet while on campus and that they will abide by the Acceptable Use Policy (refer to Technology). Misuse includes, but is not limited to, messages sent or received that indicate or suggest pornography and obscenity, unethical or illegal solicitation or activities, racism, sexism, and 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 (7:45 am - 4:00 pm daily) unless it is closed for a school-related activity. The Library's catalog and databases are accessible from any Internet connection from the CFHS website (cfhs.cfsd16.org) and students may copy and print in the Library for a fee.

Students are expected to observe the following Library expectations:

- Students must sign in upon arrival.
- 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.
- Students are responsible for paying any fees associated with losing or damaging materials and textbooks.

Lockers

Students who desire a locker may request one through any House Coordinator. Gym lockers and music lockers will be assigned during class.

The following rules apply to all campus lockers:

- 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 locker 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 locker surfaces.
- 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 a House Coordinator.
- Students are not authorized to change lockers. All locker changes must be requested through a House Coordinator.

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 the lost or stolen items. 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 or Front 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.** Students are assigned to one of two lunch periods. Food may be purchased in the cafeteria using a student ID card (no cash). Deposits to lunch accounts can be made online through InTouch or at the Bursar's Office. Deposits may take 24 hours to post and will then be credited to the student account. 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. 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, loss 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 child only.
- The indoor and outdoor food lines will be closed at the ringing of the final lunch bell.
- Students who cut in line or allow others to do so 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 propositions.

Messages and Deliveries

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

Nondiscrimination/Equal Opportunity Policy (Policy AC)

CFSD is committed to a policy of nondiscrimination in relation to 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.

Posters

Students wishing to display posters for a school sponsored or club activity must obtain prior approval from the Assistant Principal for Student Activities (House 2). An approval stamp will be affixed, and only posters with this approval will be permitted on the campus. Approved posters 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 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

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 Regulation

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. The cost of the permit is \$125.00. Refer to the CFHS website for more parking permit information and necessary forms.

The following rules and regulations are strictly enforced and students and parents must agree that:

- Parking permits/decals are not transferable and are to be used only by the student to whom the permit was issued.
- Students are to park only in their assigned colored parking lot. The color on the decal must match the student parking lot color.
- The parking permit decal must be affixed to the driver's side front window of the registered vehicle.
- Students are to observe the campus speed limit of 10 miles per hour as well as honor all crosswalk zones, stop and yield signs, and restricted parking areas.
- 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.

Students may lose parking permits without refund for:

- Reckless driving
- Transferring a permit to an unauthorized vehicle
- Off-campus violations
- Any alcohol or drug misconduct

- Excessive unexcused absences in a semester
- Excessive tardiness
- Any discipline resulting in a suspension
- Failing grades

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. To this end, the District recognizes the value of allowing students and staff 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). The purpose of this section of IJNDB-R is to authorize and establish reasonable rules for students and staff to possess and use their PDs at school.

A PD is any electronic device owned by a student or his/her family or a staff member that stores, transmits, receives or displays voice messages, data, or images, or provides a wireless unfiltered connection to the Internet. This definition includes, but is not limited to, cellular telephones, digital audio players, digital cameras, laptop computers, tablet computers, pagers, portable game players, and any new technology developed with similar capabilities.

This regulation applies to a student's or staff member'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).

- A student or staff member is permitted to use a PD only after the student and a parent(s)/legal guardian(s) or staff member have signed and returned the annual Acceptable Use Agreement.
- In a classroom setting, a student or staff member may only use a PD for educational purposes at the direction of a teacher or administrator. Other than in a classroom setting on school property, the administration at each school will determine where and when and for what purpose a student or staff member may use a PD. A school administrator or staff member always has the right to prohibit a student(s) from using a PD at certain times or during designated activities that occur during the school day (e.g., school presentations/assemblies, theatrical performances, or guest speakers).
- In a classroom setting, a student or staff member is prohibited from using a PD to access the Internet using any external Internet service. In a classroom setting, a student using a PD, including a smart phone, may only access the Internet using the Wi-Fi access provided by the District.
- The student/owner of a PD is the only person allowed to use the device. Students are prohibited from sharing their assigned user name and/or password with others. A student must sign in to the designated PD District wireless network using his or her assigned username and password.
- If a student's use of a PD causes disruption in any setting, the student can be directed either to put the PD away and/or the PD can be confiscated and the student referred to an administrator for further discipline.
- On school property, a student or staff member may not use a PD to connect to the District's network by a network cable plugged into a data outlet. Also, on school property, a student may not print from a PD.
- The District is not liable for any PD that is lost, loaned, damaged, or stolen. Each student or staff member 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 or staff member will put the device away and take it home at the end of the school day where the student and the parent(s)/legal guardian(s) or staff member 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(s)/legal guardian(s) or staff member, even if the fees or charges were incurred by the student or staff member for an educational purpose.
- A student or staff member 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 or staff 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;
 - promotes or incites violence or causes personal harm or bodily injury;
 - involves prohibited discrimination, defamation, harassment, intimidation, threats or stalking;
 - 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. Parent(s)/legal guardian(s), teachers, and administrators may visit a student's social media sites. Once something is shared, it should be assumed that it will be available for everyone to see, even if the information is only shared on a personal "private" site. Even after something is removed from a social media site, it may already have been copied or printed by others and may remain on the Internet permanently.

- When using school-related social media:
- Use social media for school-related purposes only. Avoid discussion of personal topics.
- Express opinions respectfully and treat others with dignity and respect.
- Use Standard English. Blog and wiki posts, for example, should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation.
- Be open and honest. Use a real name (and CFSD alias) and do not use someone else's identity.
- Accept responsibility. Acknowledge mistakes and correct errors quickly. Confirm receipt of undated or revised posts, and respond promptly to concerns and misinformation.
- Comply with copyright laws when using the creative works of others.
- Follow the "Terms of Use" of any third-party social media provider.
- Report questionable conduct, contact, or content to a teacher, administrator and/or parent(s)/legal guardian(s).

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.

Textbooks/Class Equipment Policies

Textbooks and/or class-specific equipment are loaned to students and distribution is handled through the school library at the beginning of the school year. All textbooks and equipment are scanned electronically to ensure accuracy of inventory. Textbooks and/or equipment are to be returned in good condition at the end of the semester or the year. Students are expected to **pay for lost, damaged, or stolen books/equipment. Fines will be levied for damage beyond normal use.** Students are encouraged to report any textbook or equipment damages or loss as soon as possible.

Transactions at School

Students may not engage in business transactions with one another (exchanging money/bartering for goods and/or services) while at school.

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.)
*Exception: Seniors who are Peer Mentors - which is P/F - will have quarter GPAs based on their other five CFHS classes.
- Students must be enrolled at CFHS for the first three consecutive quarters of the school year.
- Students must have a weighted 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.

State Seal of Arts Proficiency

Students who meet the four criteria below will be awarded the Arizona State Seal of the Arts.

- A final GPA of 3.0 or 4.0 in each qualifying arts/career and technical education (CTE) course.
- 4 minimum credit requirements in one of the following ways: a. A minimum of 4 credits in one artistic discipline (music, theater, visual arts, and media arts), OR b. 3 credits in one artistic discipline, and 1 qualifying creative industries CTE credit or separate artistic discipline, OR c. 2 credits in one artistic discipline and 2 credits in a qualifying creative industries CTE course or separate artistic discipline.
- 80 hours of arts related extracurricular activities.
- A student capstone project.

Seniors Honors Ceremony

Students who have a 3.75 cumulative weighted GPA after 7th 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 H/AP credits 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

Academic Dishonesty: Forgery / Plagiarism / Cheating

Academic integrity is important to a school's success and each student's learning and character development.

- A student shall not use or attempt to use the identity, signature, academic work, or research of another person or AI and represent it as his or her own.
- A student shall not plagiarize other students' work, and students shall not give other students their work to copy.
- 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.

Plagiarism is a form of academic dishonesty and will not be tolerated. Students should check with their teachers if they have any questions about what constitutes plagiarism. In preparing academic work, students must acknowledge sources when:

- the work of another has been paraphrased, even though the wording or syntax may have been changed
- the work was originally prepared or created by someone else or AI.
- facts or data not considered common knowledge are used

Cheating includes, but is not limited to:

- failure to follow teacher rules regarding phones, talking, movement, etc.
- obtaining or giving unfair advantage
- photographing an assessment or any portion of it
- attempting to give or receive assistance during tests or quizzes
- attempting to use unauthorized aids for self or others' benefit (e.g., cheat sheets, calculators, phones, etc.)
- sharing work, quiz, or test content (questions or answers) with others; this includes via Google Drive, cell phone, or social media
- copying work
- the work was originally submitted for another class
- a paper from an essay service or agency (purchased or not)
- working with a partner and similar products are submitted when partner/group work has not been assigned
- misuse or unauthorized possession or use of materials, technology, or phones during an assessment
- fabrication/lying/misrepresentation/deceit
- aiding and abetting dishonesty
- falsification of records and official documents
- unauthorized access to academic/administrative records or systems

Consequences: Students who commit academic dishonesty may receive a zero on the assignment/assessment, parent notification, discipline notation, all the student's teachers will be notified, and other disciplinary actions based on the frequency and/or severity of the infraction. If multiple students are involved all students may receive a zero. There is no "redo" opportunity for assessments that had a consequence for academic dishonesty.

Withdrawing from a Class:

If enrolled in seven classes, a student may request to withdraw from a class within the first ten days of the semester without any record on the transcript. If withdrawing after the end of the ten-day window, a student may receive a WP (Withdraw Passing) or WF (Withdrawal Failing) on the transcript. The WP or WF will not affect the student's grade point average but a WF will affect athletic eligibility. A withdrawal with fewer than four weeks remaining will result in an F on the transcript. Students may only withdraw from a class if they maintain the minimum course load requirement of six for-credit classes. If withdrawing from a class, the student will go into Study Hall (if grade 9/10) or have a free period (grade 11/12); they may not add a different class. 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

General Rules

- **No early exams are permitted** (i.e., prior to the first day of final exams).
- Students must take exams during the prescribed exam period unless administrative approval has been given.
- All faculty are expected to provide an educationally appropriate final assessment during the prescribed exam period that requires the allotted time.
- Teachers are required to keep students in class the entire exam period and may not excuse students from attending the exam.

Make-up Exams (within the final exam week)

- Students who miss an exam with an excused absence due to illness, etc. may make up the exam during the designated make-up periods of exam week. **Administrative approval is not required.** The student should work directly with the teacher to arrange this.

Late Exams (beyond the end of the semester)

In cases where students are absent during all or part of final exam week and are not able to complete exams prior to the last day of the semester:

- Students (parents) with extenuating circumstances must contact their grade-level administrator as soon as possible to request pre-approval for a late exam. **Pre-approval is required for the opportunity to take a late exam.**
- Only students who are **pre-approved** by an administrator may make up exams beyond the last day of the semester.
- Students who receive administrator approval will have 10 school or business days after the exam period ends in which to make up the exam.
- Students will receive a zero for the missed exam and the zero will be included in the initial semester grade calculation.
- If/When the exam is taken, the teacher or department chair will score the exam and the student's semester grade will be re-calculated accordingly. The teacher or department chair must complete a formal Grade Change Form with the Registrar.

Grades, Report Cards, Progress Reports

Students will receive notice of mid-quarter progress reports and quarter grades which they may view in VUE. Only semester grades will appear on transcripts. Course-specific grading policies are communicated to students and parents through the course syllabus. **Any concerns or questions about final grades must be initiated by the student or parent/guardian within 10 business days after grades are issued at the end of each semester.**

Grading Scale / Rubric

CFHS teachers utilize a rubric assessment process and follow the rubric-to-letter-grade scale below:

Rubric Score	Letter Grade	Description
4.00 - 3.57	A+	Highly Proficient Students who consistently perform at the Honors level (3.5 or above) will receive Honors credit designation in HC classes (English, Social Studies, designated others)
3.56 - 3.34	A	
3.33 - 3.12	A-	
3.11 - 2.90	B+	Proficient
2.89 - 2.67	B	
2.66 - 2.45	B-	
2.44 - 2.30	C+	Partially Proficient
2.29 - 2.15	C	
2.14 - 2.00	C-	
1.99 - 1.50	D	Minimally Proficient
1.49 - 0.00	F	Not Proficient

GPA Weight / Calculation

CFHS uses an A, B, C, D, F semester grading system. Honors courses are identified by "H" on the student's transcript and are weighted an additional .25 GPA points. Advanced Placement courses are identified by "AP" on the student's transcript and are weighted an additional .5 GPA points. Approved credit recovery and transfer credits are awarded a letter grade. Approved international credits are awarded a P (Pass) which awards credit but has no impact on GPA. Note: CFHS does not rank students.

Letter Grade Earned	Standard Weight	Honors Weight	AP Weight
A	4.0	4.25	4.5
B	3.0	3.25	3.5
C	2.0	2.25	2.5
D	1.0	1.25	1.5
F	0	0	0

Grade Replacement / Credit Recovery

A student may repeat a course to earn a passing grade or to improve a grade. The original class will remain on the transcript with the grade changed to an RF (repeated/replaced F) or RD (repeated/replaced D), etc. The higher grade will be calculated to determine the new GPA. Students may repeat a course in the classroom, through CFHS Course Emporium (if the original grade was a D or F), or through an approved Arizona online curriculum provider. Students are eligible for grade replacement only when the repeated course is the same content/rigor as the original course (e.g., a B in a standard English course will not replace a D in an Honors English course). See counselor for planning and for pre-approval of credit recovery/grade replacement options.

Credit accepted towards CFSD graduation from non-CFHS classes:

The classes include: credits earned through alternative courses, e.g., correspondence courses (limited to 1 credit in each of the four major subject areas of English, Math, Science, and Social Studies), online, credit recovery, and/or by passing appropriate courses at the college or university level if the courses are determined to meet or exceed standards and criteria established by the CFSD Governing Board and in accordance with A.R.S. 15-701.01. The high school principal will evaluate alternative courses and approve them for credit.

"I" or Incomplete

Students with extenuating circumstances (e.g., a long-term illness) may receive approval to receive an "I" at the end of a grading period with the following understandings:

- Receiving an I for extenuating circumstances must be **pre-approved** by 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 teacher requirements and the course. 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.
- An "I" makes a student ineligible for AIA activities and athletics.

Incomplete is not an option for spring semester. Students may be approved to take a late exam, however. (See Final Exam policy.)

Early Graduation

Students who desire to graduate a year early (i.e., in May with the current senior class) must submit a Request for Early Graduation to their counselor 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
Math	4.0 credits
Science	3.0 credits
Social Studies	4.0 credits

World Language	2.0 credits
Fine Arts/CTE	1.0 credit
PE	1.5 credits
Electives	<u>4.5 credits</u>
	24.0 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 their 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.

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 participate in CFHS' summer Course Emporium through Community Schools for credit recovery. Students are not approved to take summer school courses with the intent to accelerate, except for PE (group fitness) or Health.

Teaching Assistant / Student Assistant (TA)

A student may volunteer to serve as a Teacher Assistant during their free period. This service will NOT generate credit or replace a class. Being a TA is different from participating in the Peer Mentor 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 ensuring that all transfer grades and records are received** by the CFHS Registrar upon completion of the course. CFHS does not accept credits taken prior to the start of grade 9 with the exception of math (Algebra 1 and higher) and CFHS summer PE / Health credits.

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 an emergency, such as illness, the parent is expected to telephone the school office."

Absent from School

Students must be in attendance at least ninety percent (90%) of all class sessions. Students in grades 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.

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.

CFHS Attendance Office can be reached at 209-8318 or by email Attendance@CFSD16.org. The phone 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 on the day of an absence or within 24 hours. Messages may be left 24 hours a day.

Students arriving late in the school day or leaving early must 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. Five or more school days of Unexcused Absences 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 sharing 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 coordinating and managing 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.

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. Juniors and seniors may leave campus if their free period is their last scheduled class of the day.

Consequences for Excessive Absences (Excused or Unexcused) per Semester

- **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 may not receive credit for the course in which he or she has accrued 10 or more absences unless an attendance appeal is submitted and approved by the administration.

Note: Students may be assigned detention that is double the amount of class missed for all unexcused absences or trancies.

Tardy Policy

- Students must be in their seats when the late bell rings, unless they have been given a pass from Administration, Health Office, or from the Attendance Office. **Teachers are not allowed to excuse students from another class.**
- Unless a valid pass has been issued, students who report to class after the late bell will be counted tardy (T) for up to 15 minutes for a 60-minute class (during Short Week schedules, the T is for up to 12 minutes for a 50-minute class).
- Students who are more than 15 minutes late (or more than 12 min during Short Week schedules) without a pass will be counted absent for the period (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 (or 12) minutes will be marked with an excused absence (K) for that class, which does count toward the 9 allowable absences.

Consequences per semester per class for tardiness:

- **1st** -Teacher warning
- **2nd** - Teacher intervention
- **3rd** - Parent notification by teacher email/phone call
- **4+** - Referral to grade-level administrators who will notify parent/guardian, detention, discipline notation, students in repeat violation of the policy will have appropriate disciplinary consequences.

Late Arrival to School

- The parent/guardian may call the Attendance Office at 209-8318 prior to the student arriving, or may physically accompany the student to sign in.
- The student may also bring a parent/doctor note to the office and sign in. Absences will be waived with a doctor's note.
- Students who miss 25% of the class will be counted as absent, regardless of the reason.
- The student has five (5) minutes from the front office sign-in time to join his/her class or they will be considered unexcused.
- Fraudulent emails, notes, or phone calls will be referred to the grade-level administrator for disciplinary action.

Leaving School 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.
- Students in grades 9-10 **must** be signed out in person at the Front Office by a parent/guardian.
- Students in grades 11-12 **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, s/he must **always** report to the Health Office prior to leaving campus.
- Students will not be called from class during the last 15 minutes of the day. Students who need to leave during this time period should follow the procedure from the first bullet, in order to minimize disruptions.

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.

- Students with a chronic health condition which affects school attendance or participation should see the school nurse about an Exclusion/Exemption form for attendance. Parent/Guardian will need to notify the attendance office **each time** a student misses class due to the chronic illness and specifically state that a health waiver (Exclusion/Exemption form) is on file for the absence.
- Students with chronic health conditions must demonstrate proficiency of course standards and benchmarks to earn credit. Required course work and assessments will be determined by each teacher and, as needed, in consultation with administrator and/or counselor.
- Students with chronic health conditions that may affect participation in physical education courses should see the school nurse about a PE Accommodations Form which will be shared with the PE teacher for appropriate response. If the course requirements cannot be completed, students may be withdrawn from the course.

Make up Work for Absences

- Students are allowed a minimum of 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.

ATHLETICS / EXTRACURRICULAR ACTIVITIES ~

Athletic Schedules

Competition schedules are posted on the CFHS website under the Activities/Sports tab.

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.

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). Adults may purchase a yearly individual for \$40 or family cards (which includes parents and children) for \$80 per year. The student's school ID card will identify the purchase of the Activity Card. Lost or stolen cards must be replaced as soon as possible.

Student-Athlete Behavior

All discipline policies are enforceable for any offense occurring during the athletic season of sport (first day of tryouts, Fall, Winter or Spring, to the conclusion of the season), or at any school sponsored season activity/event.

Student-Athlete Attendance

Any absence which constitutes missing more than 50% of the student/athlete's classes on a school day requires clearance by the Athletic Director in order for an athlete to participate on that day (practice or competition).

ATHLETICS / EXTRACURRICULAR ACTIVITIES

The Catalina Foothills School District participates in Arizona Interscholastic Association and offers the following co-curricular activities:

Fall		Winter		Spring		Year-round AIA Activities	
Cheerleading		Basketball	Boys	Baseball		Chess	
Cross Country	Boys	Basketball	Girls	Softball		Robotics	
Cross Country	Girls	Cheerleading		Tennis	Boys	Speech & Debate	
Football		Pom Line		Tennis	Girls	Theater/Thespians	
Golf	Boys	Soccer	Boys	Track & Field	Boys		
Golf	Girls	Soccer	Girls	Track & Field	Girls		
Pom Line		Wrestling	Boys	Volleyball	Boys		
Swim & Dive	Boys	Wrestling	Girls	Beach Volleyball	Girls		
Swim & Dive	Girls						
Volleyball	Girls						

Athletic Eligibility

During each grading period students must attain a passing grade in all classes in order to maintain eligibility. The dates for determining eligibility are located below and on the CFHS Activities/Sports webpage <https://cfhs.cfsd16.org/activities-sports/athletics>

- **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 (1) week. Grade checks will be done on a weekly basis to determine reinstatement of interscholastic eligibility. 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 will be deemed ineligible for a minimum of two (2) weeks. The student must be passing all classes after the two (2) weeks of ineligibility to regain interscholastic eligibility. In the event that all grades are not passing, grade checks will be done on a weekly basis to determine the reinstatement of interscholastic eligibility.
- A student who has received an "I" at the end of any grading period is ineligible to compete but may regain eligibility 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 and will be ineligible for the remainder of the season. 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-athletes' eligibility.

Eligibility Dates 2024-2025

Grading Period	Date	AIA Eligibility
Fall Semester		
Progress Report 1	Sept.6 , 2024	Warning grade check for athletes. No loss of eligibility.
Quarter 1 (PR 2)	Oct.4 , 2024	Ineligible for a minimum of 1 week. Regain eligibility when passing classes that received an F at PR 2.
Quarter 2/Semester 1 (PR 4)	January 10, 2025	Ineligible for a minimum of 2 weeks. Students must be passing all classes to regain eligibility.
Spring Semester		
Progress Report 5	Feb.7, 2025	Warning grade check for athletes. No loss of eligibility.
Quarter 3 (PR 6)	Mar 14, 2025	Ineligible for a minimum of 1 week. Regain eligibility when passing classes that received an F at PR 6.
Quarter 4/Semester 2 (PR 8)	May 21, 2025	Ineligible for a minimum of 2 weeks. Students must pass all classes to regain eligibility in the Fall unless failed course(s) are completed in summer school.

STUDENT CONDUCT AND 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

The Student Discipline Matrix ("Matrix") sets forth rules and the range of possible disciplinary actions. Discipline in excess of the maximum may be recommended and imposed 1) in cases 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 (Policy JIC)

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. The District may require the student's parent(s) to participate in mediation, community service, restitution or other programs with the student as a condition to the reassignment of the pupil to an alternative education program. 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: cfhs.cfsd16.org 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 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
- Exclusion from a particular class
- Confinement with implementation of mandatory provisions
- In-school supervision
- Involuntary transfer
- Community service
- Suspension
- Expulsion
- Suspension of other privileges

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/or after school. Detention may be assigned by an individual teacher or by an administrator.

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. If any minors engage in conduct that results in damage to District property, the District may institute formal charges for the purpose of having the court order the minors, or their parents, to make full or partial restitution to the District in accordance with law.

Student Violence / Harassment / Intimidation / Bullying (Policy JICK, JICK-R, JICK-EB)

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

Student violence, harassment, intimidation, and bullying are prohibited on school property, in school buses, and at school-sponsored events and activities.

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. See District Policy IJNDB titled "Uses of Technology Resources in Instruction."

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 substantial negative physical, mental, or emotional impact on the victim at school or interferes with the authority of the school system to maintain order.

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.

District Compliance Officer

The person designated to coordinate Title IX complaints is:

Denise Bartett
Superintendent
Catalina Foothills School District
2101 East River Road
Tucson, AZ 85718
520-209-7500

- **Bullying:** Bullying focuses on an imbalance of power between the student/students accused of bullying and the student/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 the principal or another school employee, preferably a school administrator or counselor. A parent or guardian may also report harassment, intimidation or bullying to the principal or another school employee, preferably a school administrator.

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.

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.

Drug and Alcohol Use By Students (Policy JICH, JICH-E, JICH-R):

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, GBEB-R)

It is a crime to possess, use, and sell drugs in a "drug free school zone" and violators are subject to suspension. Drug free school zone is defined as any area within 300 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 on 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.

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, laptops, 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 email 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 home or away athletic events 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 from campus 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, knife, destructive device, 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, a 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, school 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
<u>Alcohol</u> 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
<u>Arson</u> 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, administrative conference and documented warning, and short-term suspension	Sheriff notification and recommended long-term suspension
	Maximum	Sheriff notification and recommended expulsion	Sheriff notification and recommended expulsion
<u>Cellular Phones and Other Electronic Communication</u> Possession or use of personal electronic communications 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" or silent 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.	Minimum	Parent conference and confiscation for one (1) day	Parent conference and confiscation for duration of school year
	Maximum	Parent conference and confiscation for duration of school year	Short-term suspension
<u>Defamation</u> 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
<u>Defiance of Authority – Untruthfulness</u> 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
<u>Disruptive Conduct</u> 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
<u>Dress and Appearance</u> 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

<p><u>Drugs - Possession</u> 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.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>
<p><u>Drugs - Sale</u> 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.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>	<p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>
<p><u>Drugs - Paraphernalia Possession</u> A student shall not possess, transfer, or use drug paraphernalia as defined by A.R.S. 13-3415.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>
<p><u>Drugs - Paraphernalia Sale</u> A student shall not sell, or offer to sell drug paraphernalia as defined by A.R.S. 13-3415.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>	<p>Confiscation, parental conference, sheriff notification, and recommended long-term suspension</p> <p>Confiscation, parental conference, sheriff notification, and recommended expulsion</p>
<p><u>Emergency Alarms and Fire Control Devices</u> 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.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference</p> <p>Short-term suspension</p>	<p>Short-term suspension</p> <p>Recommended long-term suspension</p>
<p><u>Endangering the Health and Safety of Others</u> 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.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference</p> <p>Short-term suspension</p>	<p>Short-term suspension</p> <p>Recommended expulsion</p>
<p><u>False Reporting</u> Knowingly submit a false report.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference and documented warning</p> <p>Parent conference, sheriff notification, and recommended suspension</p>	<p>Parent conference, sheriff notification, and recommended suspension</p> <p>Parent conference, sheriff notification, and recommended expulsion</p>
<p><u>Forgery – Plagiarism – Cheating</u> 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.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference and documented warning</p> <p>Suspension</p>	<p>Suspension</p> <p>Recommended expulsion</p>
<p><u>Gambling</u> 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.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Confiscation, administrative conference, and documented warning</p> <p>Confiscation, administrative conference, and short-term suspension</p>	<p>Confiscation and short-term suspension</p> <p>Confiscation and recommended long-term suspension</p>

<p>Gang Activity or Association 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 or dress.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference, sheriff notification, and recommended long-term suspension</p> <p>Parent conference, sheriff notification, and recommended long-term suspension</p>	<p>Parent conference, sheriff notification, and recommended expulsion</p> <p>Parent conference, sheriff notification, and recommended expulsion</p>
<p>Harassment / Intimidation / Bullying (See Policy JICK) 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:</p> <ul style="list-style-type: none"> ● Unwelcome, offensive, or derogatory verbal or written comments. Examples may include comments, jokes, sexual innuendo, name calling, use of slang that others find offensive, or rumor spreading. Note that conduct does not have to reference a specific person. ● Calling attention to physical or sexual characteristics in a negative or embarrassing manner ● Displaying or threatening to display on school property or on the internet or through social media nude or sexual pictures, cartoons, graphics, or calendars including portrayal of one or more students in an unflattering manner ● Social exclusion, ostracism, hazing, or stalking ● Unwelcome physical contact such as touching, pushing, hitting, kicking, shoving, or spitting ● Extortion ● Threats of harm to a person or property ● Damage to or theft of personal property ● Physical harm or violence <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"> ● Written contact such as sexually suggestive or obscene letters, notes, electronic messages or invitations ● Verbal contact such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender specific traits, sexual propositions, and threats to disclose information ● Physical contact such as touching, pinching, brushing up against another's body, impeding or blocking movement, assault ● Visual contact such as leering or staring at another's body, gesturing, displaying sexually suggestive objects, pictures, cartoons, posters, or magazine <p>Harassment also includes continuing to express sexual or social interest after being informed directly that the</p>	<p>Minimum</p> <p>Maximum</p>	<p>Parent conference, sheriff notification, and possible suspension</p> <p>Parent conference, sheriff notification, and recommended expulsion</p>	<p>Parent conference, sheriff notification, and possible suspension</p> <p>Parent conference, sheriff notification, and recommended expulsion</p>

<p>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>Indecent Exposure 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 "moonng."</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>Initiation and Hazing 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>Misrepresentation / Extortion / Theft 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>Obscenity / Vulgarity 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 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.</p> <p>Note: Distributing pornography or items of a sexual nature to minors is a mandatory report to sheriff under A.R.S. 13-3620.</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>
<p>Sexual Abuse Sexual abuse is any sexual contact involving a minor student. It does not include consensual contact if (a) both students are 14 through 17 years of age; (b) both students are over 17 years of age; (c) one of the students is 18 or 19 years of age and the other student is 16 or 17 years of age but no more than 24 months younger than the older student.</p> <p>Note: This offense is a mandatory report to Sheriff under A.R.S. 13-3620.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Sheriff notification, parent conference, suspension, possible expulsion</p> <p>Sheriff notification, parent conference, suspension, possible expulsion</p>	<p>Sheriff notification, parent conference, suspension, possible expulsion</p> <p>Sheriff notification, parent conference, suspension, possible expulsion</p>
<p>Taking/Sending Sexually Explicit Photographs of Minors Students shall not take and/or send sexually explicit photographs or messages of a student via technology (sexting).</p> <p>Note: This offense is a mandatory report to Sheriff under A.R.S. 13-3620 if the student is a minor.</p>	<p>Minimum</p> <p>Maximum</p>	<p>Sheriff notification, parent conference, suspension, possible expulsion</p>	<p>Sheriff notification, parent conference, suspension, possible expulsion</p> <p>Sheriff notification, parent conference, suspension, possible expulsion</p>

		Sheriff notification, parent conference, suspension, possible expulsion	
<u>Tardiness</u> 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
<u>Threats / Assault / Fighting</u> 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 or any other person. Any incident that threatens or could potentially threaten the safety or security of students or staff is considered a threat. Note: A Sheriff notification is required if (1) conduct poses a threat of death or serious physical injury to employees, student or anyone on the property of the school; (2) conduct involves the discharge, use, or exhibition that is threatening of a deadly weapon or dangerous instrument; or (3) conduct involves physical injury that is not accidental.	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
<u>Tobacco / Tobacco Products/Vapor Products</u> 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
<u>Traffic and School Bus Rules</u> 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. Note: A minimum five (5) days 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)
<u>Truancy</u> 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
<u>Unauthorized Entry</u> 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
<u>Vandalism / Littering / Destruction of Property</u> A student shall not damage, destroy, or deface any 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
<u>Violation of Federal, State, or Local Law</u> 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
<u>Violation of School Policies and Rules</u> 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
<u>Weapons or Dangerous Items</u> 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. Note: Sheriff notification is required if a student is in possession of a firearm or deadly weapon on school grounds. A.R.S. 13-3102(A)(12)	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 notifications, recommended expulsion.

CFHS BELL SCHEDULES 2024-2025



General Bell Schedule					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:35-9:33	3 & Advisory 3: 9:05-10:03 A: 10:03-10:38 <small>Attendance Required</small>	1	1	1	9:05-9:35 <i>Academic Assistance</i>
9:40-10:38		2	2	2	1
10:45-11:43	4	4	3	3	2
<small>1st Lunch 11:43-12:10</small>	11:50-12:48	5	5	5	4
12:17-1:15		<small>2nd Lunch 12:48-1:15</small>	5	5	5
1:22-2:20	6	6	6	6	4
2:27-3:25	7	7	7	7	5
Missing Period(s)	No 1, 2	No 3	No 4	No 5	No 6, 7

Lunch Assignments	
1 st Lunch	2 nd Lunch
House 1 House 2 House 3	House 4 B-Building/Gym Performing Arts Bldg
Lunch is based on which building you have classes during the following periods on specific days of the week:	
5 th Period – Monday/Tuesday/Wednesday	
4 th Period – Thursday and 7-Period Schedule	
3 rd Period – Friday	

7-Period Schedule	
Nov 25-26 and Dec 16-17	
Time	Periods
8:35-9:23	1
9:30-10:18	2
10:25-11:13	3
<small>1st Lunch 11:13-11:40</small>	11:20-12:08
11:47-12:35	
<small>2nd Lunch 12:08-12:35</small>	4
12:42-1:30	5
1:37-2:25	6
2:32-3:20	7

Half Day Schedule	
Oct 4, Mar 14	
Time	Periods
8:35-9:10	1
9:17-9:52	2
9:59-10:34	3
10:41-11:16	4
11:23-12:00	5

Revised [7/9/24](#)

Important Dates			
August 1	Back to School Night	January 20	No School (MLK Day)
August 5	School Begins	February 20-21	Rodeo Break
September 2	No School (Labor Day)	March 14	Half Day Grading Day
October 4	Half Day	March 24-28	No School (Spring Break)
October 7-11	No School (Fall Break)	May 16	Seniors' Last Day
October 22-23	Parent Teacher Conferences	May 19-21	Final Exams (Gr.9-11) Schedule
November 11	No School (Veteran's Day)	May 21	Graduation/Last Day of School
November 27-29	No School (Thanksgiving Break)		
December 18-20	Final Exam Schedule		
Dec 23-Jan 3	Winter Break		

<ul style="list-style-type: none"> Student's first day (full day) Student's last day (half day) Student holiday Parent/teacher conferences Pre-K: 9/23-10/4 & 4/21-5/2 (by appt.) regular school schedule observed K-5: 10/22, 10/23, 10/24 & 3/14 half day dismissal 6-8: 10/23, 10/24, 3/13, & 3/14 half day dismissal 9-12: 10/22 & 10/23 half day dismissal <p>Orientation days: new teachers begin 7/24 returning teachers 7/30 90/90 = 180 student days</p>	<p>Grading days (half days for students)</p> <p>Canyon View - 10/28, 2/10, & 5/21 Ventana Vista - 10/29, 2/11, & 5/21 Manzanita - 10/30, 2/12, & 5/21 Sunrise Drive - 10/31, 2/13, & 5/21</p> <p>Middle Schools-10/2, 12/18, 3/5, & 5/21 High School-12/18, 19, 20, 5/19, 20 21 (exam schedule); 10/4 & 3/14 (half day)</p> <p>JULY '24</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>Elementary early release</p> <p>Canyon View - Monday Ventana Vista - Tuesday Manzanita - Wednesday Sunrise Drive - Thursday</p> <p>Middle Schools late start Wednesday</p> <p>JANUARY '25</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>High School short week - 11/25, 11/26, 12/16 & 12/17 - All classes 1 - 7 meet. School hours are 8:35am to 3:20pm. AM bus schedule does NOT change. Buses arrive by 8:30am.</p> <p>HS general bell schedule observed during the weeks of 9/3, 9/30, 10/21, 11/12, 1/21, 2/17 & 3/10</p> <p>Find the detailed High School bell schedule at https://cfs.cfsd16.org Click About Us, then Calendars & Schedules.</p> <p>1-3 Winter Break 10 MS 2nd quarter report card 10 HS 1st semester report card 17 100th day of school 20 M. L. King Day</p>							
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<p>5 School begins</p> <p>Elementary early release and middle school late start is observed during the first week of school.</p> <p>5-9 The high school begins at 8:35am Monday through Friday and observes a regular day rotating schedule.</p>	<p>AUGUST '24</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>FEBRUARY '25</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		<p>10 Canyon View (grading/half day) 11 Ventana Vista (grading/half day) 12 Manzanita (grading/half day) 13 Sunrise Drive (grading/half day) 14 ES end of 2nd trimester 20-21 Rodeo Break 28 ES 2nd trimester report card</p>							
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<p>2 Labor Day</p> <p>23-Oct 4 Pre-K parent/teacher conferences (regular day)</p> <p>30 40th day of school</p>	<p>SEPTEMBER '24</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>MARCH '25</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>5 MS grading day (half day-no late start) 13-14 MS parent/teacher conferences 14 ES parent/teacher conferences 14 HS grading day (half day) 14 MS & HS end of 3rd quarter 17-21 AzSci Testing 24-28 Spring Break 31 AzSci Testing 31 ACT Testing 31 AASA Testing 31 ACT Aspire Testing</p>
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