

# DUNCAN ELEMENTARY SCHOOL



2024-2025  
STUDENT HANDBOOK

The Duncan Unified School District #2 affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, sex or handicap. This compliance is to include, but not be limited to, the regulations of Title IX of the Education Amendments of 1972, issued by the United States Department of Health, Education and Welfare, which prohibits discrimination on the basis of sex in educational programs or activities which receive Federal Funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Children Act, Public Law No. 94-142; and Section 504 of the Rehabilitation Act of 1973.

This compliance also includes, but is not limited to, the regulations of Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, creed, national origin, age, or handicap.

Duncan Unified School District #2 has established procedures for handling complaints regarding compliance with the aforementioned Federal regulations. Please refer questions or concerns to Sandra Shoon, Counselor (Section 504 and Title IX and Title VI Coordinator), Duncan Unified School District #2, 106 Stadium Street, Duncan, Arizona 85534, telephone (520) 359-2472.

The purpose and content of this handbook is to assist students, parents, staff and administration in operating the educational program and facilities within legal bounds of the law, both state and federal. The directives and policies within this handbook reflect the direction and intention of the law. The staff and administration are obliged to abide within this legal framework, as are the students and parents.

## **ATTENDANCE REGULATIONS**

**STATE BOARD OF EDUCATION RULES** (from State School Law); "No Pupil shall be permitted to leave school at recess or any other time before regular hours for closing of school, except if he or she is excused. Pupil may be required to bring an excuse from parent or guardian". Students out of school nine or more days any semester are considered to have excessive absences.

**1.** School law and regulations passed by the legislature, and revised by the State Board of Education, make it mandatory that all public schools list and report to the State Board the reasons for student absences. To comply with this regulation, we request that:

- A.** When the student is absent, the parent should telephone the principal's office before 10: 30 a.m. each day the student is absent.
- B.** If the parent fails to call the school, the attendance officer will phone the student's home, if possible.
- C.** If the absence is for medical reasons; a doctor's slip is required to be considered as a reasonable absence.

**2.** If a student is aware that he will be absent for any reasons such as doctor or dental appointment, conferences, trip, etc. approval must be secured from the elementary office prior to the absence. Having a parent call the office may do this.

**3.** A student may not leave the school at any time without first getting permission from the office. Students leaving school without permission will be considered truant (ditching). Sick students and others, having good reason for going home, must first go by the office for permission. In most cases, we have the school nurse check sick students before we call the parents to take them home.

**4.** We realize that there are valid reasons for students being absent. Students are expected to make up missed schoolwork. A reasonable length of time (usually two school days) will be given to a student in order that missed work can be made up. Absences of longer duration than two or three school days may result in the necessity for a parent-student-teacher conference in order to determine an equitable time in which missed schoolwork should be made up.

**5.** Students having excessive absences (10 each semester) may be referred to the Greenlee County Probation Department or other proper authority. Absences may be excused for the following reasons:

prior notification, doctor's excuses, family emergencies, etc. Students with chronic health problems are students who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound. The chronic health problem must be certified by a licensed health professional.

**6.** When a student accumulates five or more absences the student and his or her parents or legal guardians will be notified of the consequence(s) of excessive absenteeism. A notice of the absence and consequence(s) will be mailed to the student's home and the principal shall receive a copy.

**7.** Excessive absences may be detrimental to a child's ability to learn and thus can affect his or her grade. Student's participation in class discussion; listening to lectures, clarifications and explanations; and viewing and listening to 2 audio-visual materials are integral parts of instruction. It is therefore essential that parents and students alike make every effort to ensure regular attendance.

**8.** The teacher shall assume responsibility for accurate attendance accounting. Teachers shall take roll using the school standard system. Roll books will be kept for each class. Truancy (ditching) from school or class is a violation of the school policy and may involve disciplinary action as indicated in the Handbook. The student will be held responsible for any class work missed due to the absence. If a student misses 10 minutes of a class period, the student will be counted absent from that class. Students who are not physically inside the classroom at the sound of the bell shall be counted tardy. It will be the student's responsibility to check with the teacher and see that a tardy less than 10 minutes is not recorded as an absence.

## **TARDINESS**

The following procedures apply to tardiness.

Office Referral and Action on Tardiness:

1. 1st Tardy - Warning
- 2.\* 2nd Tardy – 1 School Enhancement Session
- 3.\*\* 3rd Tardy – Discipline Report turned in to Principal

\*Teachers have the discretion to determine alternate appropriate discipline.

\*\*Constitutes one day of unexcused absence.

Failure to serve punishment may result in suspension.

Activities listed below are examples of School Enhancement sessions and will be completed before school, during recess or after school: Cleaning cafeteria, picking up trash, picking up rocks, sweeping sidewalks, cleaning classrooms, working with custodians.

## **ATTENDANCE POLICY**

The Duncan Unified School District believes that for students to complete schoolwork satisfactorily, they must maintain a good attendance record. Each student is expected to be in attendance at school every day school is in session. The philosophical foundations for desiring and expecting students to be in attendance each school day is as follows:

### **Philosophy**

Attendance at school is beneficial in and of itself. More specifically, it is valuable in classes where achievement of objectives cannot be measured by pencil-paper tests. That is, certain classes provide a setting where students can evaluate their attitudes and values, conduct comparisons, and formulate new or confirm existing attitudes and values. The only way for a student to benefit from a class of this nature is to attend the class. 3 One of the major goals of this school district is for students to effectively accept responsibility, and it is believed that the most effective way to learn responsibility is to experience situations where decision-making and responsibility must be exercised. If teachers or administrators accept responsibility for all student actions, the result will be graduates who do not know how to cope effectively with responsibilities and decision-making. For example, when the attendance policy is made public and explained in detail, it is then the students' responsibility to conduct themselves accordingly. This is a basic principle of educational psychology and learning. The respective validity is well documented.

A point of reality in modern day life is that employers and colleges rank attendance and punctuality very highly in evaluating personnel. Therefore, maintaining a good attendance record is an important discipline to learn and has lifetime application.

## **STUDENT DRESS STANDARDS**

### **Statement**

The principal shall have authority to enforce the student dress standards.

- A. The district recognizes that student dress and grooming practices are generally a matter of personal choice. However, the District also recognizes that there is a relationship between a student's choice of dress and grooming practices and such things as school pride, self-esteem, general welfare of the student, and the accomplishments of curriculum goals and educational objectives. Students are expected to dress in a manner that promotes these goals and objectives.
- B. The District dress standards prohibit students from wearing clothing that is counterproductive to the school mission and curriculum goals as formulated by the District and mandated by state statutes. The District also prohibits students from wearing clothing that is disruptive to the learning process.

### **Specific Guidelines**

- A. Arizona Revised Statute S15-712 requires instruction on the nature and harmful effects of alcohol, drugs, and tobacco. These substances are illegal for minors to possess. Clothing which displays these substances is counterproductive to the District's curriculum goals and educational objectives and is prohibited.
- B. Clothing that expresses obscenities immodestly exposes the chest, abdomen, genital area or buttocks, or which detrimentally affects the health, safety, and general welfare of the students is prohibited. Such as, but not limited to: halter tops, backless dresses, spaghetti straps, bare midriff styles, muscle or mesh type shirts, sexually provocative statements or pictures, satanic symbols, designs or logos, or suggestive language is not appropriate. Tank tops will not be allowed; tops must have at least 4-inch wide shoulder straps, cannot be loose fitting and must fit close around the arms, i.e., no large armholes.
- C. Shorts may be worn if they are fashionable and in good taste, and fingertip length. The Principal will be the final judge of any questionable attire. Gang related clothing is not acceptable.
- D. Footwear must be worn at all times. 4
- E. Safety dress requirements for specific classes such as shop, home economics, physical education, and science shall be followed.

- F. Headgear, hats, other head coverings (including hoodies), and sunglasses are not allowed to be worn in classrooms / buildings during class time.
- G. Clothing will be consistent with dress code and worn accordingly: Pants, shorts, skirts, etc. will be worn with a waistband no lower than the top point of the hipbone and secured appropriately. Overalls, jumpers, etc. with shoulder straps will be worn with straps attached across the shoulders to the front bib. All belts, suspenders, shoulder straps, etc. shall be appropriately secured. Belts will not hang down more than 12 inches below the buckle.

### **Disciplinary Actions**

- A. Students who violate the District's dress standards may be required to do any of the following depending upon the specific circumstances: - Turn inappropriate clothing inside out - Change into clothing provided by the school - Have other clothing brought to school - Sent home with parent notification
- B. Repeated (or) blatant violations of dress standards may result in appropriate disciplinary action being taken including suspension from school.

### **PERSONAL CONDUCT**

On campus, on the school buses, and at other school functions students are expected to conduct themselves in such a manner as to display the highest respect for themselves and their friends by avoiding any physical display of affection to include the following but not limited to hand holding, hugging, kissing, inappropriate touching. Students who do not conduct themselves the manner mentioned above will be subject to disciplinary action.

### **RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Duncan School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:



Family Policy Compliance Office U.S. Department of Education  
600 Independence Avenue, SW Washington, DC 20202-4605

### **STUDENT DIRECTORY INFORMATION**

During the school year, Duncan Unified School staff may compile nonconfidential student directory information such as:

Students name, date and place of birth, address, telephone number, grade level, school of attendance, and most recent school attended, diplomas, awards and honors received, major field of study, record of participation in officially recognized activities (sports and school events).

According to state and federal law, this directory information, identified above, may be publicly released without permission of parents. However, if you do not wish any or all of the above information released on your son/daughter, you may request so by signing a form available in the principal's office. If this notification is not received, we will assume that your permission is given to use your child's directory information as described above.

### **CHILD FIND**

Under the provisions of Arizona Revised Statutes 15-151 through 154 and public Law 94-142, local school districts are responsible for seeking out and identifying all children in the district between the ages of birth and 21 who require special education services.

In cooperation with the Arizona Department of Education, local service agencies, private schools and parent groups, School District #2 is participating in a "Child Find" program whereby youngsters not receiving services may be identified and brought into appropriate programs. The trust of the law is that every American child regardless of learning disability or handicap shall have full opportunity for an education through the system.

The screening of all students enrolled in Duncan Unified School District readily identifies those who are in need of special education services. The district needs help; however, in identifying those youngsters who may not be enrolled in any school and qualify for enrollment in special education programs.

Persons in the community who are interested in obtaining further information relative to "Child Find" and are willing to assist in the program are asked to contact the School District #2 offices.

## **SCHOOL POLICIES**

### **SCHOOL RESPONSIBILITY**

State Law makes the school responsible for the conduct and well being of pupils from the time they leave home in the morning until they reach home in the evening. The administration reserves the right to handle cases involving student conduct, regardless of where or when such action takes place, if they are of such nature as to bring discredit upon the good name of the school and student body.

### **CARE OF SCHOOL PROPERTY**

Students are required to take proper care of all school buildings and equipment. Damage to school property may result in suspension or expulsion of the student.

- A. A pupil who cuts, defaces, or otherwise damages any school property may result in suspension or expulsion of the student.
- B. Upon complaint of the trustees, the parents or guardians of minors who have damaged school property shall be liable for all damages caused by their children or wards. A.R.S. 15-446.
- C. Roller Blades, skates, scooters, roller shoes, and skateboards are not allowed on school property. There are 7 dangerous and liability factors that are associated with these devices. Students may lose control and hurt themselves and other students at school. Also, destruction to school property can occur.
- D. Bicycles may be ridden to and from school. They must remain unused during the school session. Bicycles can be used for transportation to and from school. The school will provide an area to park these vehicles; however, students must provide their own locks. The school is not responsible for theft or damages to bicycles and accessories.

### **PRIVATE PROPERTY**

Students must not trespass on private lawns or in any way molest or interfere with the property of private citizens. Disturbance of the property of fellow students, even in fun, will subject the offender to disciplinary action, and in case of damage, will require restitution.

All credit and honorable dismissal will be withheld from students who fail to return or make satisfactory settlement for property issued to them by the school.

Students are expected to take pride in the campus. Littering is frowned upon, and students should discourage those few students who do litter in order to maintain a clean school for everyone.

Students are provided school locks to secure all personal property. The school cannot assume responsibility for a theft resulting from unlocked/unsecured lockers or property that is left unattended.

Students are encouraged not to bring expensive jewelry or other such personal property to school. Students shall not give their personal combination to other students. Such actions can compromise your locker security.

### **SEARCH AND SEIZURE**

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession. Prior to any search, school authorities should have reasonable cause to believe that the possession constitutes a crime or rule violation.

1. General searches of school property (including lockers and desks) may be conducted at any time for a definite reason or cause.
2. Search of an area assigned to a student should be for a specific item and be in his/her presence except in emergency situations.
3. Illegal items (firearms, weapons, knives) or other possessions reasonably determined to be a threat to the safety or security of others may be removed or seized by school authorities.
4. Items, which are used to disrupt or interfere with the educational process, may be removed from student possession.

### **CLASSROOM BEHAVIOR RULES**

**\*Note:** This is an example of classroom rules and consequences. Teacher's rules and consequences may vary.

1. Bring a pencil, book, and necessary materials daily for this class.
2. Keep hands, feet, books, and objects to yourself.
3. No swearing, cruel teasing, rude gestures or put-downs.
4. Be in your seat, ready to begin work when the tardy bell rings.
5. Obey general school rules and dress code.
6. No food (or) drink permitted in classrooms and libraries.

7. Hats, hoodies, sweatbands, and sunglasses are not permitted to be worn in classrooms.
8. FOLLOW TEACHERS DIRECTIONS.

### **Definitions**

**ABSENCE:** Any time a student is not in an assigned class (or) enters that class ten (10) minutes after the tardy bell without staff or administrative approval. Absences related to school activities as authorized by the administration are not considered (or) recorded as absences to class.

**TARDY:** When a student is not in the assigned classroom and prepared for class at the sound of the tardy bell.

### **FIRE DRILL**

The Fire Alarm bell is a signal for a fire drill or a fire. Upon hearing it, a student should immediately stop what he is doing and walk briskly to the nearest exit. DO NOT RUN! Everyone should leave the building under the supervision of a teacher. Remain in a group with your teacher until advised to return to class.

### **STEALING**

Any student or students caught removing school property or other person's belongings may be referred to the Sheriff's Department for interrogation and may be restricted from school for an indefinite period of time.

### **MALICIOUS MISCHIEF**

Any person or persons caught defacing or destroying school or personal belongings may be referred to the Sheriff's Department and/or restricted from classes for an indefinite period of time.

### **CELL PHONES / PERSONAL ITEMS / HEADPHONES**

Zero tolerance for Cell Phones, Headphones/Earbuds in the classroom (wired/plug-in headphones may be used for appropriate classroom activities). Unauthorized devices will be confiscated, requiring parents to come to the school and claim. Electronic games of any kind, i.e., Game Boy or Pets are not allowed at school. Collectable items such as baseball cards, Beanie Babies, etc. are not allowed at school unless accompanied by a parent.

Students are not to have cell phones in their possession at school. If a student is caught with a cell phone in possession, the cell phone will be confiscated for a period of 5 school days during school hours. Cell phones that are confiscated will be turned into the office. If the student's parent/guardian feels it is unnecessary for the cell phone to be held in the office during school hours, the student will be suspended for the remainder of the 5 day confiscation period.

### **DVD AND MOVIE DEVICES**

No student is allowed to access any personal device to show movies or videos at school or on any school sponsored trip or activity. This includes but is not limited to I-pods, DVD players, cell phones, etc. All movies shown in relation with any school activity must conform to district policy. Violation of this policy may result in confiscation of any such device, suspension or dismissal from teams or groups.

**ACCIDENT REPORTS** Any accident or injury should be reported to a teacher or the principal immediately whether medical attention is required or not.

### **BETWEEN CLASSES**

While students are changing classes, they should conduct themselves in an orderly and fashionable manner. The gym area is not to be used between classes until a supervisor is in attendance.

### **MARKS AND GRADING**

#### **Philosophy**

Basically, grading is a means of charting progress or achievement. The marks indicate a level at which the student is progressing toward the mastery or attainment of course objectives. While grades or marks are only one indication of what is happening to the student, they continue to be the school's most reliable means of communicating achievement to parents, guardians, and students.

Generally, grades attempt to indicate a student's ability to perform and, based upon performance, they further attempt to describe the depth or quality of the learning that has taken place. As such, they should not merely indicate a student's progress as it relates to that of his/her peers but, rather, they should be as objective as possible in indicating that student's capabilities.

The fact that grades provide a form of motivation cannot be discounted; however, this benefit must not be overshadowed by the fact that grades provide the student with a basis for self-motivation. In effect they often serve as reinforcement of student effort and student self-confidence. The subsequent

and internal satisfaction of succeeding is vital to student 10 progress and morale. When viewed in this vein, the assignment of grades or marks demands from teachers a high level of accountability.

### **Specific Recommendations**

#### **A. Late Registration/Early Departure**

A student who registers later will be required to perform the necessary makeup work, as determined by the teacher, in order to earn credit for each and every course. Students, who register later than fifteen (15) instructional days for a semester course, cannot receive credit, except as indicated below. Students identified as "migrant students", those who transfer from another school, and special cases will be processed through the Registrar's Office. Students who leave school for reasons beyond their control more than nine instructional days before the end of the semester will receive an incomplete. Unless the necessary makeup work has been completed, these students cannot receive credit. All regulations pertaining to the incomplete grade will apply.

#### **B. Recording of Grades / Points**

100-90 A	4 - Outstanding
89-80 B	3 - Above Average
79-70 C	2 - Average
69-60 D	1 - Below Average
59-0 F	0 -Failing

IC - Incomplete

WP - Withdrew Passing

S - Satisfactory

NI - Needs Improvement

WF - Withdraw Failing

NC - No Credit

U - Unsatisfactory

#### **C. Mark of Incomplete**

A mark of incomplete (IC) is given only when a student who is otherwise earning a passing grade is unable to complete a course because of illness or other conditions beyond the control of the student.

It is the sole responsibility of each student receiving a mark of incomplete to contact the teacher and complete the course work within a time agreed upon between the teacher and the student. This time shall not exceed (2) two weeks past the end of each grading period. If the incomplete is not made up within two weeks, the Registrar's office will assign a grade of "F". If an incomplete is given for attendance reasons, no credit will be given for the course. A note regarding an incomplete should be attached to the student's grade card.

#### **D. Make-Up Policy**

Regular attendance is a prime factor in the development of a student; therefore, each day's attendance should have a very significant effect on a term grade.

Teachers should require that students make-up work after each absence if credit is to be received for that day's activities.

Upon returning from any absence, the student may be requested to sign in with the teacher for an appointment to obtain make-up assignments. TOTAL RESPONSIBILITY for acquiring and completing make-up work lies with the STUDENT.

Students should NOT be permitted to do make-up work during regular class time. All teachers will be available, by appointment before and/or after school for students to make up work or tests. The make-up of class assignments should be arranged in the teacher's room whenever possible.

The teacher will provide for completion of make-up work for all excused absences. A student will have two days for each excused absence to make-up missed work unless scheduled otherwise by the teacher.

Assignments not meeting these timelines will be considered unacceptable and the student will receive a score of zero (0).

This policy is not intended to exclude the possibility that other prior and specific arrangements may be made between student and teacher when circumstances warrant.

## DEFICIENCY NOTICES

The issuance of Deficiency Notices is a policy of Duncan Schools. The school year is divided into two semesters, each one approximately eighteen weeks in duration. Each semester is divided into 2 nine week grading periods. Anytime within a nine week period and no later than the end of the 8th week of a nine week grading period, each teacher is responsible for the issuance of a deficiency notice to the parents of students in danger of failing or not working up to potential. All deficiency notices are mailed to the student's home address.

A deficiency notice not only warns of imminent failure but also has areas that define specifics requiring attention or improvement. Upon receipt of a deficiency notice, we strongly recommend that parents call the school and establish an appointment time for a parent/teacher conference.

Parents are urged to visit any day of the regular school year. A call prior to your visit can easily establish conference time before and after school until 3:30 p.m. and during the teacher's conference period. **ANY NON-STUDENT OR STAFF ENTERING THE SCHOOL AREA MUST REPORT DIRECTLY TO THE OFFICE PRIOR TO ANY ACTIVITY.**

## CHEATING

Cheating is a dishonest act. Those who are guilty of a serious offense, the grade of "F" will automatically be given for the day's work. If this continues, the student may lose his credits for the semester and his chances for leadership in clubs and in the student body, or participation in extracurricular activities.

## TESTING PROGRAM

The Duncan Public Schools test student's achievement at least once a year through a state adopted testing program.

Some purposes of these tests are:

1. Assist the teachers in identifying areas within the student's educational development requiring remediation.
2. To assist and guide curriculum development.
3. To indicate academic growth.

These tests measure a student's proficiency in the following basic areas: Reading, Language Arts, Mathematics, and use of sources.



The testing results are attached to the student's permanent record card. Parents having questions or requiring assistance in the interpretation of test results are urged to contact the principal's office.

## **SCHOOL SERVICES**

### **FOOD SERVICES**

Your school cafeteria serves hot lunches daily. Students are advised to make use of the balanced meals served in the cafeteria. Students who use the cafeteria are expected to cooperate in maintaining cleanliness of these facilities, and proper courtesy to the employees and fellow students. Trays must be carried to the disposal window and all trash must be disposed of in the receptacle provided. All students will accompany their teacher and classmates to the cafeteria until released by the teacher on duty, regardless of whether they intend to eat in the cafeteria.

### **SCHOOL LIBRARY**

Students are encouraged to make use of the library and are asked to follow the procedures outlined by the librarian. Students are subject to loss of library privileges for destructive, disruptive, or uncooperative behavior.

A fine is charged for overdue materials. Students who have lost library resources checked out to them are expected to pay for the cost of replacement. If lost materials are returned or a library mistake is discovered any fines paid will be refunded promptly. The library welcomes suggestions regarding its program and services.

### **LOCKERS, DESKS, AND OTHER SCHOOL PROPERTY**

For the convenience of students in keeping their books, folders, personal belongings, etc. lockers are furnished (Jr. High only). The lockers are equipped with combination locks. Students should take proper care of this school-owned property and should keep lockers neat and cleared of waste. The lockers should never be kicked or slammed. Misuse of lockers forfeits the student's privilege of their use. Students are to use the lockers assigned to them. Under no circumstances are students allowed to use any other lockers than those specifically assigned to them. Students should notify the office if their locker is not working properly. Students will be charged a replacement cost for lost or stolen locks.

**NOTICE:** Duncan Schools, as a convenience, provide Lockers and desks to the student. All lockers and desks are subject to periodic inspection in order to protect the health and safety of the

building occupants. School issued (or) authorized locks shall be used on all school lockers. Unauthorized locks can be removed with bolt cutters at the direction of the administration.

**\*\*Students should never give their locker combination to others. The school is not responsible for loss or theft from 13 unsecured lockers. Valuable items, i.e. jewelry, collectibles, etc. should not be left in lockers.**

## **USE OF TECHNOLOGY RESOURCES**

Students may use our technology resources when they are properly trained by school instructors and receive a permit to use the resources. Each Student and parent must sign and return EIS agreement prior to system use.

Students will lose privileges and the permit if they are on improper sites or e-mail. Students are not allowed to go to chat rooms (messenger) at any time. Students can not check email during class hours. The school district may log the use of all systems and monitor all system utilization. Accounts may be closed and files deleted at any time. The school may monitor any information or e-mail that is accessed on school equipment. The district will establish rules and regulations as necessary for the efficient operation of these services.

Acceptable use of the electronic information services requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. The user must:

1. Use the EIS for educational purposes only.
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. Abide by all copyright regulations.
4. Not reveal home addresses or personal phone numbers.
5. Understand that electric mail is not private.
6. Not use the network in any way that would disrupt the use of the network by others.
7. Understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without district authorization.
8. Not use the EIS for commercial purposes.
9. Not attempt to harm, modify, or destroy software or interfere with system security.

## **SCHOOL BUS REGULATIONS**

1. School bus drivers shall assure that all passengers observe the following regulations.
2. Each student shall be seated immediately upon entering the bus. The driver has the authority to assign seats.
3. No student shall stand or move while on the bus.
4. Loud, profane language, or indecent conduct shall not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
6. No windows or doors will be opened or closed except by permission of the driver.
7. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
8. Loading and unloading must take place in an orderly manner.
9. Upon recommendation of the driver, school authorities may deny the privilege of riding on the bus to any pupil who refuses to conduct becoming of a lady or gentleman.
10. Eating and smoking is not allowed on the school bus.
11. Cans or bottles are not allowed on the school bus.

Buses are provided for students who do not live within walking distance of the campus. Students are required to maintain self-discipline while riding the buses in the same manner they are expected to behave on campus. Offenders may be denied the privilege of riding the bus to and from school.

## **TELEPHONE**

The telephone in the office may be used for important calls only. Please refrain from using the phone during class periods. Students are not to be excused from class to make phone calls, nor will students or teachers be called out of class to answer the phone. All student phone calls during school hours are to be made from the office, students will not be allowed to use school phones to arrange their evening social functions

## **VISITORS**

No visiting students will be allowed to attend classes.

## **TEXTBOOKS**

Textbooks are provided free to all students. If a book is not returned at the end of the semester/school year, the student will be billed the cost of the book. If a book is lost, it should be reported to the

teacher. The student will be charged for the lost book. Students will be charged replacement costs for books, which have been defaced, written in, or otherwise damaged by the student.

### **FUND RAISING**

All fund raising activities require prior approval from the Principal and/or the Superintendent. Students must first have approval of the advisor. The advisor will then present the activity proposal to the building principal. This approach should eliminate the need for soliciting in the downtown area. Requests for such activities shall be submitted to the Principal a minimum of two weeks in advance.

### **STUDENT CONDUCT**

The Governing Board authorizes the Administration to develop policies and procedures governing "Student Conduct"

### **COMPLIANCE WITH REGULATIONS**

Students shall comply with the policy and procedures, pursue the required course of study, and submit to the authority of the teachers and administration.

#### **Problem Areas Defined**

- **TARDY:** When a student is not in the assigned classroom and prepared for class at the sound of the tardy bell.
- **ABSENCE:** Any time a student is not in an assigned class (or) enters that class ten (10) minutes after the tardy bell without staff or administrative approval. Absences related to school activities as authorized by the administration are not considered (or) recorded as absences to class.
- **EXCESSIVE ABSENCES:** Any absence which has not been both excused by a parent or legal guardian and approved by the Principal or when the number of absences exceeds 10 full school days.
- **DEFIANCE OF SCHOOL PERSONNEL'S AUTHORITY:** Refusal to comply with or follow reasonable requests and instructions of school personnel.
- **DISORDERLY CONDUCT - APPEARANCE INCLUDING PROFANITY AND OBSCENE BEHAVIOR:** Conduct and/or behavior or appearance, which is disruptive to the orderly

educational procedure of the school or any school sponsored activity. This includes, but is not limited to, promoting or encouraging fighting among other students.

- **AUTOMOBILE:** The inappropriate use of an automobile on school property or during any school supervised activity.
- **VERBAL ABUSE:** Statements, which intimidate or injure another person.
- **FORGERY:** Falsification of written materials (or) using the signature of another person.
- **GAMBLING:** Participating in games of chance for the purpose of exchanging money.
- **THEFT:** Taking property that doesn't belong to you.
- **TOBACCO:** The use, sale or possession of tobacco of any kind on school property or during any school sponsored activity.
- **DESTRUCTION OR DEFACEMENT OF PROPERTY INCLUDING ARSON:** Defacing, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons.
- **NON-PRESCRIPTION DRUGS:** Use, possession, sale of drugs, alcohol, narcotics or other noxious substances on school property or at any school sponsored activity.
- **FIGHTING - PHYSICAL ASSAULT - EXTORTION:** Physical attack of one or more persons upon another person or persons who does not wish to engage in a conflict and who has not provoked the attack, or engaging in physical contact for the purpose of inflicting harm. Also, deals with the taking of something of value in the return for protection or threatening to inflict harm.
- **VIOLENCE OR THREATS OF VIOLENCE:** Violence or threats of violence towards other students, teachers or staff, including threats of destruction of property are serious misconduct.

- **WEAPONS - EXPLOSIVE DEVICES:** The use, possession, or sale of explosive devices or of dangerous weapons or the use of an object to inflict bodily injury to another person while on school property or at any school activity.
- **PORNOGRAPHIC MATERIAL:** The possession, use or distribution of any materials or devices that are of pornographic nature on school property or at any school activity.
- **LANGUAGE & DRESS:** Students shall not use obscene or vulgar language or wear attire contrary to this policy.
- **SEXTING:** The act of sending sexually explicit messages or photographs, usually between cell phones.
- **UNAUTHORIZED VIDEOS/PICTURES TAKEN ON SCHOOL PROPERTY, SCHOOL TRIPS AND FUNCTIONS:** Any videos/pictures taken on school property without permission of school personnel will result in suspension.
- **BULLYING:** When a student or group of students engage in any form intimidation or harassment towards another student. Physical, emotional, or verbal intimidation and harassment are considered to be bullying.
- **SEXUAL HARASSMENT:** the unwanted or unwelcome behavior of a sexual nature that interferes with the educational opportunity.

### **Disciplinary Actions**

All circumstances are to be taken into consideration in determining disciplinary action to be used. In individual cases, punishment should be just, fair, and reasonable for the offense. Under no circumstances shall punishment be cruel, excessive, or administered with malice or passion.

- 1. ADVISEMENT** - A school official (teacher, counselor, or administrator) will talk to the student and try to reach an agreement regarding how the student should behave and consequences for the act.

**2. CONFERENCE** - A formal conference held between the student and the Principal. During this conference, the student **MUST** agree to correct his/her behavior. Consequences are explained. Recorded in student file.

**3. PARENT INVOLVEMENT** - telephone, personal contact, letter or certified letter notifies Parents or guardians. A conference may be conducted with the parents, student and appropriate school officials. Recorded in student record file.

**4. CLOSURE** - Students may be closed from one or more classes or they may be suspended temporarily or permanently from any club, organization, athletic team, musical group or pep squad (or) other extra-curricular activity. Student may also lose his/her bus riding privilege under closure.

**5. SCHOOL ENHANCEMENT** - Students may be assigned one or multiple School Enhancement Sessions. Activities listed below are examples of School Enhancement sessions and will be completed before school, during recess or after school: Cleaning cafeteria, picking up trash, picking up rocks, sweeping sidewalks, cleaning classrooms, working with custodians. Recorded in Student file.

**6. SHORT SUSPENSION** - The Superintendent, Principal, or other officials granted this power by the Board of Education (A.R.S. Sec. 15-204) might suspend students from school. The student is informed that he/she is subject to a short suspension (ten days or less). Telephone or certified letter that the student is subject to a short suspension notifies the student's parents or guardian. Recorded in student record file.

**7. LONG SUSPENSION** - The student is informed that he/she is subject to a long suspension (eleven days or more). Telephone and certified letter that the student is subject to a long suspension notifies the student's parents or guardian. Suspension will be recorded in student's file.

**8. SUMMARY SUSPENSION** - The student is immediately suspended for an indefinite (or) temporary period of time. Suspension of this type is only made when, in the opinion of a proper school authority, the student must be removed from school in order to eliminate a clear and present danger to any or all concerned. The student's parents or guardian is notified by

telephone regarding the action of the school. Due process procedures including a hearing will be initiated as soon as possible after the incident.

**9. EXPULSION** - The Board may expel a student for misconduct (A.R.S. Sec. 15-442 B.I.). Such action will be taken after the student is afforded due process under the United States Constitution, the laws of the State of Arizona, and the Rules and Regulations of Duncan School District. The student is informed that he/she is subject to 17 expulsion from school. Telephone and certified letter that the student is subject to expulsion from school notifies the student's parent or guardian. Parents or guardians are also informed of due process procedures. The district superintendent will recommend to the Board of Education that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed. Recorded in student record file.

## **VIOLATIONS**

Serious misconduct is subject to immediate suspension from school. The following conduct is hereinafter defined and designated to constitute serious misconduct:

**A.** Under the influence or possession of any quantity of alcohol, narcotics, drugs, marijuana, or any other non-prescription substance, the possession or use of which is illegal under the laws of the United States of America and of the State of Arizona. Such a violation will permit immediate suspension and possible police (or) agency involvement.

**B.** Possession of a dangerous weapon on school property or at school activity. Dangerous weapons should include, but not be limited to, guns, knives, chains, clubs, piano wires, brass knuckles, or any other instrument or device that is defined or held to be dangerous under the laws of the State of Arizona. The possession or use of any dangerous weapons constitutes a clear and present danger to the students of Duncan School District for which a student may be immediately suspended.

**C.** Any act that is a violation of any local, state or federal criminal statute is a serious misconduct.

**D.** The verbal or physical abuse (assault) of a staff member.



E. Violence or threats of violence towards other students, teachers or staff, including threats of destruction of property.

F. Damaging or defacing school buildings, property or equipment.

G. Involvement in a disturbance on or in the vicinity of another campus.

H. A second or more repeated violation of less serious misconduct (set forth in Paragraph II hereinafter) may constitute serious misconduct.

I. Flagrant attendance violations may be considered serious misconduct.

J. Drugs: 1st offense-Governing Board Policy JFCI Student suspended until hearing can be arranged and the law is immediately informed, pending Board hearing and disposition.

K. Fighting on school grounds. (Serious Misconduct Disposition)

L. Students shall not use obscene (or) vulgar language (or) gestures, nor wear clothing (or) possess materials contrary to this 18 policy.

### **Serious Misconduct Disciplinary Action**

The discipline for serious misconduct shall be suspension or expulsion in accordance with these Rules and Regulations, due process of law, the seriousness of the offense, and the potential danger of the student offender. Depending upon the aforesaid, the punishment may be:

A. Suspension not to exceed ten (10) days.

B. Suspension in excess of ten (10) days and up to the end of the semester/quarter.

C. Expulsion from school.

D. If a student is suspended a third time, then this suspension may be subject to review by the Governing Board for further action.

**\*\* Any serious violation may result in criminal prosecution (or) referral to appropriate enforcement agencies.**

## **Misconduct**

The following conduct is hereinafter defined and designated to constitute less serious misconduct:

- A.** Possession/use of cigarettes, cigars, snuff, chewing tobacco, vapes, or any other form of tobacco.
- B.** Behavior in the classroom or at any school functions which is disruptive or which interferes with the educational process or with the rights of others.
- C.** Conduct, which manifests no effort towards academic progress or conduct which manifests no effort towards obtaining an education.
- D.** Any conduct that trespasses upon, injures or interferes with the private property or rights of any other student or of any private citizen.
- E.** Loitering on the school property or upon land adjacent to the school grounds before or after school hours, or engaging in mischievous acts of physical gestures, throwing objects of any type, or similar conduct.
- F.** Profanity or abusive language (insubordination).
- G.** Disrespect towards or failure to comply with a reasonable request of a staff member (insubordination).
- H.** Actions or conduct disruptive to the safe orderly operation of the school or educational process, including but not limited to, water dispensing devices, sling shots, inappropriate clothing, throwing objects and non-compliance with reasonable directions of staff members.
- I.** Excessive Tardies (or) absences
- J.** Fighting on school grounds
- K.** Falsification of school (or) personal records

**L.** Failure to serve assigned punishment for previous misconduct.

**M.** Repeated minor offenses.

**N.** Any conduct which is a misdemeanor under the laws of the State of Arizona which, because of the non-serious nature of the conduct, the administration shall deem to be "less serious misconduct". It is the intent of this section to authorize the Administration to treat certain offenses, which are malum prohibitum, as opposed to malum in se, as less serious misconduct rather serious misconduct, even though such conduct may be a violation of the Arizona Misdemeanor Statutes.

### **Misconduct Disciplinary Action**

The discipline for misconduct will be determined by the Principal and may include suspension from school for a period of time not in excess of ten (10) days. Repeated violations may result in more stringent punishment. If a student is to be suspended a third time, then such suspension will be reviewed at a governing board hearing and for further action as appropriate. The principal has the authority to determine in-school suspension (or) out of school suspension.

## **Due Process Rights and Grievance Procedures are Available in the Elementary office**

### **BUS RULES**

Students being transported are under the authority of the bus driver and by Arizona Law, shall observe the following standards.

1. Obey driver's instructions.
2. Keep aisles clear.
3. Remain seated until your stop.
4. Keep everything inside the bus.
5. Talk quietly, don't yell or use vulgar or abusive language.
6. Keep your hands to yourself, be courteous.
7. Don't throw anything.
8. No weapons allowed.
9. No Smoking or Tobacco.
10. No alcohol or drugs.
11. Maintain orderly conduct at bus stops.
12. No water balloons, guns or devices.

**Student Liability:** Students may be suspended or expelled from the bus (This is in addition to consequences outlined in the discipline matrix on the following page) for violations of the above rules of conduct. Students who cut, deface, or otherwise damage any school property may be suspended or expelled from school and be responsible to pay for damages.

### **Relationship Between Problem Area & Disciplinary Action**

The illustrations below and on the next pages show the types of general disciplinary action that will be taken for each problem area. In each instance a minimum and maximum action is listed, as well as an action for the first occurrence and one for repeated occurrences. Serious misconduct in any area can result in expulsion, depending on the severity of the circumstances.

PROBLEM AREA	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ALCOHOL/DRUGS, SALE, DISTRIBUTION, POSSESSION, USE, OR INFLUENCE			Min. 10 DS	Min. LTS Max. EXP	Min. LTS Max. EXP
ARSON				Min. LTS Max. EXP	Min. LTS Max. EXP
BUS RULES	Min. A.C Max. 5 DS	Min. A.C Max. 5 DS	Min. 1 S.E Max. 5 DS	Min. 3 DS Max. 10 DS	Min. 5 DS Max. LTS
DITCHING/ TRUANCY	Min. 1 S.E Max. 5 DS	Min. 2 S.E Max. 5 DS	Min. 1 DS Max. 5 DS	Min. 4 DS Max. 10 DS	Min. 5 DS Max. LTS
DISRUPTIVE BEHAVIOR	Min. 1 S.E Max. 5 DS	Min. 1 S.E Max. 5 DS	Min. 1 DS Max. 5 DS	Min. 4 DS Max. 10 DS	Min. 4 DS Max. LTS
DISTURBANCE, FORGERY, INSUBORDINATION, PROFANITY, LYING, CHEATING	Min. S.E Max. 5 DS	Min. S.E Max. 5 DS	Min. S.E Max. 10 DS	Min. 3 DS Max. 10 DS	Min. 3 DS Max. LTS
FIGHTING, FIREWORKS, THEFT, VANDALISM	Min. S.E Max. 5 DS	Min. 1 DS Max. EXP	Min. 5 DS Max. EXP	Min. 5 DS Max. EXP	Min. 5 DS Max. EXP
DRESS CODE, HORSEPLAY, SHOW OF AFFECTION	Min. A.C Max. 5 DS	Min. AC Max. 5 DS	Min. 1 S.E Max. 5 DS	Min. 3 DS Max. 10 DS	Min. 5 DS Max. LTS
MISUSE OF COMPUTERS	Min. S.E Max. 5 DS	Min. S.E Max. 5 DS	Min. 1 DS Max. 5 DS	Min. 3 DS Max. 10 DS	Min. 5 DS Max. LTS
BULLYING (VERBAL OR PHYSICAL)	Min. 1 DS Max. 5 DS	Min. 3 DS Max. 10 DS	Min. 5 DS Max. LTS	Min. 5 DS Max. LTS	Min. 5 DS Max. LTS
ASSAULT OF STAFF				Min. LTS Max. EXP	Min. LTS Max. EXP
ASSAULT OF STUDENT			Min. 10 DS Max. LTS	Min. LTS Max. EXP	Min. LTS Max. EXP
SEXUAL HARASSMENT	Min. S.E Max. LTS	Min. 1 DS Max. LTS	Min. 3 DS Max. LTS	Min. 5 DS Max. LTS	Min. 10 DS Max. EXP
TOBACCO/VAPING	1 DS	5 DS	10 DS	LTS	LTS
WEAPONS	Min. A.C Max. LTS	Min. 5 DS Max. LTS	Min. 10 DS Max. LTS	Min. 10 DS Max. EXP	Min. LTS Max. EXP
WRITTEN OR VERBAL ASSAULT ON STUDENT OR STAFF		Min. 1 DS Max. 10 DS	Min. 5 DS Max. LTS	Min. 5 DS Max. EXP	Min. 10 DS Max. EXP

LTS = Long Term Suspension, DS = Days Suspended (short term, no more than 10), A.C. = Administrative Conference, S.E. School Enhancement, Exp. = Expulsion

## **Participation in School Programs, Assemblies, and Ceremonies (to include Graduation)**

In the event that a student has excessive: absences, discipline issues, failing grades, it will be the decision of the Teacher in charge and the Site Administrator as to whether or not the student will be allowed to participate.

### **Extra and Co-Curricular Activities**

#### **Participation**

It is hoped that a rich, varied and invigorating co-curricular program will always characterize Duncan School. In a similar vein, it is hoped that the faculty will support and actively participate in the co-curricular activities so that the many needs satisfied by such a program will be realized. Within its proper perspective, a stimulating co-curricular program will furnish the students who populate the school a series of varied experiences, which will gratefully ease the maturing students into a realistic, social, and responsible world.

It is necessary however, to have the co-curricular activities function within a realistic framework of control. In order that over-enthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

1. If a student has an unexcused absence from school for any part of the school day, the student will not participate in any co-curricular function the evening or night of the day the unexcused absence occurred. Also, participation in weeknight games is not an excuse for absence the day following the game.
2. The responsibility for the enforcement of the above rules rest with the teacher in charge of the activity.

If it is felt that a justifiable reason exists to make an exception to the above rules, final decision rests with the Principal.

Any student whose general behavior presents a problem or jeopardizes general school discipline will be restrained from participation in extracurricular activities until such time that his or her behavior

warrants reinstatement. Any restraint from participation will be under the direction of the administration.

Any students involved in drug (or) alcohol related problems are subject to removal from leadership office, restrain from extracurricular participation and possible dismissal from extra-curricular programs.

All participating students must meet the current No Pass/No Play policy.

### **ELIGIBILITY**

Good grades are stressed for those entering and participating in intra or extra-curricular activities. Students must meet the Arizona State Law and Duncan School District requirements to be eligible to participate in any extra or co-curricular activities. These requirements consist of:

- 1.) Passing all classes.
- 2.) Maintaining a standard of conduct in keeping with school operating procedures/policies. (See "Eligibility Guidelines")

Grades will be checked at prescribed intervals. Failure to meet standards will render a student ineligible for the period beginning the next Monday. The counselor will notify ineligible students. Students are required to attend all practice sessions during the ineligible period if they wish to remain part of that program.

It shall be the responsibility of the Athletic Director and/or group sponsors to check and enforce eligibility regulations. It shall be the responsibility of the administration to require sponsors and coaches to enforce eligibility regulations.

The student should check with his/her individual teachers if a doubt exist as to whether or not they are currently passing a course. Deficiencies cannot be made up once a student is notified of their ineligible status. The deficiency can only be corrected during the interval that comprises the ineligible period.

### **Eligibility Guidelines**

Extra or co-curricular activities are not a requirement for graduation and, as such, participation in these activities is not required, rather the student elects to participate as a privilege, not a right. Therefore, the following guidelines will apply.

#### **Academics**

- A.** Students must pass all courses.
- B.** Grades will be checked at one-week intervals.
- C.** A grade of below 65% in one or more courses will cause the student to be ineligible for a one-week grade period. There will be a pending week the first week before the student is deemed ineligible. If a student is ineligible for 3 consecutive weeks, they will no longer be on the team. Once a student gets their grade up, they will no longer be considered ineligible.
- D.** The teacher or primary sponsor for the activity of the pending ineligibility will notify the student and a notice will be sent home with your child.
- E.** If the student feels the grade is incorrect he/she may discuss the matter with the teacher awarding the grade. Arizona law allows only the teacher awarding the grade to change such grade. Therefore, the teacher's decision stands as valid.
- F.** In the event a student is ineligible in any one class for 3 consecutive weeks, that student will not be allowed to participate for the remainder of that sport/season.

#### **Behavior and Conduct**

- A.** Students are required to maintain a standard of conduct in keeping with the behavior guidelines outlined in the student handbook.
- B.** Failure to comply with the behavior guideline may also result in ineligibility. The length of the ineligibility will depend upon the severity of the offense.



**C.** Misconduct may also result in loss of a leadership position and/or participating in any extra or co-curricular activity sponsored by the school.

**D.** Any civil/criminal law infraction(s), such as stealing, shoplifting, illegal activities, attending gatherings where alcohol and/or illegal drugs as defined by state law are present, by a student participant will result in counseling by the head coach, advisor, athletic director, or an administrator with the possibility of suspension, loss of eligibility (or) both. Ref: (Bush v. Dessel-Cokota Board of Education (745 F. Supp. 562 (D. Minn. 1990).)

### **Discipline**

In addition to regular school policy disciplinary actions, the following ineligibility guidelines apply to all extra or co-curricular participation.

**A. DRUGS:** Possession, use, sale, transaction or providing any non-prescription drugs to another, whether or not on school premises. 1st Offense...Loss of eligibility for one year from the date of infraction.

**B. ALCOHOL:** Possession, use, sale, transaction or providing of to another, whether or not on school premises. 1st Offense... Four (4) weeks ineligibility and probation status (ineligibility may carry over to the next school year). 2nd Offense... Loss of eligibility for remainder of school year (ineligibility may carry over to the next school year) if the offense occurs at the end of the school year, allowing for a one season ineligibility.

**C. TOBACCO/VAPING:** Possession, use, sale, transaction or providing of to another on school premises or at school sponsored/related events. 1st Offense... Two (2) weeks ineligibility 2nd Offense... Six (6) weeks ineligibility 3rd Offense... Loss of eligibility for the remainder of the school year (ineligibility may carry over to the next school year).

**D. WEAPONS:** Use or possession of any weapon defined as dangerous by law or school policy while on school premises or at school sponsored/related events. 1st Offense... Four (4) weeks ineligibility or longer depending upon severity of violation and probationary status 2nd Offense... Twelve (12) weeks ineligibility or loss of eligibility for the remainder of the school year.

### **General Conduct**

Any violation of the district disciplinary guidelines or as may be defined in the student handbook can result in ineligibility for extra or co-curricular activities depending upon the severity.

**A. SUSPENSION:** A student under any suspension for violation of school rules shall be ineligible for a number of days equal to those of the suspension or longer depending upon the severity of the violation.

**B. MISCONDUCT:** Any violation of school disciplinary guideline may subject a student to loss of eligibility depending upon the severity or repetition of such misconduct.

### **Appeal Procedure**

The Athletic/Activity Council may consider loss of eligibility for reasons other than academic or request for reinstatement of eligibility. The counselor will assist students or parents with the correct appeal procedure and application.

### **Extra or Co-Curricular Activities Defined**

Any activity sponsored by the school outside the daily in-class activities (or) routine.

### **EAJHA Guidelines for Athletics**

#### **Eastern Arizona Junior High Association**

#### **GENERAL RULES**

1. Domicile Rule: all student/athletes must be officially enrolled in the school for which they are participating. This includes the "Home Schooled Student" as outlined in the AIA By-Laws and the ARS.
2. All participants must have proof of age on file in the office or principal in the form of a birth certificate, hospital certificate, or census record.
3. An 8th grade player is not eligible if he/she has reached his/her 15th birthday prior to September 1 of that school year.
4. A 7th grade player is eligible only for the 8th grade team if he/she has reached his/her 14th birthday prior to September 1 of that school year.

5. Players must demonstrate satisfactory academic work and good citizenship as prescribed by local district policy.
6. Complete medical examinations of all participants before practice starts are recommended.
7. Parents, guardians or school of all participants must accept responsibility for personal injury.
8. When possible the volleyball games and football games shall be at opposite sites when played on the same day.
9. Sixth graders may be used for all sports with the approval of the school's building administrator. It is expected that this be communicated to all the other schools.
10. The smaller schools will be allowed to play 7th graders on both the 7th grade team and the 8th grade team during league play, when necessary. At tournament time they must choose which team they will play with. They are not allowed to play on both teams during conference tournaments. If 8th grade students are needed to complete the line-up for a 7th grade game; it will result in a forfeit no matter who wins.
11. SPORTSMANSHIP: EAJHA will follow the AIA sportsmanship rule for violations of sportsmanship. Please see the AIA Handbook, Article 16 – 16.3 through 16.5.
12. Tournament Director's Stipend for hosting and directing the finals in volleyball, basketball, wrestling and track & Field will be \$50.00

### **FOOTBALL**

1. The National Federation Code shall govern in Football.
2. All football games will be played in eight (8) minute quarters. 25
3. Each school will attempt to field a JV and a Varsity team. Coaches are to establish a designated team (either varsity or JV) for their athletes and are not to randomly move players back and forth from JV to Varsity. No player is to play in both games on the same date unless agreed upon by the schools involved.
4. Top varsity players may not play in the JV games. Second team varsity players may play in all varsity games and two JV games if needed in order to field a team.

5. All players must have ten (10) days of practice before their first league game. Junior high may have a permissive week of practice similar to high school. This will not count as part of the 10 days of practice before the season begins. This is to ensure that participants have proper conditioning before participation. Practice may not begin before the AIA designated date for the respective high school.
6. Regulation football equipment and uniforms will be used. Each team may use its own ball, but it must be intermediate size. Adequate protective equipment is a must.
7. Teams may suit up as many players as desired.
8. All schools are strongly encouraged to have all participants play during the game.
9. A first place plaque will be given to varsity, junior varsity teams in 11-man league and the winner and runner-up of the 8-man league. Ties for first place may be broken by (1) league record, (2) win loss record between the two tying schools. (3) If the tie still remains the tying schools shall be named cochampions.
10. If a conference game ends in a tie, it is to be resolved using the AIA sanction Arizona play off.
11. When a football team is (30) points ahead, scoring will end. The remaining game clock time may be played out by mutual consent of both head coaches.
12. Eleven man teams are required to exchange numbered rosters prior to each game.

### **VOLLEYBALL**

1. The National Federation code will govern Volleyball for Rally Scoring.
2. A first and second place plaque will be awarded to the winner and runner-up of the 7th and 8th grade tournaments.
3. First round of the tournament will be played at the home site of the top four (4) seeds.
4. The third game will be at the discretion of the participating coaches. Third game in tournament play will not occur unless necessary.
5. The first two games will be played to 25 points and game three if needed will be played to 15 points, win by two points with no cap.
6. Libero Rule: each school that uses the libero must provide a libero tracker at the score table.

### **BASKETBALL**

1. The National Federation Code will govern Basketball.

2. All junior high boys and girls' games will be played in six (6) minute quarters.
3. Regulation jerseys with numbers front and back are recommended. Home teams to wear light colored jerseys with dark colored jersey for visiting teams. Home teams will be responsible for wearing a contrasting color jersey. If spandex shorts are worn under the uniform, they must be the same color as the dominant color of the uniform shorts.
4. The three (3) point play will be in effect for all junior high games.
5. First and second place tournament plaques will be given to winners of 7 th grade boys, 7th grade girls, 8th grade boys and 8th grade girl's teams.
6. First round of the conference tournament will be played at the home sites of the top four (4) teams.
7. Overtime periods will be three (3) minutes.
8. 20 Points Lead Rule: When a team gets ahead by 20 points, no pressing will be permitted and the defense of the leading team must play defense from inside the three point arch line. Once the ball penetrates the 3-point arch, the defensive team may extend the defense beyond the 3-point arch. A team in violation of this rule will: a. Receive a verbal warning to adhere to rule b. Receive a technical foul assessed to the bench (Head Coach) c. Receive a second technical foul assessed to the bench (Head Coach) d. Forfeit the game.
9. For the 2008-09 seasons we will play all girls and boys games on the same site. The pre-game warm-up time is 8 minutes and the half-time period is 6 minutes. This adjustment has been carried over for future seasons as of the May 2017 EAJHA meeting.

### **SOFTBALL/BASEBALL**

1. The National Federation code will govern these sports.
2. One plaque will be given to the champion for each sport.

### **Athletic Department**

1. No student participating in athletics will attempt to withhold, or wear off of the school premises any equipment belonging to the school, except for approved practices or interscholastic contests.
2. Any student checking out for a particular sport will not discontinue that sport and check out in another unless released by the mutual agreement of the coaches involved.

3. The athletic training room will be used only for preventative injury measures, treatment and care of athletic injuries.

4. A "Report of Injury" should be filed immediately with the Athletic Director whether the injury requires medical attention or not. This report should be as accurate and comprehensive as possible.

5. No student will be permitted to check out athletic equipment until he has obtained a clearance slip from the Athletic Department showing that he has on file the following items: insurance coverage, birth certificate, parent's permission to participate, and a physical examination.

6. No player or manager will enter the Coach's Office without permission of a coach.

7. The following are the sports available at Duncan Jr. High School. Boys: Football, Basketball, Wrestling, and Track. 27 Girls: Volleyball, Basketball, and Track.

**8.\*** All policies as adopted in the Duncan Athletic and A.I.A. a handbook will be followed. (See Athletic Code)

9. If a student has an unexcused absence from school for any part of the school day, the student will not participate in any extra-curricular function the evening or night of the day the absence occurred. Also, participation in weeknight games is not an excuse for absence the day following the game. The responsibility for the enforcement of the above rules rest with the teacher in charge of the activity. It is felt that a justifiable reason exists to make an exception to this rule; final decision rests with the principal. Any student whose general behavior presents a problem or jeopardizes general school discipline will be restrained from participation in extracurricular activities until such time that his or her behavior warrants reinstatement.

### **Student Drug Policy**

#### **Student Drug Use**

Student involvement with drugs, including alcohol, on school property, (or) at school sponsored activities, should be treated according to the following procedures. It shall be the responsibility of all school employees to report all reasonably suspected instances of the non-medical use of drugs to the principal or other administrator in charge.

**A. Distribution or Selling of Drugs** When the principal is reasonably certain that a student is involved in the distribution or selling of drugs, law enforcement authorities and parent(s) or legal guardian(s) shall be contacted. If it has been determined that a student is involved in the distribution of drugs, he/she shall be suspended for not more than 10 school days and referred to the superintendent for further action. (See A.R.S. 15-843,B.5, E, F.). Duncan Unified School District #2 shall conduct a hearing in accordance with Sections A.R.S. 15-843., B.5.,E.,F. Following the hearing, the district may return the student to school, extend the suspension or follow alternative procedures.

**B. Possession of Drugs** Law enforcement authorities shall be contacted whenever the principal determines that drugs to be used for non-medical purposes are found in the possession or use. Enforcement authorities may be used to help make such a determination. Pupils who are in the possession of drugs to be used for non-medical purposes may be suspended for more than 10 school days. In the event a student has been suspended for a drug-related offense he/she may be referred to the superintendent for further action. A hearing will then be conducted in accordance with A.R.S. 15-843, B.5., E., F. Following the hearing, the district may return the student to school, extend the suspension, or follow alternative procedures.

**C. Under The Influence of Drugs** Whenever there is reasonable suspicion of a student being under the influence of drugs, he/she should be referred to 28 appropriate medical personnel. If it has been determined he/she is under the influence of non-medical drugs; parents and authorities shall be contacted. The student also may be suspended for more that 11 school days or expelled depending on circumstances. In the event a student has been involved in a drug-related offense he/she will be referred to the superintendent for further action. A hearing will then be conducted in accordance with A.R.S. 15-843, B.5., E., F. Following the hearing, the district may return the student to school or extend the suspension, or follow alternative procedures.

**D. Student Who Seeks Help** The governing board does not condone the non-medical use of drugs. However, it does recognize the need for the availability of help to those who use/abuse drugs. Members of the professional staff desire to offer a helping relationship and referral when necessary. The Duncan Unified School District's position of the governing board that communications between students and professional staff will be held in trust, unless it becomes evident that withholding information may result in harm or injury to the student or

others. Staff persons must understand and recognize their personal and professional limitations and are encouraged to refer students to appropriate resources.

**E. Involvement with Medical Drugs (Medication)** Students who need to have access to medical drugs (as defined in A.R.S. 32-1901, Paragraph 39) in school should leave them with the school nursing personnel. Such drugs should be left with school nursing personnel along with parental permission and the written directions of a physician concerning their use (see A.R.S. 15-345). In case a student needs to use such drugs when a nurse is not on duty (or at a school-sponsored event away from school property), at least a parental note should be given the supervisor on duty and the drug left with him/her except when needed. Students who are in the possession of medically approved drugs but have not followed the directions described above, shall be warned for the first offense. For succeeding offenses he/she should be disciplined according to normal school disciplinary policies. Students who distribute such drugs to others will be considered under the policy as distributing drugs for non-medical purposes.

**F. Parental Involvement** Whenever there is a reasonable suspicion that a student is suspected of violating the school drug policy and is questioned by the school principal or designee, his/her parents or legal guardian shall be notified that such questioning took place. When it has been determined that a student has violated the school drug policy, his/her parents shall be notified. Additionally, parent conferences are not only disciplinary procedure (See A.R.S. 15-843).

**G. Medical Services** When there is reasonable suspicion that any student is under the influences of drugs at Duncan Unified School District #2 he/she shall be referred to the school health services personnel. Such cases shall be required throughout any disciplinary procedures (see A.R.S. 15-843). When there is reasonable suspicion that any student is under the influence of drugs while at a school activity and no school health services are available, it shall be the responsibility of the supervisor on duty to call for appropriate aid (or) notify proper authorities.

**H. Return to School** Whenever a student has been determined as using drugs for non-medical purposes and has returned after the appropriate suspensions, an effort should be made by school personnel and parent(s) or legal guardian(s) to prevent the problem from recurring. The process could include, but not necessarily be limited to, the following:

- Utilization of community-based programs;



- In-School group or individual counseling for students and families;
- An effort made by the student's teachers to help his/her emphasize the positive alternatives to drug-using behavior. However, any of the above activities should not be construed to mean that other disciplinary measures that accompanied the violation are to be ignored.

**AFTER READING THE HANDBOOK PLEASE SIGN BELOW AND RETURN THIS PAGE TO  
YOUR TEACHER OR THE OFFICE.**

I, the undersigned student, have received a copy of the Duncan Elementary School Handbook. The handbook has been reviewed with me and I have had an opportunity to ask questions or clarify content items. I further understand these guidelines are school board and state policies in operation of the school and that I am obligated to follow such a direction for attending Duncan Unified Schools.

-----

Student Signature	Date
-------------------	------

Grade level

---

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE UNDERSTAND THAT THE STUDENT HANDBOOK IS A GUIDELINE AND IS NOT ALL INCLUSIVE OF EVERY POLICY, PRACTICE, AND SITUATION THAT MAY ARISE.