



Student Handbook

2023-2024

Doc updated 7/2023

Administration:

Tayna Loftis, Principal.....	882-3545
Mike Griffith, Athletic Director Assistant Principal.....	882-3548
Carl Hill, Activities Assistant Principal.....	882-3548
April Kutchinski, Academic Assistant Principal.....	882-3554

Counselors:

Heidi Durrant, Counselor (A-F)	882-3555
Jolene Peterson, Counselor (G-Z).....	882-3552
Kim Chartos, Counselor	

Janelle Steenbergen (social worker)

Frequently Used Numbers:

Absences/Tardies.....	882-7002
Counseling Office.....	882-7538
Bookstore.....	882-7301
Cafeteria.....	882-3544
Health Office.....	882-7130
Library Media Center.....	882-7204

CONTINUOUS NOTICE OF NONDISCRIMINATION

The J.O. Combs Unified School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to the Title IX Coordinator or the Section 504/ADA Title II Coordinator at 43371 N. Kenworthy Rd., San Tan Valley, AZ 85140 or (480) 987- 5300.

El Distrito Escolar Unificado de J.O. Combs no discrimina basada por la raza, el color, el origen nacional, el sexo, la discapacidad o la edad de una persona en sus programas o actividades y proporciona igual acceso a los Boy Scouts y otros grupos juveniles designados. Las consultas pueden dirigirse al coordinador del Título IX o al coordinador del Título II de la Sección 504 / ADA en 43371 N. Kenworthy Rd., San Tan Valley, AZ 85140 o (480) 987-5300.

TITLE IX

The J.O. Combs School District will take all steps necessary to insure that, "The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race, color, religion, national origin, handicap, pregnancy, parenthood, marriage, or any other reason not related to the student's individual capabilities."

STUDENT CODE OF CONDUCT

Please refer to Governing Board policies at www.jocombs.org or contact your school for more information:

- Student Conduct – JIC
- Dress Code – JICA, JICA-R
- Drug and Alcohol Use by Students – JICH, JICH-R
- Secret Societies/Gang Activity – JICF, JICF-R
- Tobacco Use by Students – JICG
- Weapons in School – JICI
- Student Violence/Harassment/Intimidation/Bullying – JICK, JICK-EB

A Code of Student Conduct is used in our high schools and as a guideline for student discipline. It was developed to help your child receive quality instruction in an orderly educational environment. In addition to appropriate behavior at school, students must exhibit proper behavior on their way to school, on their way home, on the bus, and when participating in school activities. Students who do not adhere to appropriate behavior are subject to both District and school discipline policies. The school needs your cooperation in this effort. Therefore, please

- (1) review and discuss the Code of Student Conduct with your child and
- (2) sign the signature sheet.

Note: Failure to return this acknowledgement and pledge will not relieve a student or the parent/ guardian from being responsible for knowing or complying with Code of Student Conduct rules.

A search of a student may occur when the administrator has reasonable grounds and/or suspicion that the student possesses a dangerous, prohibited or illegal substance or object and/or presents a threat to other students, school personnel, or property. The search shall be confined to outer clothing, purses, book bags, lunch bags, cell phones, any items brought on school grounds, and items contained therein, etc. Any other body search is inappropriate in the school setting.

VISION:

Academic Achievement...encouraged, supported, and expected for all.

THE COYOTE P.A.C.K.

PRIDE: As a Coyote, I have **pride** in my school, my peers, my teachers, and myself.

ATTITUDE: As a Coyote, I have a positive **attitude**.

COMMITMENT: As a Coyote, I have a **commitment** to doing my best in all things.

KINDNESS: As a Coyote, I show **kindness** to myself and others

COMBS HIGH SCHOOL HONOR CODE

Combs High School builds a prosperous community through exemplary education and meaningful social interactions, we are a community of learners collaborating to ensure maximum academic and social growth for all, where the culture maximizes everyone's potential to be accepting of all; to be lifelong learners; to be committed to the service of others; and to be socially and digitally responsible citizens in an atmosphere of mutual respect and trust, so that we all can live a productive, purposeful and enriching life.

WE ARE PART OF A P.A.C.K

GENERAL INFORMATION

CAMPUS HOURS

Office Hours: 6:30 – 3:30

Early Release

Combs High School will have early release every Wednesday for the 2022-2023 school year, release time will be at 11:55 a.m. This time will be utilized to provide professional development time for staff.

E-MAIL

Staff members may be contacted through email. All staff have the same ending address. Insert the staff member's first initial and entire last name before @jocombs.org.

FINAL EXAMS

Final exam dates are posted on the school calendar. Students are not allowed to take their final exams early. **Students have the first 10 school days to complete their missed final exams from the previous semester.** The student's absence must be excused prior to or on the date of the absence for the student to be eligible to make up the final exam.

BOOKSTORE

The Bookstore Hours:

- **Monday, Tuesday, Thursday, Friday** 6:45 a.m. to 12:15 p.m., and 1:00 p.m. to 3:00 p.m.
 - **Wednesday** Bookstore open 12:30-3:00pm.

A CHS student identification card is required in order to pick up yearbooks and dance pictures, receive refunds for class fees, or obtain a book. All fees (class, club, athletic etc.) are payable through the bookstore with credit/debit card, cash or check made payable to CHS for the amount of purchase only.

- Students are reminded to retain their receipts for all purchases.
- Books issued are the responsibility of the student and must be returned to the bookstore if a class is dropped or at the end of the school year. Damaged or non-returned books must be paid for by the student at the bookstore.

AZ SCHOOL TAX CREDITS

If you are an Arizona Taxpayer, you can donate up to \$200.00 per year (\$400.00 if married filing jointly) to public schools in support of extracurricular activities, and when you file your Arizona taxes, you will reduce your tax liability dollar for dollar! Essentially, tax credits are prepaid taxes, except YOU choose where your tax dollars are spent. *For more information, visit www.jocombs.org.*

- You can designate your contribution to pay for any school sponsored activity that requires enrolled students to pay fees to participate, such as extended field trips, sports, band, drama, art, science labs, technology.

LOST AND FOUND

The lost and found is located in the bookstore. All lost or found articles should be reported to the bookstore. All unclaimed articles will be given to Goodwill at the end of each semester. If items are stolen, see security immediately and fill out a report.

IDENTIFICATION CARDS

All staff members and students are provided identification cards which must be carried at all times during the school day. ID photos are taken annually for the first time at no cost. Students must have a current ID to leave campus due to an early release or off-campus pass, check out library materials, when picking up a yearbook, and to conduct bookstore business. CHS ID must be shown to gain entrance to all extracurricular activities and to ride district transportation. IDs are the property of Combs High School. If defaced, students must pay for the cost of a replacement ID. Replacement ID cards are \$5.00 and may be purchased from the bookstore during the school year.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Each student has an obligation to act with honesty, integrity, and respect in the completion of academic course work. Academic integrity encompasses any academic project, paper, performance, quiz, exam or any other work assigned by a teacher for a grade or credit (including optional credit). Cheating, fabrication and plagiarism (see definitions below) are all forms of academic dishonesty that will not be tolerated.

- Cheating: Using or attempting to use unauthorized materials or technology, unauthorized group work, information or study aids in any academic exercise or assignment.
- Fabrication: Involves the falsification or invention of any information or citation in an academic exercise or assignment.
- Plagiarism: Refers to using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules, governing the use of another's work, and for acknowledging and documenting the source appropriately.
- Violations in carrying out class assignments, including the inappropriate use of the internet, cell phones, PDA's, calculators, or any other technology, will result in disciplinary consequences.
- Consequences: 1st- 0% on assignment, referral, parent phone call
2nd- 5 days ISS, 0% on assignment, referral, parent phone call
3rd - F in class, 9 days OCS, referral, parent phone call

FINAL EXAMS

Final exam dates are posted on the school calendar. Students are not allowed to take their final exams early. **Students have the first 10 school days to complete their missed final exams from the previous semester.** The student's absence must be excused prior to or on the date of the absence for the student to be eligible to make up the final exam.

STUDENT RECORDS

Parents have access to their children's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records.

The policy and procedures for maintaining students' school records is governed by a federal law, the Family Educational Rights and Privacy Act (FERPA). Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in the child's best interest.

FERPA and District policy do not require parent permission for release of a specific type of student record information called "Directory Information." When such releases are for educational school related purposes the information could include the following: *Student's name, Student's address, Student's phone number, Date of birth, Class designation, Previous district attended, Student's photograph, Achievement or honors, Extracurricular participation, Parent's name, Serious disciplinary violations.*

If you need to prevent us from using Directory Information described previously, notify your child's principal in writing. Most of the information contained in FERPA is about ensuring that you and students who are 18 years of age or older ("eligible students") are afforded certain rights with regard to the student's records. They are:

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

- The right to request the amendment of the student's records that the parent or eligible student believes is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in student's educational records, except to the extent that FERPA authorizes disclosure without consent. • 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 Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC

REPORT CARDS

Combs High School does NOT mail report cards home at the end of each semester. *Grades are available for viewing through Synergy~ ParentVUE at any time.* Please contact the main office for assistance with ParentVUE.

SYNERGY

Synergy is an internet-based portal that allows students and parents to check their current grades and attendance. Everything is updated live as teachers input grades. Synergy is fully compliant with FERPA and COPPA.

Synergy can be accessed from any computer with internet: Mac or Windows; Firefox, Internet Explorer, Safari, or Chrome. Mobile versions for iPhone, iPad, Android, etc. available as an app.

COUNSELING

The Counseling Department mission is to ensure that all students acquire the national and state guidance standards in the areas of academics, post-secondary planning and career options. Academic Guidance is the primary responsibility or role that each counselor assumes. Counselors and a certified social worker also provide social emotional support for students and provide resources for long-term support.

Each counselor:

- aids with academic and post-secondary and career planning; (ECAP)
- maintains credit checks of students and maintains a plan for graduation;
- registers students for the upcoming school year;
- registers new students throughout the year;
- handles schedule change requests;
- provides academic support; i.e., tutoring requests, study skills help, etc;
- schedules and facilitates requested parent/teacher conferences;
- coordinates study team evaluations/screenings;
- coordinates 504 plans and communicates with teachers.
- writes letters of recommendation and aids in the college application process;
- aids with personal/social issues and referrals

A counselor is available and "on-call" each day to enroll new students, meet with parents that walk in without an appointment and need assistance, assist administrators and for student crises and emergencies. Combs' Guidance Department welcomes students to use the resources that are available in the Guidance College and Career Computer Center.

SCHEDULE CHANGE

Please review Combs High School course catalog, *Accurate Course Selection and Schedule Change* (p.10) for circumstances that would generate a schedule change.

PROCEDURES

1. Complete the schedule change form located in the Counseling Office. Must be completed within the first 3 school days of each semester.
2. Return to the Counseling Office for approval within the first 3 days of each semester. The form will be reviewed by the counselor/administration.

When the class has been changed, the counselor will give the student a new schedule. Students are expected to attend classes as they are listed on the original schedule until the new schedule is received from the counselor.

Schedule changes will NOT be considered due to: teacher preference, hour preference, and/or lunch preference.

GRADUATION

Per district policy, students must complete all twenty two (22) graduation requirements to participate in the graduation ceremony; **No Exceptions.**

Graduation requirements are as follows:

English: 4 credits

Mathematics: 4 credits

Science: 3 credits

Social Studie: 3 credits

Fine Arts and/or Career & Technical Ed. (CTE): 1 credit

Electives: 7 credits

- No more than one elective credit earned as administrative/library assistant may count among the twenty two required for graduation.
- All course/online credit and credit received from other approved off campus programs must be verified by transcript by May 1st of the current school year.
- Students must provide transcripts for credit earned at another institution by May 1st.
- *Please see Combs High School course catalog for detailed information on required courses, credits, and required documentation.*

SCHEDULED RELEASE HOURS

Students granted release time must leave campus as soon as their release time starts. Students involved in extracurricular activities or clubs will need to leave campus and return to school at the end of the school day for practice or meetings. Students will not be given a pass to remain in the library or in a staff member's office during release time in order to attend practice or club meetings. Parents must ensure students have reliable, daily transportation. Students with release time may not stay on campus and ride the bus home under any circumstances.

In order to leave campus during the school day, students must show their school ID. Releases are scheduled by the counselor and will be listed on student schedule. Release is allowed to students for religious instruction, students on track for meeting graduation requirement without a full schedule. Other extenuating circumstances require review and by approval of the Principal.

ATTENDANCE POLICY & PROCEDURES

To report absences please call **480-882-3540 option 1 (available 24 hours a day)**.

PARENT CALLS

Only the parent/legal guardian of the student can notify the school of an absence or request an off campus pass. When a parent/legal guardian calls to excuse their student, the absence is listed as excused and the reason given is documented. Excusing an absence allows a student to make-up missed work, but does not remove the absence. Parent and/or legal guardian must call on the same day of the absence before 2:30 p.m.

- **PARENT NOTIFICATION**

- Automated dialer system will call daily on all unexcused absences recorded.
- Computer generated letters are mailed on the 5th, 10th and 15th school absence. · On the 10th consecutive unexcused absence, students may be withdrawn from school.

ATTENDANCE POLICY

The right and privilege of attending public school carries with it certain responsibilities on the part of parents and students. Regular school attendance is necessary for students to sustain academic progress and one of the criteria to determine granting credit for a course.

Students should remain out of school only when absolutely necessary. If a medical condition is responsible for excessive absences please contact the CHS medical office for further assistance and completion of necessary paperwork.

Arizona Revised Statute A.R.S 15-802 and/or 15-803 , provides details of Arizona's truancy laws. The law provides for circumstances when a student and/or parent can be cited for failing to attend school.

1. Student is "habitually truant" if he/she has five or more absences from school.
2. Student has excessive absences A.R.S 15-803 (B) states that absences may be considered excessive when the number of absent days exceeds ten percent of required attendance days. Ten percent equates to nine (9) days of absences per semester regardless of whether excused or unexcused.

Students with excessive absences (excused and/or unexcused) will meet with school administration. Upon review of attendance history, documentation provided, and other pertinent information, student may be subject to loss of credit, schedule change, removal from course, referral to other educational programs, and/or disciplinary action.

DEFINITIONS

- **Absence:** A student will be marked absent for not being in attendance at school when required by law. Excused absence - absence is excused if a parent or guardian notifies the school. The reason for the absence must be given. Students will be accountable for missed assignments and/or information.
- **Unexcused absence:** Any absence that is not excused by 2:30 PM on the same day by a parent or guardian. Students will be accountable for missed assignments and/or information. Teachers discretion on eligibility to earn credit on completion of make-up work.
- **Unexcused absence:** Student not in attendance to class and no notice of
- **School-related absence:** If a student misses class due to a pre-approved school-related activity, it will not count as an absence.
- **Suspension:** The days of suspension do not count as absences for attendance policy. ·

- **Tardy:** A student is tardy when s/he is not in class when the tardy bell rings.

ATTENDANCE PROCEDURES

The following is a summary of the Combs High School Attendance procedure:

STUDENT RESPONSIBILITY

- It is the responsibility of the student to communicate with the teacher about absences and need for make-up work and/or tutoring. To be completed 24 hours before (if preplanned) and/or after an absence has occurred.
- It is the student's responsibility to obtain makeup work from his/her teachers.
- Students are accountable for their absences/tardies and should keep a record of their own absences/tardies so they know the totals at all times.
- For every day absent (excused only), students have one day to make up work.
- School related absence – students must take tests/turn in assignments prior to the absence. Communicate with teachers prior to school related activities.
- Upon return from a suspension, students have the corresponding amount of days to make up all missed assignments.
- It is the responsibility of the student to utilize available resources (Google Classroom, PAPER, Edgenuity, Teacher provided resources) to complete course while

MAKEUP WORK

It is the student's responsibility to obtain makeup work from his/her teachers.

- Excused absence: Students will be allowed the number of days absent to make up assignments. Work that was assigned prior to an absence will be due upon return to class. If a class project and/or major assignment has a specific due date and a rubric has been given to the student, that assignment shall be due on the stated date regardless of the excused absence. If the student is absent on the due date, the assignment shall be turned in on the day the student returns to class.
- Unexcused absence: Students will be accountable for information missed. Teachers are not required to issue credit for the work.
- Off-Campus Suspension: Students are not allowed on campus during this time. Upon return from a suspension, students have the corresponding amount of days to make up all missed assignments.

ATTENDANCE APPEALS

A student is allowed 14 absences, excused or unexcused per class per semester. On the 15th absence students are at risk of losing credit for their semester class regardless of their class letter grade.

A student who misses 15 or more classes in a certain class period must fill out an appeal form to the attendance committee for credit to be reinstated if there are extenuating circumstances (ex: health issues, family issues, college visits, etc). In the appeal form, please state the reasons you were absent from school and attach documentation for the extenuating circumstances that support the absences.

Make sure you are appealing your absence BEFORE the following due dates:

- *Deadline to Appeal Non Attendance F for Semester 1: December 1*
- *Deadline to Appeal Non Attendance F for Semester 2: May 1*

The appeal committee will meet to consider your appeal after the above deadline. If your appeal is approved, the grades you received in the NC classes will be restored on your transcripts. If your appeal is

denied you will be responsible for making up those classes/credits. You will be notified by letter of the decision made by the committee by the end of the semester.

TARDY RULES AND PROCEDURES (SWEEP)

Students who are not in the classroom when the bell rings are considered tardy and will be sent to the Sweep room for that class period.

- Students will be expected to complete school work during their time in the Sweep room. It is the students responsibility to communicate with their teachers about any classwork assignments, tests and quizzes to make up during their time in the Sweep room.

An excused tardy is defined as late arrival for school because of an appointment such as:

- doctor, dentist, etc. and the parent/legal guardian calls or emails to excuse tardy prior to appointment.
- documentable traffic issue has delayed the students' arrival to class such as: a car accident, construction embedding traffic.
- excused upon parent/legal guardian sign student in through the attendance office.

An unexcused tardy is defined as a late arrival to school without a parent or legal guardian notification of excusal. . Examples of this are: oversleeping, dropping off students at other schools, making stops for food and drinks, car trouble and flat tires. Students that have an unexcused tardy will be sent to Sweep for the remainder of that period.

Excessive excused/unexcused tardies will result in additional student discipline starting at the 3rd tardy.

HALL PASSES

All students must have a pass from a staff member to be in the halls. No passes will be given the first and last 10 minutes of class so teachers can take attendance.

Students who do not return to class within a timely manner may receive disciplinary consequences from an administrator.

LEAVING CAMPUS

Parents are expected to contact the attendance office prior to a student leaving campus for a scheduled appointment. Please provide when the student should check out, reason for leaving, as well as if they are returning. Combs High School is a **Closed Campus** and students cannot leave campus during lunch.

CLOSED CAMPUS

Combs High School is a closed campus. A closed campus is designed to aid in the safety and accountability of students. Combs practices the following closed campus procedures: · All students will remain on campus during normal school hours.

- Parents or legal guardians are the only people allowed to sign out their children. · Students will not be allowed to go off campus for lunch.
- Any student that has parental permission to leave campus must have cleared it through the attendance office.
- Students may not be signed out over the phone by a parent and be sent home with another student.

DITCHING

If a student is ditching, she/he will receive an unexcused absence (“UA”) and has no opportunity to make up the missed test or work. Students will be given a referral for ditching with additional student discipline.

18 YEAR OLD CHECKOUT

Students must have a car, valid school parking permit and notarized check out form on file. Students may not check themselves out once they have arrived to class. If a student is checking themselves out, they must do so prior to class starting.

Students must report to the main office, sign out and leave campus. Once a student checks out, they are unable to return to campus unless a parent or guardian is physically present with them to check them in or an email containing proof of guardianship and relevant medical/legal notes.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Combs High School offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their school program. Athletic team, club, and class experiences are designed to help satisfy recreational, social, emotional, and extended academic needs and interests of all students.

● PARTICIPATION REQUIREMENTS

- The student must have passing grades in all credit-bearing courses to participate in competition, or performance and to travel with their club/team. Grade checks are completed at each 4 ½ week period, and weekly thereafter on those that are considered ineligible.
- Students must attend 50% or more of their classes to be eligible to participate in athletics or activities for that day.
- If a student has an unexcused absence in any class, she/he cannot participate that day.
- Any student serving In-School Suspension, or Off-Campus Suspension cannot participate in any school related activity the day(s) of the suspension.

ARIZONA INTERSCHOLASTIC ASSOCIATION AND EXTRA CURRICULAR ACTIVITIES REQUIREMENTS

Freshmen, Sophomores, and Juniors must be enrolled in at least six (6) credit classes and have received passing grades in all credit-earning courses. Seniors who are on track to graduate must be enrolled in a minimum of four (4) credit bearing classes to be eligible.

ACTIVITY/ATHLETIC ELIGIBILITY

- Payment of \$90.00 per activity/sport with a max of \$360.00 per year per family.
- Registration completed on registermyathlete.com
- The student has on file the results of a physical examination and an AIA Brain Book Concussion test indicating that she/he is fully able to compete. Physicals must have been completed after March 1, 2023 for the 2023-2024 school year.
- The student does not become 19 years of age before September 1st of the school year.
- The student is academically eligible. Grade checks are completed at each 4 ½ week period, and weekly thereafter on those that are considered ineligible.
- The student has not been out of school for more than ten consecutive school days Article 15 of the AIA Handbook states that a student cannot compete on a club team during the school's competitive season of the same sport.
- The student must be covered by extracurricular activity insurance or provide proof of insurance.
- The student has met residency requirements.
- If the student is a transfer, she/he must meet the current AIA eligibility requirements.
- All Students Fees must be paid in full for a student to be eligible. Any former payment plans from previous academic years or athletic seasons must be paid in full.

INSURANCE

J.O. Combs Unified School District (JOCUSD) students may purchase an insurance policy which covers nearly every kind of accident which might occur during the school day. Twenty-four hour accident coverage may also be purchased for your student. Students who participate in activities governed by the A.I.A. may obtain extended coverage, on a yearly basis, which will cover every activity or sport except football. Students participating in football will be required to purchase extended coverage each year. The

JOCUSD will accept waivers from families with existing insurance coverage. Please contact your local campus bookstore for fee information.

SPORTSMANSHIP

The following actions constitute good sportsmanship from students, staff, parents and community members:

- Provide positive cheering and other moral support for our team members.
- Show respect for game officials and refrain from any unsportsmanlike act directed toward them.
- Censure fellow students whose behavior is unbecoming.
- Refrain from applauding errors by opponents or penalties inflicted upon them.
- Refrain from criticizing players or coaches for loss of a game.
- The following actions shall constitute grounds for removal from the particular event and/ or restriction from attendance at further events and possible school discipline:
 - Disrespect to either home or visiting participants and spectators.
 - Disrespect to school, security officials and game officials.
 - Throwing of any objects, including confetti, at any time.
 - Disruption of the game by a digital device.
 - Use of profane language, obscene gestures or similar behavior.
 - Being under the influence of alcohol or drugs.
 - Damage or abuse of school property.
 - Actions which are a potential hazard to health, safety, or well being of spectators or participants.
 - Other inappropriate behavior deemed sufficiently repetitive, flagrant, or severe by the staff. Students, staff members, parents and community members should remember that all school rules and regulations are in effect at all school events.

ATHLETIC SPORTS

Fall Sports

B/G Cross Country Football

B/G Golf Girls Volleyball

B/G Swimming

Pom

Cheer

Girls Badminton

Winter Sports

B/G Basketball Cheer

B/G Soccer Pom

Wrestling

Spring Sports

Baseball Softball

B/G Track Boys Volleyball

B/G Tennis Girls Sand Volleyball

ATHLETIC PASSES

Athletic passes are sold in the Combs High School bookstore and allow free entrance to all regular season home events. A student athletic pass is \$15.00, an adult single athletic pass is \$50.00 and the "Coyote Family" athletic pass, which allows entrance for up to six immediate family members, is \$200.00.

DANCES

Dances sponsored by clubs or organizations within the school will be held throughout the year. Students must show a current CHS Identification Card or be identified by a CHS staff member. Students are not allowed to leave and re-enter a dance under any circumstances. All dances will end at the scheduled time with the exception of Prom which will end at 11:00 p.m. All outstanding student fees must be paid before students are eligible to purchase dance tickets.

- All school rules are to be adhered to and will be enforced during dances. Students must dance appropriately.
- Guests are permitted for dances with a guest pass. Guest passes are available through the Administration Office.
- Guest passes are required for all non-CHS students and must be signed by Administration for approval prior to the dance. Guest must be of high school age and/or less younger than 21 years of age.

HEALTH OFFICE & SERVICES

A full-time Registered Nurse (RN) is available to students during the school day. Students who need to see the RN MUST have a written pass from their teacher. Students who do not have a pass will be sent back to class. Students must sign in as they enter the nurse's office on the sign in log. Students who are ill and need to be picked up by their parents or designee must sign out with the front office.

Any student with a medical problem (i.e. seizures, asthma, diabetes, or heart problems) should report the problem to the nurse. Students who require medication during the school day must have their medication brought in by a parent/guardian in the original current prescription bottle and must have a parenteral medication release signed by their parent/guardian and the prescribing physician. The nurse is not responsible for assuring that students take their medication while at school and is not required and may be unable to call students down that miss their dose.

- Students with diabetes will be permitted to have immediate access to blood glucose testing equipment with them at all times if those accommodations are medically based upon appropriate documentation. Diabetic students should carry snacks and juice with them at all times as these items are not available at the nurse's office.
- Students may carry inhalers and epipens at any time, but a signed parental/guardian medication release must be on file in the RN's office. All medication releases are good for the current school year only and must be renewed annually.
- The nurses office does not stock any supplies to treat asthma, diabetes or severe allergic reactions.
- Students may not carry medications while on campus; it must be kept at the RN's office. Remaining medication must be picked up at the end of the school year by a parent or guardian, or it will be disposed of.
- To be excused from PE, the student must bring a signed note from their parent/guardian to the RN. If there are more than three consecutive absences, a signed Physician's excuse must be given to the RN that states how long the absence will remain in effect.
- Students who have an accident or injury at school need to report it to the RN immediately.

IMMUNIZATION REQUIREMENTS

Arizona law requires documentary proof of immunity against certain childhood diseases for students entering Arizona schools for the first time. Students subject to this requirement who lack documentary proof may enroll but not attend school until proof is provided.

LIBRARY MEDIA CENTER

The Combs High School Library Media Center opens at 7:00 a.m. and closes at 3:00 p.m. For half-days, teacher in-service days and testing days, the library will close at the end of the scheduled school day.

CHECKING OUT MATERIALS

- A Combs ID card must be shown
- Books can be checked out for three (3) weeks; must be renewed every 3 weeks if you need more time. They can be renewed for a maximum of six (6) weeks.
- Any book out over six (6) weeks results in a referral
- Students are limited to three (3) checkout items that are not textbooks, however, all three (3) items may not be nonfiction (in case several students are trying to research the same topic). · No fines are assessed for overdue books, but no more checkout of materials until overdue books are returned
- Students MUST pay for lost or damaged items

LIBRARY COMPUTERS

The main use of the library computers is for educational research. Staff members reserve the right to ask users to relinquish use as warranted, especially if the student is in violation of the J.O. Combs District Technology Agreement.

EXPECTED BEHAVIOR IN THE CHS LIBRARY

The Combs Library rules of behavior are designed to protect the rights and safety of our students, faculty, and staff as they relate to the proper use of the library. Library rules of behavior are enforced in accordance with the Combs Student Code of Conduct as specified in this handbook. · Use the Library to study, to read, or to do research for class assignments.

- Work in a manner that allows others to concentrate; disruptive behavior may result in the loss of library privileges or expulsion from the library.
- Follow school policies.
- Leave your food and drink outside the library.
- Respect not only the staff and other students, but also the library materials and furnishings. · YOU are responsible for the proper treatment and return of all materials used.

MOVIES

Combs High School students may view movies periodically to support educational learning standards. The movies viewed may be rated up to PG 13. Parent/guardian will be notified of viewing and can contact teacher if they do not grant permission for participation. Alternative supplemental materials may be assigned.

CAFETERIA

J.O. Combs School District participates in the National School Lunch/Breakfast program. Nutritious meals are served each day. All meals served must meet patterns established by the U.S. Department of Agriculture. All food and beverages sold on campus must meet Smart Snack Requirements.

FOOD ALLERGIES

Students with food allergies that affect a vital life function are permitted to request meal modifications when a medical authority completes a USDA required form. Forms are available from the school cafeteria manager, school nurse, or district office. They must be completed and signed by a physician. A new form is required each year. Parents and nutrition service staff are encouraged to make the school office aware of all students' allergies.

FREE/REDUCED APPLICATIONS

One application per household is needed each year. You will be notified in writing of your status. Please allow 10 days for response. Qualifying students receive one breakfast meal and one lunch meal daily. Applications are accepted anytime during the year.

MANAGEMENT OF LUNCH ACCOUNTS

Charging accounts is not allowed. Students are notified at least three meals before they run out of money. Each time they purchase a meal the computer will alert them they will need money. Please talk to your child about remembering to let you know when accounts get low. Checking your student's account balance is a great benefit on-line.

FUNDRAISERS

Fundraisers for food/drinks/snacks must be submitted to Food Services for a waiver at least two weeks prior to the fundraiser date. For more information on fundraisers please contact The Food Service Department.

MISCELLANEOUS ITEMS

FOOD AND DRINK

Food and drinks including gum, except capped, bottled water, are not allowed in classrooms. All food and drink dropped off needs to come through the front office, not through the gates. We will not accept food deliveries from businesses or delivery services for students during lunches, except from the students' parents.

DELIVERIES/MESSAGES

To minimize classroom disruption, the school does not deliver packages, flowers or other items to students during the school day. At lunch, a space will be provided for parents to exchange/leave items for their students. It is the responsibility of the parent/guardian to contact their student to pick the item up in the main office. Due to the need to focus on school issues, the staff of the main office can not call a student over the public address system. At the end of the school day, all perishable items will be thrown out and non-perishable items will be taken to the bookstore and placed in lost and found. Students should not bring balloons and flowers to classes because of student allergies. Phone messages will not be delivered except in case of an emergency. Transportation changes between student and parent are not considered an emergency.

TELEPHONE USAGE AND MESSAGES

Only in the case of an emergency, and with a pass from a staff member, may a student receive permission to use an office phone. Due to our busy days, ONLY EMERGENCY incoming telephone messages will be taken for a student. Messages will be given at a time when classes are not in session. Students may call from the classroom with a staff member's permission.

ELEVATOR KEY POLICY

In order to check out an elevator key, the injured or disabled student must meet with the school nurse to obtain approval and agree to abide by the following rules. The key is to be checked out from the administrative office.

1. No one other than the injured student may use the elevator. If the student allows others to ride the elevator, she/he could be suspended for insubordination.
2. Students must sign an agreement form in order to use the elevator.
3. A \$20.00 security deposit will be assessed to the student's account with the bookstore. Charge will be reversed upon keys return.

EMERGENCY PROCEDURES

State law requires all schools to practice drills. The purpose of these drills is to acquaint all students with the different exits depending on the area he/she may be in at the time of the drill. In case of a drill, students are asked to exit in an orderly efficient manner. Emergency protocols are published and made available to all staff. Staff is trained and both personnel and students drills on a regularly scheduled basis.

VISITOR INFORMATION

Parent/guardian visitors to Combs High School are welcome during business hours which are Monday through Friday from 6:45 a.m. until 3:00 p.m. All visitors must receive permission from the administration to be on campus. Visitors must report to the main office immediately upon arrival on campus and receive permission from administration to be on campus. Those approved will be issued a visitor pass.

Any non-registered visitor without a pass will be asked to leave and considered Trespassing. Students are not allowed to bring visitors without prior approval of an administrator.

VOICE MAIL

Combs High School has a voicemail system with which to communicate with parents, students and community members. The messaging system is not meant to take the place of personal interaction. Rather, it is hoped the system will enhance the ease with which we are able to communicate. To access the system, dial 480-882-3540 and follow the tutorial message. Please listen to the entire message before making your selection. If at any time you have trouble or need to speak with a person, simply dial 0. Combs's voice mail system includes an attendance line and faculty/staff voice mailboxes.

VOLUNTEERS

Combs volunteer program utilizes the donated time and talents of parents/guardians and community members. Volunteers can be seen in a variety of positions around campus. All of us at Combs are truly indebted to these generous people. If parents/guardians would like to volunteer, please contact the front office.

TECHNOLOGY USE AGREEMENT

The J.O. Combs Unified School District requires that all students and a parent/guardian sign a district technology use agreement before using school computers. The technology use agreement form can be found in the J.O. Combs Student Policies and Regulations handbook. Students who violate the technology use policy will lose computer privileges. The purpose of school computers and equipment is for educational use only.

Student use of computers and equipment is a privilege, not a right. Any misuse and/or physical abuse of technological equipment including software, programs, and/or internet access will have disciplinary consequences.

- First offense: computers may result in loss of computer use privileges for a span of time. Access to information and learning materials is the student responsibility.
- for an entire school year. A second offense will result in loss of computer use privileges for the remainder of your high school years. Personal laptops are NOT allowed on campus.

The Electronic Information Services User Agreement [TERRA](#)

TRANSPORTATION

Students who walk, ride with another student, or ride a school bus to or from school are expected to exhibit good behavior. Combs High School has the authority to correct any act of misbehavior that may take place as students travel to and from school. Misbehavior while traveling will be dealt with in accordance with the severity and frequency of the incidents.

School Bus Conduct

Bus transportation will be available to students living outside a 1.5 mile radius of the school. Out-of-District students may be eligible to ride the bus. Students will need to contact transportation to determine the closest bus stop to their house. Bus route information may be obtained at jocombs.org website by clicking on the bus stop locator link and entering the address of residence or by calling the Transportation Department at 480-987-5309 and press option #1 for dispatch.

- All eligible bus riders will receive a transportation mailer prior to the start of school advising of bus stop locations, pick up time, and drop off time.
- CHS students MUST show their school ID, in the morning and afternoon once ID's are issued.
- Students must load and unload at their designated bus stop. Riding to or from school on alternate routes requires a written approval from home as well as a stamp from the CHS office.
- All students who ride a school bus are responsible for behaving in accordance with the District Transportation Policy. Bus riding is a privilege ~ not a right!

J.O. COMBS SCHOOL BUS REGULATIONS

REFER TO POLICY JICC, JICC-R, JICC-EA, JICC-EB OR CONTACT YOUR SCHOOL FOR MORE INFORMATION.

The District provides bus transportation for all students who live one mile or more from school. For High School and Middle School it is one and one half miles. For safety reasons, the District encourages parents to supervise their children at the bus stop.

Transportation provided by the District is a privilege. Inappropriate conduct at bus stops, on district vehicles, or in the process of boarding or exiting from a vehicle may result in student disciplinary action including, but not limited to loss of transportation privileges.

BEHAVIOR ON SCHOOL BUS AND AT BUS STOP

For the purpose of providing safe transportation for all students the following guidelines must be observed:

1. Students are to obey the bus driver at all times
 2. Students should stand off the roadway while waiting for the school bus.
 3. Students are required to be at their scheduled bus stop at least ten (10) minutes prior to their scheduled stop time.
 4. Students must cross the roadway ten (10) feet in front of the school bus, at the direction of the bus driver.
 5. Students may only ride on their assigned route unless a parent/guardian has written a note and it has been stamped, dated, and initialed by the school office. Most buses can not accommodate additional riders.
 6. Students must board and depart only at their designated bus stop
 7. Act respectful and appropriate while waiting for the school bus.
 8. Give your proper name when requested by the bus driver or monitor.
 9. Remain seated at all times while the bus is in motion.
 10. Remain silent at railroad crossings
 11. No food or drink except water bottles on the bus.
 12. Students shall not carry or consume any controlled substance or any beverage containing alcohol. 13. Students may not write on seats, or vandalize district property. Parents will be held responsible for repairs or replacements.
 14. No glass containers will be allowed on the school bus.
 15. The school bus shall not transport any animals, or reptiles of any kind on the school bus this includes school projects.
 16. Students shall not carry on or transport in a school bus an explosive device, gun, knife, or weapon of any kind.
 17. Students shall not carry a skateboard, roller blades, scooters, or balloons on the school bus.
- Depending on the offense the criteria for disciplinary action is as follows; · Verbal Warning on bus and/or student conference with transportation discipline representative. · Student conference with transportation representative and phone call home to parent/guardian · On campus consequence or suspension from bus riding privilege depending on seriousness of actions.
- Revocation of riding privileges for remainder of semester
 - Physical altercations between students on the bus may result in immediate bus suspension and will be turned over to site administration immediately.

Consequences will be given on a case by case basis but the above criteria will be the guideline.

OFF-CAMPUS JURISDICTION

In accordance with state law, violations in conduct by students going to and from school functions could result in disciplinary action. School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day and/or during any school event or activity. This includes the student's conduct while going to and from school and release periods. A student may be disciplined by the school for any misconduct while off campus at the times specified above

STUDENT PARKING

Students must fill out a parking permit application in the bookstore and all information, including copies of student's drivers license and proof of insurance., must be complete and accurate before a permit will be issued. Combs High School is not responsible for loss resulting from damage or theft of student's vehicles or its contents.

- Parking tags are non-transferable. Students and/or parents cannot sell or give away parking rights.
- The permit displayed in the car must match the vehicle description on file associated with the permit number.
- Students must have their parking permits displayed at all times while on campus. · If a student has early release, s/he must provide a student ID in order to leave campus. · Students are encouraged to carpool if parents find this acceptable. However, the driver is responsible for passenger behavior. Parking privileges may be lost due to passenger misbehavior. Documentation of ride sharing must be on file with front office, forms available.
- Parking rules will be enforced for the safety of the drivers and pedestrians. Violations may result in the loss of parking privileges and/or school discipline.
- Loss of parking privileges may include, but are not limited to the following: Reckless driving, transporting alcohol, illegal substances or weapons, failure to drive courteously, failure to provide adequate seating for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles and leaving campus without approval.
- Students need to remember all of their belongings, as they will not be able to go to their vehicle unless Security is available.
- Students are not permitted to park on neighboring streets.

FEES/REFUNDS

The parking permit fee is \$60 for the entire school year, or \$30 per semester if a student obtains their license midway through the year.

- Students who forfeit their parking privileges due to infractions of school rules will NOT receive a refund.
- There is a replacement fee for lost permits.

Note: Students without parking permits will not be permitted to park on campus.

CONSEQUENCES

Students who park on campus without a parking permit may have their car booted. Motorcycles without a permit may be chained.

- Students will be assessed a \$25.00 fee for having the boot or chain removed. Students will have an option to buy a parking pass at that time plus pay the boot fee.
- Students will be referred to an administrator for consequences if more than one incident of parking on campus without a permit is reported.

PERSONAL TRANSPORTATION

- Bikes must be locked in a designated bike rack.
- No skateboards/razors/bikes are allowed on school property and must be stored in a designated location or with administration.
- All motorized scooters, mopeds, dirt bikes etc. must be parked/stored in designated parking area; contact administration for assistance.
- Pedestrian Safety~ Students are expected to cross streets at the crosswalks.

CHS~ POLICIES & EXPECTATIONS

CELL PHONES, ELECTRONIC/DIGITAL DEVICES

Electronic devices that are unnecessary to our educational process and deemed potentially disruptive will not be allowed at school. The only exception to this policy shall be items brought to the classroom for instructional related activities that are supervised by the classroom teacher.

CHS assumes no responsibility for any electronic device. The administration recommends that students avoid bringing these items to school because the CHS administrators cannot treat reports of theft of personal non-essential devices as a high priority.

REASONABLE USE POLICY

Academic Achievement...encouraged, supported, and expected for all.

CHS has an "Off & Away" cell phone policy. A policy that encourages active student engagement in learning, creates and supports an environment free from distraction, and holds to an expectation of academic achievement.

Students may possess cell phones/electronic devices for use before school, passing period, lunch, and after the school day. **Usage during class time is strictly prohibited unless the teacher is allowing the use of the device for educational purposes.**

- Use is interpreted and defined as using any cell phone function or feature, not just the sending or receiving of calls and messages .
- Cell phones/electronic devices must be turned off and kept out of sight during class time, "Off & Away".
- The student bears total responsibility for safeguarding their cell phone/electronic devices.

If an emergency occurs during the school day, a parent/guardian should contact the office immediately. Students will be immediately notified and brought down to the office, if requested. Students may continue to use cell phones before or after school hours to communicate home and arrange rides.

Combs High School asks that parents and students follow this reasonable use policy and not contact via cell phone during class time.

CELL PHONES, HEADPHONES, ELECTRONIC/DIGITAL DEVICES VIOLATION PROCEDURE

Students not following "Off & Away" policy will be subject to the following procedural consequences that may occur over repeated infraction timeframe.

1st Warning ~ put away in bag

2nd Phone confiscated~ teacher keeps phone in a safe space until end of the class hour

- Communication to home (email or call) w/ in 24 hours

3rd Phone sent Office~ Parent/guardian required pick-up

- Phone to Office in a timely manner
 - Student notified at time of confiscation that it going to office for parent pick-up
 - Clearly label First, Last, 6 digit student ID #
 - Office will send an email (auto generated) to the parent that the phone is in the office for pick-up after 2:15 pm. Only the student's parent/guardian listed on the emergency card with proof of identity may reclaim the device.

Failure to follow the reasonable use policy for electronic devices and/or surrender devices to CHS staff will be subject to further disciplinary actions.

SEXTING/DISTRIBUTION OF PORNOGRAPHIC MATERIALS

Sexting is defined as the act of sending sexually explicit messages or photographs electronically, primarily between cellular devices. Students who possess or distribute these materials may receive disciplinary action from an administrator and a possible referral to law enforcement.

HALLWAY EXPECTATIONS

Students will respect peers and staff while in hallways both during class and passing periods. No shoving, horse play, and/or exceedingly loud talking or yelling. Please be generally courteous.

- All students must have a pass from a staff member to be in the halls during class time.
- No passes will be given the first and last 10 minutes of class so teachers can take attendance.

Students who do not return to class within a timely manner may receive disciplinary consequences from an administrator.

VANDALISM

Defacement of any school property will require repair of the damage and/or monetary restitution to the school district by the parent or guardian of the student, in accordance with Arizona State Law. Students caught vandalizing school property will be disciplined in addition to providing monetary restitution.

FALSE REPORTING / ALARMS

If it is determined that a false alarm has been reported (fire alarm, campus safety) , the student will be subject to school discipline and a referral to law enforcement will be made.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public display of affection (PDA) is prohibited. The school recognizes that genuine feelings of affection may exist between two individuals; however, students should refrain from inappropriate behaviors on campus or at school related events.

GANG ACTIVITY

A gang is two or more people whose activities violate the law or school rules. 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. Students who participate in gang related activities will receive school discipline and a referral to law enforcement.

DRESS CODE GUIDELINE

CHS RESPONSIBILITY

On campus, the faculty, staff and administration have the responsibility to interpret and enforce this policy. The administration retains the final discretion to determine that the garment or accessory meets the dress code policy. We want to provide the freedom for students to express themselves within the set of parameters listed.

DRESS CODE/STUDENT AND PARENT RESPONSIBILITY

Students are expected to dress appropriately and in good taste. Any article of clothing or style of dressing that interferes with instruction is considered inappropriate.

Students violating this policy are subject to disciplinary action. In addition, the student will be asked to change the garment or accessory and replace it with an appropriate alternative provided by the school and/or parent.

PANTS, SKIRTS, SHORTS, ETC.

- Pants must be worn at the waist, sagging pants are not allowed.
- Student's undergarments should not be visible to others. Pants, shorts, shirts, or skirts must always cover bras and underwear. (JICA-R)

SHIRTS, TOPS, BLOUSES, ETC.

- School appropriate clothing **will cover the student's stomach, back and chest.** In other words, shirts and other tops must meet the pants/slacks/skirts with no exposure of stomach, back or sides.
- No strapless shirts or tube tops will be allowed.
- Clothing must not be see-through and must cover students' undergarments, chest and torso (JICA-R. B).

HEAD COVERINGS

- Hoods of a shirt or sweatshirt (hoodies) cannot be worn covering one's head on campus or in class during school hours. For everyone's safety, the school must be able to identify each person on our campus.
- Head Coverings; Exceptions will be made for religious reasons only.

INAPPROPRIATE DRESS

- Attire or accessories which advertise, display, and/or promote drugs, alcohol, tobacco, gang activity, violence, sexual activity, disrespect, lewd, vulgar, or obscene language, and/or bigotry toward any group or person. (JICA-R.E)
- Bandanas may not be displayed in pockets/backpacks or worn at any time. (A.R.S. 13-105)
- Clothing, jewelry, and personal items (backpacks, binders, gym bags, purses, water bottle etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice. (JICA.R.H, JICA.R. I)
- Appropriate shoes or sandals must always be worn. (JICA.R.C)
- Sunglasses may not be worn in school buildings. (JICA.R. G and JICA.R. J)
- Students must comply with dress code on spirit days, at extracurricular activities and school events.

Questions

If a student or parent has any questions about whether specific attire or accessories are in compliance with this Dress Code, they should contact an Assistant Principal prior to wearing such attire or accessory to ensure compliance.

COMBS STUDENT DISCIPLINE

CODE OF DISCIPLINE

The disciplinary guidelines in the handbook enable the staff to maintain this level of expectation, and it is important that parents and students understand the individual responsibility and accountability required for maintaining civility in all aspects of life at Combs High School.

NOTICE TO PARENTS REGARDING STUDENT DISCIPLINE

In some situations teachers may temporarily remove a student from a class. A teacher may temporarily remove a student to the principal, or to a person designated by the school administrator, in accordance with rules established for the referral of students and under the conditions of A.R.S. 15-841, when applicable. Under A.R.S. 15-843, disciplinary policies involving the confinement of students will require prior written parental notification. If applicable the prior written notice will occur either in the I.E.P. process or in a written student behavior contract. The School is exempt from prior written parental consent if a school principal or teacher determines that the student poses imminent physical harm to self or others. The school principal or teacher shall make reasonable attempts to notify the pupil's parent or guardian by the end of the same day that confinement was used (Policy JK, Student Discipline).

CHS utilizes several forms of disciplinary consequences including:

- Lunch Detention (LD)- LD is utilized as a lower level disciplinary consequence. Student reports to the ISS room during his/her lunch. Students are given the opportunity to eat after lunch detention has been served. Students are not allowed to sleep, talk, or be unoccupied. Focus is on utilizing time to complete school work. Student may also be assigned cafeteria duty as lunch detention.
- In-School Suspension (ISS)- ISS may be utilized as an alternative to out-of-school suspension which is prescribed by Combs High School disciplinary procedures. The administrator may elect to assign ISS as a means of providing a constructive, educationally related consequence for specific discipline categories. When assigned ISS, the student reports to a classroom within the school that is maintained as a strictly quiet area where the student works on assignments that are brought to the ISS room. Students are not allowed to sleep, talk, or be unoccupied. Students remain in the ISS room all day. Lunch and bathroom breaks will be supervised. The focus is on utilizing time to complete school work. ISS is supervised by a staff member at all times.
- Off-Campus Suspension (OCS)- OCS is used for higher level/chronic discipline (10 days or less). When suspended, students cannot participate in any school-related activity or be on any campus in the J.O. Combs School District. Any work missed can be made up for full credit and the absence(s) does not count against the ten allowed per the attendance policy.
- Conference- Student will have a conference with a staff member to address an inappropriate student decision that has occurred.

GUIDELINES FOR SELECTED OFFENSES/RECOMMENDED DISCIPLINARY CONSEQUENCES

There are minimum recommended disciplinary guidelines for examples of misconduct. Depending on the circumstances of the offense and history of the offender, actual discipline may be greater at the administrator's discretion.

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Students may present a 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 not related to the student's individual capabilities
- Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability.
- Concern for the student's personal safety.

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 are:

- The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance.
- The complaint/grievance shall be made only to a school administrator or a school staff member.
- The person receiving the complaint will gather information for the complaint form.
- All allegations shall be reported on forms with the necessary particulars as determined by the Superintendent. Forms are available in the school office.
- The person receiving the complaint shall preserve the confidentiality of the subject, disclosing it only to the appropriate school administrator or next higher administrative supervisor or as otherwise required by law.

Any question concerning whether the 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 complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than thirty (30) calendar days from the date of the occurrence of the alleged incident. False or unproven complaint documentation shall not be maintained. Retaliatory or intimidating acts against any student who has made a complaint under the District policy and its corresponding regulations, or against a student who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.

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. JII-EB ©

STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING

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

The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated. Please see School Board Policy JICK-EB.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incident of bullying is a violation of the law.

STUDENT VIOLENCE / HARASSMENT /INTIMIDATION / BULLYING

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

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

- Bullying: Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property, is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm, occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law
- Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying, exposure to social exclusion or ostracism, physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.
- Cyberbullying: Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District owned property, and by means of an individual's personal electronic media and equipment.
- Harassment: Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.
- Intimidation: Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

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

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

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.

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

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

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