



Student Handbook

2024-2025

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-M)	882-3552
Kim Chartos, Counselor (N-Z)	882-3553

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

Email

Staff members may be contacted through email. A staff directory can be found on the school [website](#).

Voicemail

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. Comb's voicemail system includes an attendance line and faculty/staff voice mailboxes.

Governing Board

Regular School Board meetings are scheduled the second Wednesday of each month at 6:00 pm. Parents, friends, and community members are invited and encouraged to attend these meetings. Meeting dates and times are subject to change so please check with the school or district secretary for current information. Meeting agendas are posted outside the District and [online](#). Meetings can also be viewed [online](#).

A special thanks to our current Governing Board Members for their dedication to our students and the J.O. Combs Unified School community.

President	Mr. Steven Ray	Member	Mr. Jason Beach
Clerk	Mr. Bob D'Elena	Member	Ms. Shelly Hargis
		Member	Ms. Jennifer Tucker

COMBS HIGH SCHOOL 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

Office Hours: 6:30 am – 3:30 pm

School Hours: 7:15 am – 2:15 pm, Wednesday 7:15 am – 12:00 pm

Combs High School will have an early release every Wednesday. This time will be utilized to provide professional development time for staff. School is released at noon on Wednesdays.

Visitor Information

Parent/guardian visitors to Combs High School are welcome during business hours (Monday through Friday, 6:30 a.m. until 3:30 p.m.) All visitors must report to the main office immediately upon arrival on campus to receive permission from the 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 from an administrator.

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.

Lost and Found

All lost or found articles should be reported to the bookstore. All unclaimed articles will be donated to charity 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 **must** always carry his/her ID card during the school day. ID photos are taken annually for the first time at no cost. ID cards are used to leave campus due to an early release or off-campus pass, check out library materials, pick up a yearbook, and 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. Replacements are \$5.00 and may be purchased from the bookstore.

Arizona 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. 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 our [website](#). 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, and technology.

Return Check Policy

When a check is written payable to J.O. Combs Unified School District, the check writer has granted authorization to electronically debit the check writer's account. In the event the check is unpaid and returned, the amount debited shall be the amount of the returned check plus a \$32.50 fee, as allowed by law.

Getting To and From School

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 Information

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. Bus route information may be obtained [online](#) or by calling the Transportation Department at 480-987-5309 (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 IDs are issued. Students must load and unload at their designated bus stop. Riding to or from school on alternate routes requires 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 ([EEAE](#), [EEAE-R](#), [EEAE-EA](#)). Bus riding is a privilege ~ not a right.

Student Parking

Parking permit application forms are available in the bookstore. Combs High School is not responsible for loss resulting from damage or theft of a student's vehicle or vehicle contents.

- Parking tags are non-transferable. Parking permits must be displayed at all times while on campus. The permit displayed in the car must match the vehicle description on file associated with the permit number. Students are encouraged to carpool if parent/legal guardian 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 the front office.
- 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 will not be able to return to their vehicles during school hours unless Security is available.
- Students are not permitted to park on neighboring streets.

Parking Fees/Refunds

The parking permit fee is \$60 per 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. Students without parking permits will not be permitted to park on campus.

Parking without a Permit

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.

Other Modes of 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 (or security) for assistance.
- Pedestrian Safety: Students are expected to cross streets at the crosswalks.

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.

Attendance Information

Reporting an Absence

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/legal guardian must call before 2:30 p.m. on the same day of the absence.

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

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 absences. On the 10th consecutive unexcused/excused absence, students may be withdrawn from school.

Attendance Policy

The right and privilege of attending public school carries with it certain parent and student responsibilities. Regular school attendance is necessary for students to sustain academic progress and is 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.

Truancy

The J.O. Combs School District is partnering with the Pinal County Juvenile Probation Office to address any violation of Arizona Revised Statute §15-802, subsection B, paragraph 1.

The goal of this partnership is to ensure that every child is attending school every day to support their learning. Arizona Revised Statute §15-802, subsection B, paragraph 1 states that students must be in attendance for at least 90% of the school year. In the event that a student is frequently absent, the following steps will be taken:

1. A 5 day absence letter will be mailed by the J.O. Combs School District to the home of the student as notice of his/her total absences.
2. A 10 day absence letter will be mailed home by the J.O. Combs School District. The parent will be asked to contact the school to schedule a meeting with the principal.
3. A 15 day absence letter will be mailed home by the J.O. Combs School District as notice that a referral can be made to the Pinal County Juvenile Probation Office. The parent/guardian is responsible for the costs associated with the referral.

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.

Attendance Definitions

Absence: A student will be marked absent for not being in attendance at school when required by law.

Excused absence: An 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 p.m. on the same day by a parent/legal guardian.

Students will be accountable for missed assignments and/or information. Teacher's discretion on eligibility to earn credit on completion of make-up work.

Unexcused absence: Student not in attendance to class and no notice of absence.

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

Student Responsibilities:

- It is the responsibility of the student to communicate with the teacher about absences and the 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

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 number 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 5

Deadline to Appeal Non-Attendance F for Semester 2: May 5

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 student's 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 a 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 when parent/legal guardian signs the student in through the attendance office.

An unexcused tardy is defined as a late arrival to school without a parent or legal guardian notification or excusal.

Examples of this are: oversleeping, dropping off students at other schools, making stops for food and drinks, car trouble and flat tires. Students who 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 the following information: time when the student should check out, the reason for leaving, as well as if they are returning. Combs High School is a **Closed Campus** and students cannot leave campus during lunch.

Signing Student in/out

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 who 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.

18-Year-Old Check Out

Students must have a car, a valid school parking permit and a notarized checkout form on file. Students may not check themselves out once they have arrived at 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.

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.

Meal/Food/Drink Information

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. Menus are available [online](#). Combs High School is a **Closed Campus** and students cannot leave campus during lunch.

Free/Reduced Applications

One application per household is required 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. [Online application information](#) is available at the district website (www.jocombs.org).

Management of Lunch Accounts

Charges are not allowed. Students will be notified of low balances when they receive a meal. Blackboard Messenger will notify households of children with low balances. ([Policy EFDA](#)). Parents can check the [account balance online](#).

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, health assistant, 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.

Food/Drink/Gum on Campus

Food and drinks including gum, except capped, bottled water, are not allowed in classrooms. All food and drink dropped off must 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.

Fundraisers – Food/Drinks/Snacks

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.

School Procedures

Bookstore

A CHS student identification card is required 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.
- Bookstore hours: Mon, Tue, Thur, Fri: 6:45 am – 12:15 pm and 1:00 pm – 3:00 pm. Wed: 12:30 – 3:00 pm

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 donated to charity at the end of each semester. If items are stolen, see security immediately and fill out a report.

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. CHS ID card is required for checkout. Material check-out information is located in the library. Students MUST pay for lost or damaged items.

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.

Cell Phones/Headphones/Electronic/Digital Devices – Off & Away

CHS has an “Off & Away” 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, during 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.

Violations will be handled as follows:

1st offense - Warning (put away device)

2nd offense – Device is confiscated. Teacher keeps the phone in a safe space until the end of the class hour.

Communication to parent/legal guardian (via email or phone) within 24 hours.

3rd offense – Device is sent to the office. Parent/legal guardian is required to pick up the device after 2:15 p.m.

Parent/legal guardian will be notified via email. The device will be clearly labeled by office staff.

Hallway Expectations

Students will respect peers and staff while in hallways both during class and passing periods. No shoving, horseplay, 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

Public Display of Affection (PDA)

Public display of affection is prohibited on campus or at school-related events.

Dress Code

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. The administration retains the final discretion to determine that the garment or accessory meets the dress code policy ([JICA](#) and [JICA-R](#)). Contact the Assistant Principal for dress code questions.

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 underwear.

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.

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.
- Hats, bandanas and other head coverings are prohibited. ([JICA-R](#) and [A.R.S. 13-105](#)) *Exceptions will be made for religious reasons only.

Inappropriate Dress (Policy [JICA-R](#))

- 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.
- 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.
- Appropriate shoes or sandals must always be worn.
- Sunglasses may not be worn in school buildings.
- Students must comply with dress code on spirit days, at extracurricular activities and at school events.

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

Report Cards

Grades are available for viewing through Synergy ParentVUE at any time. Please contact the CHS office for assistance with ParentVue. Report cards are not mailed.

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.

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 the teacher if they do not grant permission for participation. Alternative supplemental materials may be assigned.

Counseling Department

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 students and parents, 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* section for circumstances that would generate a schedule change. Completed forms should be returned to the Counseling office.

Graduation Requirements

Per district policy, students must complete all twenty-two (22) graduation requirements to participate in the graduation ceremony; **No Exceptions.** *Please see Combs High School course catalog for detailed information on required courses, credits, and required documentation.*

Graduation Requirements are as follows:

English: 4 credits

Mathematics: 4 credits

Science: 3 credits

Social Studies: 3 credits

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

Electives: 7 credits

No more than one elective credit earned as an 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.

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 the student schedule. Release is allowed to students for religious instruction, and students on track to meet graduation requirements without a full schedule. Other extenuating circumstances require the review and approval of the Principal.

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 (AIA) and Extracurricular 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 \$100.00 per activity/sport with a max of \$400.00 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 that 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. 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 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 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 to dance 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. Guests must be of high school age and/or younger than 21 years of age.

Health 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. Students who are ill and need to be picked up by their parents or designee must sign out with the front office.

Child Illness

Any student with a temperature of 100.0 degrees or more will not be allowed to attend school. When a student is sent home from school with a fever, the student may not return to school until fever-free without fever medication for a minimum of twenty-four hours.

Parents are requested to keep students home if the following symptoms are present: nausea and vomiting, diarrhea, elevated temperature, red or inflamed eyes, coughing, sore throat, yellow or green nasal discharge, skin rash unless it has been diagnosed by a physician as noninfectious, headache or other pain. If any of these symptoms occur while at school, the parent will be contacted and the student will be sent home.

State law requires that students be excluded from school if they are suspected of having a communicable disease.

Medication

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 medication release form 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 may not carry medications while on campus (with the 2 exceptions below); it must be kept at the RN's office. Any remaining medication must be picked up at the end of the school year by a parent/legal guardian, or it will be disposed of. The health office does not stock any supplies to treat asthma, diabetes or severe allergic reactions.

Students (with a signed medication release on file) may carry inhalers and epipens at any time. Medication release forms are good for the current school year only and must be renewed annually.

Diabetes

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.

Injuries

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.

Use of Elevator

An elevator key is available for injured or disabled students. To obtain approval for an elevator key, meet with the school nurse. Students must sign an agreement and follow these guidelines:

- 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.
- A \$20.00 security deposit will be assessed to the student's account with the bookstore. The charge will be reversed upon the return of the elevator key.

Immunizations

Per Policy [JLCB](#), [JLCB-R](#), No student will be allowed to enroll in school without being fully immunized as mandated by the Arizona Department of Public Health and an original/verified copy of your child's immunizations from the doctor has been submitted. Please check with health office staff regarding your child's immunization status.

Emergency Procedures

The District has procedures in place to handle emergency and crisis situations. All schools have regular drills for students to practice lockdown and evacuation procedures, as well as bus evacuation drills. In the event of a civil emergency, the District will work closely with the local emergency response team. The District sends alerts out via Blackboard Messenger, as well as an emergency alert on the website to assist staff, students and parents in preparing for, responding to, or recovering from a crisis. During a crisis situation the District will provide updated information on the [District's website](#) home page. Parents are required to complete an emergency information section in Synergy ParentVue for each child enrolled. This information must be updated annually and kept current throughout the year. You must include information about how to contact you or another responsible adult if your child becomes ill or is injured at school. List all health problems, allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone, business phone, cellular phone, email address, or emergency number where you can be reached. As your situation changes during the year, please make sure to update your child's emergency information online.

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.

Student Code of Conduct/Discipline

Code of Student Conduct is used in 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 [Synergy ParentVue](#) Code of Conduct section.

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.

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 – [JICE](#), [JICE-R](#)
- Tobacco Use by Students – [JICG](#)
- Weapons in School – [JICI](#)
- Student Violence/Harassment/Intimidation/Bullying – [JICK](#), [JICK-EB](#)
- Hazing - Please read the following two links for clarification and full definition/understanding of hazing, the reporting procedure, and disciplinary consequences. [JICFA](#), [JICFA-EB](#)

A search of a student may occur when the administrator has reasonable grounds to believe 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, cell phones and the information contained therein, etc. Any other body search is inappropriate in the school setting.

Disciplinary Consequences: (Please see [Policy JK-R](#) for a list of all consequences. Below are definitions of commonly used consequences.)

- Conference
 - Student will have a conference with a staff member to address an inappropriate student decision that has occurred.
- Lunch Detention (LD) ([Policy JKB](#))
 - LD is utilized as a lower level disciplinary consequence. When assigned LD, the student reports to a designated area during his/her lunch where he/she will have the opportunity to eat lunch and will use the remaining time to reflect on being a student of character.
- In-School Suspension (ISS)
 - ISS may be utilized as an alternative to OSS. The administrator may elect to assign this as a means of providing a consequence for specific discipline categories.
- Out of School Suspension (OSS) - Short Term ([Policy JKD](#))
 - OSS is used to address inappropriate behavior and decision making and may be assigned for 1-10 days. When suspended, students cannot participate in any school-related activity or be on any campus in the district. Any work missed may be made up; the suspension does not count against the allowed absences within the attendance policy.
- Out of School Suspension (OSS) - Long Term ([Policy JKD](#))
 - OSS is used to address inappropriate behavior and decision making and may be assigned for 11+ days. When suspended, students cannot participate in any school-related activity or be on any campus in the district.
- Expulsion ([Policy JKE](#))
 - Expulsion is a permanent exclusion of a student from school and school activities.

Disciplinary Responses:

The following chart shows the minimum and maximum range of disciplinary action that will be taken for each problem area. These statements are guidelines only and do not limit the judgment of the administrator who must assess the situation based on the previously outlined factors. "These policies and procedures will apply to all students traveling to, attending, and returning from school, and while visiting another school or at a school-sanctioned activity and may be imposed if the student's behavior affects the school order." ([Policy JK](#))

* Items will be reported to the Arizona Department of Education as part of required Arizona Safe Schools reporting and ** items are also required to be reported to local law enforcement.

VIOLATION	DEFINITION	SCOPE/CONSEQUENCE
ABSENCE WITHOUT PERMISSION	Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.	Conference-Suspension
ACADEMIC INTEGRITY (Cheating, fabrication, plagiarism)	Copying work of others and submitting it as your own or securing teacher materials or work in a dishonest way.	Teacher Resolution-Suspension
ALCOHOL (Use, possession, distribution, purchase, sale)	The use, possession, or sale of alcoholic substances or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion
ARSON**	Intentional damaging of a school or personal property by knowingly causing a fire or explosion	Restitution-Expulsion
ASSAULT**	A physical attack that includes actual and intentional touching/striking of another person against his/her will or intentionally causing physical injury to an individual.	Suspension-Expulsion
BULLYING*	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Can be physical, verbal, or psychological.	Conference-Expulsion
BUS MISUSE	Failure to adhere to bus rules.	Conference-Bus/School Suspension
DANGEROUS ITEMS*	Any instrument or object possessed or used that may cause harm or intimidate any person. This may include but is not limited to Combustibles, Air Soft Guns, Knives with blades less than 2.5 inches, Laser Pointers, Razor Blades. A dangerous item used to cause bodily injury to, or threaten, or intimidate another person may be classified as a weapon and must be reported to law enforcement.	Suspension-Expulsion
DEFIANCE/INSUBORDINATION	A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner and completing all assigned work.	Conference-Expulsion

DISRUPTIVE BEHAVIOR	Engaging in behavior that causes an interruption in a class or activity, including loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.	Conference-Suspension
DRESS CODE VIOLATION	A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and does not disrupt the educational environment. This includes student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please refer to the dress code section of this handbook. (Policy JICA)	Conference Requesting Change of Clothes-Suspension
DRUGS (Use, possession, distribution, purchase, sale)	The use (including inhalation), possession, or sale of marijuana, drugs (including over-the-counter & prescription), narcotics, or other harmful substances represented as such, and related paraphernalia.	Suspension-Expulsion
ELECTRONIC DEVICES	Misuse or abuse of electronic devices to photograph, film, videotape, digitally record or by any other device produce images of students and staff and/or distribute or publish any of the above without the consent of the person depicted and/or without the person's knowledge. While it is becoming increasingly popular for students to post material on web sites such as Facebook, please be aware that if material posted, either at home or at school, is viewed as harassment or disruptive to the educational environment, students will be subject to disciplinary action.	Conference-Expulsion
ENDANGERMENT*	Recklessly endangering another person with a substantial risk of imminent death or physical injury.	Conference-Expulsion
FIGHTING*	Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	Conference-Expulsion
FIRE ALARM MISUSE**	Intentionally ringing a fire alarm when there is no fire.	Conference-Suspension
FORGERY	Falsely or fraudulently making or altering a document.	Conference-Suspension
GANGS/NEGATIVE GROUP AFFILIATION	An organized association of persons (3 or more) that has a common name, signs, symbols, and colors, whose members engage in disruptive or other negative behavior. Activities, acts, behaviors that display or imply gang affiliation or participation are strictly prohibited.	Conference-Expulsion
GAMBLING	Participating in games of chance for the purpose of exchanging money or goods.	Conference-Expulsion
HARASSMENT, NONSEXUAL*	Verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation.	Conference-Suspension
HAZING*	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student committed in connection with an educational organization that contributes to a substantial risk of or causes potential physical injury, mental harm or degradation.	Conference-Expulsion

INDECENT EXPOSURE OR PUBLIC SEXUAL INDECENCY*	Inappropriate exposure of oneself to another or engaging in sexual activity	Conference-Expulsion
INTIMIDATION/ THREAT	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	Conference-Expulsion
PORNOGRAPHIC, PROFANE AND/OR VIOLENT MATERIAL	A student will not possess or distribute any pornographic or profane material, including but not limited to pictures, magazines, CDs, DVDs, and sexually explicit or graphically violent materials.	Conference-Expulsion
PROFANITY	Any intimate physical contact, including but not limited to kissing and prolonged hugging.	Informal Talk-Suspension
ROBBERY**	Using force or threatening to use force to commit a theft.	Conference-Expulsion
SCHOOL THREATS**	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.	Conference-Expulsion
SEXUAL ABUSE**	Intentionally or knowingly engaging in sexual contact with a minor.	Expulsion
SEXUAL ASSAULT**	Intentionally or knowingly engaging in sexual contact without consent.	Expulsion
SEXUAL HARASSMENT (WITH OR WITHOUT CONTACT)*	The unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature made by a student to another student or by a student to a staff member.	Conference-Expulsion
SIMULATED WEAPON	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and being portrayed as a firearm	Conference-Expulsion
TARDY	Failing to be at a designated location at a specified time. Repeated acts of tardiness may be considered Defiance/Insubordination.	Conference-Suspension
TECHNOLOGY MISUSE	A student will refrain from inappropriate use of school system computers or from utilizing the J.O. Combs Internet Site without proper authority. This includes unauthorized use of sign-on codes, the school telephone system, communication of threats or implied threats, and unauthorized attempts to contact any J.O. Combs computer site from any computer station. This also encompasses any activity or distribution of information from home or school computers that would constitute a violation of the Code of Student Conduct or a violation of law, such as, but not limited to bullying or harassment. Publication on the Internet is considered distribution regardless of the location of the computer where the offending content was published. See the Electronic Information Services User Agreement.	Conference-Suspension
TELECOMMUNICATION DEVICE	Improper use of personal cell phones or electronic devices. Electronic devices could include, but are not limited to, i-Pads,	Conference-Suspension

	Switches, Gameboys, or Digital Cameras. Note: JOCUSD does not assume responsibility for theft or damage of personal electronic devices. Students bring prohibited devices at their own risk.	
THEFT/ EXTORTION	Taking or attempting to take money or property belonging to another person or the school with the intent to permanently deprive the victim of his or her possessions.	Conference-Expulsion
TOBACCO (Use, possession, distribution, purchase, sale)	The use, possession, or sale of smoking tobacco, smokeless tobacco, or electronic cigarettes or similar devices and related paraphernalia.	Suspension-Expulsion
TRESPASSING	Entering or remaining on school grounds or facilities without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on campus or school board facilities after being directed to leave by the chief administrator or designee of the facility, campus, or function.	Conference-Expulsion
VANDALISM*	Willful destruction or defacement of school or personal property.	Conference-Expulsion
WEAPONS**	Any instrument or object possessed or used to inflict harm on another person or to intimidate any person. This may include but is not limited to: nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices, knives with blades at least 2.5 inches long. Weapons are strictly prohibited.	Conference-Expulsion

