Dobson High School Student Handbook

Dobson High School Mission Statement
The mission of the Dobson High School community is to offer comprehensive educational opportunities, to provide quality instruction, and to set high standards that enable graduates to be successful members of society.

Dobson High School website
www.mpsaz.org/dobson/

Dobson High School Phone Numbers
Front Office 472-3000
Principal Dr. Matt Gehrman 472-3051
Vice-Principal 12th Grade: Curriculum & Graduation Dora Samson 472-3052
Vice-Principal 11th Grade: Varsity/JV Athletic Director Dr. Ray Perkins 472-3054
Vice-Principal 10th Grade: 9th Grade Athletics Rick Fultz 472-3052
Vice-Principal 9th Grade: Activities Eric Cruz 472-3054
Athletics/Activities Donna Koch 472-3054
Attendance Sandie Zeiner 472-3002
Attendence Debbie Fordyce 472-3004
Attendance Tardy/Early Pick-up 472-3003
Counseling 472-3024
Nurse Carol Conger 472-3027
Registration Bridgette Latsch 472-3005
Security Lorie McPherren 472-3273
Bookstore 472-3262

Academic Expectations
In class, students are expected to participate according to the directions of their teacher. Participation will lead to academic achievement and progress, the major goal of a high school education. Overall academic expectations are:

- Enter class with Dobson planner and prepared with necessary materials.
- Take Cornell Style notes.
- Complete homework.
- Participate in discussions.
- Follow teacher directions.
- Study/Review for tests.
- Ask for assistance from teachers/others as needed.
- Engage your mind in the course.

It is the collaborative effort of Dobson teachers, students and families that will help all students meet these rigorous expectations.

Academic Misconduct/Cheating
Each student is expected to complete his/her own school work. Copying homework, cheating on a test by looking at someone else’s paper, or plagiarizing all or part of another written work, are just three examples of academic misconduct/cheating. In addition to circumventing the educational process, these types of activities are dishonest and display a lack of integrity that is not an acceptable practice at Dobson High School. Careful planning, organizational skills, and working with teachers help students avoid these temptations. Consequences for academic misconduct/cheating are severe for the first offense.
Activities
Dobson High School students are encouraged to take part in school activities as these experiences add to the educational experience. Activities include participating as a member of a club or student government, playing or watching interscholastic athletics, and attending social events such as dances. Students should listen to the announcements and/or see the appropriate sponsor or the activities secretary if they want to become involved.

Activity Card
An activity ID card may be purchased during registration or anytime during the school year. The activity ID card is used for identification purposes, allows the student to have access to campus business services, should be carried by the student at all times while on campus or at a school event, and must be shown to any school staff member on request. The Activity ID card also allows students free admission to all home regular season athletic events and discounts at away regular season athletic events held at other Mesa Public Schools campuses. Discounts for yearbook, dances, and other school activities are also included in the Activity ID card privileges. Cost is $35.00. Replacement cards can be purchased in the bookstore for $3.00.

Address and Telephone Changes
The registration office should be notified if a student’s address and/or phone numbers change.

Administration Building
The front office and “B” building will be open from 7:30 A.M. until 4 P.M.

Announcements and Bulletins
The Mustang Messenger, a daily bulletin, is produced and distributed via email to all teachers, daily. The contents of this Messenger will be shared with students over the scrolling screen and played on the closed circuit televisions. Students will have an opportunity to watch/read these announcements during third hour. These announcements will also be posted on a daily basis on the school’s website, located at www.mpsaz.org/dobson/.

Announcement requests need to be emailed to the front office one day prior to being included in the Mustang Messenger. Announcements should be concise, so that they can be read in 10 to 15 seconds. Important information should be shared and a maximum of one to two students should be highlighted per announcement.

Athletics Mission and Philosophy
The Mesa Public Schools Interscholastic Athletics Program is committed to promote, direct, and conduct interscholastic athletics in such a manner as to further the aims of general education. It will teach advanced knowledge and skill of sport, promote friendly relationships with other schools, encourage participation by students, and teach good sportsmanship and fair play. Furthermore, interscholastic athletics will develop desirable traits in the individual and encourage optimal participation and enhance fulfillment of competitive desires.

Attendance
It is important that students and parents recognize the direct relationship that exists between academic achievement and school attendance. Attendance is ultimately the responsibility of the student and his/her parent or guardian. Students should strive to attend school each day and minimize time out of school. The benefit of classroom activities is impossible to attain if one is absent.

Attendance Procedures
When a student is absent from school, the parent/guardian should call the school on or before the day of the absence. When that is not possible, the school must be notified on the day the student returns (District Code: JED-R). All absences not verified by that time shall be considered as unexcused. Assignments/tests/projects, etc. not turned in due to an unexcused absence may receive zero credit.
Absences due to approved school activities such as field trips, performing arts, student government, etc. are not included in this policy (District Code JED-R).

If a student needs to be picked up during school hours, parents should make every attempt to notify the attendance office by calling the tardy/early release line (480-472-3003) at least 60 minutes prior to release time. Students will be sent a pass to leave campus at the specific designated time. There are visitor designated parking spots in the northwest and northeast parking lots that can be used for picking up students.

Parent/guardians must call the tardy/early release line (480-472-3003) if a student will arrive late for school or escort the student to the attendance office. Every attempt will be made to retrieve messages in a timely fashion and send students to class.

All late students are sent to sweep by school personnel unless a parent/designee walks with the student to the attendance counter to excuse the tardiness. A phone call to the tardy/early release line needs to be made prior to student coming to school. If a phone call has been received the student will be sent to class.

**Attendance Consequences**

Students are expected to attend all classes in which they are registered. Credit may be denied in a class if the student is absent more than nine (9) days or attends less than 90% of class sessions in a semester. Absences include both excused and unexcused absences. This does not include absences due to school-approved activities, such as field trips, performing groups, student government, etc. All excessive absence cases shall be reviewed by the grade level school administrator. To prevent students from unknowingly losing credit, teachers, attendance, and school administrators will remind students and parents or guardians of the District’s attendance policy and status when students accumulate six (6) absences in any class per semester. (District Code: JED-R)

**Audit Process**

Students must attend 90 percent of class sessions in a semester to receive a passing grade or credit. This allows students to miss 9 days each semester for reasons, such as illness, doctor or dentist visits, personal or family business. If a student misses more than 9 days (excused or unexcused), he/she may lose credit for class(es). Appeal Process: The teacher will contact the parent when recognizing a pattern of absences. Upon the 10th absence, the student will be referred to the grade level administrator. The student will meet with his/her grade level administrator to determine if an appeal will be granted. The student must continue to attend the class even if he/she has been placed on audit status.

**Bikes, Skateboards, & Scooters**

A bike compound is provided for student use. It is recommended that students lock bikes and skateboards to the racks provided in the compound. This area is locked at 8:20 AM and opened at 2:40 PM. Other areas are also available to park bikes. Dobson High School cannot guarantee security. Valuable bikes and skateboards should not be brought to school.

**Birthday and Special Occasions**

People are discouraged from having outside businesses deliver items such as flowers, balloons or personal messages to students for birthdays or other special occasions. Latex Balloons are not allowed on campus. Note: See Latex Rubber Allergy Information and Policy.

**Bookstore**

The bookstore is open daily from 7:30 AM - 3:30 PM and is a location where students may get textbooks, school supplies, pay fees or other charges, and conduct other business.

Except in special situations, students will not be charged for textbooks but will be responsible for them. If books are lost or damaged, students will be charged the amount to replace or repair them. Books are bar-coded for control. The classroom teacher may also have the student fill out a form for books issued to students.
Students should keep all bookstore receipts. Checks should be made for the exact amount of purchase and will only be accepted with proper bank identification.

**Bus Privilege**
Those students riding buses are expected to follow Mesa Public Schools Transportation Policies. The safety of all riders depends on proper conduct. Bus riding is a privilege, not a right.

**Career Center**
The Career Center is located across the hall from the Counseling Office. It has many types of information on schools and careers along with test prep information. The career center will be open for students to do career research and meet with college representatives.

**Classroom Standards**
Teachers will give each student the criteria for grading, homework, and other classroom standards. Students and parents will sign off after receiving this information.

**Conference**
Dobson High School conference hour schedule is designed to promote student participation in the many different clubs which are available to students during the school day. Students have the opportunity to participate in clubs during conference on Mondays Wednesdays and Fridays.

Conference hour is also designed for our students needing academic assistance from their teachers, student tutors. Student Success mentor teachers will meet with students on Tuesdays and Thursdays.

If a student is not attending a club meeting or hasn’t prearranged to meet with a teacher during conference period, then each student will remain in their class and will benefit from routine academic support. On a weekly basis, your child can expect:

- Planner check- To help students stay updated and organized for upcoming test/projects/quizzes.
- Portal check- To help students know their current grades and missing assignments.
- Backpack/binder organization- So students can stay organized with all of their classes and assignments.

**Clubs, Activities and Athletics – Sponsors**
Participation in clubs, activities and athletics is one of the benefits of attending a comprehensive high school like Dobson. Students are encouraged to actively participate as there are many rewards including, meeting new friends, doing new things, meeting challenges, developing leadership skills and having fun among others. A current list of clubs can be found on Dobson’s web site. For more information about one of these, listen to announcements and/or see the sponsor or speak with one of the assistant principals, activities (Mr. Cruz) or athletics (Dr. Perkins/Mr. Fultz). There is also a procedure for starting new clubs that Mr. Cruz can share with you if you have an interest that is not listed. There’s no reason not to be involved somehow, some way. Get involved!

**Cornell Notes**
Dobson teachers require students to use their planner daily and take class notes in the Cornell note-taking style. This style of note taking has many benefits for students: Cornell Notes

- Stimulate student critical thinking skills.
- Helps students remember what is said in class.
- Assist students with class assignments.
- Prepare students for test outside the classroom.
- Allow students to better problem solve.
- Organize students in processing data and information.

_Cornell Notes are a great tool for learning_
Correspondence/Distance Learning Courses
Correspondence courses allow students to learn at home via written assignments. These courses require students to have assignments evaluated by a representative of the correspondence publisher and require students to complete a final exam in a test-taking environment at Dobson. Distance Learning courses give students the opportunity to learn via the Internet.

For graduation, all correspondence and distance learning courses must be completed by May 1st. For eligibility, all correspondence and distance learning must be completed during the semester of registration.

Counseling
The purpose of the Dobson High School Counseling Department is to assist students in any way possible. Counselors will work with students on school-related or personal problems, registration, college applications and military requirements.

To schedule an appointment, students need to stop by the counseling department before school, during lunch and after school. Students will be issued a pass for their scheduled appointment by the secretary or student aide. All students must report to their teacher prior to coming to counseling for their appointment. Contact 480-472-3024 in order to reach a counselor or the counseling office.

Dobson High School NCA School-wide Goals
As demonstrated on the AIMS reading, writing and math tests, as well as district math and writing tests, students will:
- Improve reading skills.
- Improve writing skills.
- Improve math skills.

Dobson Web Page
Updated information throughout the school year can be found on the Dobson web site www.mpsaz.org/dobson. Calendars, teacher web pages, registration information, Administrative bios, the daily Mustang Messenger, athletic, club and activities can be viewed on the web site.

Dress Guidelines
Personal appearance and dress are the responsibility of the student and the student’s parent or guardian.

In accordance with the Governing Board Policy JFCA – dress and grooming, students will not dress or groom themselves in a manner that, in the judgment of the school administrator, presents a risk to the health, safety or general welfare of the student, other students or staff, or that is counterproductive to the district’s educational objectives.

Students will refrain from displaying tattoos or wearing clothing, jewelry or other accessories that communicate, whether through language, images, symbols, artwork, color schemes or clothing styles:
- a message related to tobacco, alcohol, illegal drugs and other items that cannot be legally purchased or possessed by minors
- a message that advocates or promotes violence or terror
- a message that is sexually suggestive, vulgar, obscene or plainly offensive
- a message that would cause a reasonable person, as a student or staff member, to feel insulted, demeaned, threatened, intimidated or harassed because of the person’s race, ethnicity, religion, gender or sexual orientation
- a message expressing gang membership, affiliation or support
- “Skins” “Silhouette” shirts, etc.
- CSI, Police, FBI, Security, etc on shirts, hats, etc.
- The foregoing standards regarding “message” clothing will be interpreted and applied by school administrators in a manner that avoids infringement of a student’s First Amendment rights.
- Jeans, pants and trousers must be worn at the waist area and must not drag excessively on the ground. No sagging is allowed.
Clothing must cover the abdomen, back, buttocks, chest and genital areas. Tops that expose cleavage are prohibited.

Skin-tight outer clothing, such as spandex, is prohibited unless it is worn for a school sponsored extra curricular activity (for example, dance or wrestling).

Tube tops and halter tops are prohibited. Tank tops and other sleeveless tops are permitted only if the straps are wider than 1 ½ inches and the armholes are no lower than 2 inches from the armpit.

Shorts must have at least a 2 inch inseam and extend to the tip of the students fingers.

Dresses and skirts must extend at least 1 inch beyond the tip of the student’s fingers.

Clothing or attire by which an adolescent female student does not wear a bra or underwear, wears a bra or other garments as outerwear or wears clothing in a manner such that underwear is visible through outerwear is prohibited.

Clothing or attire by which an adolescent male student does not wear underwear, wears underwear as outerwear, or wears trousers or shorts so that underwear is visible is prohibited.

Pajamas and other sleepwear are prohibited.

Bandannas, hairnets and do rags are prohibited.

Jewelry and accessories with studs, spikes, sharp objects or heavy chains are prohibited.

No Handcuffs.

Sunglasses may be worn indoors only if there is a medical need to wear them.

Hats or other head apparel may not be worn inside school buildings unless for religious, medical or safety purposes. Students will not be prohibited or discouraged from wearing hats or other clothing designed to reduce sun exposure while outdoors.

Trench coats and other oversized clothing that can conceal contraband are prohibited.

Footwear must be worn at all times. Shoes, such as “wheels in the heels,” that pose safety hazards and shoes, such as cleats, that may damage flooring are prohibited.

Safety dress requirements for specific classes must be followed.

Grooming Standards
Students must comply with the following standards at school and school events:

- Students are expected to bathe and groom themselves regularly so that any lack of personal hygiene is not annoying or disruptive to students or staff.
- Secondary students may use cosmetics. Heavy mascara and other use of cosmetics that give the student a disturbing or distracting appearance is prohibited. Face paint is prohibited.
- Simply covering up a dress code violation with other clothing is still considered inappropriate and will not be allowed.

In all situations, except indecent exposure or significant dress violation, the staff member, if he/she sees a student in violation of the Dobson dress guidelines, reports the potential infraction to the appropriate administrator.

Situations involving indecent exposure or significant dress violations will be referred to administration immediately by staff and will result in appropriate consequences.

Once the administrator is made aware of the dress guidelines violation, the administrator will meet with the student to review dress guidelines and expectations. The student will also have his/her dress choices reviewed for an assigned time period by the administrator prior to the student attending class those school days. Students who continue to defy guidelines will have their parents contacted and will be assigned further consequences. Ultimately, students who refuse to follow Dobson dress guidelines will be unable to attend classes until their dress choice meets Dobson expectations.

In order to avoid receiving an administrative dress referral, students should follow the dress guidelines. Before coming to school, students should think about their dress choices. If a dress item is questionable, it probably should not be worn to school.

Driving and Parking Regulations
All students must adhere to 2011-2012 District Information and Guidelines for Secondary Student Behavior. Students who apply for and receive parking privileges are expected to know and follow these regulations. Parking regulations are strictly enforced. A violation of a regulation may result in suspension of the parking privilege, towing of the vehicle, citation by the Mesa Police, and/or a consequence and possible suspension from school.

1. Parking at school is a privilege to those who possess a valid driver’s license, current vehicle insurance and current vehicle registration and tags.
2. Student vehicles parked on school grounds must be registered with the school and display a current validator decal on the driver's side lower corner of the windshield.
3. Neither the school nor the district is responsible for theft or damage to a vehicle or its contents.
4. Speed in excess of 5 miles per hour or any form of reckless driving is prohibited.
5. Vehicles must not be illegally parked in fire lanes, handicapped areas, visitor parking and other specified no-parking areas.
6. Vehicles with signs that refer to drugs, liquor, tobacco, gangs or sexual promiscuity or that display obscene, vulgar or other plainly offensive language or pictures are prohibited.
7. A vehicle may be searched if there is reasonable suspicion that drugs, alcohol, weapons, stolen property, or other contraband are in the vehicle.
8. Loitering in vehicles is prohibited.
9. All individuals riding in vehicles must be in seats designated to carry passengers (i.e., no riding in the back of trucks).

Senior students will receive one color parking permit and may park in any parking lot on campus. During the fourth and fifth periods, though, only the front two parking lots (northeast and northwest) will be open for leaving campus. Sophomore and junior students will receive a parking permit of a different color, and that will allow them to only park in the back parking lots (southeast and southwest).

Electronic Devices
The use or possession of electronic devices (e.g. iPods, cellular phones, CD players, TVs, games, or the like) is strongly discouraged on campus. Dobson High School is not responsible for the loss, theft, or damage of these items.

If a student's electronic device disrupts the educational process or creates any classroom disturbance, the teacher is directed to confiscate the item and to turn that item into the assistant principal's secretary where it will be logged, and stored in a locked cabinet.

- In order to retrieve the item, the student must go to the assistant principal's secretary at the end of his/her day. A parent or guardian will be contacted and the device will be returned to the student.
- The second time the student must go to an administrator at the end of his/her day. The item will only be returned after a meeting with the parent/guardian. The student will be given three days lunch detention.
- The third time will be viewed as an act of defiance. The item will be turned in to an administrator and parent or guardian will be contacted. The administrator will determine whether the item will be returned after one month or the student will serve an off-campus suspension.
- The consequences will become more severe should there be additional incidents.

Extracurricular Eligibility
To take part in extracurricular activities, students in grades 9 through 12 must pass all of their classes. Students may make up failing grades in summer school, Sundown program, correspondence, etc. An academic course must be taken in order to make up an academic failure. Seniors must enroll in four or more classes as long as they are on schedule to meet graduation requirements. Grading and eligibility periods are nine weeks long. When a student is in danger of failing, parents and students are notified via a progress report. The report card shall serve as notice of eligibility status for the next eligibility interval. An ineligible student may continue to practice, but cannot compete. Ineligible students may regain eligibility at progress report time if they are passing all classes on that progress report.

If a student wishes to participate on an athletic team, he/she should see the athletic director or appropriate coach before the start of the season of participation. Athletes need a physical exam, parent permission, acceptable record of birth, be academically eligible, and under 19 years old prior to September 1. Athletes new to the Mesa Public Schools and their parents will be required to view a
“Sports Risk: You be the Judge” video prior to tryouts. Those athletes and parents who have viewed this video at a different school will be required to sign a video card that will be kept on file at Dobson and will exempt them from further viewings. No student may tryout for a team without the coach receiving eligibility clearance from the Athletic Director. (www.mpsaz.org/athletic)

**Extracurricular Events**

Students are encouraged to attend athletic, activity, and other out of school events. School and district rules (including the revised Dress Code Standards 2011-2012) apply during attendance at both home and away events. Booing, ridiculing, harassing, throwing things, and other actions that are disruptive are not acceptable. Students should show positive enthusiasm and support for Dobson student participants and for participants from other schools. Moreover, spectators should encourage participants by applauding and cheering when appropriate.

It is a privilege to attend extracurricular events; with that privilege comes the responsibility to act in a courteous fashion. If a student or any spectator for that matter cannot act in an appropriate manner, they should choose to not attend events. Failure to follow these guidelines can result in immediate removal from the event and can result in more severe consequences, including, but not limited to the removal from all extracurricular events.

**Fire Drill**

Routine fire drills and evacuations will be conducted throughout the school year.

**Gates**

During the school day, all students and others should enter and exit campus through the main gates in the northeast or northwest parking lots.

**Hall Pass**

A student who is out of class during regular school hours and on campus must have a hall pass from his/her teacher. In order to receive a hall pass, the student must have his/her ID and must carry the ID with him/her while on campus using the pass. All hall passes must have where the student is going, where the student is coming from, the date, the time, the teacher’s name, and the teacher’s signature. This information must be legibly written on an official MPS pass.

**Handbook/Planner**

Students are expected to bring and use their Handbook/Planner daily in classes. Replacements can be purchased in the bookstore for $2.

**Health Center**

The health center provides health education, counseling, and emergency care for students and staff. The health center is open from 7:30 A.M. - 3:30 P.M. The nurse can take care of or discuss many health problems. If a student has a serious health problem, the health office should be notified at the start of the school year.

School personnel are often asked to administer medication to students. When it is necessary for the student to take medication during school hours, school personnel may cooperate if the following conditions are met:

- Whether a prescription drug or an over-the-counter drug, the medication must come in its original container. The pharmaceutical label must be on the container of any prescription drug.
- The parent must provide written and signed directions in order for the medication to be administered.
- Student medication must be kept in the health office. When necessary, provisions may be made for students to carry asthma inhalers. Generally, the health-services staff administers any necessary medication, with exceptions made for activities, such as field trips or community based education programs.

**Latex Rubber Allergy Information and Policy**

Latex is a milky sap that comes from the rubber tree. The sap is used to make rubber products, such as balloons, gloves, and pacifiers. Some people are severely allergic to latex rubber and because of that, items with latex are not to be used nor be on Dobson’s campus.
Latex is found in many common items: balloons, band-aids, elastic in clothes, rubber catheters, tourniquets used to draw blood, condoms, rubber toys or balls, pacifiers, rubber bands, rubber gloves, paper and cloth tape, elastic bandages, wheel chair tires and others.

Rather than using the above items, replacements, such as the following, should be used: plastic toys, Mylar balloons, silk tape, silicone pacifiers, vinyl or plastic gloves, etc.

For more information about this policy or about other items that may or may not contain latex, contact the school nurse's office.

Lost and Found
Lost and found is in the bookstore. Items that are found should be turned in to the bookstore personnel. Check with the bookstore to see if a lost item has been returned.

Media Center
The Dobson High School media center is organized for students and teachers to assist with curriculum and for distribution of materials for research and leisure. The staff of the media center will assist in the use and location of information that is desired.

- Students must have an ID to check out materials from the media center and to use media center computers.
- Admission to the media center during class time is granted with a pass only. Only one student name may be on a pass. The student must return the pass to the issuing teacher.
- No food or drink is allowed in the media center.
- No electronic devices such as cell phones, CD players, etc. are allowed in the media center.

Parent Portal
Students grades, attendance and other education-related information can be viewed from a home or work computer. To begin a My MPS account, please visit the school registration office to pick up an activation key. If you have children at more than one school in the district, you need to visit only one of the schools - one activation key will give you access to all children in a family. Enter the MPS portal (http://mymys.mps.org) and create an online account with a user name and password. The Getting Started with MyMPS brochure (can be picked up in the front office) can help with step-by-step instructions to creating your online account.

Release Time
Dobson High School has a closed campus. All students except seniors are required to have a full schedule throughout the year. Seniors must take at least four classes as long as they have a schedule that is on track for graduation. Release times will be given at the end of the schedule day. Seniors in good standing and whose parents have not restricted their exit from campus will be issued a special ID that will allow them to leave campus at lunch and/or during release hours in the schedule. For safety reasons students who have release hours must be at the security stations leaving campus by the tardy bell or under the direct supervision of a staff member. Failure to leave campus directly will result in disciplinary action. Seniors with permission to leave campus at lunch may stay on campus during lunch as long as they follow lunch guidelines.

Students involved in EVIT, HERO, DECA, and COE must have stickers on their ID indicating this status. These stickers must be put on the student’s ID each semester by the appropriate administrator or secretary. Student Athletes will receive I.D stickers from their coach for the season.

Report Cards/Progress Reports
At the end of each nine-week period, a report card is issued and mailed to the parents indicating comments concerning performance, grades earned by the student in each subject and the number of days absent for that report period. Progress reports are also mailed once each quarter. Gradebook information can be found on the parent portal. For eligibility information, see the section on Extracurricular Eligibility.

Schedule Corrections
All students except seniors are required to have a full schedule of 6 classes per semester. Seniors must take at least four classes per semester.

Schedule corrections are permitted only for the following reasons:

1. Scheduled in a class already passed.
2. Scheduled in less than 6 classes.
3. Pre-requisite(s) for a requested class has/have not been met.
4. A graduation requirement for a 12th grade student is missing.
5. Need to retake a class that was failed.
6. Need a required academic class.

In order to initiate a schedule correction for one of the above reasons and within the first 10 days of a semester, the student should submit a request to the counseling office. Schedule correction forms are available in the counseling office.

Students experiencing problems with a class should follow these procedures to resolve the issue:

1. Student meets with the teacher. If the student believes he/she cannot meet with the teacher to share the concern, the student may have his/her parent contact the teacher. If this is not possible, the student may contact the counseling office directly.
2. Student meets with counselor to indicate concern or problem.
3. Parent and teacher are contacted by counselor to ensure awareness of the concern or problem.
4. An action plan is developed by the counselor and student to address the problem. This plan is documented. The teacher and parent are involved as needed. A time-frame is established for future meetings to review progress.

School Dances and Functions
School dances are primarily for Dobson students, but guests may attend if approved by an Assistant Principal. Paperwork must be submitted at least 2 days prior to the event. Students must show their Dobson ID for admittance. Purchasing an activity card will discount ticket cost for school functions.

School sponsored events, assemblies, field trips, etc. will be subject to the same discipline policy as outlined in the Mesa Schools Guidelines for Secondary Student Behavior.

Semester Exams
The Governing Board of Mesa Public Schools has approved an altered schedule the last two days of each semester to accommodate the administration of semester final exams. These exams are very important, measuring the learning that has taken place during the semester. Final exams will not be administered early. Students are expected to be present for their exams. Students who choose to miss their exams will receive a zero on the exam and that will be factored into their final semester grade. Please plan accordingly when determining travel/school holiday related activities.

Student Drop Off
To adequately handle the increasing number of students who are dropped off in the morning, Dobson has a plan for student drop off. We have designated areas in our front parking lots for this purpose. Please enter each lot from the center most entrance, closest to the marquee, and drive to the designated drop off area of the parking lot closest to the campus. There will be a designated yellow zone for drop off only. Your attention to this procedure is not only appreciated, but it will also make for a smoother, safer, and speedier drop off circumstance in the morning. A map of the drop off can be found on the Dobson website. (www.mpsaz.org/dobson)

Student Store
The student store is open daily from 7:30 – 8:00 in the morning and during A and B lunch periods. Various items including, clothing, balloons, gifts and snacks may be purchased. The student store is closed during conference.

Tardy - Sweep Policy
The philosophy of the Tardy – Sweep Policy is best summarized as “be where you are supposed to be when you are supposed to be there.” Following are the tardy/sweep guidelines:

- Students are expected to be in their classrooms when the last bell rings. Seniors in good standing who have an open period and who wish to leave campus must be past the security stations when the last bell rings.
- Students who are not in class after the last bell rings will be instructed to report immediately to D12.
- All students late to school are sent to sweep (Room D12) by school personnel unless a parent/guardian personally escorts the student to the attendance office. Attendance office staff may only issue a pass to a class if the parent is present.
- When students enter Sweep (Room D12), they should be seated, sign in, and place their belongings on the floor next to them. Assignments which are due will be collected by sweep monitors and distributed to the appropriate teachers. Any inappropriate speech or behavior will result in immediate administrative referral.
- Sweep does not count as an absence.
- If a student is caught ditching instead of going to sweep, the absence will not be excused, the student will be taken to Sweep, and the student will receive a consequence.
- If a student uses sweep to ditch a class rather than take a test, teachers may check the sweep room for their student and have the student returned to class.
- Upon receipt of the third sweep of the semester, the parents will be notified. On the 4th sweep the student will receive disciplinary consequences for this and every subsequent Sweep violation.

Following are the consequences for misbehavior in Sweep:

- Warning from the Sweep Supervisor.
- Upon the second warning for misconduct in sweep, students will be referred to the administration for a specific consequence.
- Upon the third warning, administration will be contacted for immediate disciplinary action.

**Visitors**

School board policy directs that all visitors register at the front office to obtain permission to remain on the school grounds or to enter any classroom. Visitors must state their business and receive a pass before they are allowed to remain on campus. Visitors should enter campus through the main gates in the northeast and northwest parking lots. Due to enrollment, liability, and safety concerns, student visitor passes will not be issued during the regular school day.

**Withdrawal from Dobson**

Students withdrawing from Dobson need to begin the procedure with Registration (472-3006). Clearance signatures are required from the following areas: health office, bookstore, counseling, library and all current teachers. Parents/students will be charged for all books or equipment not returned to the school. Official records will not be forwarded to the new school until the student's account is cleared. Students withdrawing from a class or classes within the last four weeks of a semester will receive the grade they are currently earning minus work missed due to the withdrawal.