**MESA HIGH SCHOOL**

**Bell Schedules 19-20**

<table>
<thead>
<tr>
<th>Monday • Tuesday • Thursday • Friday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A Hour</strong> 7:00 am – 7:56 am 56 mins.</td>
<td><strong>A Hour</strong> 7:00 am – 7:51 am 51 mins.</td>
</tr>
<tr>
<td><strong>1st Period</strong> 8:15 am – 9:11 am 56 mins.</td>
<td><strong>1st Period</strong> 8:15 am – 9:06 am 51 mins.</td>
</tr>
<tr>
<td><strong>3rd Period</strong> 10:26 am – 11:22 am 56 mins.</td>
<td><strong>3rd Period</strong> 10:17 am – 11:08 am 51 mins.</td>
</tr>
<tr>
<td><strong>4th Lunch/5th Period</strong> 11:22 am – 12:06 am 44 mins.</td>
<td><strong>4th Lunch/5th Period</strong> 11:08 am – 11:51 am 44 mins.</td>
</tr>
<tr>
<td><strong>4th Period/5th Lunch</strong> 12:13 am – 1:09 pm 56 mins.</td>
<td><strong>4th Period/5th Lunch</strong> 12:06 pm – 12:40 pm 44 mins.</td>
</tr>
<tr>
<td><strong>6th Period</strong> 1:16 pm – 2:12 pm 56 mins.</td>
<td><strong>6th Period</strong> 12:56 pm – 1:47 pm 51 mins.</td>
</tr>
<tr>
<td><strong>7th Period</strong> 2:19 pm – 3:15 pm 56 mins.</td>
<td><strong>7th Period</strong> 1:54 pm – 2:45 pm 51 mins.</td>
</tr>
</tbody>
</table>

**Early Release Wednesdays** (Sept. 18th, Nov. 6th, Feb. 12th, April 1st)

| **A Hour** 7:00 am – 7:45 am 45 mins. | **Depart MHS** 7:30 am |
| **1st Period** 8:15 am – 8:52 am 37 mins. | **E.V.I.T.** 8:00 am – 10:25 am |
| **2nd Period** 8:59 am – 9:36 am 37 mins. | **Arrive at MHS** 10:45 am |
| **3rd Period** 9:43 am – 10:20 am 37 mins. | **Attend Periods 4 – 7** |
| **4th Lunch/5th Period** 10:20 am – 11:04 am 44 mins. | **Depart MHS** 11:30 am |
| **4th Period/5th Lunch** 11:11 am – 11:48 pm 37 mins. | **E.V.I.T.** 11:50 pm – 2:30 pm |
| **6th Period** 11:55 pm – 12:32 pm 37 mins. | **Arrive at MHS** 2:45 pm |
| **7th Period** 12:39 pm – 1:15 pm 36 mins. | **Testing Schedule** (Various Dates in April, May 18th) |

**Semester Exam Schedule**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>A Hour - 7:00 am - 8:05 am</strong></td>
<td><strong>4/5th Per. - 8:15 am – 9:30 am</strong></td>
<td><strong>65</strong></td>
</tr>
<tr>
<td><strong>1st Per. - 8:15 am – 9:30 am</strong></td>
<td><strong>4/5th Per. - 8:15 am – 9:30 am</strong></td>
<td><strong>75</strong></td>
</tr>
<tr>
<td><strong>2nd Per. - 9:40 am – 10:55 am</strong></td>
<td><strong>6th Per. - 9:40 am – 10:55 am</strong></td>
<td><strong>75</strong></td>
</tr>
<tr>
<td><strong>3rd Per. - 11:05 am – 12:20 pm</strong></td>
<td><strong>7th Per. - 11:05 am – 12:20 pm</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

**Early Release Days** (Oct. 4th & March 6th)

| **A Hour** 7:00 am – 7:45 am 45 mins. | **A Hour** 7:00 am – 8:00 am 60 mins. |
| **1st Period** 8:15 am – 8:55 am 40 mins. | **1st Period** 8:15 am – 9:55 am 100 mins. |
| **2nd Period** 9:02 am – 9:42 am 40 mins. | **2nd Period** 10:05 am – 11:45 am 100 mins. |
| **3rd Period** 9:49 am – 10:29 am 40 mins. | **4/5th Period** 11:45 am – 12:30 pm 45 mins. |
| **4/5th Period** 10:36 am – 11:16 am 40 mins. | **4/5th Period** 12:40 am – 1:25 pm 45 mins. |
| **6th Period** 11:23 am – 12:03 am 40 mins. | **4th Period/5th Lunch** 11:55 am – 12:40 pm 45 mins. |
| **7th Period** 12:10 pm – 12:50 pm 40 mins. | **6th Period** 12:40 pm – 1:25 pm 45 mins. |

**We Are Mesa** is our school wide behavior management system. At all times, students are expected to display behavior that is **Mature • Ethical • Safe • Accountable**
Dear Parents and Students,

On behalf of the entire Mesa High faculty and staff, I would like to extend a warm welcome as we begin the 2019-2020 school year!

The beginning of a new school year is always an exciting time at any high school. While we welcome back returning students, we also get an opportunity to meet and work with our incoming freshmen, the class of 2023.

Mesa High is a school that is rich in traditions. For well over 100 years, Mesa High School has a record of excellence in academics, athletics, activities, and a legacy of service to our community. This year, we look forward to continuing that history of success.

Mesa High School has a faculty and staff that is devoted to providing a positive learning environment while delivering quality instruction to help students grow academically, socially, and emotionally. We offer many different programs and supports to ensure that each student is successful. Our ultimate goal is that every student graduates ready for college and career.

Students, I encourage each of you to give your personal best each day. We strive ourselves on being M.E.S.A. - Mature, Ethical, Safe, and Accountable. For us, it’s more than just an acronym. It’s a high standard of conduct and accountability, and, at Mesa High School, we have extremely high expectations for everyone.

Again, welcome to Mesa High School. Together, we will make this a great school year!

Sincerely,

Kirk E. Thomas
Principal

David Huffine
Assistant Principal

Jeremy Arnett
Assistant Principal

Jay Schnittger
Assistant Principal

Brad Cosseboom
Assistant Principal

Lilia Gomez
Assistant Principal

Seniors

Juniors

Sophomores

Freshmen

The mission of Mesa High School is:

To ensure every student the opportunity to acquire the skills and attributes necessary for success in a competitive 21st century economy by:

• maintaining high expectations and providing support for all students
• promoting personal accountability
• facilitating mastery of district, state, and national standards
**MESA HIGH SCHOOL**

**Important Contact Information**

1630 EAST SOUTHERN AVENUE • MESA, AZ 85204  
FAX: 472-5968 • WWW.MPSAZ.ORG/MESA

### District Information 472-0000

| Principal | Kirk E. Thomas | 472-5903 |
| Principal’s Secretary | Vickee Martinez | 472-5903 |

### Assistant Principals

| Freshmen | David Huffine | 472-5907 |
| Sophomores | Brad Cosseboom | 472-5905 |
| Juniors | Jay Schnittger | 472-5907 |
| Seniors | Jeremy Arnett | 472-5907 |

Teacher on Assignment: Preston Peterson 472-5905

### Athletics & Activities Secretary

Vanessa Tirado-Holt 472-5907

### Attendance

| A-F | Gwen Petersen | 472-5908 |
| G-O | Cynthia Belmontes | 472-5909 |
| P-Z | Birdie Hernandez | 472-5910 |

### Nurse

| Donia Martin | 472-5917 |
| Asst. | Danna Cvetanovich | 472-5933 |

### Registrar

| Robin Mazak | 472-5913 |
| Clerk | Marlee Rodriguez |

### Parent/Student Support

Family Support Specialist, Mario Cordero...472-5966  
Career Center, Irene Lane...472-5935  
Social Worker, Nicole Delgado...472-5960

### Student Council

| STUDENT BODY PRESIDENT | Devyn Houston |
| STUDENT BODY VICE PRESIDENT | Aurora Carvalho |
| STUDENT BODY SECRETARY | Hayden Booth |
| STUDENT BODY TREASURER | Zainab Alseedi |
| ADVISOR TO THE BOARD | Karen Wilkins |

| SENIOR CLASS PRESIDENT | Justine Laurence |
| SENIOR CLASS VICE PRESIDENT | Dylan Moore |
| SENIOR CLASS SECRETARY | Molimau McIlhenry |

| JUNIOR CLASS PRESIDENT | Arisandy Acosta |
| JUNIOR CLASS VICE PRESIDENT | Zeth Nastal |
| JUNIOR CLASS SECRETARY | Sophia Hinojos |

| SOPHOMORE CLASS PRESIDENT | Britney Vera Cordero |
| SOPHOMORE CLASS VICE PRESIDENT | Michelle Ayala |
| SOPHOMORE CLASS SECRETARY | Elijah Torres |

### Psychologists

Lisa Ehrenberger 472-5923  
Dr. Stephanie Reynolds 472-5977  
Dr. Willard Williams 472-5914

### Educational Services Secretary

Luisa Boren 472-5905

### Counseling Department

Janice Knight, reception 472-5918

### Counselors:

Ms. Trujillo...A - Bo  
Dr. Butler...Br - De  
Ms. Durazo...Di - Gn  
Ms. Abbott...Go - K  
Ms. Calindo...L - Moo  
Mr. Salas...Mor - Ra  
Ms. Gamboa...Re - So  
Mr. Rivas...Sp - Z

### Academic Commissioner

Abril Solis Flores

### Advertising Commissioner

Faith Waruguru

### Service Commissioner

Maximilian Montes De Oca

| Jorge Delgado Ruiz |

### Spirit Commissioner

Annabelle Candland

### Sports Commissioner

Josie Candland

### Clubs Commissioner

Ayris Chanley

### Purple Pride Commissioner

Micah Cnteing

### Fine Arts Commissioner

Allie Lovin

### Facilities Commissioner

Laura Carvalho
# MESA High School

## AUGUST 2019
- 6: School Starts

## SEPTEMBER 2019
- 2: Labor Day, No School
- 7: ACT for Grades 11, 12

## OCTOBER 2019
- 4: End of First Grading Period, Early Release
- 5: SAT for Grades 11, 12
- 7-11: October Break, No School

## NOVEMBER 2019
- 2: SAT for Grades 11, 12
- 6: Early Release for Junior Highs/High Schools
- 11: Veterans Day, No School
- 27-29: Thanksgiving Break, No School

## DECEMBER 2019
- 7: SAT for Grades 11, 12
- 7: ACT for Grades 11, 12
- 20: End of Second Grading Period, First Semester, Early Release
- 23-Jan 3: Winter Break, No School

## JANUARY 2020
- 6: School Resumes
- 20: MLK/Civil Rights Day, No School

## FEBRUARY 2020
- 8: ACT for Grades 11, 12
- 12: Early Release for Junior Highs/High Schools

## MARCH 2020
- 6: End of Third Grading Period, Early Release
- 7: SAT for Grades 11, 12

## APRIL 2020
- 1: Early Release for Junior Highs/High Schools
- 10: Spring Holiday, No School

## MAY 2020
- 2: SAT for Grades 11, 12
- 20-21: Half Days, Final Exams
- 21: Last Day of Classes, High School Graduation

## JUNE 2020
- 6: SAT for Grades 11, 12
- 6: ACT for Grades 11, 12

## JULY 2020
- 4: Independence Day

## AUGUST 2020
- 4: First Day of Classes

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*Dates subject to change. Check with student advisement office for official dates.*
The Spirit of Mesa High

For I am the Spirit of Mesa High! I can be found in any corner. I speak from the trophy case, from the flags in the auditorium, from the pictures of students of by-gone years, from the trees planted by those students, from our Carry On sign and from the crowds of students in the halls of Mesa High today.

Throughout the many years, I have watched Mesa High grow from a tiny school consisting of a handful of students to the proud, prosperous institution it is now. I have watched the students come and go, and have instilled myself in the hearts of all those who have entered and passed through these halls. I have seen history made and have watched the traditions emerge and become a part of every student's life; not in the form of laws and rules, but as an unspoken code of living.

It was I who inspired Zedo Ishikawa to utter the words, "Carry On," which became the motto and driving force of our school. In 1932 it was I who prompted Harelson and Southern, then teachers of Mesa High, to put this motto into the song, "Carry On."

One of the reasons I exist is because of the close fellowship between teachers and students. I inspire the seniors each year in the selection of a gift to the school which is given in appreciation of what I have done for them. Another senior custom is the singing of "Carry On" while they leave the Honor Assembly and during the graduation ceremonies.

I enter into every athletic competition to help prove, "You can't beat Mesa High" in spirit of sportsmanship. I was present way back in 1904 when our first baseball team was organized as the "Diamonds" and I have come down through the years with those teams. I was there in 1917 when the students voted to take the name "Jackrabbit" as a symbol for our school and again in 1918, when purple and gold were adopted as the school colors.

I was in the heart of Nora Smith who produced the first annual, twelve handwritten copies distributed to just the senior class. I inspired the staff under Phyliss Brizzie to name the 1920 annual after the Superstition Mountain. This makes us unique in the fact that no other school we know of has a mountain such as our Superstition Mountain for their symbol.

Throughout the years, as the Spirit of Mesa High, I have watched these and many other traditions grow to become the cherished memories of your high school years. Be proud of these traditions and of me, students of the present, and for the sake of the thousands that have gone before. . . "Carry On"

COLORS
Purple & Gold

MASCOT
Jackrabbit

MOTTO
Carry On

"CARRY ON"

Carry On, Mesa High
Carry On, ye sons and daughters true
Let this anthem reach the sky
Build ye glorious visions new
We'll fight forever, for the right
Carry On with hearts aflame
Traditions great and mighty deeds
Add honor to thy name
Carry On, Carry On

"FORWARD"

Forward ye men of Mesa High
Forward with courage strong
To the purple, gold be true
The vict'ry's up to you
Forward ye men of Mesa High
Keep fighting, fighting
(Repeat three times)

"MESALA LOYALTY"

We're loyal to you Mesa High
We're purple and gold Mesa High
We'll back you to stand
Against the best in the land
For we know you have sand
Mesa High! Rah! Rah!
So smash that blockade Mesa High
Go crashing ahead Mesa High
Our team is our fame protector
On boys! For we expect a touchdown
From you Mesa High
Che-ha, Che-ha-ha, Mesa High, Mesa High
Bring out the dear old flag of purple and gold
Bring out your sons and daughters fighting for you
Like men of olden giants, place reliance,
Shouting defiance
Oske-wow-wow
Amid the broad green plains that nourish our land
For honest labor and for learning we stand
Unto thee we pledge our hearts and hands
Dear Alma Mater Mesa High
ATHLETICS

1. AIA REQUIREMENTS
All participants in interscholastic activities must be in compliance with all student eligibility rules. These include Enrollment, Attendance, Domicile, Transfer, Recruiting, Academic and Scholarship, Age Limit/Birth Record, Physical Examination, Parent or Legal Guardian Consent, Student Insurance, Amateur Standing, Clinics/Summer Camps, Competition on School Team Sports Only and Try Outs.

2. ACADEMIC AND SCHOLARSHIP RULE
A student must be enrolled in at least six credit classes and have received passing grades in all credit-earning courses. Seniors who are on track to graduate may enroll in fewer classes and still be eligible. Grading periods and eligibility periods will be nine weeks in length. Grades of F, Audit and Incomplete are considered non-passing grades and students that receive one or more of these grades will be ineligible.

3. BIRTH CERTIFICATES - AGE LIMIT
If a student becomes 19 years of age after September 1 he/she is eligible to compete for the remainder of the school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year. A birth certificate must be on file in the athletics office for all sports and AIA-sanctioned programs.

4. DOMICILE RULE
A student is eligible for interscholastic competition only at the school in the district in which his/her parents are domiciled. In multi-school districts, the student is eligible only at the school in the attendance zone in which his/her parents are domiciled. Students that have open enrolled are eligible beginning their freshman year. Any open-enrolled student that enrolls after the start of freshman year may be subjected to sitting out a number of games. Please see the activity director for more info.

5. COMPETITION ON SCHOOL TEAM SPORTS ONLY
A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., for that sport during the interscholastic season of competition. For purposes of this rule, the interscholastic season of competition shall begin with the first regularly scheduled practice and conclude with that particular team’s final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

6. MAXIMUM PARTICIPATION RULE
After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. Semesters 1-8 must be consecutive.

7. PARTICIPATION IN ATHLETICS AND PE
Parents are responsible to inform the school/coaching staff of any student illness or injury that may have an impact on the student’s health and safety during participation in physical education and athletic programs.

8. PHYSICAL EXAMINATION RULE
A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee a record of a physical examination performed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician’s assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery. The physical examination card on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined. The physical must be turned into the athletic office one week prior to the start of the season so there is not a delay in participation of the student/athlete.

PARTICIPATION IN ANY A.I.A. SANCTIONED ACTIVITIES SUCH AS BAND, ORCHESTRA, CHORUS, FORENSICS, CHEER, ROTC, and STUDENT COUNCIL REQUIRES COMPLIANCE WITH ALL OR PART OF THESE RULES. SEE THE ADVISOR FOR DETAILS.
HEALTH RISKS AND SAFETY PRACTICES: The student and parent/guardian are required to view the "Mesa Public Schools Consent Video" recognizing the health risks associated with participation in athletics. Students should also be aware of the school’s athletic program, which requires the student to:

- Learn the rules of the sport.
- Diligently try to learn proper technique for the sport.
- Participate in physical conditioning in preparation for athletic competition.
- Maintain proper hydration (water intake).
- Advise the coach or trainer of any signs of physical injury.
- Advise the coach or trainer if equipment is damaged or fits poorly.

INSURANCE NEEDS: Mesa Public Schools does not provide accident or health insurance coverage for student athletes. You should independently determine whether you should obtain, at your costs, such insurance. Information regarding a company that offers student accident and health insurance is provided to all student athletes and is available in our Athletics Office.

HARASSMENT/HAZING: Abusive or humiliating harassment or hazing is strictly prohibited within Mesa Public Schools. These are unacceptable practices in any athletic, extracurricular or academic endeavor. Students who engage in any type of harassment and/or hazing can expect to be disciplined under the Mesa Public Schools’ “Guidelines for Student Behavior.”

PRACTICE START DATES

**Football** .................................................. July 29, 2019 ........................................ Chad DeGremer ........................................ 472-5907
**Soccer** ..................................................... November 4, 2019 .................................... TJ Hagen .................................................. 472-5777
**Swimming** ............................................. August 12, 2019 ....................................... Lorna Kerby ............................................. 472-5710
**Softball** .................................................. February 10, 2020 ..................................... Kiley Eskridge .............................................. 472-5907
**Wrestling** ............................................... November 4, 2019 ...................................... David DiDomenico ........................................ 308-5665
**Basketball** ............................................. November 4, 2019 ...................................... Scott Stansbury .......................................... 472-5907
**Tennis** ..................................................... February 10, 2020 ..................................... Darris Schomaker ........................................ 308-5653
**Badminton** ........................................... August 12, 2019 ........................................ Maryann Stegall ......................................... 472-5801
**Golf** .......................................................... August 12, 2019 .......................................... Samantha Franklin ....................................... 308-5679
**Track** ....................................................... February 10, 2020 ..................................... Lorna Kerby ............................................. 472-5710
**Football-girls** ......................................... August 12, 2019 ....................................... Jennifer Cerasimos ....................................... 472-5907
**Volleyball-girls** .................................... August 12, 2019 ........................................ Amy Straw ................................................ 308-5651
**Basketball-girls** .................................... November 4, 2019 ...................................... Katie Fonseca ............................................... 472-5907
**Swimming-girls** ................................... August 12, 2019 ....................................... Lorna Kerby ............................................. 472-5710
**Tennis-girls** ............................................ February 10, 2020 ..................................... Glen Meier .................................................. 472-5907
**Basketball-boys** .................................. November 4, 2019 ...................................... Scott Stansbury .......................................... 472-5907
**Volleyball-boys** ................................... February 10, 2020 ..................................... Glen Meier .................................................. 472-5907
**Swimming-boys** .................................. August 12, 2019 ....................................... Mike Haney ................................................ 308-5677
**Tennis-boys** .......................................... February 10, 2020 ..................................... Darris Schomaker ........................................ 308-5653
**Golf-girls** ............................................... August 12, 2019 ....................................... Samantha Franklin ....................................... 308-5679
**Golf-boys** .............................................. August 12, 2019 ........................................... Darris Schomaker ........................................ 308-5653

ATHLETIC EVENT CHARGES (subject to change)

General admission charges to all athletic events are listed below. These same charges are in effect at all Mesa Public School (MPS) District high schools. Students with MHS activity cards will be admitted free to all home games during the regular season.

<table>
<thead>
<tr>
<th>PER EVENT</th>
<th>GENERAL</th>
<th>MPS STUDENT HOME GAME WITH ACTIVITY CARD</th>
<th>MPS STUDENT AWAY GAMES/NO ACTIVITY CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football (Varsity)</td>
<td>$5</td>
<td>Free</td>
<td>$3</td>
</tr>
<tr>
<td>Football (JV and Freshmen)</td>
<td>$3</td>
<td>Free</td>
<td>$3</td>
</tr>
<tr>
<td>Basketball (Varsity, JV and Freshmen), Volleyball (Varsity, JV and Freshmen), Wrestling, Soccer</td>
<td>$5</td>
<td>Free</td>
<td>$3</td>
</tr>
<tr>
<td>AIA Sponsored Tournament Events</td>
<td>$10</td>
<td>$5</td>
<td>$5</td>
</tr>
<tr>
<td>East Valley Region Events</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
</tr>
</tbody>
</table>

SPORTSMANSHIP STANDARDS: Mesa Public Schools regards its athletic programs as a means to educate students in values of discipline, teamwork, and respect for rules. School and their athletic teams are authorized to adopt codes of conduct for team members. Parents and spectators are also required to act in an appropriate manner during athletic events. Violation of any conduct standard may result in disciplinary action, including dismissal from further athletic participation by the offending athlete or future attendance by the offending spectator.

AIA POSITION STATEMENT — SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES: Mesa Public Schools supports the Arizona Interscholastic Association (AIA) regarding this position. A balanced diet is optimal for meeting the nutritional needs of a student athlete. Nutritional supplements are rarely, if ever, needed to replace a healthy diet. Individual consideration for specific medical condition may be given. We share strong opposition to “doping” (www.wada-ama.org). There is no place for recreational use of drugs, alcohol or tobacco in the lifestyle of the student athlete.

For further information, please visit these websites: www.aiaonline.org and www.mesasports.org
REGISTER MY ATHLETE

INSTRUCTIONS
Register My Athlete allows parents to register their athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. Find Your School: Find your school by going to http://registermyathlete.com/schools/, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school’s website.

2. Create an account: Now begin creating your account by clicking the “Create An Account” button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.

3. Add a new athlete: The next step is to add an athlete. You can do so by clicking the “My Athletes” tab on the left-hand side of the page or by clicking “Add Athlete” underneath the “My Athletes” tab. This only needs to be done once during your athlete’s entire career at a school. The information entered here will carry over from year to year. This information includes your athlete’s contact information and medical information.

4. The athlete’s profile: After you’ve created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.

ADDITIONAL ATHLETES
Under the same account, repeat steps 3-9 to register additional athletes.

FUTURE SEASONS & YEARS
Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.

ATTENDANCE
Attendance and academic achievement go hand in hand to ensure success in high school. It is our belief that attendance is the single most important characteristic to determine success in school. It is important that students and parents/guardians recognize the importance of attending class each and every day. It is the responsibility of each student to attend all classes on time and each student should strive to minimize time out of school. Parents are expected to support good attendance behaviors with their children.

Parents or guardians must call the attendance office within 24 hours to excuse an absence. After 24 hours, the absence will be unexcused. Students with unexcused absences may be unable to make up class work and are subject to disciplinary consequences. Attendance numbers are located on the Important Contact Information page.

EXCESSIVE ABSENCE POLICY
1. Students are expected to attend at least ninety percent (90%) of class sessions in a semester to receive a passing grade or credit. This means that if a student is absent more than nine (9) days in a semester, credit may be withheld.

2. This does not include absences due to school-approved activities, such as field trips, performing groups, student government, etc.

3. If a student has an excused note from the doctor or documentation that they were absent because of family bereavement or legitimate family emergency, that note is filed and will be considered if an appeal is necessary.

4. All excessive absence cases will be reviewed by a school administrator.

5. To prevent students from unknowingly losing credit, staff and administration will remind students and parents/guardians of the District’s attendance policy and status of students when they accumulate five (5), eight (8), and ten (10) absences in any one class during the semester.

6. Your registration checklist: This page shows the status of your athlete’s registration. You will be asked to complete several steps to complete registration including agreeing to documents, and completing the physical.

7. Physicals: Physical documents should be completed by the parents (or medical professionals as needed). Parents have the ability to upload these physical documents to the system. Uploaded documents will need to be verified by the admin at the school prior to be accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification.)

8. Complete registration: Your registration is complete once all items on the checklist have been completed.

9. After registration: After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

AUDIT/APPEAL PROCESS: Students who accumulate 10 or more absences in any class during the semester are placed on audit. In order for credit to be reinstated, a student must submit the appropriate appeal documents. Students placed on audit status are expected to continue attending classes. The appeal process is as follows:

1. When 10 absences have been accumulated, the student and parent/guardian will be notified by mail.

2. The student will file an appeal using the Excessive Absence Appeal form, which can be picked up in the attendance office.

3. An appeal may be considered for a variety of reasons including medical, bereavement, chronic illness, mandatory court appearance, legitimate family emergencies etc.

4. Documentation regarding absences is required at the time that the appeal paperwork is submitted.
TRUANCY
Parents are responsible for ensuring that their children attend school. According to Arizona’s compulsory attendance law, students must be in school until they reach age 16 or successfully complete the 10th grade. “Truant” is defined as an unexcused absence for at least one class period during the day. This applies to any student under the age of 16.

Any student with 5 absences will be given a notification of attendance/truancy letter. After signing the letter, the student will be advised to bring the letter home.

When a student has 7 unexcused or a total of 20 excused or unexcused absences and a truancy letter has been given to the student, the district attendance officer will be notified. The district officer will meet with the student and cite them into the student, the district attendance officer will be notified. The unexcused absences and a truancy letter has been given to

If a student has 8 unexcused absence for at least one class period during the day. This applies to any student under the age of 16.

BEHAVIOR & CODE OF CONDUCT
Each student is responsible for his or her own behavior. The Guidelines for Student Behavior provide the basis for any disciplinary action taken due to a violation of school policy. A copy of these guidelines is included in the student handbook. The guidelines will be reviewed with students in homeroom during the first week of school. We strongly recommend and encourage students to review this document with their parents/guardians. Listed below are some of the rules that are of particular importance for school success:

CODE OF CONDUCT
• Students shall assume responsibility for their education.
• Students shall exhibit skills required of responsible citizens.
• Students shall honor district and school policies.
• Students shall comply with “Guidelines for Student Behavior.”
• Students shall be courteous to other students and staff members.
• Possession, use of, or being under the influence of an alcoholic beverage or non-prescribed drugs during the school day or at any activity related to Mesa High School will result in strong disciplinary action.
• Fighting or verbal threats will not be tolerated and will result in strong disciplinary action.
• Defacing, damaging or stealing school property or property belonging to another person will result in strong disciplinary action.
• Strict adherence to school/district dress standards is expected (see pages 10-11).
• Disciplinary action will be taken against anyone who is smoking, vaping, chewing tobacco, or in possession of tobacco on the campus or at any activity related to Mesa High School.
• Obscene or profane language is inappropriate behavior.
• Public display of affection is inappropriate at school or school sponsored activities.
• Throwing objects on campus will not be tolerated (i.e. ice, food, bottles, etc.)
• Skateboards/scooters and rollerblades cannot be used while on campus and must be locked in the skateboard racks.

• No distribution of materials or advertisements may be posted unless administrative approval is obtained.
• Cell phones, pagers and other electronic signaling devices are not to be used or seen during class time in any location. Refusal to turnover electronic devices will result in additional consequences.

BEHAVIOR ENFORCEMENT PLAN

TOBACCO FREE CAMPUS: Mesa High school students will enjoy a tobacco free campus. Possession and/or use of tobacco products and electronic cigarettes are prohibited on the school grounds, in bathrooms and classrooms, and at extracurricular activities. Consequences to be determined by grade level administrator.

FIGHTING: Students are expected to resolve conflict in a non-violent manner. Students who choose to use physical means or who assume a threatening or inciting posture will be subject to the following consequences:
1st offense - 10 days off campus suspension
2nd offense - 10 days off campus suspension and recommendation to area Assistant Superintendent for alternative educational placement.

DRUGS & ALCOHOL (DISTRIBUTION): Distribution, manufacture or sale of marijuana, other illegal drugs and inhalants and other noxious substances is a punishable offense. This also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).
1st offense - 10 days off campus suspension and recommendation to area Assistant Superintendent for alternative educational placement.

DRUGS & ALCOHOL (POSSESSION): The possession of illegal drugs, the use of illegal drugs or the purchase of illegal drugs and inhalants and other noxious substances is prohibited. This includes off-campus use followed by attendance at a district function or being on district property. This also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action.
1st offense - Short suspension and intervention program or Expulsion
2nd offense - 10 days off campus suspension and recommendation to area Assistant Superintendent for alternative educational placement.

BUSES
In order for students to ride the bus they must carry their student I.D. Card. Those students riding buses are expected to follow district transportation rules and regulations. All students that arrive at school by bus are expected to remain on campus. The safety of you, your friends and other students depends on your proper conduct. Bus riding is a privilege – not a right!
CLOSED CAMPUS

- Mesa High School is a closed campus. Seniors who are in good academic standing are permitted to leave campus for lunch.
- Campus/lunch is closed to Freshmen, Sophomores and Juniors. Freshmen, Sophomores and Juniors will not be permitted to walk or drive off campus at lunch.
- Parents wanting to check out their freshman, sophomore or junior student at lunch must physically do so through the attendance office. Telephone calls and notes will not be accepted during lunch.
- ID cards will be different colors and will note special circumstances (senior status, EVIT, release time, etc.) that would permit students to leave during lunch. We will check IDs before students get to the parking lot and upon their return to campus.
- Food delivery services are not allowed to deliver food to students at Mesa High School. Drivers will be turned away if trying to deliver food. The school is not responsible for the loss of food or money incurred to the student or the food delivery service. Parents are allowed to deliver food to their students as long as they physically check the food in with the attendance office.

LEAVING CAMPUS: A parent must contact the attendance office prior to their child leaving campus during the school day. Students under the age of 17 must be physically checked out by their parents. Please call at least 2 hours prior to pick up so we can send your student a pass to the attendance office. Students must check out through the attendance office prior to leaving campus.

CLUBS

Mesa High offers a variety of clubs and extracurricular activities. An Activity Fair will be held in the fall during lunch in the small gym. This event allows students to explore the available clubs and extracurricular activities and will help students to become involved with while at Mesa High School. We encourage all students to become part of the MHS spirit by becoming involved in one or more of these activities.

AFROT C
ANIME
ART
AVID
BADMINTON
BAND
BASEBALL
BIOTECH
BOYS GOLF
BOYS SOCCER
BOYS VOLLEYBALL
CHEER
CHORUS
CROSS COUNTRY
DECA CULINARY
D&D ADVENTURES
DRAMA
ELITE FITNESS
EST
EUROPA
FRENCH

FRESHMAN
FOOTBALL
FUTURE EDUCATORS
GENERATION CHANGE
GERMAN
GIRLS BASKETBALL
GIRLS GOLF
GIRLS SOCCER
GIRLS VOLLEYBALL
GREASE RABBITS
HOS A
INTERFAITH
ISLAND ROYALTY
JACKRABBIT PALS
JUNIOR CLASS
LINK CREW
MESA DIVISION INTERACT
MODEL U.N.
MP S SERVICE LEARNING
MUSICAL PRODUCTION
NATIONAL HONOR SOCIETY
NRL ROBOT

ORCHESTRA
OUTDOOR STUDENT ACTIVITY
PHOTOGRAPHY
PING PONG
ROYAL FASHION
SENIOR CLASS
SHOUT
SIGN LANGUAGE
SKILLS USA
SOCIAL STUDIES
SOFTWARE
SOPHOMORE CLASS
SPIRIT
SPORTS MEDICINE
STAR WARS
STUDENT COUNCIL
SUPER SMASH BROTHERS
SWIM & DIV E
WEIGHTLIFTING
WOODWORKING
YEAR BOOK

DANCE POLICY

In order to promote a safe and orderly environment, students and guests will be asked to comply with the following guidelines:

- Guests must be in high school (grades 9-12). A copy of his/her ID must be attached to the guest permission form. This form will be available in the bookstore during ticket sales.
- If the guest has already graduated, he/she may not be over the age of 20 and must attach a copy of his/her driver’s license or non-driver state ID to the guest form.
- Guest application forms must be submitted to Mesa High administration prior to the dance. Applications will not be accepted at the door.
- Guests must enter and leave with the Mesa High student of whom they are a guest. Once students have entered the dance, they may not leave and return.
- Mesa students are responsible for informing their guests of Mesa’s behavior and dress code rules and are responsible for the behavior of their guests. In the event that a guest does not follow the rules, he/she may be asked to leave and will not be allowed to attend another MHS event.
- The following are expressly prohibited at Mesa dances: sexually explicit dancing, dancing that can result in injury or which may cause a personal safety hazard, consumption or being under the influence of alcohol or drugs.
- Any person removed from the dance by MHS staff is not entitled to a refund.
- All fees and debts must be cleared by the bookstore in order to attend the following dances: Homecoming, Winter Formal, and PROM.

DIRECTORY INFORMATION

Certain student education records are considered “directory information,” including the following: student’s name, mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents; date and place of student’s birth; class designation (grade level, etc.); extracurricular participation; weight and height if a member of an athletic team; enrollment dates; awards received; and photograph. The primary purpose of directory information is to allow the school to use this type of information in certain school publications, such as music performance programs, athletic programs, newsletters, or honor rolls. In some cases, this information may also appear on the school or district website. Unless you direct otherwise, the district will disclose student directory information under limited circumstances. The district will not release directory information for commercial purposes, other than to companies designated to sell school yearbooks and other such items.

HOW TO OPT OUT. You may choose to opt out of student Internet access, district and news media coverage and directory information releases for your child at any time by completing an Opt Out form and submitting it to the school office. This form is available in the school office or online at http://www.mpsaz.org/optout. A new Opt Out form must be submitted each year. Also, please share your wishes with your child’s teacher.
The following 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.

- 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.
- 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
Without limiting the general 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.
**DRESS CODE**

Students who violate Mesa High’s Dress Standards will be expected to do one of the following:
- Change into clothing provided by school
- Alter clothing to be in compliance
- Remove the jewelry or accessory

**Students who are unwilling to change will receive additional Consequences**

Repeated violations of the dress standards will result in administrative consequences.

Refer to the district’s Dress & Grooming Guidelines on the previous page.

**ELECTRONIC DEVICES**

Students may bring personal devices, such as cellphones, smart-phones, audio or video recorders, readers, tablets and laptops. Unless being used for acceptable educational purposes, all devices must be turned off and out of sight. If students bring these items they do so at their own risk. Unauthorized use of electronic devices is grounds for confiscation by school officials and teachers. If confiscated, the student will pick up the electronic device after school from the front office. After the 1st time, parent will be required to pick up the device. Refusal to turn in any device may result in suspension from school.

**ONE-TO-ONE TECHNOLOGY**

Mesa High School had a successful year becoming a one-to-one technology campus during the 2017-18 school year. Our purpose was to provide an important teaching tool to heighten student engagement. Technology use is an important component of post-high school challenges and students have been able to use their devices in the classroom and at home for homework and will continue to improve their skills each year.

Students will be required to submit a Technology Device User Agreement prior to using their device. We also encourage you to purchase a cost effective Device Protection Plan for the year to protect against damages. This protection plan will be available when you check out your device on our campus at the start of the school year. Student ID’s and parent signed Technology Device User Agreements are required on the day devices are issued. Please check out our technology user agreement and how to care for/use our technology properly. The use of our devices is a privilege and should be focused on school use only. On-campus support will be provided for students and the device is expected to be returned at the end of the school year. If you have more questions or need more information regarding our one-to-one initiative, please visit our website at [www.mpsaz.org/communications/1to1tech/](http://www.mpsaz.org/communications/1to1tech/)

**FEE PAYMENT**

Students are responsible for payment of all class fees prior to being permitted to participate and receive a grade for the class.

**OTHER EXPENDITURES:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yearbook</td>
<td>$59 until September 4</td>
</tr>
<tr>
<td></td>
<td>$69 until December 4</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>Activity Card</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**ACTIVITY CARD:** The activity card is not required. It does, however, provide many financial benefits to students that have an activity card. Additionally, activity card fees allow our school to provide and improve many programs and activities that we believe are of great benefit to our students.

**SAVINGS BENEFITS**

- General Admission to all athletic contests will range from $3 to $5 depending on the activity. All Mesa students with an activity card will be admitted free to all Mesa High home athletic contests held during the regular season and will receive a $2 discount at all away games against other Mesa schools during the regular season.
- All students with an activity card will receive a $2 discount off their yearbook.
- Discounts will be given at dances and concerts with an activity card.
- If a student fully uses his activity card, he can save in excess of $100 in athletic events alone.

Students who do not choose to purchase the activity card will be issued a standard picture I.D. card only. Standard I.D. card holders will be required to pay the full admission to all events and activities at Mesa High School.

**GOOD NEIGHBOR POLICY**

The walkways, driveways, and lawns of the homes near campus are off limits to Mesa High students. Students are welcome to use the sidewalks to travel to and from school. Students are not to loiter on the sidewalks, lawns or at area businesses during the school day. Students who drive to school are to park in the south lot and not the north lot or the neighborhood.

Behavior guidelines are extended to include student conduct while off campus during the regular school day. This includes student conduct while traveling to and from school and during lunch and released periods. Students may be disciplined by the school for any misconduct while off campus at the times specified above. School and district policies may also be applicable to off-campus behavior if the behavior has a detrimental impact on district pupils, teachers or school activities.

Students are expected to cross Southern Avenue and Harris Street at the crosswalks. This procedure must be followed to ensure the safety of all students.
STUDENT ADVISEMENT
(www.mpsaz.org/ Mesa/ Counseling)
The Student Advisement Department provides a comprehensive guidance program for all students in the areas of academic support, college and career planning, personal and social issues and post graduate advisement.

Who is my Advisor? Students are assigned to an advisor alphabetically for monitoring of their credits and to assist them with any needs or requests the student may have. However, they may make an appointment with the advisement secretary to talk to any advisor they want to see. They will receive a pass to come to the advisement office for their assigned appointment time. The classroom teacher has the prerogative to have them not leave the classroom at the appointed time and the student will need to reschedule.

A Post-Graduate Bulletin is available each month to assist students in their plans after high school. The bulletin can be picked up in advisement, or the career center and is also available on the Mesa High webpage. It provides scholarship information, testing dates, financial aid options, important deadlines, college/university/military recruiters and other opportunities available to all students of all grade levels.

Keep informed by reading and listening to the daily announcements and weekly bulletins regarding college, university, military and employer visitsations throughout the year. Visit the Career Center and an advisor to learn more about how to get involved and take advantage of the many opportunities offered.

Credit recovery and earning additional credits can be accomplished through Mesa Distance Learning (www.mdlo.org), the GradPoint, or Correspondence. A student can earn up to one credit while working a job in the Career Exploration Program (CEP). See your advisor to sign up.

ECAP - All students will update each year and complete by their senior year, an Education Career Action Plan (ECAP) which is required by the state. This is accomplished freshman year in the CEO1 class and the counseling curriculum lessons the following years. Mesa School District uses the Kuder Navigator Career Program which can be accessed on the internet at home. (www.mpsaz.kuder.com)

The Student Portal is invaluable to students and parents to monitor attendance, grades and communicate with teachers. Parents may come into the office to receive a password and can then go to (https://mymps.mpsaz.org) for their student's information. Contact an advisor if you have any questions or concerns. (472-5918).

The School Psychologist is available daily to assist students with moderate to serious learning disabilities who may or may not have an Individual Educational Plan (IEP).

SAP Services are available in the advisement department.

HEALTH SERVICES
The Mesa High Health Center is located near the attendance office and is available to care for students who become ill or are injured at school. Students injured off campus or who become ill at home should first seek medical attention from their personal physicians. Students are not to leave school because of illness without first reporting to the nurse. At this time a parent will be advised before the student is released from school. All accidents must be reported to the nurse at 480-472-5916.

Students are not permitted to carry their own medications, including over the counter pain or cold medication. If your child requires any medication, including over the counter or prescription varieties, please send him or her to the health office. If you have questions about this policy, please call 480-472-5916.

The Mesa High Heath Center is open from 7:30 am - 2:00 pm daily and will be closed during 6th hour to emergencies only.

ID CARDS
All students are expected to carry a Mesa High School ID card at all times. Students may be asked to show their ID cards to school personnel. Failure to show a valid school ID to a staff member upon request may result in disciplinary actions.

LIBRARY/ MEDIA CENTER
Visit and use the library often. Our staff is available to assist you with research, computer use, or choosing materials for reading. Take advantage of the many new titles, databases, and other materials selected with your needs in mind. For more information about how to use your library resources, go to http://libguides.mpsaz.net/mesahigh.

LIBRARY HOURS AND USE
With few exceptions, the library is open each school day from 7 a.m. to 3:30 p.m. Students are welcome to come to the library before school, during their lunchtime, and after school. Those who visit the library during class hours, including their lunchtime, must have a pass from their teacher and SIGN IN upon arrival (Your lunchtime is class time in the library—you must have a pass!) Ask one of your morning teachers or come to the library to get a library pass for your lunchtime. Release time students must present their student ID’s (indicating release time) or a pass.

Food and drinks (except water) are NOT permitted in the library.

AFTER-SCHOOL STUDY TIME
The library is open after hours from 3:30-6 p.m. on Tuesdays and Thursdays, with tutors usually available. The library maintains a collection of textbooks for students to use while they are in the library.

CIRCULATION PROCEDURES
All books, except reference books, may be checked out for a period of three weeks. Books may be renewed if there is not a demand for that particular title or subject matter. Students need their MHIS ID to check out. Overdue materials or damage fees must be cleared before borrowing additional materials. Lost items must be paid for at the purchase price. Damage fees are incurred for damage beyond reasonable wear. Fees should be paid in the Bookstore.

INTERNET AND COMPUTER USE
Individual students (not with their classes) must present their ID and sign in to use the library computers. All students should use Active Directory accounts. They have access to the internet as well as several data bases, e-books, the electronic catalog (Destiny), their portals, student email, google apps and more from anywhere with an internet connection at www.mpsaz.org/library. A username (mps4 or mps4health) and password (search) may be necessary to access library database resources. Microsoft Office is available on all library computers. Computer games must be school appropriate and always curriculum related during class hours. All district and school rules and polices apply to use of computers in the library.
SAVING AND PRINTING
Using Active Directory accounts provides individual desktops and storage on MPS servers which may be accessed while at school in the intranet. If students want to access saved data, they should use their google drive, a flash drive or other cloud storage. Your librarian can help if you have questions.

Printing of the first 10 pages of your HOMEWORK is free; a fee of 5 cents per page will be charged for ALL other printing. One dollar per full page will be charged for color printing. Your Active Directory account defaults to printer 1 in the library. If you want to print to a different printer, check with your teacher in that location.

LOST & FOUND
The Bookstore is the official Lost and Found Department. Please turn in any found items to the Bookstore. In case of emergency, you may turn in items to the front office.

VISITORS
Parents are always welcome at Mesa High School. All visitors must check in at the front desk and receive a visitor’s pass. Students will not be permitted to bring visitors to the campus. The size of our enrollment and our commitment to academic excellence and school safety makes this policy a necessity.

CAFETERIA NEWS
Smart Snacks in School nutrition standards:
• Smart Snacks will apply to all food and beverages sold to students outside of the meal program- including vending machines, a la carte, school stores, snack carts and in-school fundraising.
• Smart Snacks will be in effect all school day from, midnight before to 30 minutes after the end of the day, across the whole campus.
• Some of the fundraising will be affected. Foods and beverages sold to students as fundraisers during the school day will have to meet the Smart Snacks guidelines. Non-food fundraisers or fundraisers that include only foods and beverages that meet the standards are not limited in any way.
• Smart Snacks will not apply to foods offered as part of a classroom celebration or during evening, weekend or community events.

If you have any questions please feel free to contact your Mesa High Cafeteria Manager, Liz Ramirez at 480-472-5938

HOP SHOP
The Jackrabbit Hop Shop/Student Store
The Jackrabbit Hop Shop is the student store here at Mesa High. The Hop Shop is available to students and their families, teachers and staff. We offer Mesa High merchandise, supplies, beverages, chips and snack items. Follow us on Instagram at jackrabbit_hopshop to stay connected on sales and new products.

The Jackrabbit Hop Shop Hours and Use
With few exceptions, the student store is open each school day from 7:30 a.m. to 1 p.m. Students are welcome to come to the student store before school, during their lunchtime and passing periods. The student store will be closed to students during class time and the door will shut once the music starts to play. Passes will not be issued by The Hop Shop to students who are tardy. Cash is only accepted for food items at this time. Mesa merchandise can be purchased with cash, check or card (only accepted in the bookstore). Charge the exact amount of the product to be purchased down in the bookstore and bring your receipt to The Jackrabbit Hop Shop. Food and drinks are not permitted in The Hop Shop. Backpacks must be placed by the door upon entering.

PARKING PROCEDURES & SAFE DRIVING
MOTORIZED VEHICLES: Drivers are responsible for the safe operation of the vehicle they are driving as well as the safety of their passengers. Reports of reckless driving will be dealt with as a risk to student safety. Please observe the 7 mph speed limits and drive with concern and consideration for others.

All vehicles driven and parked on the Mesa High campus must be registered and have a parking permit.

The following rules and guidelines have been established in order to provide Mesa High School students with the safest parking environment:
1. There is a 25.00 fee charged for parking.
2. Motorized vehicles driven to school by students must be registered and have a parking decal properly displayed.
3. Only credit eligible juniors and seniors may obtain a parking permit and park on campus.
4. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
5. Students may only park in the south lot, in spaces clearly marked for student parking
6. All students who park vehicles on the Mesa High School grounds must adhere to all rules outlined at the time of registration.
7. Any student who violates the rules regarding parking or driving will be subject to disciplinary action, and/or a parking citation issued by Mesa Police.
8. All students are asked to comply by these school procedures.
Participation in athletics in Mesa Public Schools is regarded as a privilege. With this privilege, student athletes are expected to adhere to a high standard of behavior. All student athletes shall abide by a code of ethics that will earn them the honor and respect that participation and competition in athletics affords. It is important for our athletes to realize they represent their families, the school, and this community at all times. Student athletes act as role models for the younger students and have a commitment to their teammates and coaches to be at their best, physically and mentally, at all times. To promote a healthy lifestyle, it is expected that student athletes will adhere to the Code of Conduct at all times, not just during the sport season.

ATHLETES MUST REFRAIN FROM:

• Possession/use/distribution/sale of drugs or drug paraphernalia. This includes illegal drugs, alcohol, inhalants, and other noxious substances.
• Use or possession of illegal supplements and/or performance-enhancing drugs such as steroids.
• Use or possession of prescription drugs without consent of a physician.
• Any other act that results in the student athlete being charged with a crime or referred for juvenile delinquency.

CONSEQUENCE:

• The first violation will result in the athlete being suspended for 20% of his/her competitions. This will carry over to the next season of sport if not fulfilled.
• The second violation will result in the athlete being suspended for 50% of his/her competitions. (This will carry over into the next season of sport as well.)

SUSPENDED ATHLETES:

• Student athletes who are suspended pursuant to this Code of Conduct will not be permitted to wear any school provided gear (including uniforms) at interscholastic contests during their suspension.

SCHOOL OR TEA POLICIES:

• This policy establishes a minimum consequence in regards to the violations listed. Schools and team coaches may impose additional consequences for such violations, if approved by the school principal or designee.
• School and team coaches may adopt additional rules and conduct expectations for their teams.

APPEALS:

• Any appeal of disciplinary action should be submitted to the following:
  1. School Administrator
  2. District Athletic Director
  3. Area Assistant Superintendent

Parent Signature: ________________________________ Student Signature: ________________________________
Parent Name: ___________________________________ Student Name: ____________________________________
Date: __________________________________________ Date: ____________________________________________
<table>
<thead>
<tr>
<th>Week #</th>
<th>Week of</th>
<th>Checked on</th>
<th>Who is checked</th>
<th>If passing, regains eligibility</th>
<th>If failing, ineligible</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug. 6-10</td>
<td>August 6</td>
<td>All 10-12 graders</td>
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<td>Aug. 12-17</td>
<td>x</td>
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<td>3</td>
<td>Aug. 19-24</td>
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<td>Ineligible Students</td>
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<td>Progress Reports</td>
<td>September 9</td>
<td>All Freshmen - Ineligible 10-12 graders</td>
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<td>September 9-14</td>
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<td>Progress Reports</td>
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<td>All Freshmen - Ineligible 10-12 graders</td>
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<td>November 19-24</td>
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<td>Oct. 21-26</td>
<td>October 21</td>
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<td>February 10-15</td>
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<td>x</td>
<td>x</td>
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<td>March 23-28</td>
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<td>Mar. 30-Apr. 4</td>
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<tr>
<td>33</td>
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<td>April 13-18</td>
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<td>35</td>
<td>Apr. 20-25</td>
<td>April 20</td>
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<td>April 20</td>
<td>April 20-25</td>
</tr>
<tr>
<td>36</td>
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<td>April 27</td>
<td>April 27-May 2</td>
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<tr>
<td>37</td>
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<td>May 4</td>
<td>May 4-9</td>
</tr>
<tr>
<td>38</td>
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<td>May 11</td>
<td>Ineligible Students</td>
<td>May 11</td>
<td>May 11-16</td>
</tr>
</tbody>
</table>

**2018-19 Athletic Eligibility Timeline**

October 7-12  Fall Break

Semester Grade Report  December 20  All Students  December 20  December 20-Jan. 21* If eligible prior to grades, ineligibility starts Jan. 6

Nine Week Grade Report  March 6  All Students  March 6  March 6-23* If eligible prior to grades, ineligibility starts Mar. 16

Spring Break
## PBIS Behavioral Matrix

### MATURE

**M**
Demonstrating self control, respect, and cooperation for the benefit of all.

- Use considerate language and volume.
- Think before you act or speak.
- Respect others’ personal space.
- Limit public affectation.
- Respond quickly to adult directions.

### ETHICAL

**E**
Choosing to do the right thing at the right time.

- Be honest with yourself and others.
- Keep your word.
- Commit to academic honesty and integrity.
- Be kind.
- Accept and welcome everyone.

### SAFE

**S**
Doing your part to ensure the wellbeing and security of yourself and others.

- Walk at all times.
- Carry school ID.
- Move away from conflict and negative situations.
- Be aware of your surroundings.
- Report problems immediately.
- Report vandalism and graffiti immediately.

### ACCOUNTABLE

**A**
Taking ownership for your social behavior, and academic success.

- Be here every day.
- Be on time.
- Be prepared.
- Work to achieve.
- Accept consequences.

### All Settings

- Follow staff directions.
- Use for school approved purposes.
- Handle with care.
- Only access and/or store school appropriate content.

### Technology

- Follow staff directions.
- Use with academic honesty and integrity.
- Return found items to nearest staff member.

### Common Areas

- Maintain dress code.
- Show your pass and ID when asked.
- Follow all staff directions.
- Treat everyone with dignity and respect.
- Take found items to the office.
- Be truthful; speak honestly.

### Instructional Settings

- Follow all teacher directions.
- Interact in a positive way.
- Check your portal weekly.
- Communicate with your teachers.

### Office & Attendance

- Sit quietly.
- Be patient.
- Address staff appropriately.
- Give an honest account of your behavior.
- Be truthful about absences and tardies.
- Be truthful on incident reports.
- Ask before using any item on staff desks.

### Locker Rooms

- Be a positive Role model.
- Use Facilities appropriately.
- Keep hands and feet to yourself.
- Respect all property.
- Demonstrate sportsmanship.
- Respect others’ privacy.
- Be honest and turn in found items.

- Reprot problems to staff.
- Exercise self-control.
- Use only plastic containers.

### Technology

- Follow staff directions.
- Use for school approved purposes.
- Handle with care.
- Only access and/or store school appropriate content.

### Common Areas

- Maintain dress code.
- Show your pass and ID when asked.
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- Demonstrate sportsmanship.
- Respect others’ privacy.
- Be honest and turn in found items.

- Reprot problems to staff.
- Exercise self-control.
- Use only plastic containers.

- Have school ID ready.
- Use office passes as written.
- Take care of business and paperwork on time.
# Mesa High School
## PBIS Behavioral Matrix

<table>
<thead>
<tr>
<th></th>
<th><strong>MATURE</strong></th>
<th><strong>ETHICAL</strong></th>
<th><strong>SAFE</strong></th>
<th><strong>ACCOUNTABLE</strong></th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>M</strong></td>
<td><strong>E</strong></td>
<td><strong>S</strong></td>
<td><strong>A</strong></td>
</tr>
<tr>
<td></td>
<td><em>Demonstrating self control,</em> <em>respect,</em> <em>and cooperation for the benefit of all.</em></td>
<td><em>Choosing to do the right thing at the right time.</em></td>
<td><em>Doing your part to ensure the wellbeing and security of yourself and others.</em></td>
<td><em>Taking ownership for your social behavior, and academic success.</em></td>
</tr>
</tbody>
</table>

### Cafeteria & Outdoor Eating Spaces
- Enter food lines politely; patiently wait your turn.
- Handle food appropriately.
- Share tables.
- Respect property.
- Recycle or throw trash away, even if it isn’t yours.
- Cooperate and help others.
- Clean up spills.
- Have cash or school ID ready before ordering.
- Eat in designated areas.
- Stay in designated areas until the bell rings.
- Clean your space.
- Cooperate and help others.
- Respect property.
- Clean up spills.
- Have cash or school ID ready before ordering.
- Eat in designated areas.
- Stay in designated areas until the bell rings.
- Clean your space.

### Auditorium
- Enter and exit politely.
- Listen politely to speakers or performers.
- Applaud at appropriate times.
- Dispose of food and drink before entering.
- Treat everyone with dignity and respect.
- Keep electronics turned off and put away.
- Move calmly and carefully through the aisles.
- Sit in assigned areas with feet on the floor.
- Place belongings under your seat.
- Focus on speakers or performers.
- Consider how you will apply the content to your life.

### Athletic Areas
- Cheer in a positive manner.
- Respect boundaries.
- Maintain dress code.
- Follow pass procedures to get into games.
- Show courtesy to coaches, players, and officials.
- Treat everyone with dignity and respect.
- Be a positive representative of Mesa High.
- Move calmly and carefully to and from your seat.
- Follow all staff directions.
- Call for ride ahead of time.
- Be aware of your actions.
- Take responsibility for your choices.

### Restroom
- Use the facility quickly.
- Exit promptly.
- Keep electronics turned off and put away.
- Go directly to and from your designation.
- Keep the facility clean for others.
- Practice good personal hygiene.
- Keep pass visible.
- Limit grooming to essentials.

### Parking Lot & Roadways
- Observe and obey traffic signs and laws.
- Respect others on the road.
- Respect others property.
- Only authorized students may leave main campus at designated times.
- Yield to pedestrians.
- Observe the posted speed limit.
- All non-vehicle drivers use designated sidewalks, crosswalks, and bike lanes.
- Adhere to all school parking regulations.
Mature
Ethical
Safe
Accountable

Mesa High PBIS Vision

The Mesa High Community will support all students to succeed socially and academically today, tomorrow, and beyond.
MESA HIGH SCHOOL
Student Behavior Management System

Observe and Identify
Problem Behavior

Problem Solve
with Student

Is the Behavior
Administration Managed?

Teacher Managed
- Academic Misconduct
- Classroom Disruptions
- Dishonesty
- Leaving class without permission
- Inappropriate Display of Affection
- Student Speech
- Prepared with appropriate materials for class
- Refusal to Follow Reasonable Requests (Defiance)
- Tardies
- Substitute Misbehavior

Administrative Managed
- Accessing inappropriate materials
- Alcohol
- Arson
- Assault
- Cyberbullying
- Discrimination
- Dress Code
- Drug Use/Possession
- Electronic Devices
- Excessive Use of Bandwidth
- Fighting
- Forgery
- Gang Activity
- Harassment/Bullying
- Illegal Activity
- Leaving Campus
- Robbery/Extortion
- Sexual Abuse/Offense/Harassment
- Threats
- Tobacco
- Truancy
- Violating Copyrights
- Weapons

Possible Teacher Interventions
- Redirect Behavior
- Restate Expectation
- Re-teach Expectation
- Contact Parents MIR #2
- Teacher/Student Conference

Has the student accumulated 3 MIR’s this Semester?

No

Write Referral to Office and attach 3 MIRs

Yes

Administrator Determines Consequence

Administrator Follows Through on Consequence

Administrator Communicates Outcome(s) with Teacher

No

Teacher Managed
- Refer to Possible Teacher Interventions AND
- Document the Incident on a Minor Incident Report (MIR)

No

Continue Teacher Management until 3 Similar Incidents are Documented

Yes

Write Referral to Office and attach 3 MIRs

Respectfully and positively redirect the behavior referring to the We Are MESA System

No

Has the student accumulated 3 MIR’s this Semester?
Six-Traits of Effective Writing

Ideas
• Narrow, manageable topic
• Important details to enhance understanding
• Clarity
• Accuracy

Organization
• Inviting lead
• Purposeful sequencing
• Graceful ending
• Sense of direction and balance

Voice
• Sense of involvement and commitment
• Matches purpose and audience
• Consistent throughout piece

Word Choice
• Vivid images
• Minimal redundancy
• Suits topic, audience, and purpose
• Precise

Sentence Fluency
• Varied sentence length, structure, and style
• Rhythm, cadence
• Well-crafted sentences

Conventions
• Capitalization, punctuation, grammar and usage considered
• Looks clean, edited, polished

Writing with a Purpose

What do I need to know about my subject?
What is interesting about my subject?
Who is my audience?
What do they need to know?
How can I interest my readers in my subject?
What are the requirements of my writing project?

Ineffective Words and Phrases

<table>
<thead>
<tr>
<th>a bit</th>
<th>certainly</th>
<th>most</th>
<th>simply</th>
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<tbody>
<tr>
<td>a lot</td>
<td>definitely</td>
<td>obviously</td>
<td>somewhat</td>
</tr>
<tr>
<td>absolutely</td>
<td>especially</td>
<td>particular</td>
<td>sort of</td>
</tr>
<tr>
<td>actually</td>
<td>generally</td>
<td>pretty</td>
<td>specific</td>
</tr>
<tr>
<td>awesome</td>
<td>kind of</td>
<td>quite</td>
<td>surely</td>
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<tr>
<td>basically</td>
<td>little</td>
<td>rather</td>
<td>utterly</td>
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<tr>
<td>certain</td>
<td>merely</td>
<td>really</td>
<td>very</td>
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Transitions

in addition across from between compared with now
therefore away from as though underneath while
opposite to then differing from consequently farther
again soon in like manner in the same manner as if
adjacent to secondly to begin with equally important finally
whereas so that beyond at the same time last
yet nearby next in the first place moreover
though and accordingly at length thus
however besides furthermore above close to
otherwise similarly provided that notwithstanding hence
instead of in spite of unless by comparison finally
specifically to begin with equally for instance likewise
once also but even though on the contrary
in second place first nevertheless in comparison below
on the other hand further second to conclude unfortunately
as a result third today neither although

Words Commonly Confused

affect, effect complement, compliment precede, proceed
all together, altogether farther, further principal, principle
among, between good, well set, sit
anyone, any one may be, maybe their, there, they're
assure, ensure, insure persecute, prosecute who's, whose
capital, capitol

Editing Marks

- \[ \text{capital} \] capitalize
- \[ \text{make a period} \]
- \[ \text{add something} \]
- \[ \text{add a comma} \]
- \[ \text{add quotation marks} \]
- \[ \text{indent the paragraph} \]
- \[ \text{spell correctly} \]
- \[ \text{take something away} \]
- \[ \text{transpose} \]
- \[ \text{make a lowercase letter} \]
Words Commonly Misspelled

<table>
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<tr>
<th>absence</th>
<th>convenient</th>
<th>intellectual</th>
<th>occur</th>
<th>similar</th>
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<td>government</td>
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<td>imagination</td>
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<td>yacht</td>
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Pronouns

<table>
<thead>
<tr>
<th>Subject</th>
<th>Object</th>
<th>Possessive (adjective)</th>
<th>Possessive (standing alone)</th>
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<tr>
<td>1st person singular</td>
<td>I</td>
<td>me</td>
<td>my</td>
</tr>
<tr>
<td>1st person plural</td>
<td>we</td>
<td>us</td>
<td>our</td>
</tr>
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<td>2nd person singular and plural</td>
<td>you</td>
<td>you</td>
<td>your</td>
</tr>
<tr>
<td>3rd person singular</td>
<td>he</td>
<td>him</td>
<td>his</td>
</tr>
<tr>
<td>3rd person plural</td>
<td>she</td>
<td>her</td>
<td>hers</td>
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<td>it</td>
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</tr>
<tr>
<td></td>
<td>they</td>
<td>them</td>
<td>their</td>
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</tbody>
</table>

Figures of Speech

**alliteration**—repetition of a beginning sound in two or more words in a phrase or in a line of poetry.

Example: “Open here I flung the shutter, when, with many a flirt and flutter . . . .”

**assonance**—likeness of sounds especially of vowels, in a series of words or syllables.

Example: late and make; base and fade; young and love

**hyperbole**—exaggeration to make a point.

Example: He must be at least 200 years old.

**metaphor**—a direct comparison of two things without using like or as.

Example: My head is a disorganized file cabinet.

**onomatopoeia**—words which sound something like the real thing.

Example: tinkle, ping, moo, hiss, crackle, fizz, chirp

**personification**—a thing or idea represented as a person.

Example: The basketball kissed the rim before tottering inside.

**simile**—one thing is compared to another using like or as.

Example: Her eyes sparkled like diamonds.

**symbol**—a thing or object that stands for something more or for something other than itself.
### Mathematics Reference Sheet

<table>
<thead>
<tr>
<th>Key</th>
<th>Volume (V)</th>
<th>Surface Area (SA)</th>
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<tbody>
<tr>
<td>$b =$ base</td>
<td>$d =$ diameter</td>
<td><strong>Formulas for Area</strong></td>
</tr>
<tr>
<td>$h =$ height</td>
<td>$r =$ radius</td>
<td>Circle</td>
</tr>
<tr>
<td>$l =$ length</td>
<td>$\ell =$ slant height</td>
<td>Parallelogram</td>
</tr>
<tr>
<td>$w =$ width</td>
<td>$B =$ area of base</td>
<td>Rectangle</td>
</tr>
<tr>
<td>$P =$ perimeter of base</td>
<td></td>
<td>Trapezoid</td>
</tr>
</tbody>
</table>

Use $3.14$ or $\frac{22}{7}$ for $\pi$.

<table>
<thead>
<tr>
<th>Name</th>
<th>Volume (V)</th>
<th>Surface Area (SA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pyramid</td>
<td>$V = \frac{1}{3} Bh$</td>
<td>$SA = B + \frac{1}{2} P\ell$</td>
</tr>
<tr>
<td>Right Cone</td>
<td>$V = \frac{1}{3} \pi r^2 h$</td>
<td>$SA = \frac{1}{2} (2\pi r)\ell + \pi r^2$ or $SA = \pi r \ell + \pi r^2$</td>
</tr>
<tr>
<td>Right Cylinder</td>
<td>$V = \pi r^2 h$</td>
<td>$SA = 2\pi r^2 + 2\pi rh$</td>
</tr>
<tr>
<td>Right Prism</td>
<td>$V = Bh$</td>
<td>$SA = 2B + Ph$</td>
</tr>
<tr>
<td>Sphere</td>
<td>$V = \frac{4}{3} \pi r^3$</td>
<td>$SA = 4\pi r^2$</td>
</tr>
</tbody>
</table>

### Quadratics

For all quadratics $ax^2 + bx + c = 0$

**Quadratic Formula:** $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

The $x$-coordinate for the vertex of a quadratic: $-\frac{b}{2a}$

### Pythagorean Theorem

![Pythagorean Theorem Diagram](image)

$a^2 + b^2 = c^2$

### Arithmetic Sequences

Explicit formula for an arithmetic sequence:

$a_n = a_1 + d(n - 1)$

$d =$ common difference

### Interest Formulas

$I =$ interest earned, $P =$ principal,

$r =$ annual interest rate, $t =$ time in years,

$n =$ number of times compounded per year,

$A =$ total amount after time $t$

**Simple Interest:** $I = Pr t$

**Compound Interest:** $A = P\left(1 + \frac{r}{n}\right)^{nt}$

### Coordinate Geometry and Linear Equation Forms

Given: Points $S(x_1, y_1)$, $T(x_2, y_2)$

**Distance between two points:**

$ST = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$

**Midpoint between two points:**

$Midpoint = \left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$

**Slope of line through two points:**

$m = \frac{y_2 - y_1}{x_2 - x_1}$

**Point-Slope Form:** $y - y_1 = m(x - x_1)$

**Standard or General Form:** $Ax + By = C$

**Slope-Intercept Form:** $y = mx + b$
Mathematics Reference Sheet

### Additional Formulas

<table>
<thead>
<tr>
<th>Formula</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>( d = \text{distance}, \ r = \text{rate}, \ t = \text{time} )</td>
<td>Distance, Rate, Time Formula: ( d = rt )</td>
</tr>
<tr>
<td>( S = (n - 2)(180^\circ) )</td>
<td>Sum of the measures of the interior angles of a convex polygon with ( n ) sides:</td>
</tr>
<tr>
<td>( nPr = \frac{n!}{(n-r)!} )</td>
<td>Permutations of ( n ) objects taken ( r ) at a time:</td>
</tr>
<tr>
<td>( nCr = \frac{n!}{(n-r)!r!} )</td>
<td>Combinations of ( n ) objects taken ( r ) at a time:</td>
</tr>
<tr>
<td>( \text{Length of a circular arc: } \frac{m\overline{AB}}{360^\circ} \cdot 2\pi r = 2\pi r \left( \frac{m\overline{AB}}{360^\circ} \right) )</td>
<td>Length of a circular arc: ( \overline{AB} = 2\pi r \left( \frac{m\overline{AB}}{360^\circ} \right) )</td>
</tr>
<tr>
<td>( A = \pi r^2 \left( \frac{\text{degrees in corresponding arc}}{360^\circ} \right) )</td>
<td>Area of a sector: ( A = \pi r^2 \left( \frac{\text{degrees in corresponding arc}}{360^\circ} \right) )</td>
</tr>
<tr>
<td>( C = \pi d ) or ( C = 2\pi r )</td>
<td>Circumference: ( C = \pi d ) or ( C = 2\pi r )</td>
</tr>
<tr>
<td>( A = \pi r^2 )</td>
<td>Area of a circle: ( A = \pi r^2 )</td>
</tr>
</tbody>
</table>

### Trigonometric Ratios

| \( \sin A = \frac{a}{c} \) | \( \cos A = \frac{b}{c} \) | \( \tan A = \frac{a}{b} \) |

### 30°–60°–90° Triangle Relationships

<table>
<thead>
<tr>
<th>( B )</th>
<th>( A )</th>
<th>( C )</th>
</tr>
</thead>
<tbody>
<tr>
<td>( \sin x = \frac{\sqrt{3}}{2} )</td>
<td>( \cos x = \frac{1}{2} )</td>
<td>( \tan x = \sqrt{3} )</td>
</tr>
</tbody>
</table>

### 45°–45°–90° Triangle Relationships

<table>
<thead>
<tr>
<th>( B )</th>
<th>( A )</th>
<th>( C )</th>
</tr>
</thead>
<tbody>
<tr>
<td>( \sin x = \frac{1}{\sqrt{2}} )</td>
<td>( \cos x = \frac{1}{\sqrt{2}} )</td>
<td>( \tan x = 1 )</td>
</tr>
</tbody>
</table>

| \( \frac{a}{b} = \frac{a}{d} \) or \( a^2 = bc \) | \( \frac{d}{a} = \frac{c}{b} \) or \( ac = bd \) | \( a = b \) |

| \( m\angle x = \frac{1}{2}(m\overline{AB} + m\overline{CD}) \) | \( m\angle x = \frac{1}{2}(m\overline{AC} - m\overline{BC}) \) | \( m\angle x = \frac{1}{2}(m\overline{CD} - m\overline{AB}) \) |

| \( m\angle x = \frac{1}{2}(m\overline{AB} + m\overline{CD}) \) | \( m\angle x = \frac{1}{2}(m\overline{AC} - m\overline{BC}) \) | \( m\angle x = \frac{1}{2}(m\overline{CD} - m\overline{AB}) \) |
Research papers always contain information compiled from other sources. When you write a research paper, you must cite the sources of your information. In other words, you must give proper credit to the original authors of the information and let your readers know how to find the information for themselves. There are many different ways to cite the sources of our information, but this guide is designed to help you learn "MLA style," outlined in the Modern Language Association's MLA Handbook for Writers of Research Papers (http://mlahandbook.org).

Before you start your research, you may want to print copies of the Citation Data Form from http://andyspinks.com/mla/ and use them to collect the bibliographic information for each of your sources.

There are three main parts to MLA citation:

1. **The Information Itself** (quoting and paraphrasing properly)
2. **The In-Text Citation** (giving the source of each bit of information)
3. **The "Works Cited" Page** (creating a list of the sources you used)

Make sure to read the information at the beginning of all three sections before you begin.

**Part 1: The Information Itself**

All research papers contain information from other sources. When you use information that has been previously published by someone else, it is important that you avoid plagiarism — presenting someone else’s ideas as your own. (Plagiarism is not just cheating; it is also stealing.) There are two ways that you can include other people’s ideas and words in your paper without plagiarizing: paraphrasing and quotation.

**Paraphrasing**

You can include someone else’s ideas in your paper by putting those ideas into your own words. This is called paraphrasing. Here are a few things to remember when paraphrasing:

- Always cite the source of the paraphrased information in in-text citation (see Part 2) and list the source on your Works Cited page (see Part 3).
- Restate the information using your own words and your own sentences. Never use the same sentence structure as the original author.
- Combine information from different sources. Try not to paraphrase more than one or two sentences in a row from the same source.

**Original Encyclopedia Text:**

“The industrial revolution began in Great Britain for several reasons. The country had large deposits of coal and iron, the two natural resources on which early industrialization largely depended. Other industrial raw materials came from Great Britain’s Colonies.”

**Quotation**

You can also use someone else’s exact words in your paper; you just have to clearly indicate that the words are a quotation and give proper credit to the original author. This is very useful when the original author has phrased the idea in a powerful, clever, or unique way. If the quoted text is four lines or less, you should put it in quotation marks and include it in line with the rest of your paper. If the quoted text is more than four lines, you should put it in a separate paragraph (without quotation marks) and indent it by one inch. Either way, you should introduce the quotation and make sure to explain how the information relates to your paper.

Short Quotations (Up to Four Lines)

Picasso's attraction to art came at an early age; in fact, he “was able to draw before he could speak, and he could speak long before he was able to walk” (Bernadac and Bouchet 19).

Long Quotations (More than Four Lines)

One critic adepthly summarized the mainstreaming of the punk genre:

For punk rock, the 1990s were a watershed and a nightmare. The mainstream commercial success in that decade of bands like Green Day; Rancid, and Blink 182 was unprecedented for a genre that survived the Reagan-Bush era on $3 concerts, indie labels, and the relatively limited broadcast range of college radio. (Matula 19)

This commercialization was simultaneously the rise and fall of punk.

**Part 2: The In-Text Citation**

When you include information from other sources in your paper, you must include a citation that tells where the information came from (regardless of whether you quoted it or paraphrased it). At one time, MLA Style required that these citations be listed as footnotes at the bottom of the page. Now you can just insert a shortened citation immediately after the information you have quoted or paraphrased. (Since the citations appear in the text of your paper, they are called “in-text” citations. Since they are enclosed in parentheses, they are sometimes called “parenthetical” citations.) The citation should direct the reader to that source’s entry on the Works Cited page of your report. For print sources, you normally only need to include the Author and Page Number in your citation. For multi-volume works like encyclopedias, include the Author, Volume Number, and Page Number (with a colon separating the volume and page). For internet sites and other sources without specific page numbers, just include the Author. If the author is not given, use the first few words of the title (in quotation marks).

**Book or Signed Article**

Encouraged by the government, tourism is one of the largest industries in Greece (Arnold 45-46).

**Book or Signed Article (Author Mentioned in Text)**

Arnold states that tourism, encouraged by the government, is one of Greece's largest industries (45-46).

**Book or Signed Article (Two Authors)**

Picasso’s attraction to art came at an early age; in fact, he “was able to draw before he could speak, and he could speak long before he was able to walk” (Bernadac and Bouchet 19).

**Article in a Multi-Volume Reference Book**

The abundance of natural resource in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

**Article in a Multi-Volume Reference Book (No Author)**

Globally, no other infectious disease kills more people than tuberculosis (“Tuberculosis” 3:875).

**Online Source (No Page Numbers)**

Hinduism and its mythology are a mixture, resulting from centuries of cross-cultural integration (Naylor).

**Online Source (No Author or Page Numbers)**

Available as a free download, OpenOffice is a popular open source alternative to Microsoft Office (“OpenOffice 3.0”).
**Part 3: The “Works Cited” Page**

The final part of MLA citation is a list of the works cited. The list should include all of the sources cited in the text of the paper and only those cited in the paper. (See Part 2: The In-Text Citation)

**Creating and Formatting a Works Cited Page**

Creating a Works Cited page is easy: Begin by creating a new document or inserting a “page break” at the end of your paper. At the top of the new page, type the words "Works Cited" and center them. Below this title, type a list of the sources you referred to in your report, in alphabetical order. Enter each source in its own separate paragraph, each one formatted with a ½ inch hanging indent. (A "hanging indent" means that the first line of the paragraph starts at the left margin, but all other lines are indented.) Also, your list should be double-spaced, but with no extra spaces in between. (Check the help file of your word processor for more information on page breaks, hanging indents, and double-spacing.)

**Creating and Formatting Works Cited Entries**

The Works Cited entry for each source should include enough information to allow readers to look up the original source and to distinguish it from other sources with the same author and/or title.

**Authors/Contributors:** Begin each entry with the author or primary contributor, if known. When citing one person's specific contribution to the work (the illustrator's work in a graphic novel, for example), list that person first, before the title. If a source has several major contributors (names listed on the title page or front cover) include them after the title.

**Titles/Publication Information:** Each entry should also include the title(s) of the source and the relevant information about its publication. Include the year of publication for all sources (for magazines and newspapers, also give the month and if known, the day.) For web pages, include the date of the most recent update. If necessary, you can use the abbreviation "n.d." for "no date given" and/or "n.p." for "no publisher given."

**Access Information:** MLA style no longer requires a URL for online sources, but it does now require that you include the format (i.e., Print, DVD, MP3) for every source. For all online sources, MLA style also requires that you list the title of the database or website and the date you accessed the information. (The media format for all online sources and databases is "Web" – even if the source is a PDF or JPEG file.)

Use the following examples to help format entries for specific sources. If you have questions, consult the MLA Handbook or ask your teacher or library media specialist for help.

### Book (Print)

**Author.** *Title of Book.* City of Publication: Publisher, Year. Format.


### eBook (from a database)

**Author.** *Title of Book.* City of Publication: Publisher, Year. Database Title. Format. Date of Access.


### Article in a Reference Book or Edited Collection (Print)

**Author.** “Title of Article.” *Title of Book.* Editor. Volume. City of Publication: Publisher, Year. Pages. Format.


### Reference or Encyclopedia Article (from a database)

**Author.** “Title of Article.” *Title of Book.* Editor. Volume. City of Publication: Publisher, Year. Database Title. Format. Date of Access.


### Magazine or Newspaper Article (Print)

**Author.** “Title of Article.” *Magazine or Newspaper* Date: Pages. Format.


### Magazine or Newspaper Article (from a database)

**Author.** “Title of Article.” *Magazine or Newspaper* Date: Pages. Database Title. Format. Date of Access.


### Academic Journal Article (from a database)


### Web Page

**Author.** “Title of Page.” *Title of Web Site.* Publisher or Sponsor, Date of Publication. Format. Date of Access.


### Online Photograph, Illustration, or Image

**Artist.** *Image Title.* Date of Publication. Collection or Institution. *Website or database.* Format. Date of Access.


### Song or Sound Recording (from a CD or MP3)

**Specific Contributor.** “Song Title.” *Other Major Contributors. Album Title.* Publisher, Year. Format.


### Video or Movie (on DVD or VHS)

**Specific Contributor.** *Title.* *Other Major Contributors. Distributor, Year. Format.*


### Video or Movie (Online)

**Specific Contributor.** *Title.* *Other Major Contributors. Publisher or Distributor, Year. Website or database.* Format. Date of Access.

Option A:

CURRICULUM-BASED SERVICE LEARNING

Option A occurs when a teacher uses service learning as an instructional strategy. Students are involved in service to the community that is linked to the goals and standards of a particular course. Service may take place during class, or beyond the school day. Some examples are:

• Social studies students work on an election campaign or with Kids Voting.
• English students write “Books of Hope” for students in Uganda.
• Teacher Training students create and lead lessons for elementary students.
• Performing arts students sing, dance, march, and play for senior citizens or in a parade.

Option B:

EXTRACURRICULAR SERVICE LEARNING

Option B occurs when students are involved in service activities that are not part of an academic class. The activities may be organized by a school club, a community organization, or one or more students with an original idea. Examples are:

• Students in a school club organize and conduct service projects throughout the year.
• A student volunteers at an elementary school, sports program, summer camp, or hospice.
• A student tutors peers or younger students during lunch or as an aide during a class.

NOTE: Students registered as a “Teacher’s/Office Aide” may receive service hours by following Option B procedures.

Option C:

SERVICE LEARNING AT THE EAST VALLEY INSTITUTE OF TECHNOLOGY (EVIT)

Option C occurs when students are enrolled in an EVIT program in which service learning is linked to the curriculum. The service may take place during class, or beyond the school day. Service activities may count toward required internships and practicum hours as well as this Honor. Hours may be earned for the service action itself, but not for extensive preparation before the event. If the clients pay a minimal fee, but the student does not receive payment, the hours may apply toward the Honor. Examples include:

• Fire Fighting students volunteer at community events.
• Health Science students intern at care centers or hospitals.
• Business or Graphics students design the logo and website for a non-profit.
• Culinary Arts students cook for, set up, and serve at community events held at EVIT.

OPTIONS B AND C ACTIVITIES HAVE TO BE PRE-APPROVED BY THE SERVICE LEARNING COACH BEFORE HOURS MAY COUNT TOWARD THE HONOR.

All Mesa high school students may choose to earn the Mesa Public Schools Silver Service Award for Excellence in Service Learning. Students who earn this award will receive:

• A special seal on their graduation diploma
• A notation of the Honor on their transcript

The Honor in Service Learning will be awarded to students for their completion of 150 hours of unpaid service throughout their four years of high school. (Beginning with the class of 2020, a minimum of 200 hours will be required for the Service Learning Seal.) Those hours include preparation, action, and reflection. Freshmen may apply for Option B upon graduation from 8th grade. Students may earn hours from a combination of curriculum-based and extracurricular service. The options are described below.
A Service Learning Coach at each junior and senior high will track student progress. Students may check with their Service Learning Coach about the service learning entries and hours that appear on their individual student records and transcripts. EVIT students will submit their paperwork at their home school. The Mesa Service Learning Advisory Board is available to help the Coaches and if necessary, hear any appeals from students.

**OPTION A:** Teachers are responsible for submitting to the Coaches the names, project titles, and number of hours for their students at the end of each semester. Those hours are then entered on the students’ Synergy screen. The service Learning Coach maintains a file of the Option A projects and hours submitted by the teachers.

**OPTIONS B AND C:** Students are responsible for completing the proper paperwork for Options B and C service activities: an application and timecard for each service site and a summative reflection presentation on all of the year’s service. The application and reflection instructions are available from the Service Learning Coach or the website, but the timecard is only available from the Coach once the proposed activities have been approved.

- **First,** the student submits one application for each service site that outlines the planned activities. Students may submit as many applications as necessary.
- **Second,** the student maintains one timecard for each service site with dates and times of the service hours. The cards are due around April 1st, unless other arrangements are made with the Service Learning Coach. Before the cards are turned in, the service hours on the card should be totaled and the adult supervisor should sign and write a short evaluation of the student in the space provided on the back of the timecard. Option C timecards may be signed by the EVIT instructor or the site supervisor, as appropriate.
- **Third,** the student presents a reflection project in April to a small audience that demonstrates what the student learned from the year’s service experiences. Students will be notified of their school’s reflection date and should not miss this important event. Note: If students do not complete a reflection project, their hours will not be recorded on their transcript.

**IMPORTANT NOTES:**

- Options B activities MUST be approved by the Service Learning Coach BEFORE the student begins receiving credit for the service hours.
- After students turn in their timecards in April, they may want to immediately apply for a new timecard if they are continuing their service activities for the rest of the school year, through the summer, or into the next year.
- Once a new cycle has begun, students may not record hours from the previous year.
- Upon completion of eighth grade, students may apply for the high school level Honor for Excellence in Service Learning, and they may earn hours during the summer between 8th and 9th grade toward the Honor.

**SERVICE LEARNING WEBSITE:** [www.mesaservicelearning.org](http://www.mesaservicelearning.org)

Students, teachers, and families are encouraged to use the Mesa Service Learning website as an additional resource.

- The Service Learning Coaches are listed under “About Us/ School Coaches.”
- The “Sites, Needs, and News” section has suggestions of “Volunteer Sites” that are youth-friendly and a posting of “Current Needs” that have been submitted by community organizations.
- The “Honors Program” and “More” tabs have the forms and instructions needed by students and teachers.

Service learning activities will not be approved which:

- Relate to a for-profit business
- Are done as part of religious education or a religious worship service
- Benefit the student’s relatives
- Are “babysitting for free”
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Welcome to MESA PUBLIC SCHOOLS

OUR VISION
Mesa Public Schools
Unprecedented Excellence in Education

OUR MISSION
The mission of Mesa Public Schools is to develop a highly educated and productive community, one student at a time.

OUR CORE VALUES
In Mesa Public Schools, we believe...
...each child is important.
...learning is our focus.
...collaboration and innovation are indispensable.
...sound fiscal stewardship is essential.
...diversity increases our opportunities.
...success is expected and celebrated.

OUR PROMISE
Every student in Mesa Public Schools is known by name, served by strength and need, and graduates ready for college, career and community.

This districtwide handbook contains a wealth of information parents need to help their children succeed in Mesa Public Schools. For details on any topic, parents may:

• Contact their children’s teachers, school secretaries or school administrators
• Visit mpsaz.org/parents for an online version of Information and Guidelines and links to all policies, programs and services featured in this handbook
• Call 480-472-0223 for policy information over the phone, or visit mpsaz.org/parents to view an online version of the district policy manual
• Send an email to info@mpsaz.org

DEFINITION OF TERMS THROUGHOUT THIS HANDBOOK
“Parent” means a parent (unless parental rights have been judicially limited or severed), a legal guardian or an individual acting as a parent in the absence of a parent or guardian.

“Policy” refers to a district Governing Board policy and administrative regulation.

“School administrator” means a school principal, principal’s designee, assistant principal, team leader, school coordinator or district administrator.

“Assistant superintendent” means an assistant superintendent or an assistant superintendent’s designee.

Information and Guidelines and the district policy manual may not cover every situation. In the absence of specific direction, school administrators have the authority to use their discretion.
Respect the rights of others to study and learn.
Students come to school for an education. No one has the right to interfere with the education of others.

Attend school daily unless ill or excused by the school.
Students have a responsibility to take advantage of every opportunity to learn so they can function effectively in society. Students who maximize their opportunities to learn are more successful in school and later in life.

Be on time for all classes.
Students who enter a classroom after a class has begun are interfering with the rights of others to learn and study.

Complete all in-class and homework assignments, and meet deadlines.
The primary responsibility for learning belongs to the student. Since everything that must be learned cannot be accomplished during the school day, there will be homework assignments. Education is an ongoing process that doesn't stop when the school day ends.

Come to class with necessary books and materials.
A teacher should not have to delay class because a student has come unprepared to begin work. This interferes with the rights of others to learn and study. Getting an education requires more than merely being in class; students are expected to actively participate in their learning.

Respect public property, and carefully use and return all materials and equipment.
Schools are a community’s gift to its young people. It is wrong to abuse that gift. Responsible use of materials and equipment will preserve them for future students.

Obey school rules.
Rules are designed to ensure schools and classrooms are learning environments where students are safe and successful. Students have a responsibility to obey these rules so each student has the proper environment in which to learn.

Volunteer information, and cooperate with school staff in disciplinary cases.
Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. To volunteer information and cooperate with school staff members are the obligations of a good school citizen.

See that school documents and correspondence to parents reach home.
Education requires a partnership between the home and the school. For the partnership to work, those involved must know what is happening. Teachers regularly offer documents, for parents to review, that outline the academic progress of their children. Students, parents and teachers should work together to maximize learning.

Comply with legal responsibilities.
Students are to comply with policies and regulations, pursue the required course of study and respond appropriately to the authority of the teachers, administrators and Governing Board members.
ATTENDANCE
We count on parents to ensure that children attend school and arrive on time.

Absences
Parents are expected to inform the school when their children will be absent. If children are absent without prior notice, the school will make reasonable efforts to notify parents within the applicable time periods prescribed by law.

It is important that parents let the school know right away if their phone numbers change.

Please provide notes from doctors and dentists to excuse children for appointments, illnesses or injuries.

If parents do not authorize absences within one day after their children return to school, absences are unexcused.

Parents are responsible for providing advanced notice when a child must leave during the school day for an appointment or other circumstances, and they must indicate who will pick up the child from school.

Parents who anticipate extended absences should contact the school. If they do not, children are withdrawn from school after missing 10 days in a row.

Tardiness
Students are tardy if they are not seated when the bell signals the start of class. They are considered absent if they are 10 or more minutes late.

Truancy
Students must be in school until they successfully complete 10th grade or reach age 16. State Statute A.R.S. §15-803 defines “Truant” as an unexcused absence for at least one class period during the day. For truancy purposes, one class period equals one absence.

Attendance officers may talk to students and parents about the legal consequences of truancy. The district also sends parents and students warning letters. If students are habitually truant or excessively absent, parents and students may be cited and referred to the court.

Students are habitually truant if they have five or more unexcused absences. They are excessively absent if they have 18 or more excused or unexcused absences.

BICYCLE AND WALKING SAFETY
Students must obey traffic laws, and they should wear helmets when riding to and from school. Suspicious behavior observed along the way should be reported to a school administrator or police officer.

Bicycles should be locked when parked at school. Mesa Public Schools is not responsible for loss, theft or damage.

CAFETERIA
Our nutritious, affordable meals follow Policy JL and the U.S. Department of Agriculture’s Dietary Guidelines for Americans. Parents may place money in their children’s accounts by check or cash at school, or by credit or debit card at myschoolbucks.com. Free and reduced-price meal applications are available at school and online.

If a student does not have money for breakfast or lunch, in lieu of charging they will be provided a courtesy meal, which is any option offered that day. Students receiving courtesy meals will not be permitted to purchase a la carte items. The cafeteria manager will contact the student’s parents directly regarding their child’s account balance. If courtesy meals become excessive, the district food & nutrition office will contact parents.

For applications, menus, prices, and information on nutrition, allergies and student accounts, visit mpsaz.org/food.

CHILD ABUSE
To ensure student safety, school employees must report suspected physical abuse, neglect and sexual abuse to the Department of Child Safety (DCS) or the police. All reports are confidential records. Requests for information should be directed to DCS or the appropriate law enforcement agency.

The reporting law applies most often to adults abusing children. When students are accused of sexual harassment, fighting or bullying, we review each incident carefully for indications of abuse. The accusations may be investigated by the police for possible criminal charges — regardless of the age and maturity of the alleged abuser.

COMMUNICATION WITH PARENTS
We share news of personal and schoolwide interest and importance via the website, parent newsletters and U.S. mail. We also communicate through telephone, email and text-messaging notification systems, and the Peachjar online flyer delivery system.

Please help us stay in touch with you by updating your mailing addresses, email addresses and phone numbers. Opt in to text updates by texting “yes” to 67587.

We also invite you to join our followers on Facebook, Twitter, Instagram and YouTube.

CUSTODY AND VISITATION
We do our best to respect the child-custody and visitation rights of separated or divorced parents, as prescribed in state laws and valid court orders. Custodial parents or parents with joint custody are responsible for providing the district the most recent court order if child custody or visitation issues affect the school. See Policy JH.
**DRESS AND GROOMING**
Dress and grooming standards promote school pride, self-esteem, the safety and welfare of students and staff, and the achievement of curriculum goals and educational objectives.

Clothing, accessories and visible tattoos must not convey a message that:
- Relates to tobacco, alcohol or illegal drugs
- Appears sexually suggestive, vulgar, obscene or offensive
- Advocates or promotes violence or terror
- Expresses gang membership, affiliation or support
- Causes a reasonable person to feel threatened, intimidated or harassed because of the person’s race, color, national origin, religion, sex (including gender identity and sexual orientation) or disability

The district’s minimum dress and grooming expectations are available in the school office and in Policy JFCA. Schools may adopt additional standards based on School Improvement Advisory Council recommendations. See your school handbook.

**EMERGENCY RESPONSE**
School emergencies, such as power outages, threats or neighborhood incidents, may require precautionary lockdowns or evacuations. Schools practice emergency response techniques regularly.

Our first concern is always the safety of students and staff. Parents can count on Mesa Public Schools to provide resources, such as security, transportation, food, water, and the added protection of police and fire officials.

The first information parents hear from the media or others may be inaccurate. Please do not contact the school. We will provide parents information via the district’s communication system as quickly as possible.

Do not call or send text messages to your children. If they contact you, direct them to follow instructions from school officials.

**Lockdowns**
Lockdowns take place when there are safety concerns on campus or in the vicinity. During a lockdown, students and staff are secure in their classrooms. Do not go to the school. Office and classroom doors are locked, and no one is allowed in or out.

Children are not released from school without the authorization of police and/or fire officials. Please be patient, and follow directions from the staff.

**Evacuations**
If emergency responders believe students and staff would be safer off campus, school officials follow established evacuation procedures for relocation to a predetermined site. The district provides additional supervision, and students remain with their classes.

Sometimes, evacuations are brief, and students quickly return to the normal school schedule. Parents should not go to the evacuation site. Additional individuals add confusion to the emergency situation and take the staff’s attention away from students.

**Reunification**
The school cares for students in lockdowns or evacuations during the school day and beyond, if necessary. But there may be times when parents are contacted and asked to pick up their children.

In a reunification, students are released to parents or other adults designated on emergency contact forms. Photo identification is required.

**EQUAL OPPORTUNITY**
Policy prohibits discrimination based on race, color, ethnicity, national origin, religion, sex (including gender identity and sexual orientation), disability or age, and provides equal access to the Boy Scouts and other designated youth groups.

Under certain conditions, such discrimination can include harassment by students or staff if the conduct creates a hostile learning environment under the law.

Lack of English language skills is not a barrier to admission and participation in district programs and activities.

See Policies JB and JFD for details on discrimination, complaint procedures and resolutions. Students may report discrimination to teachers, counselors, student advisors or school administrators.

The deputy superintendent is the district’s compliance officer for:
- Title IX (gender-based discrimination)
- Title VI (discrimination based on race, ethnicity, national origin and religion)

For assistance, call 480-472-0205. Or write to Deputy Superintendent, Mesa Public Schools, 63 E. Main St. #101, Mesa, AZ 85201.

The executive director of special education is the district’s compliance officer for disability-based discrimination:
- Section 504 of the Rehabilitation Act
- Americans With Disabilities Act
- Individuals With Disabilities Education Act

For assistance, call 480-472-0702. Or write to Executive Director of Special Education, Mesa Public Schools, 1025 N. Country Club Drive, Mesa, AZ 85201.

Any student who knowingly makes false accusations of discrimination may be subject to disciplinary action.
EXTRACURRICULAR ACTIVITY AND INTERSCHOLASTIC ATHLETICS PARTICIPATION

Students must pass all classes to participate in junior high athletics and high school interscholastic athletics and activities.

High school interscholastic athletics participation
Ninth- through 11th-graders must take at least five courses for credit. Seniors must take at least four courses, which must be sufficient to complete all credit requirements to graduate.

Ninth-grade students’ district progress report with a failing comment or the district quarter and semester report cards with a failing or incomplete or no credit grade will serve as notice to the student and the parent that the student is not passing and ineligible.

For 10th- to 12th-grade students, district quarter and semester report cards with a failing or incomplete or no credit grade will serve as notice to the student and parent that the student is not passing and ineligible.

For grades nine through twelve, the district will use the athletic academic eligibility timeline to determine the dates when students’ academic eligibility will be checked and when a previously ineligible student may resume participation. See policy IGDJ-R-E(1).

Students must comply with the coach’s rules and the district’s Code of Conduct for Athletic Activities and Spirit Lines. See “Athletics Code of Conduct” at mesasports.org.

Junior high athletics participation
Seventh- and eighth-grade students’ grades will be checked a minimum of one time each season at progress report time.

Students failing a class at this time will be ineligible for a minimum of one athletic contest. A student may regain eligibility by providing proof of a passing grade to the coach and athletic director. If the student fails to raise the failing grade to a passing grade, the student will remain ineligible for the remainder of the season.

See the Junior High Athletic Conference document at mesasports.org for additional eligibility requirements.

FEES AND DEBTS FOR STUDENTS
Schools charge fees for extracurricular activities, on-campus parking, and fine arts and career and technical education courses. Students and their parents must meet their financial obligations to the district. The district may use reasonable and cost-effective methods to obtain payment of a delinquent debt, or establish a payment plan.

School administrators may waive or reduce fees for economic hardship. A student with delinquent debt will not be denied education services or access to education records. For fee schedules and information on tax credits for extracurricular activities, see “Fees for students” at mpsaz.org/parents.

FIELD TRIPS
Only students who are approved for a particular activity, and their assigned sponsors, teachers, coaches and school or district-approved chaperones may participate in field trips.

FOOD SAFETY
All food brought onto campus for students to share at classroom celebrations or other group activities must originate from stores or commercial kitchens certified to comply with Maricopa County Environmental Services regulations.

COUNTY REGULATIONS also apply to school-sponsored functions, such as barbecues, pancake breakfasts and carnivals. See Policy JL.

GANG ACTIVITY
Students may not engage in any gang activity, no matter where or how it occurs, if it has a substantially detrimental impact on school activities, students or staff in relation to school attendance, school operations or the school environment.

Students who engage in gang activity are subject to disciplinary action. See Policy JFCE.

GRADING PROCESS
The following scale ensures common, consistent reporting in seventh- through 12th-grade subjects assigned achievement grades:

<table>
<thead>
<tr>
<th>ACHIEVEMENT GRADE</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Consistently meets curriculum standards at an outstanding level (90-100)</td>
</tr>
<tr>
<td>B</td>
<td>Generally meets curriculum standards at a high level (80-89)</td>
</tr>
<tr>
<td>C</td>
<td>Meets curriculum standards at a satisfactory level (70-79)</td>
</tr>
<tr>
<td>D</td>
<td>Meets some curriculum standards (60-69)</td>
</tr>
<tr>
<td>D-</td>
<td>Minimum Progress (teacher discretion) (59.99)</td>
</tr>
<tr>
<td>F</td>
<td>Fails to meet curriculum standards. If courses are credit bearing, no credit toward graduation is granted to a student receiving a final grade of “F” in the course. (&lt;59)</td>
</tr>
</tbody>
</table>

For additional and detailed information on non-letter grading, please see the Junior High and Senior High Course Description Catalogs.

GRADUATION REQUIREMENTS AND DIPLOMA OPTIONS
Students who earn 22 required and elective credits, pass the American Civics Test and meet attendance standards are eligible for Standard Diplomas.

Students who complete more rigorous course work and maintain a high grade-point average may be eligible for additional diploma designations. See “Course Description Catalog” at mpsaz.org/parents.
HARASSMENT, BULLYING AND HAZING
Harassment, bullying and hazing are prohibited at school, in school vehicles, at school bus stops, during school-sponsored activities and while students are traveling to or from school.

Harassment means any abusive conduct that is directed at one or more students because of the student’s actual or perceived race, color, ethnicity, national origin, religion, sex (including gender identity or sexual orientation), disability or age, and that is sufficiently severe, pervasive or persistent so as to interfere with or limit the student’s ability to participate in or benefit from the services, activities or opportunities offered by the school. It includes retaliation and sexual harassment.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

Bullying means any aggressive, intentional behavior carried out by a person or group repeatedly and over time against a victim who cannot easily defend himself or herself. It may be verbal, physical or relational; and it requires an observed or perceived imbalance of power – such as physical strength, access to embarrassing information or popularity – between the bully and victim.

Bullying includes cyberbullying, which means any act of bullying committed by use of electronic technology or communication devices, including social networking and other internet communications, that occurs on school property or at a school-sponsored event; substantially interferes with a student’s education; threatens the overall educational environment; or substantially disrupts the operation of a school.

Hazing means forcing a student to risk or suffer physical or mental harm or degradation to join, participate in or remain in a school-affiliated organization or activity.

Students who believe they have been harassed, bullied or hazed should report the behavior to a teacher, counselor, student advisor, nurse, health assistant or school administrator. All school employees must report such incidents. All reports are investigated and confidential.

Students who engage in harassment, bullying or hazing are subject to disciplinary action. See Policies JFD and JFCM.

HOMEWORK
Each school’s homework plan is designed to reinforce learning objectives and enhance student achievement. Homework enables students to practice, complete, make up or extend classroom work. Homework is not given as a penalty.

Depending on students’ study habits, academic skills and course load, daily homework usually ranges from:

- 1 to 1 ½ hours in junior high
- 1 ½ to 2 ½ hours in senior high

ILLNESS AND INJURY
Sick children should stay home to rest, recover and minimize the spread of disease.

Students should not attend school if symptoms include fever, diarrhea, vomiting, severe sore throat or a draining wound. Students should be fever free without medication before returning to school.

Parents are notified and asked to pick up children who become ill at school. Parents must inform the school and coaching staff of any illnesses or injuries that may affect students’ health and safety during physical education and athletics. A doctor’s note is required for an extended absence and may be required to resume participation in PE and athletics.

IMMUNIZATIONS
Arizona law requires children to be up to date on their immunizations to attend school. Documented proof is required for students entering Mesa Public Schools.

Medical, Personal and Religious Exemption Forms are available in the school health office. Exempt students are excluded from school if there is an outbreak for which they have not been immunized.

INSURANCE
The district does not carry medical or dental insurance for students who become ill or are injured during school activities. Parents are responsible for their children’s insurance and related expenses.

An optional school-day accident and health policy is available for purchase through a private agency. See “Insurance” at mpsaz.org/parents.

LANGUAGE LINE
Over-the-phone interpretation enhances home-school communication with parents.

Language Line features three-way interpreter conversations from English into more than 170 languages. All calls are confidential. This service is free for parents and schools.

Call your school secretary to request Language Line interpretation. Or contact the district’s English Language Acquisition Department, 480-308-7500.

LIABILITY FOR VANDALISM
If students damage or destroy school property, they may be suspended or expelled. Parents may be liable for their children’s vandalism.
MEDICATION AND DIETARY SUPPLEMENTS
School personnel may administer medication to students during school hours if:

- A Parent/Physician Consent for School to Administer Medication form is completed at the beginning of each school year and when the medication or dosage changes
- There is an unaltered, current pharmaceutical label attached to prescription medication
- Over-the-counter and dietary supplement medication are in its original container and will only be administered according to appropriate age/weight dosages
- Medication is administered and stored in the health office

Over-the-counter medication and dietary supplements may not be given for longer than five consecutive days without a medical provider’s prescription order.

Parents are notified when more medication is needed and when unused or discontinued medication is to be picked up from school.

Students may carry and self-administer prescribed emergency medication or inhalers if they are properly labeled and if parents provide written consent to the health office.

No other medication, including over-the-counter medications and dietary supplements, may be carried by the student unless the school nurse and administrator have signed an Individualized Health Care Plan. Self-administer medication plans may be developed for diabetic students with physician approval. See Policy JHCD.

NEWS MEDIA AND DISTRICT COVERAGE
Students may be interviewed, photographed or recorded by the news media or district employees for print, radio, television or online content.

Media Opt Out
Parents may submit Opt Out Forms to the office within the first two weeks of school or enrollment, whichever is later. The form is available at mpsaz.org/parents. A new Opt Out Form must be submitted each year.

OPEN ENROLLMENT
Our schools welcome open-enrollment students from other district attendance zones and other Arizona districts. Applications are available at all schools and online. See “Open Enrollment” at mpsaz.org/parents.

Applications for enrollment the next school year are due before March 1 for notification of the acceptance decision by April 1. If applications are returned on or after March 1, parents will be notified as soon as possible.

Parents and students must agree that students will honor all school rules and regulations, including standards for academic effort, conduct and attendance. Failure to comply with school rules may result in reassignment to another school.

PARENT RIGHTS
Policy KBAA explains a variety of rights on a range of educational issues. The information is available at schools and mpsaz.org/rights.

PARKING
Parking privileges vary by high school. Please see your child’s school front office to inquire about grade level, driver’s license, insurance and registration requirements.

Students receive parking regulations when decals are issued. Any violation may result in penalties. Vehicles may be towed. Students may lose parking privileges and receive police citations.

Neither the school nor the district is responsible for theft or damage to any vehicle or its contents.

PAYMENT FOR OPTIONAL MATERIALS, SERVICES, LOST AND DAMAGED ITEMS
When students enroll, basic course materials, identification cards, and some lockers and locks are required. They are free.

Other lockers and locks, physical education towels, activity cards and yearbooks are optional and not free. Supplemental course materials and service fees vary. High school course fees are required. Junior high course fees are voluntary material donations.

Lost or damaged textbooks and other required materials must be replaced.

Students who do not meet their financial obligations may not be allowed to participate in extracurricular activities or graduation exercises.

PERSONAL PROPERTY
Students should not bring valuable personal property to school unless it’s necessary for school activities.

Protection of personal property is the responsibility of students and parents. The district is not responsible for loss, theft or damage.

POLICE VISITS
Police may ask to interview students at school. If parents are being investigated for suspected child abuse or other criminal activity, we cannot notify parents without police approval.

In all other cases, we make reasonable efforts to notify parents in a timely manner unless directed otherwise by police. If we cannot reach parents, we allow the interviews unless students refuse to be interviewed or wish to speak with parents first.

If police want to take students into custody, the school must comply. We notify parents unless the police direct otherwise.
PRIVACY AND SURVEYS
The Protection of Pupil Rights Amendment gives parents and eligible students (emancipated minors or students who are 18 or older) rights regarding protected personal information, instructional materials, physical exams and health screenings:

1. To provide written consent before students participate in any survey funded by the U.S. Department of Education that requests protected information:
   - Political affiliations
   - Family, mental or psychological problems
   - Sexual behavior or attitudes
   - Illegal, anti-social, self-incriminating or demeaning behavior
   - Critical appraisals of family members

2. To be notified and choose to opt out of certain activities, surveys and exams, including:
   - Activities involving collection, disclosure or use of personal information obtained from students to market, sell or otherwise distribute information to others
   - Surveys requesting protected information, regardless of funding
   - Any nonemergency, invasive physical exam or screening required for attendance, administered by the school and not necessary to protect students’ health and safety — except for hearing, vision or scoliosis screenings, or any exam or screening permitted or required by state law

3. To inspect the following material, upon request, before the district administers or uses:
   - Surveys and instructional material involving protected information
   - Instructional material in the educational curriculum
   - Documents to collect students’ personal information for marketing, sales or other distribution purposes

4. To receive notification at the start of each school year, and after substantive changes are made, about the district’s policy for complying with the Protection of Pupil Rights Amendment

5. To report any violation of rights by filing a claim with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202

PRODUCT SALES
Official school organizations may conduct sales on campus with the approval of the student council and/or the school administrator. All proceeds must be deposited in the student funds account.

No other sales are permitted on school property without the district’s prior authorization.

REPORT CARDS AND CONFERENCES
Report cards are issued four times a year, after each nine-week grading period. Parents or teachers may request a conference at any time to discuss concerns about student achievement or special needs.

SILENT WITNESS
Students are encouraged to report anything that threatens the safety or security of people or property at school or school-sponsored activities:

- In an emergency, call 911.
- Talk to any school staff member.

SPECIAL EDUCATION
Public schools must provide a free, appropriate education to eligible disabled children. Special education and related services are described in Individualized Education Programs (IEPs) and are provided in the least restrictive environment.

Children with disabilities from age 3 to 22, and their parents, are guaranteed certain educational rights, known as procedural safeguards. Children who are being provided special education services at the time they reach age 22 will continue to receive special education services from the school district until the end of the school year.

The law and its implementing regulations also provide methods to assure that your input is considered.

For the procedural safeguards, see “Special Education” at mpsaz.org/parents. Or call the Special Education department at 480-472-0710 to receive a copy.

If children are having difficulty in school, parents should check with teachers to discuss interventions that may help their children succeed.

If the interventions are unsuccessful or if a disability is suspected, parents may request a referral for special education evaluation. Contact the school administrator, school psychologist or area special education director.

Child Find
Public schools are required to identify, locate and evaluate all children with disabilities who need early intervention or special education services and who reside within its geographic boundaries.

Parents of children under age 3 are referred to the Arizona Early Intervention Program, 602-532-9960. Parents of children age 3 through 5 are referred to the Arizona Early Intervention or special education services and who reside within its geographic boundaries.

Parents of children in kindergarten through 12th grade should contact their school.
Special Education Evaluation
If special education disabilities are suspected, children are evaluated to identify and document any disabilities that affect learning. Parents and educators begin by reviewing existing information. If the team needs additional data, the assessments are completed within 60 calendar days of parents’ written consent. The team reviews and discusses all the information. If the team determines children are eligible, parents and educators meet to develop an Individualized Education Program (IEP). Parents may ask others to be present at the meeting.

Parent Rights and Responsibilities
STUDENT EDUCATION RECORDS
Parents have the right to inspect and review all education records and all other rights guaranteed by the Family Educational Rights and Privacy Act.

DESTRUCTION OF EDUCATION RECORDS
The district destroys all special education records five years after students leave special education, withdraw from the district or graduate. Parents who prefer to obtain the records may write to Mesa Public Schools, Special Education Records, 1025 N. Country Club Drive, Mesa, AZ 85201.

PRIOR NOTICE OF UNILATERAL PRIVATE PLACEMENT
Parents who disagree with the district must provide written notification 10 business days before enrolling children in private special education schools. The notice must indicate rejection of the placement offered, concerns about the offered placement, and the intent to enroll a child in a private school at public expense.

CONSENT TO SERVICES
Parents may withhold or withdraw consent for special education services, which cease once parents have withdrawn consent and received notice of their procedural rights. Thereafter, children have the same rights and responsibilities as students without disabilities.

MORE INFORMATION
For more information about special education programs and procedures, contact:
• your school, or the Special Education department, 480-472-0710
• Raising Special Kids, 602-242-4366, raisingspecialkids.org
• the Arizona Department of Education’s Exceptional Student Services Division, 602-542-4013

STUDENT GROUPS
The federal Equal Access Act prohibits secondary schools from discriminating against extracurricular student groups based on religious, political, philosophical or other speech, including groups that meet to discuss or promote controversial subjects. Unless specifically noted, the district does not endorse, and is not to be identified with, the aims, policies and opinions of any student group or its members.

STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) affords parents, and students over 18 years of age, certain rights regarding education records:
1. The right to inspect and review education records within 45 days after schools receive requests for access:
   • The parent or student writes to the school administrator and asks to inspect the record. The school administrator arranges for access and notifies the parent or student of the time and place.
2. The right to request the amendment of an education record that a parent or student believes is inaccurate, misleading or otherwise in violation of privacy rights under FERPA:
   • A student or parent who is concerned about the accuracy of grades, attendance records or other school records talks to the teacher first. If the matter is not resolved, the parent or student speaks to the school administrator.
   • If the matter remains unresolved, the student or parent writes to the school administrator, specifies what should be changed and explains why.
   • If the school administrator decides not to amend the record, the parent or student is notified and advised of the right to a hearing. The notification includes information on hearing procedures.
3. The right to privacy of personally identifiable information in education records, except to the extent that FERPA authorizes disclosure without consent:
One exception is disclosure without consent to school officials, with legitimate educational interests, who are fulfilling their professional responsibilities. School officials are:
• District administrators, supervisors, instructors or support staff members (including health or security personnel)
• Governing Board members
• People or companies with whom the district outsources services or functions it would otherwise use its own employees to perform (such as attorneys, auditors or therapists)
• Parents or students serving on official committees
• Parents, students or other volunteers assisting school officials in performing their tasks
4. The right to file a complaint with the U.S. Department of Education about the district’s alleged failure to comply with FERPA requirements:

Education records, located in student files, consist of two major areas:
(1) permanent records, such as grades, attendance reports and health records, and
(2) discipline records.
Noncustodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary.
Upon request, education records are forwarded without consent to officials in another school or another district if a student seeks or intends to enroll there. Only discipline records regarding any out-of-school suspension or expulsion will be sent to a school in another district, as required by state and federal law.
Directory Information
In limited situations, the district may disclose directory information, which is the student’s name, address, email address and telephone number; the parents’ names, addresses and phone numbers; the student’s photograph; date and place of birth; class/grade level; enrollment dates; weight and height if the student is a member of an athletic team; awards received; and extracurricular participation.

Unless the parent opts out of directory information releases, the district will disclose such information only if the request is from a post-secondary institution (such as a college or university); a law enforcement agency or the Department of Child Safety; or a vendor selected by the school to provide a school-related service, such as class photos and yearbooks. Under no circumstance will the district provide directory information to a person or entity for a mass-marketing purpose.

Directory Information Opt Out
Parents and eligible students may submit Opt Out Forms to the school office within the first two weeks of school or enrollment, whichever is later. A new Opt Out Form must be submitted each year. The form is available at mpsaz.org/parents.

Military Recruiter Opt Out
The district must release high school students’ names, addresses and telephone numbers to military recruiters unless parents and eligible students submit an Opt Out Form to the school office anytime during the school year. The form is available at mpsaz.org/parents. A new Opt Out Form must be submitted each year.

Student Name
The district must record the student’s legal name in its electronic Student Information System (SIS) and use the legal name in its permanent records. Upon request, a preferred name will be included in the SIS and used by staff members in communications with the student and family.

STUDENT SPEECH
Students have certain free-speech rights at school. They are not automatically the same as the rights of adults in other settings, due to the special characteristics of the school environment. See Policy JFH.

Prohibited student speech includes, among other things:
• Speech that causes a material and substantial disruption
• Speech that is vulgar, lewd, obscene or plainly offensive
• Speech that harasses, bullies or otherwise substantially interferes with another student’s right to attend school or participate in school activities
• Speech that advertises or promotes alcohol, tobacco or illegal drugs
• Fighting words, threats of violence
• Racial, ethnic, sexual or religious slurs

TEACHER RÉSUMÉS
Contact your school office to request the educational background and teaching experience of our instructional personnel.

TECHNOLOGY DEVICE AND INTERNET USE
The district provides student access to technology devices, such as laptops and tablets, and internet service for educational purposes.

Students may also bring personal devices, such as cellphones, smartphones, audio or video recorders, readers, tablets and laptops. Unless being used for acceptable educational purposes, all devices must be turned off and out of sight.

In all cases, the following guidelines apply:
Devices may not be used to violate the privacy of others or disrupt the learning environment. Use of a device to audio and/or video record a person without their consent is not permitted.

If students violate the rules, devices may be confiscated and personal ones held for parent pickup from the school administrator.

The district makes reasonable efforts to manage appropriate use of the internet. Our efforts include the use of a content filter on district-provided internet access and guided supervision, in compliance with the federal Child Internet Protection Act.

The district cannot prevent access to all inappropriate content. We cannot filter content accessed via third-party services.

The district does not provide technical support for personal electronic devices. For district-provided one-to-one devices, please refer to the student device handbook for repair/replacement information.

The district is not liable for data-plan charges students may incur while using personal devices and is not responsible for loss, theft or damage.

Internet and G Suite opt out
Parents may deny internet and G Suite (Google) access for their children at any time by submitting an Opt Out Form to the office. The form is available at mpsaz.org/parents. A new Opt Out Form must be submitted each year.

Acceptable uses
The same rules and expectations that govern student conduct and communication apply to student use of technology and the internet. Students must follow network etiquette rules, internet guidelines and district policies during school and school-related activities.

Students who have questions about appropriate uses should ask the teacher. For complete information, see Policy JFCH.
Prohibited uses
Students are responsible for any misuse of school or personal devices, internet access, electronic files, passwords and accounts. Failure to comply may result in loss of internet-access privileges, device-use privileges or other disciplinary actions. Unacceptable uses include illegal activities, violating copyright and plagiarism. Other examples of unacceptable uses are:

INAPPROPRIATE MATERIALS: accessing, displaying, transmitting or posting materials, including imagery or language that is defamatory, abusive, obscene, vulgar, sexually explicit or suggestive, threatening, discriminatory, harassing and/or illegal

COPYING SOFTWARE: unauthorized copying, downloading or installing of software, including VPNs

MISUSE OF PASSWORDS/UNAUTHORIZED ACCESS: sharing passwords, using other users’ passwords and/or accessing other users’ accounts

MALICIOUS USE/VANDALISM: any malicious use, disruption or harm to the school’s computers, networks and internet services

UNAUTHORIZED COMMUNICATIONS: unauthorized accessing of communication tools, such as chat rooms, forums and social networks

No expectation of privacy
The district retains control and custody of all computers and other devices, accounts, networks and internet services owned or leased by the school. We reserve the right to monitor all internet activity by students.

Student security
Students should not reveal their full names, addresses or phone numbers on the internet. Students should never meet anyone they contact through the internet without parent permission. Students should inform their teachers if they access information or messages that may seem dangerous or inappropriate.

Viruses and malicious software
The district is not responsible for any virus or malicious software transmitted from its computer system.

TESTING
The district uses criterion-referenced tests to monitor achievement at student, class, school and district levels.

Criterion-referenced tests, district final exams or AzMERIT show us if students have mastered classroom material.

Tests Administered by Mesa Public Schools

<table>
<thead>
<tr>
<th>TEST</th>
<th>GRADES</th>
<th>WHEN TESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>District tests in English, math, CTE and world languages</td>
<td>7-12</td>
<td>Students are tested several times each year.</td>
</tr>
<tr>
<td>AIMS science*</td>
<td>8, 10</td>
<td>April</td>
</tr>
<tr>
<td>American Civics Test *</td>
<td>8-11</td>
<td>December, May</td>
</tr>
<tr>
<td>AzMERIT* (ELA and Math)</td>
<td>7,8,10</td>
<td>April</td>
</tr>
<tr>
<td>National Assessment of Educational Progress*</td>
<td>Varies</td>
<td>January-March (Small sample of students)</td>
</tr>
</tbody>
</table>

Copying answers, stealing tests and other activities that would result in inaccurate scores can lead to penalties imposed by the district and the Arizona Department of Education.

VISITING SCHOOL
The district encourages parents to visit their children’s schools. Please observe the following guidelines while school is in session:

- Check in at the office for a visitor’s badge. You will be asked to sign in and out.
- Complete the log in the lobby before taking children off campus.
- Make appointments with teachers and school administrators to avoid conflicting schedules.
- Drive and park vehicles in a safe manner in compliance with all school safety rules when in a school parking facility or student drop-off/pickup areas.
- With the exception of public events, such as plays and concerts, do not photograph, or make video or audio recordings of students or teachers without prior approval from teachers or school administrators.
- Comply with staff members’ requests and instructions.

All visitors must conduct themselves in a civil and respectful manner.

Students from other schools are not allowed on our campus during the school day, unless the school invites them to participate in a school-sponsored activity.

Visitors may not possess, consume or be under the influence of alcoholic beverages or illegal drugs; and they may not use or display tobacco products, e-cigarettes or vaporizers on school property.

Possession of a firearm or other deadly weapon is prohibited, unless possession is expressly authorized by the school principal or by state law. Except in unique circumstances or isolated instances, school facilities are not available for private-service providers, such as psychologists and therapists, to meet with students. Please schedule private services outside the school day.

VOLUNTEERS
Parents may volunteer at the schools their children attend. All others must contact the school of their choice for a referral to the Volunteer Services Office.

Non-parent volunteers complete application packets and undergo background investigations. See “Volunteer Services” at mpsaz.org/parents.

School administrators have the authority to determine the suitability of all prospective volunteers, including parents. Volunteer service is governed by Policy GEA.
Students involved in inappropriate behavior are subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials. Misconduct may also result in suspension or loss of the privilege of participation in extracurricular activities. Please note that “assistant superintendent” means an assistant superintendent or assistant superintendent’s designee.

**Informal Talk**
A school official (teacher, administrator, counselor or student advisor) talks to the student and tries to reach an agreement on how the student should behave.

**Conference**
A formal conference is conducted with the student and one or more school officials.

**Parent Involvement**
The parent is notified by telephone, personal contact, email or letter. A conference may be conducted with the student, parent, appropriate school officials and other individuals concerned.

**In-School Discipline**
The student is subject to consequences that do not require suspension from school, such as loss of privileges, detention, temporary removal from class, timeout and assignment to an alternative learning classroom (ALC).

**Short Suspension**
The student is subject to a suspension of 10 school days or less. A short suspension may be imposed by the school administrator.

**Long Suspension**
The student is subject to a suspension of 11 school days or more. A long suspension may be recommended by the school administrator and imposed by the assistant superintendent. During that suspension, the student is not permitted on district property or at district functions.

**Intervention Program**
This may take the form of a short suspension combined with a counseling program in place of a long suspension.

**Alternative Learning Classroom**
Temporary assignment to an alternative learning classroom (ALC) is an alternative to off-campus suspension. An ALC may be imposed for part of a day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from classmates. Class assignments are given to a student placed in an ALC. The parent is notified.

**Alternative School Assignment**
The assistant superintendent may assign a student to an alternative school of the district in place of a long suspension.

**Expulsion**
The student is subject to permanent expulsion from all schools in the district. Expulsion may be recommended by a school administrator and imposed by the Governing Board following a hearing before an independent hearing officer. Only the Governing Board can expel a student. Upon expulsion, a student is not permitted on district property or at district functions unless the student has been readmitted to school by the Governing Board.
Relative to student discipline, due process means that students are entitled to certain notice and hearing procedures before they can be suspended or expelled. In some situations, there are also procedures that students may follow if they do not agree with the school's actions.

If a student faces possible suspension or expulsion, the appropriate due process procedure is implemented. The following summary provides an overview of these procedures.

**Short Suspension**
A short suspension is 10 school days or less. The notice and hearing required for a short suspension are more informal and abbreviated than for a long suspension or expulsion. There is no legal right to appeal a short suspension to any person other than the school administrator.

The school administrator has the authority to suspend a student for 10 school days or less. When a short suspension is the anticipated disciplinary action, the school administrator provides the student the opportunity to participate in an informal hearing between the school administrator and student, which may include other people associated with the incident. The school administrator verbally informs the student of the alleged behavior that is considered a violation of the rules. The student is given an opportunity to respond and present his or her version of the situation. If, after these procedures are completed, the school administrator decides that a short suspension is appropriate, the suspension begins, and the parent is notified.

The school administrator may, in addition to imposing a short suspension, recommend to the assistant superintendent that a long suspension be imposed. The short suspension, nevertheless, takes place. The school administrator may immediately suspend a student when the student's presence creates a danger to any student or school personnel. As soon as the danger subsides, the due process procedures for a short suspension are initiated.

A parent/student may appeal to the school administrator the disciplinary action taken by an assistant principal or other administrative designee within two school days of its imposition. The school administrator acts upon the appeal within two school days of its receipt.

During the appeal process, suspended students are assigned to an alternative learning classroom unless the offense involves assault/fighting, drug possession/distribution, dangerous instruments/deadly weapons or any other offense that presents an immediate threat to safety. Appeals made after completion of a disciplinary action are not subject to review.

**Long Suspension**
A long suspension is 11 school days or more. In addition to imposing a short suspension, the school administrator may recommend that a long suspension be imposed.

The assistant superintendent has the authority to impose a long suspension following appropriate due process.

Notice is given to the student and parent that the school administrator is recommending to the assistant superintendent that the student be suspended for 11 school days or more. The student and parent are given notice of applicable due process procedures.

If the assistant superintendent believes that a long suspension may be appropriate, the student and parent are provided the opportunity to meet with the assistant superintendent to discuss the situation in an informal setting. The assistant superintendent then determines whether a long suspension should be imposed or, if good cause exists for a long suspension, whether the student should be assigned to an alternative educational program of the district in place of a long suspension.

If a student is assigned to an alternative school in place of a long suspension, there is no right to a formal hearing. If the assistant superintendent imposes a long suspension, a formal hearing may be requested by the parent. A request for the formal hearing must be made to the assistant superintendent within two working days after notification that a long suspension has been imposed.

If a formal hearing is requested, the hearing is conducted at the district level by an appointed hearing officer. The parent and student are given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

A long suspension takes effect upon receipt of the hearing officer's decision, subject to appeal to the Governing Board. The hearing officer's decision may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer’s decision. The notice of appeal must be received no less than 24 hours prior to the meeting where the appeal will be heard.
Your Due Process Rights

Drug Education and Counseling Programs
Education and counseling programs are combined with a suspension for students who use or possess drugs or alcohol on campus if it is their first offense.

Expulsion
Expulsion means the permanent withdrawal of the privilege of attending any school in the district, unless the Governing Board reinstates that privilege. Only the Governing Board can expel a student. Expulsion takes effect only after a formal hearing is conducted and the Governing Board has made a decision to expel. If the assistant superintendent believes that expulsion is appropriate, the assistant superintendent gives written notice to the student and parent that expulsion is being recommended and that a hearing on expulsion will take place. The student and parent are given notice of applicable due process procedures.

The parent and any student subject to expulsion are given written notice of the date, time and place for the hearing at least five working days prior to the hearing.

All expulsion hearings are conducted by an independent hearing officer who hears the evidence, prepares a report and brings a recommendation to the board for action. The hearing is closed to protect the privacy of the student unless the parent requests that it be open to the public.

The hearing officer’s recommendation may be appealed by sending a written notice of appeal to the board within five working days after receipt of the hearing officer’s recommendation. The notice of appeal must be received no less than 24 hours prior to the board meeting or session where the hearing officer’s recommendation and any appeal are considered. The board is the ultimate authority in the district and is not bound to accept the hearing officer’s recommendation.

Police Involvement
School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents are contacted unless otherwise directed by a law enforcement officer.

Any action taken by law enforcement officers is separate from disciplinary action taken by the school district.
Problem Areas

This list is not all-inclusive. A student committing an act of misconduct not listed is, nevertheless, subject to the discretionary authority of the school administrator or assistant superintendent. Any student who attempts to commit an act of misconduct or who knowingly assists another in committing an act of misconduct may be subject to the same disciplinary action as the student who commits the act of misconduct.

Problem areas may also involve criminal violations of state or federal law. State law requires schools to report to police: (a) drug violations, (b) firearm possession, (c) sexual abuse and other forms of child abuse, and (d) other serious criminal or physical-threat incidents. Schools also have discretion to advise police of other incidents that may constitute a crime.

Please review the problem areas and consequences in Guidelines for Student Behavior with your children. Remind them to report any safety concerns to a teacher or the school administrator.

Abuse of a teacher or other school employee while performing official duties is a criminal violation of Arizona law.

Academic Misconduct/Cheating
Cheating, plagiarism or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately.

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Arson
Damaging or attempting to damage property by fire or incendiary device.

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Assault
A physical attack on a person who does not wish to fight or provoke it. This violation includes a student who encourages another to commit an assault.

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Automobile Violation
Misuse of an auto on school property, including unauthorized parking.

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Bus Violation
Violation of bus rules.

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<tbody>
<tr>
<td>MINIMUM</td>
<td>Warning</td>
<td>Denial of bus-riding privileges</td>
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<td>MAXIMUM</td>
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Dangerous Weapon/Instrument
Use, display or possession of a knife, ice pick, CO2- or spring-powered pellet or BB gun, laser-beam pointer, brass knuckles, nunchakus, club, fireworks, explosive ammunition or any other instrument not designed for lethal use but which may be capable of causing death or other serious physical injury. This violation also includes anything perceived by a reasonable person to be capable of causing injury, given the manner in which it is used or threatened to be used, such as a toy gun or a starter gun.

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Deadly Weapon/Firearm
Use, display or possession of (1) any operable or inoperable, loaded or unloaded weapon that will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) a firearm muffler or firearm silencer; (4) any destructive device, including (a) any explosive, incendiary or poison gas device, (b) any weapon that will, or may readily be converted to, expel a projectile by the action of an explosive or other propellant and that has any barrel with a bore of more than one-half inch in diameter, and (c) any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled. This violation includes handguns, pistols, rifles, shotguns and flare guns.

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The Governing Board may, on a case-by-case basis, impose a lesser disciplinary action after consideration of all relevant circumstances.

Defiance of Authority/Disrespect
Failure to comply with reasonable requests of school officials or other disrespectful behavior. Physical resistance to school officials may result in expulsion, regardless if such resistance is a first occurrence.

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*ALC - Alternative Learning Classroom † ASA - Alternative School Assignment
**Discrimination**
Mistreatment based upon race, color, ethnicity, sex, gender, religion, disability or age. This violation includes false accusations of discrimination or harassment.

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**Disorderly Conduct**
Conduct that disrupts the orderly operation, educational environment or mission of the school. This violation may include profanity, obscene gestures and excessive public displays of affection.

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<td>MAXIMUM</td>
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**Dress Standard Violation**
Failure to comply with district and school dress standards.

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<td>MAXIMUM</td>
<td>Short suspension</td>
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**Drug Violation (Distribution)**
Distribution (including possession in preparation for distribution), manufacture or sale of illegal drugs, inhalants and other noxious substances. It also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances, including prescription medication. Distribution of a medication or a dietary supplement for recreational use is treated as a drug violation (distribution).

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<tbody>
<tr>
<td>MINIMUM</td>
<td>Suspension for two semesters/ ASA †</td>
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**Drug/Alcohol Violation (Possession/Use)**
Use, possession or sale/purchase of illegal drugs, alcohol, inhalants or other noxious substances. This violation includes being under the influence of alcohol, an illegal drug, or unauthorized prescription medication on school grounds or at a school-related activity. It also includes use, possession or sale/purchase of alcohol, drug paraphernalia, including dab/wax pens, and imitations of illegal drugs and other noxious substances. Violations may result in criminal citations.

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<tr>
<td>MINIMUM</td>
<td>10-Day Suspension/ALC* - reduced to 5 days if intervention program is completed in 5 days</td>
<td>Suspension for two semesters/ ASA †</td>
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<tr>
<td>MAXIMUM</td>
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**Fighting**
Mutual participation in physical violence against a person or persons.

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<td>Parent involvement/short suspension</td>
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**Forgery**
Using the signature or initials of another person.

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**Gambling**
Participating in games of chance for money or other items of value.

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**Gang Activity/Association**
Gang-related behavior that threatens the safety of persons or property, creates an atmosphere of intimidation, or substantially disrupts the educational environment or mission of the school.

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**Harassment/Bullying/Hazing**
Harassment is abusive conduct, whether physical, verbal or psychological, that is (1) directed at a student because of his or her real or perceived race, color, ethnicity, national origin, religion, sex (including gender identity or sexual orientation), disability or age, and (2) sufficiently severe, pervasive or persistent so as to interfere with or limit the student’s ability to participate in or benefit from the services, activities or opportunities offered by the school. Bullying is aggressive, intentional behavior carried out by a student or students repeatedly and over time against a victim who cannot easily defend himself or herself.

Hazing is forcing a student to risk or suffer physical or mental harm or degradation to join, participate or remain in a school-affiliated organization.

**Information Systems/Electronic Device Violation**
Inappropriate use of electronic devices, such as computers, cellphones, cameras and audio/video recorders, and other information systems devices, such as the internet and email. This violation includes the use of any recording or video device in such a way that it violates the privacy of others.

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**Lying/False Accusation**
Knowingly giving false or misleading information, including false accusations against others.

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*ALC* - Alternative Learning Classroom  † ASA - Alternative School Assignment
**Medication or Dietary Supplement (Unauthorized Possession)**
Unauthorized possession of a medication or dietary supplement on school grounds or while traveling between school and home. Possession or distribution of medication or a dietary supplement for recreational use is treated as a drug violation.

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**Robbery/Extortion**
The solicitation of money or property in return for protection or under threat to inflict harm.

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**Sexual Abuse**
Sexual contact without consent.

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**Sexual Harassment**
Unwelcome conduct of a sexual nature, regardless of whether the conduct is verbal or physical. Sexual harassment may also constitute sexual abuse.

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**Sexual Offense**
Sexual conduct on school property or during school-related activities that is immoral by community standards. This violation includes indecent exposure; sexual intercourse; lewd phone calls, text messages, photos or email messages; and possession of sexually explicit materials.

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**Student Speech**
Prohibited speech or violation of valid school restrictions on the time, place or manner of speech or other communications. This violation includes speech that causes a material and substantial disruption; lewd, vulgar or plainly offensive speech; “fighting words;” threats of violence; and racial, ethnic, sexual or religious slurs.

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<td>MINIMUM</td>
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<tr>
<td>MAXIMUM</td>
<td>Expulsion</td>
<td>Expulsion</td>
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**Tardiness**
Late arrival to a scheduled class or appointment.

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<td>Informal talk</td>
<td>Parent involvement</td>
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<tr>
<td>MAXIMUM</td>
<td>In-school discipline</td>
<td>In-school discipline</td>
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**Theft**
Taking or concealing property that belongs to others. This violation includes copyright violations and passing counterfeit money.

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<td>Parent involvement</td>
</tr>
<tr>
<td>MAXIMUM</td>
<td>Long suspension</td>
<td>Expulsion</td>
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**Threats/A.R.S. §13-2911**
Threatening the safety of persons or property. This includes violations of A.R.S. §13-2911: (1) bomb threats and other actions that disrupt or interfere with normal operations through either threats of physical injury to a student, employee or other person on district property; or threats to cause damage to district property or to the property of any student or employee; (2) going on or remaining on district property for the purpose of disrupting or interfering with the use of district property by students or staff; and (3) disobeying a lawful order to leave district property.

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<tbody>
<tr>
<td>MINIMUM</td>
<td>Short suspension/ALC*</td>
<td>Long suspension/ASA †</td>
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<tr>
<td>MAXIMUM</td>
<td>Expulsion</td>
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**Trespassing**
Unauthorized presence on district property.

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<tr>
<td>MAXIMUM</td>
<td>Short suspension</td>
<td>Long suspension</td>
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**Truancy/Unexcused Absence**
Any absence that is not excused by the student’s parent and approved by the appropriate school official.

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<td>Parent involvement</td>
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<tr>
<td>MAXIMUM</td>
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<td>Long suspension</td>
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**Vandalism**
Destroying or defacing property of the district, staff or students. This violation includes graffiti.

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<td>Parent involvement</td>
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<tr>
<td>MAXIMUM</td>
<td>Expulsion</td>
<td>Expulsion</td>
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</tbody>
</table>

**Vaporizer/Tobacco Violation**
Possession, use, or distribution of a vaporizer (vape pen, e-cigarette, e-hookah, MODS, etc.) or any part thereof, including heating device, cartridge or liquid solution, and/ or possession, use or distribution of a tobacco product or paraphernalia. Vapor liquid will be tested for illegal drug content. Violations may result in criminal citations.

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<td>Short Suspension</td>
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<td>MAXIMUM</td>
<td>Long suspension</td>
<td>Suspension for two semesters/ ASA †</td>
</tr>
</tbody>
</table>

*ALC - Alternative Learning Classroom  † ASA - Alternative School Assignment*
Search and Seizure

Students possess the right to privacy of person, as well as the right to freedom from unreasonable search and seizure of property, as guaranteed by the Fourth Amendment of the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety and welfare of all students and staff.

A student's person, backpack, cellphone, vehicle or other belongings may be searched if there is reasonable suspicion that the search will produce evidence that the student has violated a law, school board policy or school rule.

A desk or locker is district property and may be inspected at any time as part of a student search or to ensure that the desk or locker is in sanitary condition and proper working order.

Items searched will be promptly returned to the student, unless the school must take temporary custody of an item, such as a cellphone, to obtain evidence from it or a law enforcement officer requires possession of the item as part of a criminal investigation.
Bus Rules

Bus riders are under the authority of the school administrator and the driver. Students must observe classroom rules and dress standards while riding the bus. Video cameras may be used to monitor behavior.

**Waiting for the Bus**
1. Walk to the bus stop with a parent or in groups of two or more students.
2. Be at the bus stop 10 minutes before the bus is scheduled to arrive.
3. Stay out of the street and away from traffic.
4. Respect property in the neighborhood.
5. Be kind and courteous to others.
6. Form one line as the bus approaches.

**On the Bus**
- Be courteous, and obey the driver’s instructions.
- If seats are assigned, sit in your assigned seat.
- Keep the aisle clear. Stay seated until your stop.
- Keep your hands, arms, feet, legs and head away from others and inside the bus.
- Talk quietly. Do not yell or use vulgar or abusive language.
- Do not throw anything inside the bus or from the bus.
- Eating is not permitted on the bus. Do not drink on the bus unless the bus driver allows you to do so.
- Unless being used for acceptable educational or entertainment purposes with a headset or on silent mode, all personal electronic devices must be turned off and out of sight.
- Audio and/or video recording is not permitted on the bus.
- Do not abuse or deface the bus or bus equipment.
- Keep cases, band instruments and other belongings under control at all times.
- Use of perfumes, colognes and body sprays is not permitted on the bus.

**Boarding the Bus**
1. Let the bus come to a complete stop before boarding.
2. Enter the bus one person at a time.
3. Board quickly, but carefully, without crowding or pushing. Use the handrail. Walk, don’t run, up the steps.
4. Go directly to a seat, and sit upright facing the front.

**Items Banned From Buses**
Prohibited items include weapons, explosive devices, harmful chemicals, tobacco, alcohol, drugs, glass objects other than eyeglasses, skateboards, scooters, insects, reptiles and other animals, with the exception of service animals.

**Leaving the Bus**
1. Stay seated until the bus comes to a complete stop.
2. Do not push or crowd others.
3. Walk, don’t run, down the steps.

**Crossing the Road**
- Cross the street only when the driver has indicated the way is safe. Walk 10 feet in front of the bus so the driver can see you. Never cross behind the bus.
- Keep looking to the right and left as you walk.
- At an intersection, look in all directions.
- Do not cross the street at an angle.
- Walk briskly across the road, but do not run.

**Loss of Bus-Riding Privileges for Infractions Documented in Writing**
Riding the bus is a privilege, not a right. Disciplinary action may result if students misbehave or fail to respond appropriately to reasonable requests.

The driver may warn students to correct their behavior before taking disciplinary action. Infractions documented in writing may result in the loss of bus-riding privileges for:

<table>
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<th>SECOND INFRACTION</th>
<th>THIRD INFRACTION</th>
<th>FOURTH INFRACTION</th>
<th>SERIOUS INFRACTION</th>
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<td>at least one day</td>
<td>at least three days</td>
<td>at least five days</td>
<td>one month or the remainder of the semester, whichever is longer</td>
<td>an entire school year</td>
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**Contact Us**
For more information, visit mpsaz.org/transportation. You will find Policy JFCC, phone numbers for our regional transportation satellite centers, school bus safety tips and answers to parents’ frequently asked questions.
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Mesa Public Schools does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.
IT’S YOUR SCHOOL. YOU DESERVE A SAFE PLACE TO LEARN.

TAKE A STAND

Do you know of someone who could hurt you or others?

CALL

480-472-STOP

STOP the drugs | STOP the violence | STOP the weapons

Report weapons or crimes anonymously. Give as much information as you can.

480-472-7867 • 24 HOURS A DAY

A SILENT WITNESS PROGRAM