



Mammoth-San Manuel 6-12

Home of the Miners

Parent/Student Handbook

2023-2024



Mission Statement

To provide a safe learning community where students are valued and strive to achieve their personal best in academics and character.

Phone Numbers, Office Hours, and Address

Front Office Fax Number: 520-385-3035

Superintendent/Principal: Julie Dale-Scott	385-2337 ext. 2200
Assistant Principal: Amber Walden	385-2336 ext. 2200
Lead Teacher JH/Athletic Director: Gracie Laguna	385-2336 ext. 2211
Lead Teacher HS: Annette Reidhead	385-2336 ext. 2203
Registrar: Tracy Gonzales	385-2336 ext. 2200
Attendance: Nancy Davis	385-2336 ext. 2207
Secretary: Yolanda Gonzalez	385-2336 ext. 2230
Health Office: Terri Derrick	385-2336 ext. 2204
Cafeteria: Meagan Ivy	385-2339 ext. 2214
Transportation: Shawna Gonzales	385-2336 ext. 5400
Counseling: Jason Walden	385-2336 ext. 2212

Office Hours: 7:00am-4:00pm

Student Hours: 8:00am-3:00pm Regular Day/8:00am-12:00pm Half Day Schedule/8:00-1:00pm Early Release Wednesday

Physical Address: 711 McNab Parkway, San Manuel, Az 85631

Mailing Address: PO Box 406, San Manuel, Az 85631

Website: <https://www.msmsud.org/>

Facebook Pages: <https://www.facebook.com/MSMPK12> / <https://www.facebook.com/MinerAthletics>

<https://www.facebook.com/Mammoth-San-Manuel-Unified-School-District-438310293037606>



Miners are Kind ~ Miners are Respectful ~
Miners are Responsible ~ Miners are Safe



Miner Pride

Note: The last page of this handbook must be signed by the parent and student. Please turn in to your child's 5th hour teacher by Friday, August 18, 2023.

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Disclaimer: The information provided in this handbook is subject to change at any time during the school year.

Nondiscrimination Notice

The Mammoth-San Manuel Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. Career and Technical Education (CTE) program offerings include: AgriScience, Automotive Technologies, Cabinetmaking, Construction, Digital Photography, Early Childhood Education and Welding Technologies. The lack of English language skills will not be a barrier to admission and participation in the CTE programs of the Mammoth-San Manuel Unified School District. The Mammoth-San Manuel Unified School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

Title IX Coordinators

Amber Walden (Students)
Email: waldena@msmusd.org
Telephone Number: 520-385-2336
Julie Dale-Scott (Staff)
Email: scottj@msmusd.org
Address: PO Box 406
San Manuel, AZ 85631
Telephone Number: 520-385-2337

Section 504/ADA Coordinator

Dr. Mark Wiseley
Email: wiseley@msmusd.org
Address: PO Box 406
San Manuel, AZ 85631
Telephone Number: 520-385-2337

School Hours

DAILY SCHEDULE (M, T, TH, F)	EARLY RELEASE WEDNESDAYS	HALF DAY SCHEDULE	FINALS SCHEDULE
1st 8:00 - 8:55 2nd 9:00 - 9:50 3rd 9:55 - 10:45 4th 11:20 - 12:10 JH Lunch 10:50 - 11:15 10:50 - 11:40 HS Lunch 11:45 - 12:10 5th 12:15 - 1:05 6th 1:10 - 2:00 7th 2:05 - 3:00 <hr/> ELEMENTARY HOURS: 8:30 - 2:40 ELEMENTARY LUNCHES: 11:15 - 11:45 (K - 2 nd) 12:15 - 12:45 (3 rd - 5 th)	1st 8:00 - 8:35 2nd 8:40 - 9:10 3rd 9:15 - 9:45 4th 9:50 - 10:20 MPT 10:25 - 10:45 (WITH 5 th HOUR) 5th 11:20 - 11:50 JH LUNCH 10:50 - 11:15 10:45 - 11:15 SH LUNCH 11:20 - 11:50 6th 11:55 - 12:25 7th 12:30 - 1:00 <hr/> ELEMENTARY HOURS: 8:30 - 12:30 ELEMENTARY LUNCHES: 10:15 - 10:45 (K - 2 nd) Grab & Go: 11:55-12:20 (3 rd - 5 th)	1st 8:00 - 8:30 2nd 8:35 - 9:05 3rd 9:10 - 9:40 4th 9:45 - 10:15 5th 10:20 - 10:50 6th 10:55 - 11:25 7th 11:30 - 12:00 <hr/> ELEMENTARY HOURS: 8:30 - 11:00 NO LUNCH SERVED ON HALF DAYS	1st SESSION 8:00 - 9:20 2nd SESSION 9:25 - 10:40 3rd SESSION 10:45 - 12:00  <hr/> BREAKFAST HOURS JH/HS: 7:30 - 8:00 ELEMENTARY: 8:00 - 8:30

** Please see schedules below in red

Calendar

Mammoth-San Manuel USD | 2023-2024 CALENDAR

JULY 2023	4- Independence Day 31- New Teachers 1 st Day	JANUARY 2024																																																																																																		
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ATTENDANCE REQUIREMENTS

Grades 6-12

The right and privilege of attending public schools carries with it certain responsibilities on the part of both parents and students. Parents and students must recognize the direct relationship that exists between academic success and regular school attendance. Junior High and High School attendance is ultimately the responsibility of the student and his/her family. Students should remain out of school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her school program.

Attendance 385-2336 Ext. 2230/email: davisnc@msmusd.org

High School and Junior High students should not arrive on campus earlier than 7:30 am without previously notifying the office of an appointment 24 hours in advance (i.e. tutoring or club meetings). Students arriving after 8:00 AM or students who have a late start schedule **MUST** go through the front office and check-in. It is the responsibility of the parents to phone the attendance office on the day of the student's absence by **9:00 a.m.** If the parent or guardian does not have a phone, a note will be expected on the first day of return by the student and must be taken before school to the attendance office. The student's absence will be considered a truancy if this procedure is not followed. If the student returns to campus that day, the student should report to the attendance office before returning to class. An absence may be counted if this is not done. If a student is signed out of school, they may not stay on campus unless accompanied by a parent.

Classifications of Absences

ABSENCES: (NOT TO EXCEED 12 INCLUDING TRUANCIES): Absence is defined as a student's non-attendance in his/her assigned classroom during an assigned period and is a result of:

1. Personal illness.
2. Doctor or dentist appointments, which cannot be made after school hours. Verification that a student was seeing his/her doctor or dentist during the school periods missed should be furnished to the attendance office upon the student's return to school.
3. Serious family illness or a death in the family.
4. Suspensions.
5. Any absences should be called in to the attendance office by **9:00 a.m.**

*RECOGNIZED RELIGIOUS HOLIDAYS ARE NOT SUBJECT TO THE TWELVE (12) ABSENCE LIMIT BUT DO REQUIRE NOTIFICATION TO THE ADMINISTRATION BY THE STUDENT'S PARENTS AT LEAST 24 HOURS IN ADVANCE.

General Attendance Procedure

1. The school district expects parents/guardians to call the attendance office by **9:00 a.m.** If the parent does not have a phone, a note will be expected on the first day of return if a student is absent from school. Reasonable attempts will be made by the school; through phone calls or letters, to inform parents/guardians of a student's excessive absences. This is a sincere attempt by the local school to work with the family in resolving a student's attendance problem.
2. To prevent a student from unknowingly losing credit, the attendance office will correspond with the student and parents/guardians concerning the district attendance policy only on the first occurrence of the fifth (5th) absence in any class period during the semester.
3. Copies of the correspondence to parents/guardians will be distributed to appropriate school personnel.
4. Students who reach eight (8) absences in one or more classes during any semester will be required to attend a conference. Conference arrangements will be made by the counselors, following notification from the teachers. There will be a conference with parents, student, counselors and the teacher to write an improvement plan. Teachers will notify the office when a student has reached 9 or more tardies and consequence will follow.
 - a. ALL make-up assignments due to absenteeism are to be completed according to district policy.
5. Any student who reaches his/her thirteenth (13th) absence in a class could lose credit eligibility in the class. On the 12th absence in a class the teacher will initiate a conference with the student, parents, teacher counselor and administration to discuss loss of credit. The student may remain in class with teacher approval. Students and parents will meet with the Instructional Leadership Team ILT Committee during an Attendance Hearing where the committee will hear all pertinent information to the number of absences and a ruling will be decided. The Principal may overturn the decision, following parental appeal.
6. Excused absences due to school activities (field trips, performing groups, student government, etc.) are excluded from the attendance policy.
7. Students are not to leave campus during the day unless they have followed the checkout procedures. Students are not to be in the parking lot at any time.

8. **JUNIORS 11th Grade/SENIORS 12th Grade ONLY** – May be eligible for off campus lunch if the following expectations are met:

- a. Maintain an 70% (C) grade average or greater in all classes and have a signed permission slip.
- b. Cannot have 5 or more unexcused absences or tardies in a quarter (each 9 week period).
- c. Students must carry and show their student I.D. card before leaving campus for lunch.
- d. Students must be on time for 5th hour class after lunch. 3 tardies will revoke privilege for the remainder of the quarter.
- e. Students must consume all food items before 5th hour class and may not pick up or bring food items to other students.
- f. Student's must exit and enter for off campus lunch through the blue gate at community schools.

• **These privileges may be revoked at any time if the above expectations are not met or if the student receives an office referral that leads to disciplinary consequences. Students will obtain their Student I.D. 2 weeks after the start of the school year. Grade checks and attendance checks will be done every 2 weeks. If grade expectations are not met, then the student will have to wait until the next grading cycle to check for privilege re-approval.**

9. Absences from scheduled classes as a result of off campus suspensions or tardy sweep will be included in the total number of absences for the semester.
10. Seniors may be absent two days and juniors one day to visit a college. This absence will not count towards the twelve absences if arrangements are made through the counseling office, reported to the attendance office and a pass is given to all teachers three days before the absence. Students arriving at school after first hour must check in at the attendance office. The district policy regarding tardies will be followed.

*When the bell rings signaling the end of the class period, students will have five (5) minutes to pass between classes. Each student must be in the correct class and workstation, prepared to begin class, when the bell rings signaling the start of the new class period. Students not in the correct class/workstation at the bell will be counted as tardy. If a student has a pass from a school official, the student will not be considered tardy. All school officials will take every precaution not to issue passes except when necessary.

CAMPUS CONDUCT

Conduct During Lunch Periods

Classes are in session during lunch periods. Students must stay in the cafeteria or courtyard area while eating lunch. Please use trash cans to dispose of your trash. Please remain in the cafeteria or courtyard area until it is time to return to class. Any student, who is not in the proper area at lunch, does not have a pass, or does not follow the proper conduct expected during lunch period is subject to disciplinary action as outlined in the discipline matrix.

Cell Phones/Electronic Devices (For a more detailed description, please see Appendix D)

Students must have their cell phones, smartwatches, and any other communication device **off** and stored in their backpack or kept in lockers in the office during classroom time, during passing periods, while in the restroom, during school activities including assemblies, and while in the cafeteria.

Students who bring electronic devices and/or cell phones to school, do so at their own risk; the school is not responsible for these items.

Food & Beverages in the Classroom & on Campus

Students are NOT ALLOWED to bring food or beverages to the classroom during the school day with the exception of a bottle of water. Students may bring food or beverage on campus, as needed for lunch; items must be consumed in the cafeteria, the courtyard, or in other areas per administrative approval. If procedure is not followed, items will be confiscated and may be picked up at the Lead Teachers' or Principals' office after school.

***If curriculum requires something besides a bottle of water, permission must be approved through the Principal 24 hours prior to the event.**

Messages & Deliveries

- Articles or messages will not be delivered to students except in emergency circumstances. A school administrator will approve each request. The school is not responsible for late or missed deliveries.
- Only essential items may be dropped off for your child. Items deemed essential include Chromebook/iPad/Laptop and medication.
- Items that will not be accepted include, but not limited to food, drink, athletic equipment, celebration regalia, and projects **(Please Plan Ahead)**.
- **Students waiting for food delivery during lunch must wait in the office. The school is not responsible and will not accept items from delivery persons. All items must be consumed before the end of lunch.**

Respect for Persons & Property

All policies and procedures regarding student conduct are in effect from the time a student leaves home in the morning until the student arrives home after school. This includes lunch hours and bus transportation. Students participating in or attending any school function any time during the day, on or off campus, will be held accountable for all policies and procedures regarding student conduct.

Students are expected to be responsible for their own actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students are expected not to damage the property of other students, school personnel, the district, or the general public.

Rights Under Title IX

THE MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP IN ITS EDUCATIONAL PROGRAM OR ACTIVITIES AS REQUIRED BY TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND OF SECTION 504 OF THE REHABILITATION OF 1972 AND OF SECTION 604 OF THE REHABILITATION OF 1973 RESPECTIVELY.

EL DISTRICT DE "MAMMOTH-SAN MANUEL" NO HACE DISTINCION ALGUNA BASADO EN LA RAZA INCAPACIDAD DE LAS PERSONAS, EN SUS PROGRAMAS O ACTIVIDADES EDUCACIONALES, EN CUMPLIMIENTO O LOS ESTIPULADO EN EL CAPITULO VE DE LA LEY DE LOS DERECHOS CIVILES DE 1964, CAPITULO IX DE LA LEY DE LA ENMIENDA DE LA EDUCACION DE 1972 Y LA SECCION 504 DE LA LEY DE REHABILACION RESPECTIVAMENTE.

Skateboards/Skating

Skateboards or skating of any kind are not allowed on campus at any time.

Student Dress Code Board Policy JICA-R

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- A. Students must wear a shirt with pants or skirt or the equivalent (dress, leggings, or shorts).
 - **Bottoms**- clean and in good condition
 - ✓ Skirts, dresses, and shorts, as well as any slits revealing skin on skirts, pants, and shorts, must begin below a student's tip of thumb when arms are extended down at sides and must fit at the waist.
 - ✓ The type of dress displayed by the student **shall not** expose midriffs (stomach), cleavage, buttocks, the upper thigh, or undergarments.
 - ✓ The type of dress displayed by the student **shall not** be considered pajamas or nightwear.
- B. Clothing must not be see-through and must cover a student's undergarments, chest, and torso, when standing or sitting.
 - **Tops**-clean and in good condition
 - ✓ Shirts with collars—sleeveless blouses/shirts are permissible **with at least 2-inch-wide straps**
 - ✓ T-shirts (with appropriate words and graphics)
 - ✓ Tops must be long enough to meet the top of pants, shorts, skirts, etc. when hands are raised above the head, unless worn with leggings (defined as form fitted bottoms without pockets), at which time tops must extend to the student's tip of thumb when arms are extended down at sides.
 - ✓ The type of dress displayed by the student **shall not** expose midriffs (stomach), cleavage, buttocks, the upper thigh, or undergarments.
 - ✓ The type of dress displayed by the student **shall not** be considered pajamas or nightwear.
- C. Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
 - This list is not inclusive of all areas (some examples of where closed toe shoes must be worn are in the gym, in the weight room, in the CTE areas, in all laboratory areas, and in the science classroom)
 - All sandals, **Crocs**, and Birkenstocks must have a back on them and the back must be worn around the heel of the foot. Students are not allowed to wear sliders, slippers of any kind (**this includes slippers with a back**), thongs, flip-flops, chancas, or any other shoe without a back around the heel of the foot. No high heels more than 2 inches are allowed to be worn on campus. **Sports cleats are not permitted as footwear, except during athletics training or games and worn only on the field areas, (football, baseball, softball fields).**
- D. Jewelry shall not be worn if it presents a safety hazard.
 - Examples include, but are not limited to, wallet chains, belts, or jewelry that is a safety hazard to self or others.

- E. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- F. Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- G. Subject to the above, no hats, bandannas, other head covering, or sunglasses may be worn in a classroom or school building, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional.
 - The type of dress, accessories, or grooming displayed by the student **shall not** create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence (examples include, but are not limited to, bandanas, hair nets, scarves as headgear except for religious purposes, gang-related markings on hats, clothing, other personal items, or one's self.
 - Students **shall not** wear masks, hats, or hoodies while inside a classroom or building on campus. The only masks that will be allowed are those worn to help prevent the transmission of COVID-19.
- H. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are prohibited.
 - The type of dress, accessories, or grooming displayed by the student **shall not** display profanity or profane gestures or promote alcohol, drugs or tobacco.
- I. Students may not wear clothing, accessories and/or jewelry with images, symbols, slogans, words or phrases that are profane, discriminatory or defamatory or that is worn with the intent to convey affiliation with criminal street gang as defined in A.R.S. 13-105.
- J. Hats and sunglasses may be worn outside. **Hats must be worn with bill of hat forward.**
 - The type of dress, accessories, or grooming displayed by the student **shall not** create an atmosphere in which the well-being of others is hindered by undue pressure, intimidation, or threat of violence (examples include, but are not limited to, bandanas, hair nets, scarves as headgear except for religious purposes, gang-related markings on hats, clothing, other personal items, or one's self.

K. Blankets are not allowed on campus and are not a permissible substitution for an article of clothing.

- Additional items may be added to the standard school clothing during the school year as approved by the School Board. Students not dressed with the District dress code **may** be offered use of standard school clothing for the day, if available or their parents will be contacted to bring correct clothing. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the School Handbook. Students who refuse to dress in accordance with this dress code may attend another school outside the District, in accordance with open enrollment policies.
- No student shall be subject to discipline for failure to comply with this dress code if the reason is economic hardship. Under such extreme circumstances, the school will work with families to provide assistance for the students to be furnished with standard school clothing.
- New students who enter District schools have one (1) week to purchase standard school clothing. On occasion, the principal may allow a "dress up" day when students may wear clothing other than the standard school clothing. This will be on special occasions only. The students' parents will be notified prior to the "dress up" day.

Other Uniform

Boy Scout, Girl Scout, or any other uniform that is not school related, may not be worn during normal school hours.

Professional Staff Dress Code: The professional Staff Dress Code is established by Board Policy.

Please see most current policy.

Student Parking (do not park in no parking zones, handicapped or visitor parking)

Parking is a privilege

1. Parking privileges will be revoked if a student is:
 - a. Parked in an unauthorized zone.
 - b. Loitering in the parking lot.
 - c. Speeding or any unsafe vehicle operation.
2. If a vehicle is illegally parked, the school has the right to have the vehicle towed and impounded. Towing expenses, fines and accrued storage fees are the responsibility of the vehicle owner.
3. Students must have permission from Administration to visit their vehicle during school hours, including lunch times.

Student Relationships

It is in poor taste for students to embrace each other on campus. Good taste decrees that students conduct themselves as ladies and gentlemen at all times. Because it is hard to determine the fine line of what is or is not an embrace, the school rule will be that holding hands is the limit of affection shown on the Mammoth-San Manuel School District Campus. **High School Students may not have relationships on campus with Junior High Students.**

Visitors (for a more detailed description of Public Conduct, please see Policy KFA)

All visitors must report to the office and receive permission to be on campus. All visitors must wear a pass. While on campus, all visitors must be respectful to students and staff members. A person who knowingly is aggressive towards anyone on campus verbally, physically, and/or electronically may result in not being allowed on school property and referred to law enforcement. Parents and/or guardians who wish to sit in their child's class must receive permission by the principal and give a 24-hour notice of their intent to be on campus. While our goal as a school community is to embrace family involvement, we have added additional safeguards for our students and staff. Failure to follow these procedures will be treated as trespassing. **No student visitors allowed.**

** Please note that allowing visitors on campus may change throughout the school year due to COVID and guidelines established through Pinal County Health and the CDC.*

GENERAL SCHOOL INFORMATION

Assemblies

All students must attend required assemblies. The school's student body seeks a reputation for being an audience that is respectful and courteous towards others while being an active participant in the assembly that is being attended.

Bus Conduct & Safety Rules (for more information, see Appendix C)

Regulations:

- Students riding in a school bus are under the authority of the bus driver.
- A regular bus schedule will be followed.
- Students who refuse to obey or follow prompt instructions or directions of the bus driver or who refuse to follow safety rules shall be disciplined, which could result in the loss of bus privileges for a defined period of time.
- Students must have written permission from a parent /guardian to exit the bus at any stop other than their own.
- Changes in destination or drop-off location must be written, emailed or faxed to the office by 10:00am to be issued on time.

Safety Rules:

1. Be on time and wait patiently for the bus. If the bus is late, wait, as your bus or another bus will always run the route.
2. Stand at a safe distance back from the curb or highway.
3. When the school bus is approaching, get in a line parallel to the road.
4. Do not crowd or push.
5. Enter and exit the bus by using the steps and handrail. Never Jump Off!
6. Take your seat quickly and quietly.
7. Sit on the seat, not your legs or other objects.
8. **Remain seated at all times until you reach your destination.**
9. **Remain seated until the bus has come to a complete stop.**
10. **Keep hands, arms, and head inside the bus at all times.**
11. **Never throw any objects in the bus or out of the windows.**
12. **Do not yell, speak loudly, or use vulgar language.**
13. **No Horseplay, fighting or other inappropriate physical contact.**
14. Open and close windows when given permission to do so by the bus driver.
15. Keep the aisle and emergency exits clear and free from objects.
16. Keep the bus clean. Do not leave trash or items on the bus.
17. Do not eat, drink or use tobacco products on the bus.
18. Be courteous to the bus driver, fellow students, passing vehicles and pedestrians.
19. Try not to speak to the bus driver while the bus is in motion, unless it is an emergency, then notify the driver and wait for instructions.
20. Any items left on the bus that are found by the driver are brought to the lost and found in the office.
21. All electronic devices/cell phones must be silenced while on the bus.

Change of Residency

IF YOU CHANGE YOUR RESIDENCE - If a student moves while attending the Mammoth-San Manuel PK-12 school, the new address and contact information must be updated immediately to the Front Office. Proof of residence is required.

Classrooms

All classrooms are open for students to get help from teachers before and after school from 7:30 - 8:00 a.m. and 3:00-3:15 p.m. Arrangements must be made with individual teachers for earlier or later times. Teacher meetings and duties do occur; communicating with the teacher is essential to ensure that the teacher is available for help.

Clean Campus

The administration expects that all students do their part to assure we have a clean and healthy campus. It is an expectation that students clean up after themselves.

Dances

No student will be admitted to a school dance (including the Junior-Senior Prom) more than one hour after the scheduled starting time unless a special permit has been secured in advance from the Principal. If a student leaves the dance, he/she will not be readmitted. The discipline regulations for normal school operation apply to dances.

STUDENTS SERVING IN SCHOOL SUSPENSION OR OFF CAMPUS SUSPENSIONS WILL BE INELIGIBLE TO ATTEND THE NEXT DANCE FOLLOWING THE DISCIPLINARY ACTION.

Students who come to the dance must obey the following rules:

1. The parents of the students must provide transportation. However, a bus from Mammoth will run to the school for JH Dances **ONLY**. Time and place of pick up will be communicated.
2. On the day of the dance, a student must attend all classes.

HIGH SCHOOL - Non-students may attend school dances only as a date of a student following pre-approval by the administration. Junior High Students may not attend HS dances. No dates 21 years old or over are allowed. All dances scheduled on campus will end on or before 12:00 a.m. Parents must pick up their students promptly at the end of the dance.

JR HIGH DANCES - Only Junior High students may attend Jr. High School sponsored dances. Dances will end on or before 9:00 p.m. Parents must pick up their students promptly at the end of the dance.

Debts

No records or transcripts will be sent to any other institution until all debts to the school are paid. **High School graduating Seniors will be withheld from receiving their diploma until completed payment of all debts.**

Junior High Student Recognition

Approximately once every semester there will be an assembly to acknowledge students. This is a special recognition program **for attendance or other academic awards to say, "I'm proud of you!"**

Library/Media Center PH. 385-2336 Ext. 2267

The school Media Center is open to all students Monday through Friday from 7:45 a.m. to 3:15 p.m. It is designed to facilitate study and research in a quiet pleasant atmosphere conducive to these activities only. A .05 per day late fine and or detentions will be assigned for books more than 5 school days overdue. Further checkouts are not allowed until book(s) are returned; if the book is not turned in after 1 month of being overdue, a referral will be written and the student will lose checkout privileges until the end of the semester. The Media Center contains the latest in reference resources to help students find answers for homework and research projects. In addition to an excellent reference and book collection, up to date information is available at computer workstations. Many on-line services are available for research. Media Center materials are the property of the district. Students will be assessed replacement cost for lost materials. There is a copy machine available to students at a cost of .05 per copy.

Due to the varied learning options for the 2023-2024 school year, please contact your teacher directly if you are in need of specific media center supplies.

Lost & Found

The lost and found department is located in the front office. The school will hold lost and found items until the last Friday of every month. After that, the items will be donated to a charitable organization.

Mandatory Reporting

- All school personnel have an obligation to report any incidents based on “reasonable belief” that abuse has occurred. This includes student-to-student aggressive physical contact.
- For general information on mandatory reporting, please contact the school secretary and information will be provided upon request on Arizona’s Child Abuse Reporting Statute.

Mammoth-San Manuel PK-12 School is a Closed Campus

Students in PK -12th grade may not leave campus during lunch hour. If a student leaves campus without permission, they will be considered truant. Consequences will be followed as outlined in the discipline matrix. There is an exception for junior and seniors. Juniors and seniors may earn privileges to have lunch off campus for good attendance and good grades.

Pets/Animals

- Pets and animals are not permitted to be on school grounds (with the exception of any school related program-This includes Agriculture). The only exception is if the teacher and principal have made prior arrangements.
- If a stray animal is found on campus, the Pinal County Animal Control Center will be called.

Personal Property

The school assumes no responsibility for any personal property that is brought to school. This includes motor vehicles, bicycles, clothing, musical instruments, electronics, cash, etc. Any theft, however, should be reported IMMEDIATELY to the Attendance Office and should be taken up with the Student Resource Officer (SRO). **Do not leave valuable items unsecured. For sanitary reasons, sharing of cosmetics or other hygiene products is not permitted.**

Restrooms

At no time should more than 3 people be located in a restroom. All bags/backpacks should remain outside of the restroom. Restrooms should not be used as changing areas, to apply cosmetics or plug in devices, such as hair dryers or straighteners, Students should not congregate or loiter in restrooms to allow for ease of use of the facilities.

Signs & Posters

All signs or posters must be in good taste. All signs or posters, for non-school or school activities, must be approved by a school administrator before they are put up. No sign or poster shall be attached to any plaster or painted surface. No poster, sign or banner may be hung from or attached to any canopies or light poles. Persons or organizations displaying posters are responsible for immediately removing them following the event or activity. Non-school political posters are not allowed.

Use & Care of Textbooks – (For a more detailed description, please see Appendix E)

In compliance with Arizona Revised Statutes, the Mammoth-San Manuel School District will provide free textbooks for all students. All textbooks, subject matter materials, supplementary books and instructional computer software in the possession of the school district remain the property of the school district. The school district shall hold pupils responsible for damage or loss of the textbooks, subject matter materials, supplementary books and instructional computer software. If a pupil for any reason requires a second copy of a textbook, subject matter materials or a supplementary book, the pupil shall reimburse the school district for the cost of the textbook, subject matter materials or supplementary book. Any student who loses a textbook or has one stolen must report this loss immediately to their classroom teacher. Added by laws 1981, Ch. 1 ss 2, eff. Jan. 23, 1981. Amended by Laws 1983, Ch. 182, ss 8; Laws 1984, Ch. 379 ss 8. All students must return their books within the day of withdrawing from a class whether schedule change or end of semester. Students who fail to return textbooks and materials to school prior to the last day of school will be charged the full purchase price to replace lost or missing books and materials. **Students are also responsible for the care and return of any technology device borrowed from the school and will be charged for lost, replacements or repairs of devices accordingly.**

Classroom Fees – (For a more detailed description, please see Appendix E)

Fees may be charged for some courses.

Withdrawing from School

To withdraw from school for any reason, a student should take a written request from the parent/guardian to the Records Office and obtain an Official Notice of Withdrawal Form. If transferring to another school, the transferring school will receive grades to date of leaving and copies of other records to help enroll in the new school. **All books and other school equipment must be returned, or paid for, at the time of withdrawal before records will be transferred.**

Students will not be permitted to leave school before the end of the school semester and receive credit except for an extreme emergency. No semester exams will be given early. If it becomes necessary that the student must withdraw from school before the end of a semester and wishes to finish all work and receive credit for it, the parents must request such early withdrawal in writing at least one week in advance from the Principal. Students who leave before the end of a school term without making proper arrangements will not receive credit for the semester's work.

GUIDELINES FOR STUDENT ATTENDANCE & CONDUCT AT MAMMOTH-SAN MANUEL PK-12 SCHOOL

As a student in this school district, you have the right to a good education. To make sure that every student enjoys that right, the district has established policies and procedures regarding student attendance, tardiness and disruptive behavior. These Guidelines for Student Attendance and Conduct are designed to create a pleasant and safe environment in your school. The rules are reasonable and fair. They are basically the same at each school.

****Your attitude toward school is extremely important. If your main reason for coming to school is to learn and be active in school programs, you will probably never have serious attendance or discipline problems.**

**** You are responsible for your own actions. If you do not follow school expectations, you will have to accept the consequences. Arizona law allows the school district to hold you accountable for your behavior on the way to and from school, and during any school-sponsored activity or event.**

The district developed these policies so that you and your parents will know exactly what is required of you, and what actions will be taken in each problem area. You may be counseled by teachers or administrators regarding your behavior. Accept their advice as valuable and understand that they want to help you. We are proud of our students. We hope you will take advantage of the activities and opportunities offered to you and enjoy your school years. If you respect your teachers and fellow students, and if you accept your responsibilities as a student and citizen, you will gain the most from your school experiences.

Early Release/Late Start for Seniors

Seniors may be released from school 5th, 6th and 7th periods or late start, after 1st hour, if these qualifications are met:

1. Enrolled in a vocational cooperative course or JTED before the school year starts.
2. Is enrolled in college coursework and meet course work requirements at Mammoth-San Manuel School District.
3. Health related reasons approved by the principal and recommended by a physician.
4. A student has enough graduating credits within the given schedule.
5. Transportation is secured for the student to attend or leave campus on a shortened schedule.

****Students with a shortened schedule must be passing all enrolled classes to continue with this privilege. If students are not passing classes, they may be placed in a study hall or alternative setting until grades reach a passing status.***

Student Assistance

Mammoth-San Manuel PK-12 School has taken several steps to provide academic support for all our students. Please check with the counseling staff to learn about these services.

Student Lockers

****Note for the 2023-2024 school year, school lockers will not be used with the exception of athletics lockers.*** Student locks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Lockers are not to be shared. Locks must be purchased from the school at a cost of \$6.00. Inspection of lockers may be conducted by school authorities without student consent at any time, for any reason and without a search warrant.

By law, a school principal, or his/her designee, may search a student locker, items in the student's possession, or a student-controlled vehicle on school premises whenever there is a reasonable belief that the person or property searched possesses or contains dangerous items or an item the possession of which violates state, federal or local law, Governing Board Policy or school rules. Items discovered in violation of the law or Board Policy may be seized.

STUDENT ACTS OF MISCONDUCT GROUP I, II, III, IV OF CODE OF STUDENT CONDUCT, STUDENT DISRUPTION OF THE EDUCATIONAL PROGRAM AND CLIMATE OF THE SCHOOL

Students in the Mammoth-San Manuel District enjoy the right to a quality education, free from unnecessary disruptions and distractions. This occurs when an effective and appropriate learning environment and campus climate are maintained. The total school community to include parents, students, school personnel and community members share in the responsibility for maintenance of the campus climate. The administration, teaching staff and other school personnel have the responsibility to determine when student behavior is inappropriate and disruptive or in violation of local school rules or regulations set forth by the Governing Board.

Potential problem areas and regulations

DISRUPTION OF THE EDUCATIONAL PROCESS - Students may not by action, use of an electronic device or expression disrupt the educational process or interfere with the rights of others. Students shall not cause or threaten to cause inconvenience to the operation or administration of the school district. This includes but is not limited to evacuation of a district building, place or district-sponsored function. (FIRE ALARM ACTIVATION) Persons disrupting the educational process will receive consequences for their actions and could be arrested.

CLASSROOM DISRUPTIONS - Any student who disrupts the educational process by action, use of an electronic device or expression will receive consequences for their actions. Persons disrupting a classroom could be arrested. Students are responsible for contributing to a positive and appropriate environment.

PLAGIARISM OR FAILURE TO FOLLOW TEST-TAKING PROCEDURES - The integrity of the instructional process must be maintained. Therefore, a student's test/assignment may be disqualified without the right of make-up when plagiarism is evident or the teacher's test-taking procedures have not been followed. In addition, the student may be subject to further discipline.

INSUBORDINATION - Students will comply with the reasonable requests of a staff member. Failure to do so shall be considered an act of insubordination.

NON CHECK OUT - Students may not leave campus without following the check-out procedure.

TRUANCY - Truancy is defined as an unauthorized absence from class(es) and is considered to be misconduct by students.

RESPECT FOR PERSONAL PROPERTY - The jurisdiction of the school is primarily limited to the school premises or at school sponsored functions. School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while going to and from school and off campus during the normal school day. This includes a student's conduct during lunch hour or released periods. Inclusive in this is loitering and smoking on adjacent property of the school. Violations of conduct by students in this manner could result in disciplinary action (ARS 13-201)

LOITERING - (to remain in an area for no obvious reason) - Students are prohibited from loitering in or around the school campus.

GAMBLING - Gambling is defined as participating in games of chance for money and/or other things of value. Students may not sell items unless they have prior approval from the Administration.

COMMITTING EXTORTION, COERCION OR BLACKMAIL - Obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.

SCHOOL BUS DISRUPTIONS - All students riding buses to and from school or activities are expected to abide by all the rules for bus conduct and safety. The bus driver will determine when a student is disruptive.

PARKING VIOLATIONS - All student vehicles are to be parked in the prescribed location in a safe and orderly manner as authorized by local school regulation. Any vehicle parked inappropriately is subject to removal as provided in Governing Board policy 6309 and ARS 15-842.A.5. Towing expenses; fines and accrued storage fees are the responsibility of the vehicle owner.

VEHICLE OPERATION VIOLATIONS - All students bringing vehicles - motorcycles, bicycles, cars, trucks, etc. - on campus will operate the vehicles in a safe, responsible and prudent manner at all times

POSSESSION OF/USE OF TOBACCO PRODUCTS - Students are not permitted to be in possession of, or use tobacco products, e-cigarettes, edibles, or vapor inhalers on campus or at school-sponsored events.

ANY grade 9 - 12 student found to be on the 6-8th grade campus without administrative permission will be subject to disciplinary action and vice versa.

DRUG / ALCOHOL USE - No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school year or off school premises at a school related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood changing, mind-altering, or behavior altering drugs.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath or speech. "Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated. The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is, also, prohibited under this rule.

INAPPROPRIATE LANGUAGE/GESTURES - Students are prohibited from using vulgar, profane, and/or racist language or gestures. Students are also prohibited from displaying obscene or inappropriate material.

HARASSMENT - When a person intentionally or knowingly annoys, pesters, bothers, stalks, hassles, worries, badgers, hounds or bullies another person.

SEXUAL MISCONDUCT - Inappropriate public displays of affection or sexual misconduct is prohibited.

SEXUAL OR OTHER HARASSMENT - Sexual or other harassment of or by any student is prohibited. Prohibited sexual harassment includes, but is not limited to; unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other harassment is defined to include: verbal or physical conduct that creates an intimidating, hostile or offensive educational environment

HAZING - There shall be no hazing, solicitation to engage in hazing or aiding and abetting another who is engaged in hazing of any person enrolled. Accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdraws from the District school.

Definitions:

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Initiations of any kind will not be tolerated.

DESTRUCTION OR THEFT OF PROPERTY - The destruction, theft or vandalism of any school or personal property, including textbooks, is prohibited. School personnel may use reasonable physical force to protect school and personal property.

FIGHTING/ MUTUAL COMBAT/INTIMIDATION/BULLYING - Students shall not fight, push, intimidate or otherwise abuse other students. School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. No student shall aid in a fight or record a fight. (ARS 15-843) If they do, they too will receive a consequence for the broken infraction.

BULLYING - Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). (Paraphrased from: Ericson, Nels, 2001, addressing the problem of Bullying, U.S. Dept. of Justice, Fact sheet #FS-200127.)

Student Violence, Harassment, Intimidation, and Bullying - There is a form located in the school front office which needs to be filled out.

Bullying is defined as:

- A. Exhibiting behavior, which intentionally, knowingly or recklessly causes any physical injury to another person,
- B. Exhibiting behavior, which intentionally places another person in reasonable apprehension of immediate physical injury,
- C. Intending to injure, insult or provoke another person by knowingly touching him/her,
- D. Acting together (two or more students) in a way that recklessly uses force or violence or threatens to use force or violence, which disturbs the normal operation of Mammoth-San Manuel PK-12 School,
- E. Engaging in fighting, violent or seriously disruptive behavior,
- F. Making unreasonable noises, use of abusive or offensive language or gestures to another student in any manner likely to provoke physical retaliation,
- G. Making protracted commotions, utterances or displays worth the effect of preventing the orderly administration of Mammoth-San Manuel PK-12 School or a district sponsored function or sporting event,
- H. Refusing to obey a reasonable order of an employee of Mammoth-San Manuel School to disburse, which is issued to maintain public safety and to avoid injury or harm to persons or property,
- I. Threatening by word or conduct to cause physical injury to another person or serious damage to property,
- J. Threatening to use or using physical force against another in response to a verbal statement.

GANG ASSOCIATION OR ACTIVITY - For the purposes of disciplinary action, a gang shall be defined as a group of three or more people who: have a name; claim a territory; have rivals/ enemies; interact together to the exclusion of others; and exhibit anti-social behavior often associated with crime or a threat to the community. Behavior, which initiates, advocates or promotes activities, which threaten the safety, or wellbeing of persons or property on school grounds or which disrupts the

educational environment is strictly forbidden. Any student wearing, carrying, or displaying gang clothing/ paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and / or participating in activities which intimidate or adversely affect the educational activities of another student, or the orderly operation of the school, shall be subject to disciplinary action.

VERBAL ABUSE OF STAFF - Students shall not insult or verbally abuse staff members (ARS 15-507).

PHYSICAL ABUSE OF STAFF - Students shall not intimidate or physically abuse staff. (ARS 15-507) School personnel may use reasonable physical force to protect themselves, other personnel, students, school and personal property. (ARS-15-843).

INCITING TO RIOT OR DEMONSTRATING - Students are not to incite to riot, or to demonstrate in a disorderly or unauthorized manner on/or adjacent to school property.

FIREWORKS AND EXPLOSIVE DEVICES - Students are prohibited from possessing or using "poppers," fireworks or explosive devices on school property or at school events.

WEAPONS - (INSTRUMENTS OF OFFENSIVE OR DEFENSIVE COMBAT; SOMETHING TO FIGHT WITH) - Students shall not possess or use firearms, weapons, or any other instruments capable of harming a person or property. Weapons mean any of the following:

- A firearm, a knife, other than a folding pocket knife with a blade length of not more than 2 ½ inches that cannot be locked in an open position.
- A destructive device, a dangerous instrument.
- *Simulated weapon* means an instrument displayed or represented as a weapon.
- *Firearm* means any of the following:
 - Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such firearm, any firearm muffler or silencer.
 - Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive charge of more than one-fourth (1/4) ounce, mine or similar device. Any combination of parts that could be readily assembled to form a firearm.

Destructive device means:

- Any device that will or is designed to or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow or crossbow. Any collection of parts that could be readily assembled to form a destructive device.
- *Dangerous instrument* means anything that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

VANDALISM AND DAMAGE TO SCHOOL PROPERTY - Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district schools. Parents/guardians of students guilty of damaging school property shall be liable for damages. Students shall be responsible for the care and return of textbooks and may be charged for damages to and/or replacement of lost textbooks.

Additional Possible Disciplinary Actions

- CLASS CLOSURE PENDING PARENT CONFERENCE:** This action may be taken to affect any number of classes. A student whose classes are closed pending a parent conference may be directed to a study hall. In cases where parents are unable to meet with school officials expeditiously, they may make an appointment and the student may be returned to class pending the result of the scheduled conference.
- IMMEDIATE ADMINISTRATIVE REFERRAL:** Any student whose severe actions prohibit the continuation of the instructional process will be immediately directed to the Lead Teacher or Principal. The student will not return to class until the teacher and Lead Teacher or Principal confer on what disciplinary action, ranging from detention to short-term suspension, is necessary. A written report on the student's behavior will be filed in the Principal's office.
- CLASS CLOSURE WITH LOSS OF CREDIT:** This action may be taken to affect one or more classes. Students who are affected by this action may be placed in mandatory I.S.S. In all cases, students removed from class will lose credit for the semester in which the action occurs.
- SHORT-TERM SUSPENSION:** This action may be taken by the local school administration. A short-term suspension up to (10 school days) may not occur until after a student has been given an informal hearing. The school administration may select in school suspension as an alternative. Exceptions to this practice occur in cases of summary suspension. Students suspended off campus are ineligible to practice/participate or compete in any school activity for the duration of the suspension.
- LONG- TERM SUSPENSION:** This is a suspension of ten (10) days or more, including one or more semesters. The suspension may be recommended by the local administration, but only imposed by the Superintendent. All long-term suspensions may be appealed to the Governing Board.

- F. **EXPULSION:** All conduct, which will result in expulsion, requires a formal hearing before the Governing Board. The student will be allowed all rights as in a formal suspension hearing. No student shall be expelled unless the Governing Board has determined that such punishment is applicable after the formal hearing.
- G. **RESTITUTION:** A student responsible for destruction or theft of school property will be required to pay for its repair, replacement and labor costs.
- H. **WORK HOURS:** This action may be used as an alternative consequence for unacceptable behavior and does not affect the student's classroom attendance. Work hours either on or off-campus may be required of a student without financial remuneration.
- I. **WRITTEN REPORT:** This action may be taken in place of suspension or in addition to suspension when the administrator determines that it may assist in desired behavioral changes.
- J. **SUSPENSION OF BUS PRIVILEGES:** In each instance a minimum and a maximum action will be taken as well as an action for the first occurrence and repeated occurrences.

Custodial & Non-Custodial Parent Rights & Responsibilities PARENTS RIGHTS AND RESPONSIBILITIES - CUSTODIAL AND NON-CUSTODIAL)

When parents of a student are estranged, separated, or divorced, building personnel will uphold the parents' rights.

- 1. Both parents have the right to:
 - a. View the child's school records
 - b. Receive school progress reports
 - c. Visit the child briefly at school (contingent of provided legal documentation)
 - d. Participate in parent/teacher conferences.
- 2. The only exception to a. through d. is when a court order (provided by the custodial parent) restricts any of the above listed rights for the non-custodial parent.
- 3. The parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the child from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel anticipate possible student abduction (by the non-custodial parent or any other person), law enforcement personnel are to be notified immediately.

Parent Responsibilities - The custodial parent has the responsibility to:

- 1. Keep the school office informed as to the address of residence and how he/she may be contacted at all times.
- 2. Provide a copy of any legal document, which restricts the rights of the non-custodial parent.
 - a. The non-custodial parent is to inform the office of a phone number and/or address where he/she may be contacted regarding student progress/problems.

Disciplinary Action - Suspension & Expulsion

SUSPENSION: The policy of the Mammoth-San Manuel Unified School District which relates to student suspensions in accordance with Arizona Revised Statute 15-843 which reads in part: "the authority to suspend a pupil from school is vested in the Superintendent, Principal, Lead Teacher. In all cases of suspension, it shall be for good cause and shall be reported within five days to the Governing Board by the person imposing it." If ISS is assigned and the parent decides that it is not appropriate, OSS will be assigned in place of ISS.

EXPULSION: Expulsion of a student from a district school is a discretionary power of the Governing Board under the provision of ARS 15-341, 15-342 and 15-843. The Board alone has the authority to exercise this power of expulsion of a student from the schools.

Disciplinary Actions

We strive for our students to have a good experience at the Mammoth-San Manuel PK-12 school. However, when classroom procedures are violated, the teachers and administration will consider these disciplinary actions as possible steps in maintaining an appropriate classroom environment.

- A. **WARNING:** A school official (teacher, administrator, or staff member) will have a conference with the student and reteach the expected behavior in class. This meeting will be recorded in the PowerSchool Log Entry of the individual student and a parent phone call will be made.
- B. **TEACHER/STUDENT DISCIPLINARY ACTION A:** When necessary, a teacher will assign a constructive consequence, make a phone call home and create a Log Entry. All disciplinary action will be recorded on the office referral form.

- C. **ADMINISTRATIVE REFERRAL PENDING DEVELOPMENT OF A PLAN OF ACTION:** When the assigning of a disciplinary action by the teacher and the contact with parents has proven ineffective in correcting classroom behavior problems, the student will be referred to the Lead Teacher or Principal. The Lead Teacher or Principal will outline appropriate classroom behavior, and the student will develop a plan to correct inappropriate behavior. Further disciplinary action, ranging from detention to short-term suspension may be applied. The plan will be developed in conference with teacher, administrator, counselor, student and parents. Disciplinary plan of action will be recorded on the office referral form.

Dissemination of Student Directory Information

It shall be the policy of the Board of Education of the Mammoth-San Manuel School District to permit its schools to compile non-confidential student directory information such as student's name, address, awards, honors, athletic participation date, information for the school annual and other general data which seem appropriate to school curricular and extra-curricular activities. Written public notice in student handbooks and other appropriate school publications shall notify parents, guardians, and students over 18 that information about a student may be excluded from student directories upon written request, such requests must be in writing indicating which data are to be excluded and filed in the office of student records at the time of registration. The releasing of directory information to any commercial, business, or private agency that may have profit motive in mind is prohibited unless specific approval of the Board of Education is granted. The District does not provide directory information. All junior names will routinely be provided to the military recruiting services, unless juniors specifically request deletion of their names.

Due Process & Appeals

The purpose of this statement is to assure due process rights for students involved in disciplinary action in the Mammoth-San Manuel School District. Every student is entitled to due process before he or she may be suspended or expelled within the following guidelines.

DUE PROCESS POLICY - Any student whose behavior while on campus is alleged to be in violation of the school's rules may be referred to the administration. In every incident, a written report of the alleged violation must be prepared in detail by the person(s) initiating the referral. The report must include the time, place, observed behavior, names of witnesses, description of violation, etc., and be delivered to an administrator within one school day.

SUSPENSION

1. When a student has been referred to an administrator for a violation of school regulations, the administrator must first determine the nature of the violation and the possible disciplinary action to be imposed if the charges are found to be accurate. The administrator must decide whether the alleged violation would subject the student to the possibility of short-term suspension (one to 10 days) or to long-term suspension (more than 10 days).
2. If responsibilities for the alleged violation could result in a short-term suspension, the student will have an informal hearing with the administrator to determine whether the charges were accurate. The student will be informed of charges against him/her. The hearing will consist of interviews with appropriate witnesses, interviews with the student and an investigation into the facts. After the hearing, the administrator will either suspend the student for up to ten days or exonerate the student. A record of the hearing shall be kept and parents/guardians shall be notified.
3. The student will be allowed to remain in school until after the informal hearing unless the student poses a clear and present danger to himself or others or the school property, in which case, upon being charged he/she may be suspended summarily and the informal hearing conducted within ten school days of the violation.
4. If the offense is one that could result in a long-term suspension, the administrator must set up a formal hearing with the Superintendent. If the student poses a clear and present danger to himself/herself or to others or to school property he/she, upon being charged, must be suspended summarily and a formal hearing must be conducted, as expeditiously as possible, but within ten school days of the violation.
5. A formal hearing consists of the following minimum requirements:
 - a. A statement of the charges and the rules or regulation violated.
 - b. The extent of the punishment to be considered.
 - c. The date, time and place of the formal hearing.
 - d. That the student may present witnesses.
 - e. That the student may be represented by counsel.
6. If it is decided that the hearing is to be held in executive (closed) session, a statement of the right of the parents or guardian (or an emancipated pupil) to indicate their objection to the decision to hold the hearing in executive (closed)

session. Such objections must be made in writing to the Governing Board, in cases of expulsion, or to the Superintendent. After the hearing, the hearing officer will render his/her decision within one school day.

APPEAL PROCEDURES - If a parent/guardian wishes to appeal a decision rendered by the Superintendent on long-term suspension, a written appeal must be filed with the Board through a letter to the Superintendent within 5 days after receiving written notice of long-term suspension. The Board shall review all documents relevant to the appeal, and if it determines it appropriate, set a hearing date. In cases where the Governing Board establishes a hearing, legal counsel will be permitted to represent the student/parent guardian during the appeal procedure before the Governing Board.

EXPULSION

1. All conduct, which may result in expulsion, requires a formal hearing before the Governing Board. The student will be allowed all rights included in the formal hearing portion of this policy.
2. No student shall be expelled unless the Governing Board has determined such punishment is applicable after a formal hearing.
3. Provision for students in handicapped programs. The Education of all Handicapped Children Act prohibits a school district from expelling a handicapped student until the Individualized Education Program (IEP) Team has met. If the IEP Team determines that the student's misconduct was not caused by the handicapping condition, a handicapped student may be expelled and the district may cease all educational services.

Mammoth-San Manuel PK-12 School Parent Compact

In compliance with IASI (Improving America's School Act of 1994), Title I, Part A, Section 1118, Mammoth-San Manuel PK-12 School has developed the following PARENT COMPACT.

Mammoth-San Manuel PK-12 School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet the States challenging student performance standards. With the goal of establishing ongoing, good communication between teachers and parents, Mammoth-San Manuel PK-12 School values parents as partners in the effort to improve and help students achieve high academic standards. Parents are responsible for supporting their children's learning by:

- Monitoring attendance
- Homework completion
- Participating, as appropriate in decisions relating to the education of their child, and
- Encouraging the positive use of extracurricular time.

Thank you for being a valued partner in your child's education.

In Compliance with IASA (Improving America's School Act of 1994), Title I, part a, section 112, Mammoth-San Manuel PK-12 School will identify eligible children as children who are failing, or most at risk of failing, to meet the State's challenging student performance standards. The eligible students will be identified within the school on the basis of multiple, educationally related, objective criteria established by the LEA and supplemented by the school.

These criteria will include, but will not be limited to:

- Children who are economically disadvantaged
- Children with disabilities
- Migrant Children
- Limited English proficient children (LEP)
- Performance below the Measurement of Adequate Progress (MAP) on the State's Performance standards
- MAPS © or other benchmark assessments
- Homeless Children
- Neglected or delinquent children
- Students at risk of dropping out
- Students who have been in Head Start in the preceding years

This will include, but will not be limited to:

- Instruction by effective & appropriately certified staff
- Use of the Board Adopted Curriculum
- Annual parent-teacher conferences
- Frequent progress reports
- Reasonable access to staff
- Computer assisted instruction

Mammoth-San Manuel School District Annual Notification to Parents Regarding Confidentiality of Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest,
- A School official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks,
- A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school,
- Other schools to which a student is seeking to enroll,
- Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued a subpoena,
- Appropriate officials in cases of health and safety emergencies and
- State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

The Individual with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007

This notice is available in English and Spanish on the ADE website at www.ade.az.gov/ess/resources under forms. For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

Notificación Anual a los Padres con respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos, de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos, pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles..

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un periodo de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela todavía no corrige el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presente su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.
- Autoridades escolares con interés educacional legítimo

Autoridad escolar si una persona empleada o contratada por la escuela para servir como:

- administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones; un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;
- Otras escuelas en las que el estudiante está solicitando inscripción;
- Autoridades especificadas para propósitos de auditoría o evaluación
- Partes competentes en relación a asistencia de financiamiento para un estudiante;
- Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
- Organizaciones de acreditación;
- Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
- Oficiales competentes en casos de emergencias de salud y seguridad; y
- Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.
- Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección número de teléfono, fecha y lugar de nacimiento honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La ley de la educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protegé los derechos de estudiantes con discapacidades. Además de los expedients académicos normales, los expedients académicos para estudiantes con discapacidades podrían incluir materials sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materials relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes pertinentes adicionales, tales como doctores y otros proveedores deservicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Publica Adecuada Gratuita de acuerdo con las leyes estales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todos las etapas de la recolección archivo, retención y divulgación de los expedients académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para informacion adicional o parapresentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877- 8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS al (602) 542-4013 O puede usted contactarr.

Policy Notification Statement

It is the policy of Mammoth-San Manuel Public Schools not to discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, political affiliation, or veteran status in the educational programs activities or employment policies as required by federal and state laws. The district abides by federal and state laws regarding people with disabilities. If you have a special need, reasonable accommodations will be made in accordance with the Americans Disabilities Act of 1990. Inquiries regarding compliance with any of the above may be directed to the district's Equal Opportunity Specialist/Superintendent, District Office, San Manuel, Arizona 85631, (520) 385-2337 or to the Director of the Office of Civil Rights, U.S. Department of Education, Federal Office Bldg., 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582.

La Declaracion De Notificacion De Politica: Es la politica de Mammoth-San Manuel Escuelas Publicas para no diferenciar en basea la raza, el color, la religion, el genero, la edad, el origen nacional, la invalidez, matrimonial, el estado, afiliacion politica, o el estado veteranon en sus programas educativos, actividades, o politicas del empleo como requerido por las leyes federales y estatales. El distrito cumple las leyes federales y estatales con respecto a las personas con las invalideces. Si usted tiene una necesidad especial, se haran los alojamientos razonables de acuerdo con los Americanos con las Invalideces Actue de 1990. Las preguntas con respecto a la complacencia con cualquiera del anterior puede dirigirse al la oportunidad Igual del distrito Specialist/Superintendent, la Oficina del Distrito, San Manuel, AZ. 85631, (520) 385-2337 o al Director de la Oficina de Derechos Civiles, Seccion Americana de Educacion, la Oficina Federal Bldg., Ste. 310, Denver, CO 80204-3582

Sexual Harassment (BOARD POLICY ACA)

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff and students, are to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person, who engages in sexual harassment, while acting as a member of the school community or while on school property, will be in violation of this policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student where:

Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education: or

Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to: suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed. Within the educational environment; implying or suggesting that a poor performance evaluation will be prepared; actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.

Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; within the educational environment, engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering or granting favors or educational or employment benefits such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should immediately inform the Superintendent or his designee(s).

A substantiated charge against an employee of the District shall subject such staff member to disciplinary action, which may include warning, censure, suspension, or dismissal. Any employee who knows of such conduct must report it to the Superintendent or designee or shall be subject to the above listed discipline. A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Student Interaction with District Employees

Students of the Mammoth-San Manuel School District are to always demonstrate respect for District employees, both on and off school property. In any occurrences which have a demonstrated relationship to the Mammoth-San Manuel School District, all district policies and rules which pertain to the treatment of employees by students of the district are in effect.

STUDENT SERVICES

Academics, Report Cards, Grades

In order to participate in the High School Graduation Ceremony, a student must qualify to receive a diploma.

Report cards are issued at the end of each nine-week period. Semester grades become part of the student's permanent record. If a student's grades are not satisfactory to parents, a conference should be arranged immediately. Students may take concurrent classes for: Physics, Calculus, Trigonometry, Algebra II, A.P. English (English Literature), A.P. Government and Chemistry. School officials and teachers are anxious to become acquainted with parents and to advise them regarding a student's work. Report cards will be mailed quarterly. The following high school courses are weighted:

- English - Honors English II & III, AP English IV
- Math - College Algebra/Trigonometry, AP Calculus
- History - AP American Government

Regular Classes	Weighted Classes
4.0 = A	5.0 = A
3.0 = B	4.0 = B
2.0 = C	3.0 = C
1.0 = D	1.0 = D
0 = F	0 = F

Credits:

Beginning with the class of 2017, students will be required to achieve a passing score on the Arizona Civics Test as a graduation requirement.

Students may receive an incomplete for work that was not completed during that quarter. To receive a passing grade, this work must be completed satisfactorily on or before ten school days after that grading period. If the work has not been completed, the incomplete will turn into an F.

Special Education/Adaptive Education Programs

Adaptive Education Programs

The Mammoth-San Manuel School District offers Adaptive Education Programs for students who in accordance with state laws, qualify in one or more of the following handicapped categories.

1. Serious Emotional Handicap
2. Hearing Impairment
3. Mild Mental Retardation
4. Moderate Mental Retardation
5. Orthopedic Impairment
6. Specific Learning Disability
7. Speech/Language Impairment
8. Visual Impairment
9. Autism
10. Traumatic Brain Injury (TBI)
11. Other Health Impairment (OHI)
12. Preschool Severe Delay
13. Multiple Disabilities
14. Developmental Delay

If you know of anyone in or out of school who might have one or more of the above, please call one of the counselors at school, or the Administrator of Adaptive Education at 385-2337 Ext. 1115.

504 Accommodation director is Mark Wiseley. Director of Title IX is Mark Wiseley.

Special Education

- The Mammoth-San Manuel USD provides special education services for students with special needs. The following services are available for qualified students:
 - English Language Learners
 - Resource/Self Contained
 - Speech/Language
 - Talented and Gifted (TAG)
 - OT/PT

* If you feel your child is in need of any of the above services, please feel free to let the office know.

Counseling

Phone 385-2336 Ext. 2212

Upon enrollment, students meet with a counselor who can help with course selection, general school plans, with exploration of post-high school possibilities - college, special schools, military training, etc. The counselors can supply information regarding financial aid for college and requirements for future job/career planning. They can be of help in personal areas involving ambitions, hope, ideals, worries and fears. In short, counselors would like to be your helpers, confidants, and friends. The Counseling Center is open daily between the hours of 7:30 a.m. and 3:15 p.m. Students may drop in to talk with counselors before and after school or during lunch periods. Students must have a pass from their teacher in order to be in the counseling office during class time. Should an emergency arise, the first available counselor will see students as soon as possible. Students at the Mammoth-San Manuel PK-12 School are strongly encouraged to make extensive use of the Counseling Center. Students or parents may call the Mammoth-San Manuel PK-12 School Counselors if there are any concerns regarding a student or students that may be at risk. Graduated students requiring an "Official Transcript" to be sent to a college or for application purposes should call the Office for the request.

Examinations

All students must take all examinations required by departments. If an examination is missed, it should be made up as soon as possible. There are no exemptions from final examinations, which must be taken on the assigned dates. Dates of final exams are announced sufficiently in advance of the end of the semester. There is no early release from school unless excused by an administrator. If a student is disruptive or cheating during an examination, they may be removed from the exam and may be given a zero for the assignment. Some exams (AP, CTE, ACT, etc.) may not be made up if caused by disruption or cheating and the students may need to retake those exams at their own cost with an outside facility.

HEALTH OFFICE

Chronic Illnesses

- Please contact the health office if you have a student with a chronic illness (asthma, seasonal allergies, food allergies, seizures, diabetes, etc.) so we may know how to best meet your child's needs during the school day.
- For the safety of the student, a student with the chronic illness of seizures, seizure disorders, or diabetes (Type 1 or 2) must have a health plan in place to include emergency contacts.

Immunizations

- Arizona law (ARS 36-671 through 674) requires that an immunization history be submitted for each child entering a public school. The responsibility for compliance with this provision is placed upon the parent, guardian or person “in loco parentis” of the child. The immunizations must be current and include: DTP, TD, Polio Vaccine, Rubella, Hepatitis and Mumps Vaccines. The only exceptions to school immunization requirements are if the vaccine will seriously endanger the child or if the child is being raised in a religion in which the teachings are opposed to immunization.

Illness at School

- The health aide will tend to minor scratches and scrapes, as well as sudden illnesses. For more serious injuries, she/he will contact you.
- If a child has a temperature over 100 degrees, vomiting, diarrhea, widespread rash, open or draining sores, eye irritation, or drainage from eye, the student should be excluded from school and not return until they are symptom-free for 24 hours.
- The child must be fever free without medication for 24 hours before coming back to school.
- If your child is sick, please keep them at home.
- If you need to speak with the health aide, please call 385-2336 ext. 2204.
-

***Please note that time frames for return to school after an illness may change throughout the school year due to COVID and guidelines established through Pinal County Health and the CDC.**

Medication:

- If a student needs to take medication during the school day, school personnel must administer the medication in the Health Office. Administration of medication will conform to Arizona Statutes. We maintain careful control of the possession and use of medication by students at school. Tums, Tylenol and cough drops may be administered to a student as long as a guardian signs the permission form for the school year. This form is available in the Health Office as well as the front office. We ask that you provide this medicine for your child as well. When possible, students should take all medications at home.
- Mammoth-San Manuel Schools is a **DRUG FREE ZONE**. All medication must be taken in the Health Office. This includes non-prescription medications. Students may not have prescription or over the counter medications in their possession on school campus. When the licensed health care provider feels it is necessary for students to carry and self-medicate, the licensed health care provider shall provide written recommendations, to be attached to the signed “Request for Giving Medication at School,” form.
- The district reserves the right to discontinue the use of any drug or medication on campus if there is reasonable suspicion or reason to believe that a student or the student population is at risk of abusing it.

Lice

- If your child is suspected of having lice or nits are present, you will be notified and requested to pick up your child for immediate treatment. As a precaution, students with long hair should wear it up, and all students should avoid sharing combs or hats. **Students may return to school when the student is nit and lice free.**

Junior High Retention/Promotion

The current Junior High school policy is that students will pass every course to earn promotion to the next grade. On occasion, summer school is provided for those students who need to master subject matter in order to pass an academic class. Board Policy IKE-R defines the district policy on “Promotion and Retention” and may be reviewed at the District Office or the School’s front office. A student, who misses 15 days or more without a written physicians’ excuse, may repeat their current grade. (Governing Board Approved June 29, 2004).

Leaving School Due to Illness

If a student is ill, a legal guardian must check them out and pick them up from school. Students should report to the Health Aide to be sent home, not call their parent personally.

Make-up Credit

Mammoth-San Manuel School District accepts credits only from summer schools that offer 60 hours of classroom instruction and accredited correspondence schools. Students wishing to enroll in distant learning courses and/or correspondence courses must acquire written approval from the School's Counselors for Student Services. Our counselors will proctor or appoint a proctor for distant learning and/or correspondence school exams. All deadlines must be adhered to strictly. Only 4 credits of correspondence will count towards graduation. The distant learning and/or correspondence courses must be in 4 different areas. A class may be repeated to receive a higher grade. The most recent grade will be recorded. Credit will be given only 1 time if you repeat a course.

Make-up Policy

Total responsibility for acquiring and completing work missed during an absence lies with the student. Classification of an absence may affect the student's right to make up work missed; however, this should not be interpreted to mean those identical activities or tests will be given for make-up work after absence. Upon returning from any absence, the student should obtain make-up assignments as soon as possible. Students should NOT expect to make up work during regular class time, however, teachers will be available before/after school by appointment. Any assignment missed as a result of an unexcused absence from class will be due at the beginning of the period from which the student was absent. For an excused absence, students will have the number of days absent plus one to make up work. Students missing class due to in or out of school suspension will be expected to have all assignments completed upon return to class. In order for students to receive assignments from teachers, due to an out of school suspension (OSS), the student and/or parent must notify the office so that arrangements can be made to collect assignments for the student. Otherwise, the teacher is not obligated to provide make-up work for the student. Teachers have the right to give zeroes for missed work while out of class for out of school suspension. Long-term suspension may result in loss of credit. If the student is absent on the date an assignment is due and had knowledge of the assignment prior to the absence, the assignment will be due immediately upon return to class. Class participation points lost through absenteeism may be made up by special arrangements with the individual teachers. It is the student's responsibility to schedule a time to meet with their teacher(s) in order to make-up lost points--There will not be any make up work for unexcused absences. On long term projects (such as research papers) teachers may deduct points per day for unexcused or undocumented absences. Excused absences are accepted. Assignments not meeting these timelines will be considered unacceptable and will receive a score of zero (0). Students missing because of athletics MUST communicate with their teacher prior to the absence and confirm due dates for missing work.

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

Notice to Seniors

All academic work (including correspondence) must be satisfactorily completed by May 10, 2024.

Registration Guidelines

No student will be admitted into classes without immunization records, certified birth certificate and proof of residency as per Arizona state law. All grades are scheduled into seven full-credit classes.

Students participating in extracurricular activities should read the section on Eligibility

Registration Timeline (Timelines to be reviewed in the future)

September - February: Review educational plans and preregister for courses for the following school year.

June- July: Master schedule is created based upon class choices of students. Minor changes are possible with parent and administrative approval and as allowed by numbers of students preregistered for each course.

June: Computer-assisted scheduling will select class period and teacher.

June - August: Students' schedules may be adjusted due to test results, failed classes, etc. If a schedule change is needed, please make an appointment with a counselor prior to registration. Some changes may not be approved in order to offer the best education for all students.

No schedule changes may be made after August 18th, 2023, for Semester 1 or January 19, 2024, for Semester 2.

July: Final registration: pick up schedules and pay fees.

School Pictures

All school photos for grades 6-12 will be taken on an announced date. All students will need to have their pictures taken to have their picture published in the yearbook and for the school SIS system. Pictures will be taken from 8:00 a.m. to 3:00 p.m. on the announced dates.

Schedule Changes

Once final registration is completed in May, schedule changes are rare. Changes will be made only for the following reasons:

1. Failed pre-requisite; therefore cannot take class.
2. Need to add required course for graduation.
3. Medical reasons.
4. Processing errors.
5. Administrative needs.
6. Completed course (summer school, correspondence etc.)

A student may drop or change a class up to the 1st full week of each semester, without loss of eligibility. If a student drops a class past the one-week period and they are failing the class, they will receive an F on their transcript.

Any student changing a class must have parent permission, teacher and administrative approval. Any student dropped for lack of attendance, discipline, etc. will receive a letter grade of F for the semester and be ruled ineligible.

Summer School

Summer school may be offered on campus if there is a need and may be based only on the criteria chosen by the teachers and administration. If there is a tuition fee the student is responsible. For credits to be accepted from another summer school program or institution, sixty (60) hours of classroom instruction must have occurred. It is the student's responsibility to provide official proof of these contact hours. Official proof must be sent to the counseling office prior to the beginning of the new school year.

Testing Program

Various testing programs are offered throughout the year. Sophomores and juniors who are planning to enter college are offered the Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT). Students learn how they compare in verbal and mathematical knowledge. The student automatically competes for qualification in the National Merit Scholarship Program. Most colleges and universities in the United States require the results of an entrance examination before the student is admitted. In Arizona, the three state universities accept the results of either the American College Test (ACT) or the College Board (SAT). In the case of out-of-state institutions, students should check to see which examination is preferred by corresponding with the college. Seniors are advised to schedule one or both of these tests as early as possible during the senior year. Juniors and certain sophomores can benefit by taking the tests as well. In addition, the Armed Services Vocational Aptitude Battery (ASVAB) test is available to students to assess their overall aptitude as well as to guide career planning regardless of whether or not the student plans to enlist in the Armed Services after high school. If there are questions as to which test should be taken, counselors should be consulted.

Valedictorian & Salutatorian

Valedictorian and Salutatorian will be determined after the 7th semester of the senior year. The determination will be rounded out two decimal points on the G.P.A.

Note: Safety measures are still in place that were implemented during the 2021-2022 school year. Specifically, HEPA air purifiers are stationed in all active areas, with brand new filters installed to start the new year. Hand sanitizer stations are thoughtfully placed throughout the school. If during the year the state or county identifies a rise in cases, which makes it necessary to make changes, we will in-fact put additional safety measures into place.

Mammoth-San Manuel 6-12 Behavior Expectations				
	Be Kind	Be Respectful	Be Responsible	Be Safe
The Classroom	Be positive Be empathetic Take pride in your work Accept challenges willingly	Enter quietly Be courteous Be an active listener Wait your turn to speak Respect others' property	Follow school directions Be prepared and organized to learn Dress appropriately Use time wisely & stay on task Be in class before the tardy bell rings	Use material and equipment properly Always walk Sit correctly Keep hands, feet, and objects to self
Library Media Center	Be grateful for time given Patience with technology Use kind words towards others	Enter/exit quietly Speak softly Listen carefully Be working on classroom assignments Respect others' property	Follow directions Return books on time and in good condition Use computers appropriately Return materials to designated areas Use time wisely	Always walk Use materials and equipment properly Keep hands and feet to yourself Sit correctly
Restrooms	Be mindful of others Use kind words towards others	Leave restrooms clean Keep lights on Use quiet voices Honor privacy of others	Have a pass Report unsafe conditions to the office or a teacher Flush after each use Return to class promptly	Keep floor dry Use trash cans Always use equipment properly Wash hands
Office * Administration * Attendance * Health Aide	Greet who you meet Use good manners (Please and Thank you) Listen, accept, and follow instructions/directions	Enter quietly Use appropriate language Honor the working environment	Sign in if needed Have appropriate pass Be seated Wait your turn	Keep hands/feet to yourself Sit correctly Wait patiently

Mammoth-San Manuel 6-12 Behavior Expectations				
	Be Kind	Be Respectful	Be Responsible	Be Safe
Cafeteria Commons	Follow directions w/o complaint Greet who you meet Use good manners (Please and Thank you) Use kinds words	Use good manners Speak at an appropriate indoor level Be courteous towards others Display affection appropriately	Keep your area clean and throw away your trash Purchase and eat your own food Use time wisely Stay seated while you eat	Always walk Stand quietly and wait your turn Keep hands and feet to yourself Use materials and equipment properly
Breezeways	Use good manners (Please and Thank you) Be mindful of others Use kind words Greet who you meet	Honor learning environments Be quiet Display affection appropriately	Follow directions Always have a pass from a staff member Go directly to your destination Proceed to class when bell rings promptly Be in class when tardy bell rings	Always walk Keep breezeway clean Steer clear of doors and others Walk around yellow circles Follow sidewalk markings
Locker Rooms	Use kind words Be mindful of others	Honor privacy Use appropriate language	Lock personal belongings in assigned lockers Report unsafe conditions to a teacher or the office	Always walk Keep hands and feet to yourself
Community Time Assemblies Field Trips Athletic Events	Have fun appropriately Be open-minded Show MINER pride and support school related activities	Use inside voice Be silent during performances Applaud appropriately Display good sportsmanship at athletic events	Participate Dress appropriately Be in designated area promptly	Be aware of others Stay with group Report any unsafe activity

Mammoth-San Manuel 6-12 Behavior Expectations				
	Be Kind	Be Respectful	Be Responsible	Be Safe
Bus	<p>Come prepared</p> <p>Use kind words with peers</p> <p>Use appropriate language/ appropriate</p>	<p>Use appropriate language</p> <p>Speak softly</p> <p>Follow bus drivers' and bus monitors' directions</p>	<p>Keep bus clean</p> <p>Arrive at the bus stop early</p> <p>Follow all bus rules</p> <p>Board and exit bus at correct bus stops</p>	<p>Keep hands and feet to yourself and inside the bus</p> <p>Face forward</p> <p>Stay seated</p> <p>Store personal belongings</p>
Parking Lot	<p>Safety first</p> <p>Be mindful of others</p>	<p>Give pedestrians right of way</p> <p>Yield when necessary</p> <p>Put trash in receptacles</p>	<p>Wear your seatbelt</p> <p>Drivers and passengers be completely inside the vehicle</p> <p>Drive at a safe speed & go in the correct direction</p> <p>Lock your car</p>	<p>When walking stay out of the way of vehicles</p> <p>Be cautious when entering and leaving lots</p> <p>Be mindful of others</p>



MAMMOTH-SAN MANUEL UNIFIED SCHOOL DISTRICT

P.O. Box 406, San Manuel, AZ 85631
Front Office (520) 385-2336
Fax (520) 385-3035
Website: <https://www.msmusd.org/>
Superintendent: Julie Dale-Scott
Principal: Dr. Michelle Poppen

Student Discipline Policy

Discipline Matrix

Contents:

- Definition of Infractions
- Discipline Matrix for Grades 6-12



INTRODUCTION

A. Purpose of Policy

The Mammoth-San Manuel Unified School District Student Discipline Policy is developed as a means for helping the School District, staff, parents and students implement fair and consistent standards of student conduct and due process procedures. This policy will allow for flexible application between the PK-K, 1-5, and 6-12 grade levels. Through the cooperative effort of the student, parents and school personnel, the student is expected to follow all district policies and school wide behavior expectations which are:

1. being in attendance at school on a regular basis.
2. being respectful in and out of the classroom to self and others.
3. being responsible.
4. being safe.

The only exception is for infractions that are automatic suspensions as defined in the Discipline Matrix.

B. Application of Policy

This policy is intended to regulate the conduct of a student, and/or provide the ability to discipline a student when the student: 1) is on school grounds or at a school-sponsored event; 2) is traveling to or from school or a school sponsored event; 3) is under a suspension or expulsion from another school district or has engaged in misconduct while attending another school district.

C. Communication

Effective communication between student, teacher, parent(s)/guardian(s), and/or administrator results in the prevention of many discipline problems. Such communications include, but are not limited to, the following:

1. Student/Teacher conferences – ISS (In School Suspension), Plan/Contract, or withdrawal of privileges at school.
2. Parent/ Teacher Conferences and/or Parent Teacher Contract
3. Staffing between teacher, parent, and any other specialized professional individuals who may give input to behavioral problems of any student. Students who are identified as being unresponsive to mainstream education experiences may be provided various degrees of differentiated instruction "Academic/Behavior/Social Emotional Education"

The Mammoth-San Manuel School District believes students are valued and strive to achieve their personal best in a consistent, safe, and supportive environment.

DEFINITION OF INFRACTIONS

Absence from Class - failure to be physically present for all of a class session or required school activity.

Aiding/Abetting - any act that leads to or encourages an infraction on the discipline matrix.

Aggravated Assault - assault which causes serious injury to another; assault with a deadly weapon or dangerous instrument; assault which causes temporary but substantial disfigurement, temporary but substantial loss or impairment of any body organ, or fracture of any body part.

Aggravated Assault of a School Employee - a person commits aggravated assault of a school employee if the person who commits assault as defined knows or has reason to know that the victim is a teacher or other person employed by any school, and either is on school grounds or is engaged in any school-related duties.

Alcohol - any fermented and/or distilled liquor or a substance reasonably believed to be or portrayed by the student as a fermented and/or distilled liquor.

Armed Robbery - The taking of money or other property which may be the subject of larceny from the person or custody of another, with intent to either permanently or temporarily deprive the person or the owner of the money or other property, when in the course of the taking there is the use of force, violence, assault, or putting in fear with the use of a firearm or other deadly weapon.

Arson - the attempt to burn any property, to start a fire or explosion, or to promote the continuation of a fire or explosion. Arson does not include teacher approved class activities such as an approved and supervised experiment in a chemistry class.

* **Structure of Property** - Arson of a structure or property: A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.

* **Occupied Structure** - Occupied structure means any structure as defined in paragraph 4 in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. The term includes any dwelling house, whether occupied, unoccupied or vacant.

Assault - intentionally, knowingly, or recklessly causing any physical injury to another person; knowingly touching another person with the intent to injure, insult, or provoke such person; intentionally placing another person in reasonable apprehension of imminent physical injury.

Assault on school employee volunteer, student, or other person lawfully on School Board property or at a School Board sponsored activity - making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, student or other person lawfully on school property at a school sponsored activity coupled with an apparent ability to do so, and then doing some act that creates a well-founded fear in the person that violence is imminent.

Behavioral Contract - a written agreement outlining certain remedial conditions and/or a plan of actions seeking a particular solution to a student behavioral problem.

Bomb Threat - intentionally making a false, verbal or written, report to any person, including school personnel concerning the placement or use of any bomb, dynamite, explosive, chemical compounds or arson causing devices.

Breaking and Entering - unauthorized entry into the property of another or into any portion of the school property.

Bullying - occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional, or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment and intimidation.

Burglary/Breaking and Entering - (illegal entry into a school or other district building) the unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).

Bus Behavior – please refer to our School District's Bus Safety Rules.

Cafeteria Misbehavior – any behavior which interferes with the smooth operation of the school breakfast or lunch program.

Cheating - the use or attempted use of information, academic work, research or property of another as one's own. Cheating shall include but not be limited to sharing knowledge during an examination or the unauthorized use of notes or other materials in an examination. Cheating shall also include the willful disobedience of testing rules.

Chemical or Biological Threat - Threatening to cause harm using dangerous chemicals or biological agents.

Complicity - the association or participation in any act or the agreement between more than one individual to commit an act where the act ultimately is committed or attempted by any one or more of the individuals.

Conference - a meeting/discussion, in person or by telephone, between a school employee and a student and/or parent

Controlled Substance - any one of the following:

1. alcohol;
2. tobacco;
3. any narcotic or dangerous drug;
4. glue, paint, or any intoxicating substances that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purposes;
5. any other potential mind altering substance, including marijuana and over-the-counter substances;
6. drug paraphernalia, as defined by A.R.S. 13-3415;
7. any other substance enumerated in A.R.S. 13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451.

NOTE: Medication shall not be considered a controlled substance so long as the medication is either 1) prescribed by a physician and used in accordance with the prescription and Governing Board policies, or 2) a proprietary medicine as defined in A.R.S. 32-1901(39) when used in accordance with parental instructions and Governing Board policies. Any controlled substance or paraphernalia found in the possession of a student or anywhere on District property will be confiscated in addition to any discipline imposed.

Counseling - individual or group professional guidance with a student that may utilize techniques involving discussion, interviewing, testing, and other guidance procedure.

Dangerous Items - The possession, use or sale of any object that might be used to inflict bodily injury to another person.

Defiance/Non-Compliance - The act of flagrantly or willfully challenging the authority of a school staff member, bus driver, or any other adult in authority.

Defiance of School Authority - refusal to comply with a reasonable request by school personnel.

Destruction - damaging, destroying or defacing school property or the property of any other person.

Disorderly Conduct - conduct that is reasonably likely to disrupt, or that does disrupt, the regular or normal school functions or any school process or activity.

Display of Affection - visible affectionate physical contact that exceeds accepted standards of reasonable public conduct

Disrespect - display of rude or discourteous behavior toward a school employee, other student, or general public (low regard or esteem for someone or something including their property).

Disruption - The act of behaving inappropriately which disrupts the learning environment, which inhibits the instructor's ability to teach, or interferes with other students' ability to learn.

Disruption of the Educational Process - any conduct that causes, is intended to cause, or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.

Ditching - the failure to attend class without an approved reason.

Dress Code Violation - Dress in a manner that violates the established dress code policy and/or in a manner that would constitute a safety hazard.

Drug - a controlled substance as defined herein.

Drug/Tobacco Paraphernalia Use/Possession/Distribution/Sale - includes any apparatus or equipment used, or capable of being used, in absorbing or consuming a drug or tobacco. (Examples include, but are not limited to: rolling papers, pipes, matches and lighters.) Sale or Distribution of Paraphernalia is the attempt or act of offering, selling, trading, procuring or distributing (with or without compensation) on District property, at a District-sponsored event or on District-provided transportation.

Endangerment - A person commits endangerment by recklessly endangering another person with a substantial risk of imminent death or physical injury.

Explosive Device - any apparatus or substance that is capable of exploding or causing an explosion.

Expulsion - While the student is serving a short-term suspension of 10 days or less, the school administrator may recommend to the District an extension of the suspension to an expulsion. Upon the school administrator's recommendation of an expulsion, a hearing may be scheduled with an appointed hearing officer. After a formal hearing, the hearing officer may recommend an expulsion to the Governing Board. Only the Governing Board may impose the expulsion. An expulsion is a permanent withdrawal of the privilege of attending any schools in the Mammoth-San Manuel Unified School District unless the Governing Board readmits the student in accordance with the procedures outlined in Board policy. The parent and student will receive notification of the expulsion hearing including information about the hearing procedures and student's rights.

Extortion - the act or practice of obtaining something from a person by force, threatened force, or undue or illegal power or influence.

Failure to Report - the failure to report to school employees or administrators any infraction about which a student has knowledge.

False Information - intentionally giving an untrue communication to any School District personnel.

Fighting - engaging in physical contact for the purpose of inflicting harm on another person.

Fire Alarm Misuse - Intentionally ringing fire alarm when there is no fire.

Firearm/Simulated Firearm - gun, rifle or similar items whether or not functional.

Forgery - the unauthorized or untrue making or alteration of a written document or another person's name or signature.

Gambling - to engage in a game or other activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Harassment - serious or repeated conduct toward an individual that would disturb or annoy a reasonable person under similar circumstances. This conduct could include, but not be limited to, forms of verbal or physical harassment based on race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hate Crimes - any act designed to frighten, harm, injure, intimidate or harass an individual, which is motivated in whole or part by the student's bias. The student's bias may include, but not be limited to, race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hazardous Materials/Dangerous Items - Any item that could be used to inflict damage to a person or property, or create a substantial disruption.

Homicide - (murder/manslaughter) The unjustified killing of one human being by another.

Illicit Drug - a highly addictive and illegal substance.

Initiation/Hazing - any type of initiation activity, whether conducted on or off school grounds, which is not expressly authorized by the school principal.

Injury-Prone Behavior - intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself or others or the property of others.

Inappropriate Behavior/Language - Written, verbal remarks, gestures, or physical aggression that shows a lack of respect, rudeness, and is inappropriate.

Insubordination - any action involving defiance or disregard of authority and/or school rules and regulations.

Intimidation/Threat - verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

Intoxicating Agent - any controlled substance.

In-School Suspension (ISS) - The school administrator may assign a student to 9 days or less of suspension in school. During an in-school suspension, the student will be removed from his/her classroom and normal daily school activities and supervised in a location isolated from peers. Class work will be provided to the student. Parent will be notified.

Kidnapping - abduction of an individual) Forcibly, or by threat, confining, abducting, or imprisoning another person against his/her will and without lawful authority.

Leaving Campus - leaving school grounds, except where generally permitted for all students, without receiving prior approval from the proper school authorities.

Loitering - when an individual is present in or about a school after a reasonable request to leave or without authorization or a legitimate reason for being there.

Long-Term Suspension – Removal from school and school-related activities such as dances, clubs, field trips, athletic events, and others for a specified length of time at a minimum of ten (10) school days and a maximum of one hundred eighty (180) school days. The period of long-term suspension may extend into the next school year. Governing Board action required.

Lying - intentionally giving an untrue communication.

Malicious Damage - conduct with the intent to cause loss or harm resulting in injury to person, property, or reputation.

Normal Educational Process - the normal operation of the school or School District.

Not Pursuing the Course of Study - refusal to follow the established curriculum or syllabus in a particular subject or course of study.

Obscene Statements or Materials - statements and materials which an average student, applying contemporary school standards would find, taken as a whole, appeal to prurient interests and, taken as a whole, lack serious literary, artistic, political or scientific value. The standard is that of the school community with a recognition that students are, as a class, younger and more sensitive than the general adult population.

Other School Threat - The incident cannot be coded in one of the above categories but did involve a school threat.

Out of School Suspension (OSS) (short-term) - The school administrator has the authority to suspend a student for 9 school days or less after appropriate due process. If immediate due process is not possible because the student's presence creates a danger to the school or because the student's criminal circumstance prohibits it, due process will be afforded as soon as possible thereafter. Classwork will be provided to the student. The student may not be present on any district campus or at any school or district activity when serving a short-term suspension. Parents will be notified for all short-term suspensions. There is no legal right to appeal a short suspension to any person other than the school administrator.

Paraphernalia - any accessory, apparatus or equipment that may be used in the manufacture of or utilization of a controlled substance, or otherwise as defined in A.R.S. 13-3415.

Parking Lot/Driving/Parking Violation - failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on a school campus.

Physical Abuse - any act intended to cause injury to another, that is reasonably likely to cause injury to another, or that a reasonable person would find insulting or offensive.

Plagiarism - an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author:

Police Report - the notification to law enforcement authorities that alleged criminal conduct has occurred.

Pornography - Pornography is the sexually explicit depiction of persons, in words or images, created with the primary, proximate aim, and reasonable hope, of eliciting significant sexual arousal on the part of the consumer of such materials.

Possession of Stolen Property - to hold an item or items without the permission of the owner.

Profanity - the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school related area.

Public Displays of Affection - Engaging in overtly amorous contact or language not appropriate in a school setting

Refusal to Identify Self - refusing to give correct name when requested to do so by school personnel, or the use of another person's name or identity as one's own.

Restitution - Repayment for damages or loss

Robbery - the unauthorized taking of property of another by force, violence, or threat.

Sale of Intoxicants - the transfer of ownership from one person to another for a price or item of value, any controlled substance.

Sexual Harassment - any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature that substantially interferes with a student's or employee's performance or creates an intimidating, hostile or offensive school environment.

Sexual Misconduct - public sexual indecency by engaging in one or more of the following: sexual contact, sexual act, indecent exposure, etc.

Short-Term Suspension - Removal from school and school-related activities such as dances, clubs, field trips, athletic events, etc. for a specified length of time, not to exceed nine (9) days.

Solicitation - a person commits solicitation if such person requests, commands, or encourages another person to provide him or her with information concerning where to purchase or obtain a substance or item the possession of which is illegal and/or prohibited by District policy.

Tardiness - arriving to class after the scheduled starting time.

Technology, Improper Use of - The misuse of wireless communication devices including but not limited to cellular telephones, camera telephones, MP3 players, iPods, e-readers and other electronic devices.

Theft - unauthorized taking of property owned by another.

Tobacco - ground up leaves used for smoking or chewing, or manufactured products such as cigars or cigarettes, known to be addictive and dangerous.

Transfer - to furnish, deliver or give away.

Trespass - the unauthorized presence of an individual on school property.

Truancy - absence from an assigned class and/or required school function without a proper and timely excuse.

Unexcused Absence - absence from class without a proper and timely excuse that is approved by school authorities.

Vandalism - destroying, mutilating, damaging or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse - obscene language, name calling, racial slurs or derogatory statements addressed to another individual or group of individuals.

Vulgarity - the use of offensive language; repulsive language; any obscenity.

Warning - Verbal or written warning given regarding inappropriate behavior, with potential consequences given if it is repeated.

Weapons - an object in one's possession that is used, is attempted to be used, or is commonly used to threaten or inflict bodily harm to another person or destroy property. Weapons also include any object that reasonably appears to another as an item that is being used or that is commonly used to inflict bodily harm on another person or to damage the property of another.

MAMMOTH-SAN MANUEL Grades 6-12 DISCIPLINE MATRIX

**Any and all infractions may lead to: Parental Conference, Loss of Privileges, Lunch Detention, ISS, Behavior Contract, Think it Out Plans, and/or Alternative Duties on Campus. These may be applied in conjunction to those listed in the Discipline Matrix.	1st Offense	2nd Offense	Continued Occurrence
Aggression			
Injury Prone Behavior	Repr./3-5 days OSS	ISS/L. Susp. OSS	S. Susp./Expulsion
Fighting	5-7 days OSS	7-9 OSS/L. Susp.	L. Susp./Expulsion
Endangerment	7-9 days OSS/L. Susp.	L. Susp./Expulsion	N/A
Assault	9 days OSS/L. Susp.	L. Susp./Expulsion	Expulsion
Aggravated Assault**	Expulsion	N/A	N/A
Alcohol/Tobacco/Drugs			
Tobacco: Use/Possession/Share/Transfer	ISS/3-5 days OSS	5-7 days OSS/L. Susp.	7-9 OSS/L. Susp.
Alcohol: Use, Possession and/or Share**	7-9 days OSS/L. Susp.	9 days OSS/L. Susp.	L. Susp./Expulsion
Alcohol: Transfer or Intent to Transfer**	7-9 days OSS/L. Susp.	9 days OSS/L. Susp.	L. Susp./Expulsion
Solicitation of Illicit Drug	9 days OSS/L. Susp.	L. Susp./Expulsion	L. Susp./Expulsion
Illicit Drug: Use/Possession and/or Share**	L. Susp./Expulsion	L. Susp./Expulsion	Expulsion
Illicit Drug; Transfer or Intent to Transfer**	L. Susp./Expulsion	Expulsion	N/A
Improperly Used Substance/Item-Use, Possession and/or Share	Repr./Expulsion	5-9 days OSS/Expulsion	L. Susp./Expulsion
Improperly Used Substance/Item-Transfer or Intent to Transfer	Repr./Expulsion	5-9 days OSS/Expulsion	L. Susp./Expulsion
Arson			
Structure or Property	9 days OSS/Expulsion and Possible Restitution	L. Susp./Expulsion and Possible Restitution	Expulsion and Possible Restitution
Occupied Structure	Expulsion	N/A	N/A
Attendance Policy Violation			
Tardy	Repr./1-3 days ISS	Det./1-3 days ISS	Det./3-5 days ISS
Truancy	Repr./3-5 days ISS	Det./5-7 days ISS	3-5 days ISS/S. Susp.
Harassment, Threat and Intimidation			
Bullying	Repr./5-9 days OSS	3-5 days ISS/L. Susp.	9 days OSS/Expulsion
Harassment, Nonsexual	Repr./5-9 days OSS	3-5 days ISS/L. Susp.	9 days OSS/Expulsion
Hazing	Repr./5-9 days OSS	3-5 days ISS/L. Susp.	9 days OSS/Expulsion
Threatening or Intimidating	Repr./5-9 days OSS	3-5 days ISS/L. Susp.	9 days OSS/Expulsion
Harassment of School Employee	3-5 days ISS/Expulsion	S. Susp./Expulsion	L. Susp./Expulsion
Kidnapping			
Kidnapping**	Expulsion	N/A	N/A
Homicide			
Homicide**	Expulsion	N/A	N/A
Policy Violation			
Aiding and Abetting	Repr./3-5 days OSS	Repr./5-7 days OSS	3-5 days ISS-L. Susp.
Cell Phone Violation (Note: Consequences do not reflect use of cell phone in combination with other violations)	Repr./Confiscation/Parent Notification/Student Pick-up	Repr./Confiscation/Parent Notification/Parent Pick-up	Repr./Confiscation/Parent Notification/Parent Pick-up/2 days ISS
Defiance/Non-Compliance	Repr./3-5 days OSS	Det./5-7 days OSS	3-5 days ISS-L. Susp.
Disrespect	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS-L. Susp.
Disruption	Repr./3-5 days OSS	Det./5-7 days OSS	3-5 days ISS-L. Susp.
Dress Code Violation	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS/S. Susp.
Gambling	Repr./3-5 days OSS	Det./5-7 days OSS	1-3 days ISS/S. Susp.

Consequences for 1st, 2nd, and continued occurrence have a range from minimum to maximum for each category. Discipline is determined by the severity and is at the discretion of administration.

**Reported to Law Enforcement -Police report may be filed.

Note: all Infraction/Consequences are subject to review by office administration and are NOT limited to those stated above.

Revised June 2022

MAMMOTH-SAN MANUEL Grades 6-12 DISCIPLINE MATRIX			
**Any and all infractions may lead to: Parental Conference, Loss of Privileges, Lunch Detention, ISS, Behavior Contract, Think it Out Plans, and/or Alternative Duties on Campus. These may be applied in conjunction to those listed in the Discipline Matrix.	1st Offense	2nd Offense	Continued Occurrence
Policy Violation (continued)			
Improper Use of Technology	Repr./1-3 days OSS	Det./3-5 days OSS/ Use Restriction	3-5 days ISS/L. Susp./ Use Restriction
Inappropriate Language and/or Behavior	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS-L. Susp.
Lying, Cheating, Forgery, or Plagiarism	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS-L. Susp.
Parking Lot/Driving Violation	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS/S. Susp.
Public Display of Affection	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS/S. Susp.
Trespassing/Unauthorized Area	Repr./1-3 days OSS	Det./3-5 days OSS	1-3 days ISS-L. Susp.
School Threats			
Fire Alarm Misuse**	Repr./Expulsion	S. Susp./Expulsion	L. Susp./Expulsion
Bomb Threat**	Repr./Expulsion	S. Susp./Expulsion	L. Susp./Expulsion
Chemical or Biological Threat**	Repr./Expulsion	S. Susp./Expulsion	L. Susp./Expulsion
Other School Threat**	Repr./Expulsion	S. Susp./Expulsion	L. Susp./Expulsion
Sexual Offenses			
Sexual Harassment	Repr./3-5 days OSS	Det./5-7 days OSS	ISS 3-5 days/L. Susp.
Sexual Harassment with Contact	Repr./3-5 days OSS	Det./5-9 days OSS	ISS 3-5 days/Expulsion
Indecent Exposure or Public Sexual Indecency	Repr./3-5 days OSS	Det./5-7 days OSS	ISS 3-5 days/L. Susp.
Pornography/Obscene Material	Repr./1-3 days OSS	Det./3-5 days OSS	ISS 3-5 days/L. Susp.
Sexual Abuse/Sexual Conduct with a Minor/Child Molestation**	Repr./L. Susp.	S. Susp./Expulsion	L. Susp./Expulsion
Sexual Assault (Rape)**	L. Susp./Expulsion	Expulsion	N/A
Theft and Other Property Offenses			
Theft (Includes possession of stolen property)	Repr./1-3 days OSS	Det./3-5 days OSS	3-5 days ISS/L. Susp.
Extortion	Repr./1-3 days OSS	Det./3-5 days OSS	3-5 days ISS/L. Susp.
Burglary/Breaking and Entering (2nd & 3rd Degree)	5-9 days OSS/Expulsion	L. Susp./Expulsion	Expulsion
Burglary (1st Degree)**	L. Susp./Expulsion	Expulsion	N/A
Robbery	5-9 days OSS/Expulsion	L. Susp./Expulsion	Expulsion
Armed Robbery**	L. Susp./Expulsion	Expulsion	N/A
Vandalism			
Vandalism/Criminal Damage of Personal Property	Repr./3-5 days OSS	3-5 days ISS/ 5-7 days OSS	9 days OSS/L. Susp.
Vandalism/Criminal Damage of School Property	Repr./3-5 days OSS/ Possible Restitution	3-5 days ISS/ 5-7 days OSS/ Possible Restitution	5-7 days ISS/ Expulsion/ Possible Restitution
Weapons and Dangerous Items			
Firearms (including Destructive Devices)**	L. Susp./Expulsion	Expulsion	N/A
Other Weapons**	9 days OSS/L. Susp.	L. Susp./Expulsion	Expulsion
Dangerous Items	Rep./3-9 days Susp.	3-5 days ISS I/L. Susp.	S. Susp./Expulsion
Simulated Firearm	Rep./3-9 days Susp.	3-5 days ISS/L. Susp.	L. Susp./Expulsion

Consequences for 1st, 2nd, and continued occurrence have a range from minimum to maximum for each category. Discipline is determined by the severity and is at the discretion of administration.

**Reported to Law Enforcement -Police report may be filed.

Note: all Infraction/Consequences are subject to review by office administration and are NOT limited to those stated above.

rev. June 2022

Bus Conduct and Safety Rules



In the state of Arizona, riding the bus is a privilege, not a right.

Regulations:

- Students riding in a school bus are under the authority of the bus driver.
- A regular bus schedule will be followed.
- Students who refuse to obey or follow prompt instructions or directions of the bus driver or who refuse to follow safety rules shall be disciplined, which could result in the loss of bus privileges for a defined period of time.
- Students must have written permission from a parent /guardian to exit the bus at any stop other than their own.
- Changes in destination or drop-off location must be written, emailed or faxed to the office by 10:00am to be issued on time.

Safety Rules:

1. Be on time and wait patiently for the bus. If the bus is late, wait, as your bus or another bus will always run the route.
2. Stand at a safe distance back from the curb or highway.
3. When the school bus is approaching, get in a line parallel to the road.
4. Do not crowd or push.
5. Enter and exit the bus by using the steps and handrail. Never Jump Off!
6. Take your seat quickly and quietly.
7. Sit on the seat, not your legs or other objects.
8. **Remain seated at all times until you reach your destination.**
9. **Remain seated until the bus has come to a complete stop.**
10. **Keep hands, arms, and head inside the bus at all times.**
11. **Never throw any objects in the bus or out of the windows.**
12. **Do not yell, speak loudly, or use vulgar language.**
13. **No Horseplay, fighting or other inappropriate physical contact.**
14. Open and close windows only when given permission to do so by the bus driver.
15. Keep the aisle and emergency exits clear and free from objects.
16. Keep the bus clean. Do not leave trash or items on the bus.
17. Do not eat, drink or use drug/tobacco products on the bus.
18. Be courteous to the bus driver, fellow students, passing vehicles and pedestrians.
19. Try not to speak to the bus driver while the bus is in motion, unless it is an emergency, then notify the driver and wait for instructions.
20. Any items left on the bus that are found by the driver are brought to the lost and found in the office.
21. All electronic devices/cell phone must be silenced while on the bus.

TO Be FIXED**LA CONDUCTA DEL AUTOBÚS & LAS REGLAS DE SEGURIDAD**

En el estado de Arizona, montando el autobús es un privilegio no un derecho.

Las regulaciones:

- Estudiantes que usan el autobús escolar están bajo la autoridad del chófer.
- Un horario del autobús regular se seguirá.
- Estudiantes que se niegan a obedecer, rápidamente, las direcciones del chófer del autobús o quién se niega a seguir las reglas de seguridad se disciplinará que podría resultar perdiendo el privilegio de montar el autobús para un periodo definido de tiempo.
- Los estudiantes deben haber escrito el permiso de un padres/guardian terminar el autobús a cualquier parada de otra manera que su propio.

La seguridad Gobierno:

1. Espere pacientemente por el autobús. Si el autobús llega tarde, la espera. Su autobús u otro autobús siempre ejecutarán la ruta.
2. Esté a una distancia segura de la restricción o carretera.
3. Cuando el autobús escolar esta acercándose, agan una línea paralelo al camino.
4. No apretujar o empuje.
5. Use los escalones y barandal.
6. Tome su asiento calladamente y rápidamente.
7. Siéntese en el asiento, no en sus piernas u otros objetos.
8. Permanezca sentado mientras el autobús está en movimiento.
9. Guarde manos, brazos y cabeza en todo momento dentro del autobús.
10. Nunca tire cualquier objeto en el autobús o fuera las ventanas.
11. No grite, hable ruidosamente o use el idioma común.
12. Abran y cierran las ventanas cuando el chofer del autobús dé el permiso.
13. Mantener el pasillo y la salida de la emergencia libre de cualquier objeto.
14. Mantenga el autobús limpio.
15. No coma, bebida o usa los productos del tabaco en el autobús.
16. Permanezca sentado hasta que el autobús venga a una parada completa.
17. ¡Termine enfrentando al frente y usando los escalones, no brincar afuera!
18. Esté atento al chófer del autobús, estudiantes compañero, vehículos de paso y peatones.
19. Ninguna payasada, luchando o el contacto físico impropio.
20. Procure no hablarle al chófer del autobús cuando este conduciendo.

Effective August 7, 2023

POLICY FOR CELL PHONE, SMARTWATCH, & ANY OTHER ELECTRONIC OR COMMUNICATION DEVICE

Our greatest responsibility as faculty and staff at San Manuel PK-12 School is to give your child the best opportunity for success in their academic career and a safe environment to do so.

We want to face this growing problem head on and help you, the parent, ensure your child is using their phone appropriately and responsibly. We want to give your child an environment that helps them succeed and feel safe at school from cyber bullying. The amount of cell phone usage and cyber bullying during school hours has become too great to ignore, which is why we have implemented this new standard. We must work as a team: parents, students, and the school to make their environment a better place. Placing the electronic devices in their backpack or cell phone lockers ensures there is no miscommunication and gives the child access to their phone after school. Our offices are available for messages to be sent to your child as needed. **Other examples of non-approved electronic devices include personal devices not provided by the school, personal gaming consoles, smartwatches and wireless headphones.**

Cell phones have become the portal for:

- Cyber bullying
- Online dating
- Students being exposed to Pornography
- Distractions during class (examples: listening to music, being on Facebook, Instagram, Snapchat, TikTok, YouTube, Twitter, Messenger, and texting)
- Downloading apps not approved by parents
- Students being shown inappropriate material on someone else's phone

Students must have their cell phones, smartwatches, and any other electronic or communication device (off) and stored in their backpack or kept in lockers in the office during classroom time, during passing periods, while in the restroom, during school activities including assemblies, and while in the cafeteria.

Students must always use their cell phones responsibly.

Students will not take pictures or videos of anyone while on campus.

If a cell phone or other item is out or heard without permission:

1st offense – Phone or item is confiscated, and parent contacted. Students may pick up at the end of the day.

2nd Offense – Phone or item is confiscated, and parent contacted. Item must be picked up by parent only.

3rd offense – Phone or item will be confiscated, and parent contacted. Item must be picked up by parent only. Student will receive 2 days of ISS.

****The school is not responsible for the storage, inventory, safekeeping, theft, loss, or damage of any item at any time even if item is confiscated from the student.***

Textbook Costs for Repair/Replacement

Due to the ever-increasing price in textbooks and textbook repair, we are asking for your help ensuring your child's textbooks are properly cared for. Textbook replacement can run from \$100.00 to \$125.00. The following are prices for repair:

Corner Repair (each corner)	\$4.00 each
Simple Spine Repair (gluing & taping)	\$10.00
Cover Repair (all corners and outside edging)	\$20.00
Spine Remodel (spine replacement, gluing, binding)	\$50.00

Classroom Costs and Fees	
Art	\$10.00 per semester or \$20.00 per year
Construction	\$10.00 per semester or \$20.00 per year
Digital Photography/Yearbook	\$10.00 per semester or \$20.00 per year
Early Childhood Education	\$10.00 per semester or \$20.00 per year
Woods	\$10.00 per semester or \$20.00 per year
Agriculture Mechanics (Welding, Autos, Agriculture Science)	\$10.00 per semester or \$20.00 per year
P.E.	\$5.00 per semester or \$10.00 per year
Weights/Team Sports	\$5.00 per semester or \$10.00 per year
Music/Choir/Orchestra	\$5.00 per semester or \$10.00 per year

MAMMOTH-SAN MANUEL PK-12 SCHOOL ATHLETIC HANDBOOK

Students must be in good standing to remain eligible for sports.

An interscholastic athletic program is available to all students of Mammoth-San Manuel PK-12 School. There are a variety of athletic programs to support the individual interests of the student body. Participation in one or more of the athletic programs offers students an opportunity to develop physical skills, proper attitudes and lasting friendships. Participation is an investment in your future.

Athletic Eligibility

All interscholastic activities in grades six through twelve that are (1) of a competitive nature and involve more than one (1) school where a championship, winner or rating is determined and (2) endeavors for which no credit is earned in meeting graduation or promotion requirements that are of a continuous and ongoing nature, organized, planned or sponsored by the District, consistent with District policy, shall be conducted under the provisions of this policy. Such activities will be established and designed to offer students worthwhile athletic and leisure-time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permits. All such activities conducted under the auspices of the District shall be under the direct supervision of the certificated individual responsible for the activity. It is necessary to have the extracurricular activities function within a realistic framework of control. In order that overenthusiastic students do not place a social or athletic function on a higher plane than the academic program, the following policy will be adhered to:

- Students who, upon having their work checked on a cumulative basis at the end of each three (3) to four (4) – week period, show that they are not working to capacity and have one (1) or more failing grades will be removed from any athletic teams or extracurricular activities. After improving their respective grades such that they are passing on a cumulative basis, they shall be reinstated to the teams or extracurricular activities until a subsequent check is performed unless ineligible for some reason other than academic performance.
- A student who is failing one (1) or more classes and/or has a cumulative semester GPA that falls below 2.0 at grade check will be ineligible for a minimum of one (1) week. When the student is passing all classes and has a GPA of a 2.0 or greater at the end of the week of ineligibility, the student will regain eligibility. If the student is not passing all classes and/or has a GPA below a 2.0, the student will remain ineligible until the student has passing grades in all classes. The period of ineligibility must coincide with an instructional week.
- The eligibility criterion for extracurricular participation shall be a passing grade and have a GPA of 2.0 or above in all classes in which the student is enrolled, and the student shall maintain progress toward promotion or graduation. See District Policy JJJ. Please see most current policy.
- The responsibility for notification of students and parents of these requirements and for enforcement of the above rule rests with the Superintendent.
- The student and the parents or guardian shall be notified of ineligibility in a manner such that confidentiality is maintained when:
 - Ineligibility is pending.
 - Ineligibility is determined to be necessary.
- Student work is to be completed and turned in by 3:00 p.m. Friday before the grade check. Teachers will have until 8:00 a.m. the following Monday to input grades in preparation for grade check on Monday.
- Support services shall be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility. After each grade check interval each student will be checked in each class for grade status. (The student will be notified in writing of the classes in which failing grades are submitted by the teachers and the period of ineligibility.)
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
- The same general standards shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective student(s) individual education programs.
- The Superintendent shall establish regulations to ensure that:

- Necessary documents in support of this policy are maintained.
- Necessary data related to ineligible students are collected and reported as required by law.
- The cultural traditions of students are considered when establishing or enforcing rules related to participation in extracurricular activities.
- The requirements of this policy are met. The Superintendent may develop additional rules or procedures for the proper conduct of extracurricular programs and the implementation of the provisions of this policy.

To be eligible to participate in extra-curricular activities:

- Students in their first through sixth semester (freshman through junior year), must be enrolled in a minimum of five (5) credit earning classes.
- Students in their seventh and eighth semester (senior year) must be enrolled in a minimum of four (4) credit earning classes.
- Students shall be required to earn passing grades in each class in which they are enrolled.
- If failing at that time, ineligibility will last a minimum of 1 week.
- A student/athlete may drop a class up to the 1st full week into the Semester without loss of eligibility.
- All forms must be completed and uploaded at registermyathlete.com

In addition to being scholastically eligible, athletic participants must have on file at the front office:

Athletic physical card, which includes:

1. Physical exam information
2. Parent/Guardian consent – proof of insurance.
3. Athletic Participation Fee
4. AIA Brainbook Course
5. NFHS Courses as required by the Athletic Director

No equipment will be issued until conditions 1-4 are met. Students must be present in all of their classes for the day. If not, they are ineligible to participate in athletic events for that day or evening without special consent from the Athletic Director. If a student is dropped from a class for disciplinary reasons that class grade will be an F, making that student ineligible.

Athletic Equipment

The coach keeps a record of all athletic equipment issued to students. It is the responsibility of each student to check the equipment in at the end of the sport season or if dropping out of the sport activity. Students will be charged for all athletic equipment assigned to them, but not checked in. Specific item number issues athletic equipment. The exact piece of equipment issued must be returned. Remember, you cannot participate in another sport until you have turned in all equipment from the previous sport. Uniforms – Athletes may only use school issued protective equipment (examples are helmets, shoulder pads, catcher’s equipment). Athletes must provide their own personal items (examples are socks, shoes, undergarments). These examples are not all inclusive.

Admission to School Sponsored Events

In order to help defray the costs of operating an athletic and activity program, it is necessary to charge admission to these events. The admission price for athletic events, musical events, dances or dramatic productions will be announced at the entrance of the event.

The sports activities offered are as follows:

6th, 7th, 8th Grades

Fall Sports

Football
Volleyball
Cheer

Winter Sports

Boys Basketball
Girls Basketball
Wrestling
Cheer

Spring Sports

Baseball
Softball
Track

9th-12th Grades

Fall Sports

Football
Volleyball
Cheer

Winter Sports

Boys Basketball
Girls Basketball

Wrestling

Cheer

Spring Sports

Baseball

Athletic Code

Unless there is a satisfactory reason, all players shall report for practice the day that the first call is made for that sport. Being excused from practice may be granted by the head coach of the squad. Under normal circumstances, all athletes are expected to be in school all day the day of games and the day after each game. This includes a Friday game, Monday attendance, as well as during school breaks.

Insubordination and poor attitude will not be tolerated at any time. Each participant shall be responsible for his/her actions on the field, court, on campus, in games, at practice sessions and in the community. Members of athletic teams are reminded that they represent the school and community, and that it is their responsibility for maintaining conduct at all times that is a credit not only to themselves, but to their school and community.

Sportsmanship and moral ethics are to be exemplified at all times in relations with other schools, your teammates, your coaches, and with officials (Be Kind, Be Respectful, Be Responsible, Be Safe). If a coach puts undue pressure on athletes, the Athletic Director shall hold the coach responsible for his/her actions. Each athlete must have an equipment release form signed by their last coach in order to practice for the new sport. This also includes any equipment still out from a spring sport (i.e. no equipment will be issued for football, volleyball etc., if you have not turned in all equipment from the previous year).

Awards will not be given unless all equipment is properly turned in.

Drugs / Alcohol / Tobacco/ E-Cigarettes

Use and/or possession of drugs / alcohol or tobacco by a student athlete is prohibited. The consequences for use or possession are:

1. A student/athlete who is in violation of the school district's policy will be dismissed from the team and forfeit all awards. In addition, the student/athlete will be subject to consequences outlined in the school matrix.
2. A student/athlete that is using or has used drugs, alcohol or tobacco during the current season may turn themselves in to a coach or school official for help, one time only.

* The student/athlete would then be turned over to the school counseling services. All information pertaining to the referral is confidential.

Training Rules

1. School attendance: Athletes are required to be in school all day the day of contests and the day after a contest. The only excuse accepted will be a physician's excuse. This includes school breaks and weekends (i.e. Friday event, Monday in school).
2. Dress and travel: Athletes are expected to dress neatly on all trips and remain together as a group, ride the players' bus to and from the site of the game unless parent makes personal contact with the head coach and receives approval from the Athletic Director. Then, after the contest the athlete will be released to a parent or legal guardian only, with proper written documentation.
3. Conduct and attitude: A team member who fails to live up to training standards or who shows conduct or poor attitude contrary to the best interests of the team and school will be dropped from the team upon action by a coach or Athletic Director.
4. Equipment: All equipment must be turned in before an athlete can receive awards or participate in another sport. Your equipment release form must be signed by your coach prior to receiving any equipment for another sport.
5. Any student who has been assigned ISS on a game day will not be allowed to participate in the competition. Students who are assigned OSS may not be on any school property or participate in any practices/games during their time of suspension.
6. Unsportsmanlike conduct: A display of unsportsmanlike conduct towards an opponent, teammate, coach or official, or the use of profanity will result in disciplinary actions by the head coach, athletic director, and/or the administration up to, and including, dismissal from the team and parent(s)/guardian(s) will be liable for their student's actions.

7. Theft and destruction: Theft and/or destruction of any school or individuals' equipment or property is not to be tolerated. The athlete will be dismissed from the team and parent(s)/guardian(s) will be liable for their student's actions.
8. Completion of sport: Successful completion of the sports season is required in order for the student to be eligible for a letter or other team awards. (Exception – injury that limits participation). No awards shall be given to any student suspended for the remainder of the season for athletic code or training rules violations. If a student quits a sport after cuts take place or after the first contest of the season, the student will not be eligible to join or practice in another sport until the conclusion of the team's season. Defined as the last contest of the current season- regular season or state playoff game in which that team is participating.
9. All required forms are available and must be uploaded to registermyathlete.com prior to attending any practices. These papers are as follows: physical paper, participation fee paid (if there are financial issues, the student & parent must contact the Athletic Director immediately), parent permission slip- proof of insurance coverage, release from previous sport season. Participation fees will not be reimbursed following the sports 1st competition. Participation fees are as follows:
 1st sport = \$40.00 – 2nd sport = \$35.00 – 3rd sport = \$30.00
 Family participation fee cap = \$240.00

Release Time

All Contests – Athletes and Managers will be released 15 minutes before report time and/or departure time.

Code of Conduct for Athletes

Every student should have the opportunity to participate in an interscholastic athletic program. It is indeed an honor and a privilege to represent his or her school in athletic competition. The eyes of the student body and the community are focused on the team and its members. It is imperative that all students make an effort:

1. To respect the purposes of the school by conducting themselves as good citizens, athletes and students.
2. To be a part of the team and perform for the betterment of the team.
3. To be loyal to the school and its coaching staff.
4. To condition themselves properly so that they can safely and adequately meet the physical demands of the sport.
5. To follow training and practice rules that are established for each sport by the coach.
6. To abide by and respect all decisions of officials.
7. To support all school activities.

Discipline of Athletes

Discipline of athletes shall be in accordance with general school policies and athletic rules for all students.

Any student who has been assigned ISS on a game day will not be allowed to participate in the competition. Student athletes who have been suspended from school shall receive the following athletic discipline from the athletic staff:

1. The student shall not be allowed to practice during the term of suspension or be on any school property.
2. The student shall not be allowed to participate in any athletic event during the term of suspension. The length of time of disciplinary action shall be measured for the time of being discharged from school until 8:15 of the day the student is to return to the classroom.

Any further disciplinary action toward the student shall rest in the hands of the coach involved and/or the Athletic Director. When a coach uses reasonable and professional judgment in enforcing policies and rules, he can expect support from his colleagues, the school administrative staff, the central administrative staff, and the Board of Education.

Code of Conduct for Parent(s)/Guardian(s)

-AIA-16.3.4 Spectator Behavior – In the event that spectators, parents, or other non-school personnel initiate or use profanity in cheers or cheers having the intent of sounding profane, single out opposing players personally and/or heckle them by directing derogatory or profane statements or chants at them, use racist remarks, direct offensive cheers/chants at opposing cheering sections, or engage in physical conflict or other threatening or aggressive behavior with school personnel, officials, players, coaches, or other spectators, the school(s) involved shall utilize all available law enforcement resources to prosecute such offenders, and shall take all reasonable actions to help

ensure that future similar incidents do not occur, such as temporarily or permanently prohibiting the offender(s) from attending future contests.

-MSM Board Policy KFA: Public Conduct on School Property-The Mammoth-San Manuel Unified School District #8 is a weapon free, drug free, alcohol free, tobacco free institution. Any spectator and/or patron violating these rules will be asked to leave the venue and law enforcement will be notified of any illegal acts.

-All fundraising campaigns must follow the Mammoth-San Manuel Unified School District #8 protocols. Therefore, no fundraising will be done on behalf of the sport, school, and/or district without prior notification and approval by the Athletic Director and Administration.

-Any outside vendors need to be preapproved by the Athletic Director and Administration.

-Any donations at a value of \$100.00 or more need to be board approval

-It is an expectation that parents and/or guardians respectfully support the institution that they are representing.

Defamatory and slanderous statements in person, in writing or on social media will not be tolerated. If there are any concerns related to their student's participation in a sport, they should follow the subsequent steps in order to resolve the issue:

1st: Contact the Coach if not resolved go to step 2

2nd: Contact Athletic Director if not resolved go to step 3

3rd: Contact Principal if not resolved go to step 4

4th: Contact Superintendent

Previous Semester Record

An incoming freshman will be automatically eligible for the first grading period of competition. Summer school credit will count toward previous semester credit in determination of eligibility for a fall sport.

Team Membership

1. The head coach shall keep a record of attendance for all participants.
2. The head coach and all assistants shall award varsity, junior varsity and freshman awards at the conclusion of each season.
3. The head coach shall file a report of award winners in the athletic director's office.
 - a. Conference and state honors shall be indicated by the recipients' names.
4. The scores of all athletic contests shall be recorded in the athletic director's office.

COMPETITION ON SCHOOL TEAM SPORTS ONLY: Applies to Junior High and High School.

A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport during the interscholastic season of competition. For purpose of this rule and 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 up to a maximum of one calendar year.

A student competing as an individual and in his/her name shall not be coached by, transported by, financed by, or chaperoned by the school or school personnel. S/he shall not be identified as a representative of the school. S/he shall not use any school equipment when competing. All-star games are the exception.

Qualifications for an Athletic Award

Athletic awards for Mammoth-San Manuel School District are determined by the actual playing time of the student and by his/her attitude and behavior not only during the actual game competition but at all times. The coach of each sport shall establish the requisites to be eligible for a letter. Requirements for a letter in any given sport must be written and distributed to each perspective athlete prior to the first contest. A copy of the requirements for a letter in any given sport must also be presented to the building principal and/or the coordinator of student activities. In addition, the following requirements shall be in force:

1. Eligibility rules as stated in the A.I.A. rules and regulations and those adopted by the Mammoth-San Manuel Board of Education are to be complied with.
2. A player will compete for the full season unless injury or crucial family matter arises.
3. In exceptional cases, as determined by the coach, an award may be refused or awarded regardless of the candidate's time.

*The Athletic Council is made up of the head coaches and the Athletic Director.

Awards

Students shall not accept nor have accepted any award (merchandise, memberships, privileges, services, or money) for athletic performances, except meals and/or trophy awards, which cost not more than forty dollars. Students violating this rule shall not be reinstated for at least one full semester after the violation.

A school may, if it desires present one or more emblematic awards to athletes, provided the cost of each does not exceed the maximum amount allowed (\$40.00).

Publicity

An efficiently administered publicity program is a basic essential for promoting an athletic contest. Because of strong community interest all members of the Athletic Department should do everything in their power to build good relationships with the news media.

**Mammoth-San Manuel School PK-12
School Year 2023 - 2024
Eligibility Grade Check Dates**

ALL GRADE CHECKS WILL BE AT 8:00 AM ON TUESDAY

9/05/23	ELIGIBILITY GRADE CHECK #1
9/26/23	ELIGIBILITY GRADE CHECK #2
10/17/23	ELIGIBILITY GRADE CHECK #3 FOLLOWS FALL BREAK
11/07/23	ELIGIBILITY GRADE CHECK #4
11/28/23	ELIGIBILITY GRADE CHECK #5
12/19/23	ELIGIBILITY GRADE CHECK #6

End of 1st Semester (Failures here result in missing the first three weeks of Semester 2. Report cards determine eligibility).

1/23/24	ELIGIBILITY GRADE CHECK #7
2/13/24	ELIGIBILITY GRADE CHECK #8
3/19/24	ELIGIBILITY GRADE CHECK #9 ~FOLLOWS SPRING BREAK
4/09/24	ELIGIBILITY GRADE CHECK #10
4/30/24	ELIGIBILITY GRADE CHECK #11
5/16/24	ELIGIBILITY GRADE CHECK #12 – End of Semester 2

(End of 2nd semester Failures carry from 2nd semester to the new school year unless satisfactory completion of Summer School. Carry a “F” to the new school year is a three-week eligibility penalty.



Mammoth-San Manuel 6-12

Home of the Miners

Parent/Student Handbook

Return Form ~ 2023-2024



We, the undersigned, state that we have read and understand the information contained in the Parent/Student Handbook for the school year 2023-2024

Furthermore, we understand that the basic norms stated in the handbook are there to support the mission of student safety and well-being for all students attending Mammoth-San Manuel PK-12 school.

Student Name (Printed) _____ Date: _____

Student Signature _____ Date: _____

Parent Name (Printed) _____ Date: _____

Parent Signature _____ Date: _____

****Please sign and return this form (Please keep the parent/student handbook for your reference) to your child's teacher before Friday, August 18, 2023.**