

Miami Area Unified School District #40

Mission Statement

Our mission is to prepare our students for the opportunities and challenges of the future. We are dedicated to being a high quality educational organization of excellent schools.

Vision Statement

Our students graduate prepared for college and career success.

Board of Education

Paul Licano, President
Deborah Allen, Board Clerk
Margret Celix, Member
Deanna Shriner, Member
Joseph Jarvis, Member

Dr. Sherry Dorathy, Superintendent

Please note that the Miami Board Policy Manual supersedes any policy set forth in any school handbook. The Miami Unified School District Governing Board reserves the right to adopt policies at any time, and the resolution of conflicts between documents will utilize the policy stated in the Miami Board Policy Manual. The Superintendent of Schools shall have the authority to implement action if a situation should develop that is not covered by established Board policy.

Requests for translation, questions regarding translation, Title IX, Title II and/or Section 504 should be directed to Dr. Sherry Dorathy, Superintendent, at the district office, 928-425-3271

Public Notification of Nondiscrimination: Miami Unified School District does not discriminate on the basis of race, *color*, sex, national origin, gender, age, or disability in admission to its programs, activities, or services, in access to them, in treatment of individuals, or in any aspect of their operations. Miami Unified School District Career and Technical Education department does not discriminate in enrollment or access to any programs available. CTE programs on campus include, or are scheduled to include, Education Professions, Sports Medicine, Professional Sales & Marketing, Graphic & Web Design, Audio & Music Recording, BioScience, Carpentry, Digital Printing, and Mining Technology; in addition to programs on campus, students also have access to CTE classes at the Cobre Valley Institute of Technology (CVIT), which maintains similar nondiscrimination policies. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Miami Unified School District does not discriminate in its hiring or employment practices, and provides equal access to the Boy Scouts and other designated youth groups.

Notificación Pública de No Discriminación : Miami Unified School District #40 no discrimina raza, color, nacionalidad, género, edad, o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El departamento de Educación Técnica y de Carreras (CTE) de Miami Unified School District #40 discrimina en su matriculación o en el acceso a cualquier de sus programas disponibles. Los programas de CTE en el campus incluyen Profesiones de Educación, Medicina Deportiva, Profesional de Ventas y Marketing, Diseño Gráfico, Grabación de Audio y la Música, Biociencias, Carpintería, Impresión Digital, y Tecnología Minera; adicionalmente a los clases en el campus, los estudiantes también tienen acceso a programas de CTE a Cobre Valley Institute of Technology (CVIT), que mantiene políticas de no discriminación similares. La falta de conocimientos del idioma inglés no será un obstáculo para la admisión o participación en las actividades y programas del distrito. Miami Unified School District no discrimina en sus prácticas de contratación o empleo , y proporciona un acceso igualitario a los Boy Scouts y otros grupos de jóvenes designados.

Our Goals at Miami High School

We are working diligently to reestablish Miami's longstanding reputation for excellence in academics, athletics and student success.

This means improving our curriculum offerings, increasing the rigor of our courses, and teaching students a wide range of school and life lessons.

Everything we do at Miami High School is designed to produce graduates who are literate, numerate and ready to meet their responsibilities at home, at work and in the community.

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I. Academics at Miami High School

A. Parents

Parent involvement and support – a safe living space, regular meals and sleep, an emphasis on the importance of doing well at school, and open communication between home and school – are critical to student success.

Parents have real-time, online access to students' grades and attendance. Go to www.miamiusd40.org and click on the Family Link button at the top. The easiest way to communicate with a teacher is email. Use all lower-case letters, no spaces: initial of first name, last name: jsmith@miamiusd40.org

Although the school is *in loco parentis*, we routinely consult with parents and guardians. Parents have certain rights under the law. Federal law gives you the right to information about your teachers' and aides' academic qualifications and certification. That information is kept in the school and district offices. The *Family Educational Rights and Privacy Act (FERPA)* generally gives parents the right to inspect their children's educational records and to request corrections, and to have some control over disclosure of those records. As a practical matter, the school takes a strict view of FERPA rights, and we avoid any disclosures not required by law.

B. Graduation

1. Graduation Requirements

MUSD requires 23 credits in order to be graduated. Those credits must include:

English	4 credits
Mathematics	4 credits
<i>(including Algebra I, Geometry & Algebra II)</i>	
Science <i>(including Biology)</i>	3 credits
Social Studies	3 credits
<i>(World History, US History, Government & Economics)</i>	
Fine Arts or CTE	1 credit
Health or PE	1 credit
Electives	<u>7</u> credits
Total	23 credits

Additionally all students must complete a two-year CTE course sequence, either on campus or through CVIT. Students headed to university are advised to take at least two years in a single foreign language.

District policy also requires students to perform community service.

Full-time status means that seniors must be enrolled for 5 instructional hours, and 7th-11th graders for 7 hours per day.

2. Graduation Progress

We regularly check students' progress, and consult with students and parents as needed. This helps students stay on track for graduation, and means that we often catch and correct downward academic trends before they become unmanageable.

Junior high students who fail to maintain standards may be retained in grade, a decision that rests with the principal in consultation with parents. High school students who fall behind may be required to do additional work, and may be temporarily excluded from extracurricular activities until they regain their footing.

3. Early Graduation

The Board may authorize early high school completion of qualified students. Students wishing to graduate early must submit a written request to the principal during **first quarter**, containing the reason for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date. Early graduates are **not** eligible for graduation honors.

4. Fifth-Year Seniors

Students are placed in a graduation cohort when they enter high school. Students who do not meet graduation requirements by the date of their graduating cohort may, at the principal's discretion, be placed in the next cohort or assigned to an alternative program.

5. Graduation Activities

A student may not participate in the baccalaureate and commencement ceremonies until all graduation requirements have been met, all debts to the school satisfied, and any disciplinary penalties completed. Students must participate in graduation practice in order to participate in the ceremonies.

C. Attendance, Grades & Credits

1. Attendance

We require students to attend school daily, to attend all classes during the day, and to arrive on time. Failing to attend class impairs your learning, becomes a drag on your classmates when you need help after an absence, and reduces the money we get from the state to run the school.

Accordingly, we have implemented the following steps:

1. If you skip or are late to a class, our system automatically calls your parents. They will know you ditched.
2. On the fifth unexcused absence, you and your parents may be referred for a visit from the SRO or truancy officer, who is empowered to cite both student and parents.

3. After ten absences, administration may decide to withhold credit for the term, and require you to retake the course.
4. Ten consecutive absences will lead to automatic withdrawal.

We don't consider field trips, away games and other school-sponsored activities to be absences. If you miss other classes for that activity, though, you are responsible for getting your assignments and making up the work.

If you are going to be absent, your parents must call the school by 8:30 am to report your absence and provide the reason. They can call **928-425-3271, ext. 1205**, which has voicemail.

The school may legally excuse absences only for documented illness or medical appointment, court hearings, family bereavement or inclement weather. *A parent or guardian saying, "He's excused", will not suffice.* We recognize that some things are beyond your control, but we only have school four days each week, so please schedule appointments on Fridays.

If you are dealing with a chronic medical condition or serious family difficulties, see the principal to find a solution before you fall behind.

Unexcused absences are any absences not documented as excused, even if you really went to the doctor, and may lead to discipline. Excused or unexcused, you are responsible for getting your assignments and making up work. The general rule is that you have three days for make up; if you are out more than three days, you have the same number of days as your absence. Individual teachers may impose additional restrictions.

High School		Junior High	
0700-0750	Tutoring		0700-0750
0750-0845	1 st hour	1 st hour	0750-0900
0850-0945	2 nd hour	2 nd hour	0905-1015
0950-1045	3 rd hour	3 rd hour	1020-1130
1050-1145	4 th hour	Lunch	1130-1200
1150-1245	5 th hour		
1245-1335	Lunch	4 th hour	1200-1310
		5 th hour	1315-1425
1335-1430	6 th hour	6 th hour	1430-1540
1435-1530	7 th hour		
1530-1600	Tutoring		1540-1600

2. Checking a Student Out During the Day

Students may only be checked out during passing periods or during lunch.

- Early checkouts should occur at the passing periods on the bell schedule above.

- Only parents or guardians may check out students, and must do so in person in the office. “Emergency contacts” may only check students out during emergencies, not for lunch or to go shopping.
- Students will not be pulled out during class, unless there is evidence of a true emergency.
- We do not pull students from class in advance, nor send them out to wait on the curb.

We realize this seems harsh, and may occasionally be inconvenient, but our shared goal is that our students – your children – receive the best education possible. That includes what they learn in class, as well as the habits that will help them keep jobs after graduation.

3. Dress Code

You should attend school dressed safely and appropriately. If you look in the mirror at home and ask, “Can I get away with wearing this to school?”, the answer is probably no.

The following are not permitted:

- Representations of alcohol, bigotry, drugs, gangs, sex, tobacco or violence.
- Disrespectful, lewd, vulgar or obscene language or images.
- Extremely tattered or torn clothing, no matter how fashionable; no holes above your extended fingers.
- Shorts, dresses or skirts shorter than your extended fingers and without solid leggings.
- Visible undergarments, see-through, strapless, sleeveless, or off-the-shoulder; straps must be wider than the principal’s two fingers together.
- Pants should be above your hips; no one wants to see that.
- Pajamas, nightgowns, slippers or sleepwear, unless for a spirit day.
- Hats or hoods in classrooms or cafeteria.
- Anything that endangers the wearer or anyone else, so no sharp edges, no spikes, and nothing gang-related.
- Dangerous or offensive piercings and tattoos must be removed or covered.

If a staff member indicates that you are in violation of the dress code, you probably are. Correct the problem or politely ask for an administrator to judge the issue. Do not add defiance to a potential dress code referral. The principal’s decision is final.

4. Grades - There is no D in Miami

All courses taught for credit receive a letter grade or a pass/fail designation. Final exams may not count for more than 20% of the semester grade. Grade-point values are as follows:

Percentage	Letter Grade	GPA	Honors GPA
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	3.0
0-69	F	0	0

Grade point average (GPA) is the total of these points for a semester or year, divided by the number of courses taken. For example, if you earn two As, three Bs and two Cs in a year, your GPA is 3.0:

$$(2 \times 4.0) + (3 \times 3.0) + (2 \times 2.0) = 8 + 9 + 4 = 21 \div 7 = 3.0$$

Cumulative GPA, which determines class rank and is important for college admissions, is calculated the same way, but using all of your grades from freshman year on. Solid grades are important from the beginning, as it's difficult to improve your cumulative GPA once the denominator becomes a large number.

Transfer credits – from previously attended high schools, online schools, CVIT or colleges – will be assessed by administration, and added either at the earned grade or as Pass/Fail.

Progress reports are sent home after Week 5 of the semester, and again at the end of the quarter. Report cards are mailed the end of each semester.

You must get a C or better to earn credit for a course. If you earn an F, you must take the course again.

Remember that you can always check your current grades by visiting Family Link on the district website.

5. Tutoring & Exams

We all sometimes need a little extra help, and tutoring is available after school and by arrangement with the teacher or the office. We will sometimes require students to attend tutoring, if we believe it is needed.

Students may not take semester final exams before the scheduled time. If you miss a final, you will receive an F for the exam, which will harm your grade for the semester, and may cause you to fail the course. If you need to make up a final for the fall semester, you must do so in the first two weeks of the next semester; you must make up a final for the spring semester in the first two weeks of June.

6. Academic Probation

When we see a student slipping academically, we take steps to get the student back on track. Initial steps may include meeting with the student, contacting parents, and requiring tutoring. If these steps fail, the school may impose Academic Probation, which revokes the student's privileges to participate in extracurricular activities, to leave campus for lunch, or to check out before the end of the instructional day.

If you fail or are otherwise dropped from a CVIT course, or from a college course arranged through MHS, you will be placed on Academic Probation for the remainder of the semester.

Academic Probation is imposed for a period of at least two weeks, and may be renewed as needed. A junior-high student who fails to meet expectations even after Academic Probation may be retained in grade; high-school students will fail to earn the credits involved, and may have to repeat those courses, thereby possibly delaying graduation.

7. Repeating a Course

If you repeat a 9th-12th grade course, the credit and the higher grade earned will be listed on the official transcript and included in grade point average (GPA) calculations. The course in which the lower grade was earned will remain on the official transcript, but will not be included when calculating GPA. Students will receive credit for a course only once, not both times. Repeating a course the student passed the first time is not encouraged, and requires the principal's approval.

8. Honors Courses

Some courses are Honors, either because they are advanced upper-level courses, or because students are taking them ahead of their cohort. Students must complete additional work to gain honors credits, and those grades are calculated using the Honors GPA credits in the chart above.

Honors credits are defined in Policy IKA/IKC as any advanced English course; any 3rd or 4th year of the same foreign language; math courses with a prerequisite of Algebra II or higher; physics, any science course with "advanced" in the name, or any science course with a prerequisite of Algebra II or two years of lab science; and, social studies courses with "advanced" in the title, or requiring both economics and Algebra II. Administration may designate dual-enrollment courses as Honors.

Students who take an Honors Course but fail to meet the heightened expectations receive the usual GPA points.

College or dual-credit courses do not necessarily carry honors points, and we generally do not credit honor points for courses taken at other high schools. The school must evaluate the curriculum to determine how we will treat the credit. Final decisions rest with the principal.

9. Testing Out

Students may ask to test out of a course during the first two weeks of the semester, subject to teacher and principal approval.

A student who has never taken the course, but manages to score higher than 80% on all relevant semester final exams and projects, may be permitted by the principal to proceed to the next course in the sequence; no credit is granted for the course being skipped.

A student who previously failed a course, but now scores higher than 70% on all relevant semester final exams and projects, may have the F changed to a C, be awarded the credit, and proceed to the next course in the sequence.

Testing out is available only to students proceeding to the next course in the sequence.

10. Cheating & Plagiarism

You must do your own work. Claiming the work of others as your own, including copying and pasting materials found online; copying directly from someone else's work; obtaining or utilizing undocumented material from printed resources or the Internet; using an electronic device or other methods to obtain information deceptively or surreptitiously; transmitting tests or other secured materials without permission; or, obtaining a teacher's material without permission, are all forms of cheating.

Cheating and plagiarism are penalized twice. First, you fail the assignment or exam, and possibly the course. Second, you are subject to discipline including loss of credit, suspension and, in the case of repeated offenses, expulsion.

11. Honor Roll & National Honor Society

Honor Roll and High Honor Roll are published each quarter.

Sophomores, Juniors, and Seniors with 1) a 3.5 cumulative GPA; 2) who have been students at Miami Jr/Sr High School for at least one full semester before their application; 3) have participated in at least one extra-curricular activity; and, 4) have been involved in at least one service project, are eligible for membership in the National Honor Society (NHS). The application process can begin as early as the end of the student's freshman year. Sophomores and juniors who meet all the requirements of joining NHS are inducted at the end of the school year. Juniors and seniors may be inducted after the first semester if they apply and have met all NHS requirements. To be a member in good standing, all eligible students must maintain a 3.5 cumulative GPA, attend required NHS meetings, perform a significant service project annually, and uphold high standards in character and leadership.

12. Hall & Restroom Passes

If you are legitimately in the halls during class, you should have a pass from your teacher or the office. If you are not legitimately in the halls, go back to class.

There are no restroom passes, except for those with demonstrated medical need. Budget your passing period accordingly.

Teachers are not authorized to issue passes to or from another teacher's class; please do not ask.

D. Add/Drop, Enrollment & Withdrawal

1. Adding & Dropping Classes

It is difficult to do well in a course if you miss the early weeks, and you lose time and credit when you leave a course without finishing, so we have set schedule change limits:

- You may add or drop courses the first eight days of semester, provided seats are available and your graduation progress is not impaired.
- We do not rearrange schedules so you have more time with your friends.
- Changes after eight days require the principal's approval, which may be withheld at the principal's discretion.
- Changes after the 16th day, but before the end of the 1st or 3rd quarter, show on the transcript as Withdrawn, unless waived by the Principal.
- Changes in second or fourth quarters will show on the transcript at the grade current at the time of the schedule change, unless waived by the principal. This means that the grade at drop does *not* disappear.
- If you enter a course late, you must make up the work other students have already done.

2. Late Registration

If you register at Miami after the 20th day of a semester, your teachers may require you to make up the work you missed in order to earn the credit. If you are unable to make up the work, the principal may assign the grade as an Audit (AU), and require you to recover the credit through additional work.

Grades earned in courses from other accredited secondary schools will be averaged proportionately with your Miami grades. Grades from a non-accredited school will be evaluated by Miami to determine which transfer credits will be accepted.

If you register late and do not have grades from your prior school to average in, your teachers may require you to make up some or all of the work you have missed.

3. Withdrawal

If you withdraw from Miami, you will receive transfer grades as of the date of withdrawal, not the last day you attended. This may mean that your grade is lower because you missed work. You will not receive credit for incomplete courses on your Miami transcript. Please note that Arizona law requires school enrollment for most students; Miami may require proof that you are enrolling elsewhere, before permitting you to withdraw.

4. Alternative Placement

Students have a right to an education, but to not to attend any particular school or program. Under Arizona law (ARS §15-841E/F), we may reassign a student to an alternative education program within or outside the district if the student refuses to comply with school rules, refuses to pursue the

required course of study, or refuses to submit to the authority of teachers, administrators or the Governing Board. A student can also be reassigned if he/she threatens an educational institution as defined in ARS §13-2911.

5. Student Grievance Process

Our rules about respecting yourself and others apply to both students and staff. If you find yourself in conflict with a teacher or other staff member, we encourage you to try to solve the issue directly with the other party. If that does not work, please see the counselor or one of the principals. The counselor and administrators will attempt to help you resolve the situation. If your conflict is with the principal, you should report the problem directly to the Superintendent at the district office. You may also consult Board Policy J-3600 for detail procedures, timelines and deadlines; printed policies are available in the school office, and online at www.azsba.org.

6. Parents on Campus

Parents and guardians are welcome to attend classes at any time, provided they check in at the office, conform to school expectations and do not pose a distraction to student learning. Parents may only visit their own students on campus.

The Assistant Principal or Principal may impose a Mandatory Parent Escort as a disciplinary consequence, in the hopes that parents' involvement will assist their student in correcting school behavior.

II. Extracurricular Activities at Miami

Extracurricular activities – athletics, clubs, class activities, fine arts, community service – are an important part of your high school experience, and we encourage you to participate in a wide range of these events.

You are eligible to participate in extracurricular activities if you are on track to earn the credits in which you are currently enrolled. Please note that some activities, including athletics and marching band, require an annual physical; coaches and band directors can provide you with the details.

School colors are Kelly Green and White. The Vandal is our mascot.

A. Athletics

Miami has a proud tradition of athletic endeavors, and we are working to continue and expand that success. Playing for Miami is a privilege that you earn by passing your classes and obeying school and team rules.

1. Academic Eligibility

To play for Miami, you must be a full-time student, have no grades below a C, and avoid serious disciplinary problems.

We will check your grades every other Wednesday during season, and you must have all As, Bs and Cs. No Fs.

The first time we find Ds or Fs on your eligibility check during a season, you may continue to practice, but you will be benched from competition until you get the grades back up above 70%; as soon as you do so, you are eligible to resume play.

The second time you are ineligible during a season, you will be benched for two weeks. You may continue to practice, and you may resume play after the two weeks provided you have brought your grades above 70%.

If you fail the eligibility check a third time during a season, you are off the team.

Students must be on time to all of their classes the day of, and the day after, games or matches. Coaches who are also teachers must meet the same requirement. Athletics is important, but not more important than school.

Coaches and athletic directors may impose additional or stricter eligibility requirements at their discretion. Penalties are imposed the Monday after the grade check. This eligibility process starts fresh with every season, which begins with the first interscholastic competition, and with playoffs.

If a disciplinary referral results in an out-of-school suspension, you may neither practice nor play during your suspension. All final eligibility decisions rest with the principal.

2. Random Student Drug Testing

If you participate in AIA sports or activities, you will be part of the random drug testing pool, and you agree to submit to random drug testing any time during the school year. Students remain active for drug testing throughout the year, even if they are no longer participating in a sport or activity. Your parents must sign a consent form when you join a team. There are athletic and disciplinary consequences for students who do not pass the drug test.

3. Insurance

You must have proof of health insurance before you can participate in athletic practices or competitions. If you do not have insurance, please see the Athletic Director for help.

B. School Spirit & Student Activities

1. Cohorts & Student Council

As a student you are a member of your graduation cohort, and of the overall student body. Each cohort elects its own officers, and Student Council is the organization that coordinates all student activity. You may also join other clubs and activities.

2. Signs & Posters

You must get permission from Student Council or the Principal to put up signs or posters; you must not damage any surface when putting them up; and, you must take them down the day after the event you are advertising. The custodians have instructions to remove dangerous or damaging posters, and you can be fined \$5.00 daily for leaving your posters up after an event.

If you are running for a class or Student Council office, you must follow the election rules, or you risk being dropped from the ballot.

We believe in free speech for our students, but you may not disrupt anyone else's opportunity to receive the education to which they are entitled. This includes circulating petitions or holding rallies. We will support your efforts as much as we can, but interfering with classes and instruction will lead to discipline. No one may put up posters or distribute material for non-school events, outside social issues or political campaigns without the principal's permission.

3. Daily Announcements

Announcements are made each morning, usually at the beginning of first period. Please pay attention for important information about school and our wide range of activities.

4. Spectator Behavior

Miami has been fielding teams for more than a century. Fans are an important part of sporting events, both to support the Vandals and to honor the efforts of everyone on the field or the court. We play to win, but we play honorably. Paying to get in the door does not entitle you to behave badly, and you are under school discipline at any school game or event, at home or away. Non-students who disgrace themselves will be removed from the event.

5. Foreign Exchange Students

We frequently host students from other countries at Miami. It is our chance to learn from them, and for them to learn about America. We treat them as friends and Vandals-in-training.

6. Food & Drink

Food and drinks are not permitted in the classroom buildings. Period. You may eat and drink in the cafeteria and in the mall. State regulations prohibit students having carbonated beverages on campus.

Food and drink in class create a mess, distract students and attract vermin. Teachers are instructed to have you throw out your food and drink, and are themselves subject to discipline if they fail to do so. If you refuse to comply with these rules, you will be subject to discipline, including periodic inspection of your locker and bags.

The cafeteria offers a variety of foods at breakfast and lunch. Free and reduced meals are available. We ask all families to fill out the free and reduced forms, regardless of whether they expect to qualify, as this affects our funding in several categories.

7. Visitors

All visitors are required to sign the visitors log and obtain a visitor pass at the school office when they arrive. Student visitors must be approved by the principal, and that approval is not certain.

8. Dances & School-Sponsored Activities

Dances must be scheduled at least 10 days in advance through Student Council. Junior high and high school students may not attend the same dance. Junior High students may not bring out-of-school guests.

High School students may invite guests to school dances, with a maximum of one guest per student. The principal must approve in advance, and reserves the right to deny a guest pass. Guests are subject to the same dance and school regulations as Miami students. You may not bring anyone under 14, nor over 20, and your guest must bring a current photo ID with birth date.

If you leave the dance, you must immediately leave campus. This includes students who choose to go to the parking lot or unauthorized areas during the dance. Any misbehavior will result in removal from the dance. Dances will start at 7:00 pm, and end at 11:00 pm, unless otherwise approved by the principal. You may not attend while you are on suspension.

9. Deliveries to School

We do not accept or make any vendor or vendor-related deliveries – food, singing telegrams, flowers, balloons, stuffed animals – to students.

We are not equipped to accept deliveries of food, balloons, party supplies or flowers, and we do not make birthday announcements.

When truly necessary deliveries are permitted, the student is responsible for collecting the item from the office during a passing period or lunch.

10. Lost & Found

If you find something, please take it to the office. If you lose something, report your loss to the office and check if it has been turned in.

11. Returned Checks

We accept checks for student fees, travel costs, cafeteria bills and other items. Any check returned by the bank as unpaid may be electronically debited without notice for the amount of the check, plus a \$25 returned check fee, as allowed by state law.

12. School Property

You may be issued school property for academic or extracurricular purposes – lockers, technology, books, uniforms and so on. You are responsible for these items, and you must return them in good order to play sports, participate in graduation, and proceed to the next year of school.

13. School Publications

Vandal War Cry– Student newspaper published by Journalism students, and distributed free of charge to the school and community.

The Concentrator – A student yearbook published annually by students in yearbook class. Yearbooks can be purchased throughout the school year in the administrative office. The Concentrator is distributed at a yearbook signing party in May.

14. Guidance and Counseling

Miami High School provides counseling to help students handle situations causing them trouble in the classroom or in their personal lives. Counseling may occur in small group settings or one-to-one. A student may ask to see the counselor, or the classroom teacher may refer the student. Students are urged to take the initiative in contacting counselors. Student confidentiality will be maintained unless we believe the student poses a danger to self or others. Appointments can be made at the counseling office before school, during lunch, or after school. Counselors are available at all times to answer questions and to discuss problems.

III. Safety On & Off Campus

A. General Safety

1. Bicycles & Skateboards

Everyone on campus is entitled to move around safely, without preventable dangers and without being blindsided by speeding students. While you may ride your bicycle, unicycle, roller skates or skateboard **to** school, you may not use them on campus. If you choose this method of locomotion, you will need to check your equipment in at the front office when you arrive. Cycling or skating on campus may lead both to discipline and to the permanent confiscation of your equipment.

2. Crosswalks

There are crosswalks painted on the streets and parking lots. If you're a pedestrian, use them. If you're driving, observe the rights of the pedestrians.

3. Driving on Campus

You must have a current, valid driving license to operate a motor vehicle on campus. *Your parents cannot "give you permission" to drive without a license.* You must observe all safety rules and speed limits, as well as any

additional requirements imposed by the school. If you violate these requirements, you will lose your right to drive and park on campus.

The north lot in front of the high school office is reserved for staff and visitors. The west lot near the tennis courts is reserved for students. Staff should park in the staff lot; students should park in the student lot.

Parents dropping off or picking up kids should do so in the north lot, leaving the west lot for student drivers and the school buses.

4. Gymnasium, Auditorium & Playing Fields

You may not be in the auditorium, the gym or on the athletic field without teacher supervision. This includes before and after school, during lunch, and during classes.

5. Closed Campus

Miami Jr/Sr High School is a “Closed Campus”. This means that students are to remain on the school grounds during school, entering and leaving school through proper designated gates.

Once you are at school, you must remain at school until the end of the day, or until you are signed out in the main office by your parent or guardian.

Junior High students are permitted only in the cafeteria and the upper part of campus by B Building before school, and are at no time to be accompanied by a high school student.

High School students are permitted only in the cafeteria and the Mall area of the campus between the Main Office and the Library only, and at no time are to be accompanying a junior high school student. Students are not allowed to leave campus between classes, or to go to their vehicle during instructional time and passing periods.

Students who leave campus to loiter on sidewalks or in neighboring yards, as well as alleys, will be considered truant and in violation of school rules, city ordinances, and/or Arizona statutes. Local law enforcement and administration will cite students who are in violation of the “closed campus” rules. These citations will result in school consequences, too.

In order to reduce absences and enhance student safety, Juniors and Seniors are no longer permitted to leave campus for lunch. Upperclassmen attending CVIT or college will be assigned specific parking spaces, and may leave at the assigned time.

Students who do not wish to purchase lunch from the cafeteria may bring their own.

B. Cell Phones

Cell phones and other personal electronic devices are permitted on campus, but not in class.

Within the classroom and/or during class periods, such devices may be used only with the relevant teacher's express permission. Students using devices without such express permission will surrender the device to the teacher upon demand, and the device will not be returned until the bell rings at the end of that class, or such other time as previously announced by the teacher.

Failure to surrender a device to the teacher will result in an immediate referral to the office. You will then be given the opportunity to surrender the phone for the remainder of the week; failure to do so will result in discipline for disruption, defiance and/or insubordination.

Students may use devices outside of class, so long as such use is not disruptive. If a staff member tells you that your use is disruptive, it is. Administration may restrict such use at any time, for any reason or for no reason at all. Please remember that all school rules and regulations apply to students' online and electronic activities, *at school or elsewhere*.

It is unlawful for any person to knowingly photograph, videotape, film, or digitally record or by any other means use a device to secretly view or record another person without that person's consent. It is further unlawful to disclose, display, distribute, or publish a photograph, videotape, film, or digital recording made without the consent of the person depicted. See ARS §13-3019. Violation of this statute is a class 5 felony.

Students using a "decoy" device (not the actual electronic device that was being used by the student) to avoid confiscation are subject to two days of off-campus suspension.

C. Health Office

If you are ill and need to leave school, you check out through the health office. The health aide will contact your parent or guardian for permission, and then report your absence to the attendance office.

If you need to take medicine during school hours, there are certain circumstances that permit our health office to help:

- A written order from a physician with the name of the medicine, the dosage, and the time it is to be given.
- Written permission from the parent allowing the school or the student to administer the medicine; appropriate forms are available from the school office.
- Medicine comes to the school office in the prescription container or, if it is over-the-counter, in the original container with all warnings and directions intact.
- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label and annual written documentation from the parent or guardian is provided

authorizing possession and self-administration. The student shall notify the school office as soon as practicable following the use of the medication.

- For breathing disorders, handheld inhaler devices may be carried for self-administration, provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation is provided that authorizes possession and self-administration.
- The District reserves the right, in accordance with procedures established by the Superintendent, to circumscribe or disallow the use or administration of any medication on school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to a member or members of the school population. Medicine will not be administered to students during the first hour and the last hour of the school day.

D. Emergency Drills

We are all responsible for our own safety and each others', so we occasionally practice how to get out of the building and how to shelter in place.

In a Fire Drill, students remain with their teacher as they evacuate the building by the nearest safe exit. Teachers take their attendance roll and any available communication device, and escort students a safe distance from the building. Listen for announcements and information. If a fire alarm sounds during a passing period or lunch, students should evacuate the building and find the teacher for their next period.

Bus Evacuation drills occur twice yearly, and are designed to make sure all students know how to exit the bus safely using both the front and rear doors.

Campus Lockdowns or Lockouts occur when something of concern happens in our immediate neighborhood. All students and staff will initially be instructed to remain in their rooms and, once we have secured the campus and know the danger to be outside our fences, will receive instructions. During a campus lockdown, parents may not come on campus.

Closed Door Lockdowns occur when we believe we may have an intruder on campus, and need to secure everyone within their rooms. Teachers are to lock their doors, turn out lights, and everyone should take shelter. Listen closely for announcements.

This is counterintuitive but, during a Campus or Closed Door Lockdown, you must ignore Fire Alarms.

Finally, during a drill or a real lockdown, please be certain you are not using cell phones or other devices. This is for two very practical reasons. First,

most drills and alarms prove to be false, and there is no reason to frighten your families. Second, an intruder could very well be following social media postings, and advertising that “23 of us r hid in rm 110” could prove to be a very dangerous post.

E. How We Handle Emergencies

While emergencies are rare, they do happen. When they occur, our sole concern is for the safety of our students. Everything else, including parents wanting to pick up their children, takes a back seat. We would much rather apologize to a live student, than to the parents of a dead student.

We have accordingly developed the following statement, which is posted on social media anytime we are dealing with an emergency:

A Message from the Miami High School Principal

Most days at Miami Junior-Senior High School are calm and orderly, and we're too busy educating 500+ teenagers to spend any time on social media. Every once in awhile, something extraordinary or even scary happens, and then we're way too busy, period. I'm hoping this post can provide, now and in the future, an understanding of how we operate.

When we learn of anything that might pose a danger to our students or school, our priorities are as follows:

First, we take all appropriate steps to assure the safety of our students and the security of our campus. This may mean isolating an individual student or students, or locking down the entire campus perimeter, or something in between.

Second, once student and campus safety are in hand, we investigate the potential threat and reach out to parents of any involved students. The investigation may include students, parents, staff and law enforcement. Each situation dictates whether security measures remain in place, or are lifted. We do not share information with the public about ongoing investigations, and information about individual students is always kept confidential.

Third, and only after the threat is clearly understood and we have taken the necessary steps, do we proceed to inform the public as needed and appropriate (via text, email, postings on the district website, press releases and our automated calling system), impose any appropriate disciplinary consequences, and return to normal operations.

We take our responsibilities seriously, especially student safety and campus security, and we do not deviate from what we believe necessary to meet those responsibilities.

If we are on a security lockdown because of a threat against the school, we will not permit students to leave, even if a parent at the gate threatens to sue, call a board member, or "have your job".

If we ask a parent to come to school to discuss a particular disciplinary consequence, that consequence is being imposed in response to the student's actions and our school policy. Threatening the staff or posting misleading information online will not cause us to reduce the consequence, although we are also careful never to hold a parent's actions against a student.

We will not engage on social media, neither to correct misinformation nor to express our appreciation for the many supportive postings. Silence on the school's part means we are going about our business educating your students.

We deeply appreciate the honor of educating your children, and look forward to our continuing efforts to improve our school.

IV. Discipline

A. General

1. Purpose

The purpose of discipline is to enable students to learn, and teachers to teach, while helping students build the self-monitoring and self-control that form the basis of lifelong self-discipline.

Our goal is a set of rules and expectation that are crystal clear to all parties, enforced fairly and consistently across the building. Students must understand and abide by the rules; teachers must be consistent in their choices between classroom consequences and disciplinary referrals; and, the office must handle like cases in like manner.

The purpose of our disciplinary program is not to punish, though punishment is sometimes required and appropriate. If the rules are clear and fairly enforced, then punitive steps are required only when the student calls the play.

2. Scope of Authority

Arizona law makes the school responsible for your behavior on the way to and from school, at school, and during any school sponsored activity.

This means you are subject to discipline:

- At any school activity/athletic event (home or away, day or night);
- On your way to and from school or school activities, including bus stops;
- In classrooms, on campus or on any district property;
- Within plain view of the school; and/or
- On social media networks and electronic messaging, regardless of the time or place of posting.

The law requires teachers to maintain a suitable environment for learning, and administrators have the responsibility to maintain and facilitate the educational program, which includes the authority to suspend students for cause.

Students shall not engage in improper behavior, including but not limited to the following:

- Conduct that obstructs, disrupts or interferes with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Board.
- Threaten an educational institution by interfering with or disrupting the school per ARS §§13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District property or at District functions.
- Arizona Revised Statutes (ARS §15-507) make it a crime to knowingly abuses a teacher or other school employee on school grounds, or while the teacher or employee is engaged in the performance of his/her duties.
- Damage or threat of damage to District property, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District premises.
- Forceful or unauthorized entry to or occupation of District facilities, buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, tobacco substitutes, alcohol, drugs or other illegal contraband, or being under their influence, on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that has no redeeming circumstantial social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Alleged conduct off campus or during non-school hours in which the student's continued attendance would negatively affect the school environment.
- Knowing violation of District rules and regulations; proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to these general rules, students are expected to obey all policies and regulations focusing on student conduct adopted by the Board and/or

imposed by administration. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff attempting to maintain public order.

Any student who violates these policies and regulations is subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses. Such students may be removed from their respective attendance boundary schools and placed in alternative educational programs.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense, involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

3. Student Free Speech & Due Process

Miami students have rights, including due process during disciplinary processes. This means students must:

1. Be informed of the accusations against them.
2. Have an opportunity to accept or deny the accusations.
3. Have the factual basis for accusations explained to them.
4. Have a chance to present an alternative factual position if the accusations are denied.

When a student receives a disciplinary consequence, staff will make a reasonable attempt to contact the parent or guardian of the student. If we are unable to reach parents, the student is still subject to the disciplinary process and any appropriate penalty.

A student who believes his or her due process rights have been violated should report his concerns to the principal or, if the conflict is with the principal, to the district office. The appeal process begins with a written appeal submitted to the Principal within 24 hours of the initial decision. Appeal forms are available in the school office.

Except on grounds of due process, there is no appeal of any disciplinary consequence up to and including ten-day out-of-school suspension. Final decisions regarding short-term suspension or any other student discipline consequence less than a 10-day OSS rests with the principal. This includes in-school suspension (ISS), detention, community service, behavior contracts, non-violence agreements, parent escort or any other reasonable request or disciplinary measure.

While students enjoy constitutional rights, including the First Amendment guarantee of free speech, the courts have ruled that those rights are limited in

the school setting. Students may not engage in verbal or symbolic speech that disrupts the school's educational mission. Unacceptable speech may include verbal insults, profanity, bigotry, the display of negative affiliation groups such as gangs or hate groups, portray a message that will otherwise disrupt the educational process, and even social media use that interferes with the school's work and collides with the rights of other students to be secure and be let alone. Student speech in violation of and interfering with the rights of the school and other students is subject to discipline.

If you suffer, or observe anyone else suffering, verbal, physical or psychological acts of aggression relating to a person's race, ethnicity, religion, gender, disability or sexual orientation, report it to the office immediately. This sort of harassment will not be tolerated, and is not protected speech.

4. Mandatory Report

Arizona law (ARS §13-3620) require schools and school employees to report criminal activity to local law enforcement, and to report incidences of child abuse, neglect, and crimes against children to local law enforcement and Child Protective Services.

Recent changes in the law require schools to report threats, or rumors of threats, made against schools, students and school personnel. Schools must also report all incidents of non-accidental injuries that might occur during altercations at school.

According to ARS §15-341 staff members are to report any suspected crimes against persons or property and any incidents that could potentially threaten the safety and security of pupils, teachers, or administrators to local law enforcement, regardless of how credible or serious those rumors or indications may seem. There is no discretion permitted; we must report even things we believe to be untrue.

5. Bullying

We do not tolerate bullying. If you believe that you or someone else is being bullied, report it immediately. Teachers, counselors and administrators will intervene to correct and prevent inappropriate student interactions.

It's important to note that not all student conflict constitutes bullying, even when those conflicts become physical. Bullying is the intimidation of others, over a period of time, usually by someone with a physical, verbal or positional advantage.

6. School Buses

When you're on the bus – on your way to school or back home, or as part of a school-sponsored trip or event – you are on school property and subject to school discipline.

In addition to the usual school rules, you are also expected to obey any instructions from the bus driver. Failure to comply can lead both to discipline and to being excluded from the bus.

7. Ditching

You are ditching when you are not in class and are not excused. This means you aren't learning, means others are impacted when the teacher has to bring you up to speed the next day, and reduces the school's financial support from the state. Ditching is not tolerated.

8. Weapons & Other Dangerous Items

You will be suspended or expelled for using, displaying or carrying any dangerous instruments or deadly weapons or facsimiles on district property or at district functions, or if you assist another student in displaying, carrying or possessing dangerous instruments or deadly weapons. Any student aware of a dangerous instrument or weapon on campus should immediately make a report to security staff or administration.

For the purposes of this policy:

- Weapon means firearm, destructive device or dangerous instruments.
- Simulated means anything displayed or represented as a weapon.
- Firearm means any of the following: loaded or unloaded gun; 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 ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device; any combination of parts that could be readily assembled to form a firearm.
- Destructive device means: Any device other than a firearm 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 other than a firearm or destructive device that is carried, possessed, used, threatened to be used, or distributed by a student with the intent to intimidate or harm another person or property or with reckless disregard for the safety of others.
- School premises means school, school grounds, school buses, or any place or vehicles used for school purposes or for school-sponsored events (i.e., athletic games and matches, music competitions, etc.) held off District property.

9. ISS

In-School Suspension is often an effective consequence, when the underlying offense does not require removal from campus.

B. Disciplinary Matrix

The following matrix is intended as a guide for the fair and consistent application of school rules and policies. Like circumstances and offenses should yield like results. The matrix is designed both to limit and to enable discretion in both directions – withholding a matrix step in favor of diversion or intervention, or skipping a matrix step in the case of exacerbating circumstances.

Take as an example two students sent to the office for smoking on campus. One is a frequent flyer on the discipline side, while the other is on his first referral. Consequences are going to differ if we believe the county’s diversion program will help the second student, while the first has already been through the program. These differences are not always apparent to outsiders, or even to staff, but we are seldom presented with precisely the same circumstances.

The goals always are to protect our students and to enable the school’s educational mission to go forward. Potential penalties include, but are not limited to:

Classroom Consequences	Parent Escort
Student Conference	Behavioral Contract
Community Service	In-School Suspension
Lunch Detention	Out-of-School Suspension
Parent Conference	Expulsion

Infraction	Definition	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Absent without Permission/Ditching ARS 15-801,802 <i>Responsibility</i>	Absent from class or school without parent permission. Truancy laws apply. Repeated absences may lead to loss of credit, as well as discipline.	Conference	Community Service	Lunch Detention	Parent Escort or ISS
Alcohol Possession, Use or Distribution; Under the Influence ARS 13-3411, 3451 <i>Citizenship</i>	Possession, use, distribution, purchase, sale or transport of alcoholic beverages or substances represented as alcohol. Includes being intoxicated at school, school events and on school transportation, regardless of where the alcohol was consumed.	3 days OSS; Police Report; Diversion Program	3 days OSS; Police Report; Diversion Program	8 days OSS, Police Report	Disciplinary Hearing
Acceptable Use Policy Violation <i>Responsibility</i>	Violation of district network and security user agreement by using a computer or other device to obtain access to MUSD network without permission, regardless of impact; abuse or impermissible use of district technology or networks.	1 day ISS	Loss of Technology Privilege; 2 days OSS	4 days OSS	8 days OSS; Permanent Loss of Privilege

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Arson <i>Citizenship</i>	Knowingly & unlawfully damaging school or personal property by fire or explosion.	8 days OSS; Police Report; Disciplinary Hearing			
Assault ARS 13-1201, 1203, 1204, 2911 <i>Citizenship</i>	Physical attack or fight that includes an actual and intentional touching or striking of another person against his or her will, or the intentional causing of bodily harm to an individual. Includes situations in which one person or group of persons physically attacks or "beats up on" another person, as well as enticing or encouraging such an attack through gossip and rumor mongering.	2 days OSS; Police Report	4 days OSS; Police Report	8 days OSS; Police Report	Disciplinary Hearing
Assault of Staff ARS 13-1201, 1203, 1204, 2911 <i>Citizenship</i>	Any person who causes physical or bodily harm to a staff member on a school campus, or while performing his or her school-related duties, whether direct or indirect, will be subject to school discipline and legal action.	8 days OSS; Police Report; Disciplinary Hearing			
Abuse of Staff ARS 15-507 <i>Respect</i>	Any person who knowingly abuses a teacher or other school employee on school grounds, or while the teacher or employee is engaged in the performance of his or her duties, is guilty of a class e misdemeanor. Abuse of staff may be verbal, physical or emotional in nature, and may occur in person, at a distance or online.	8 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing		
Bullying ARS 13-1202, 2301, 2911 <i>Respect</i>	To frighten, compel or deter by actual or implied threats, by an individual or a group of students, provable with evidence and taking place over time. Includes any act that injures, degrades or disgraces, or is intended to injure, degrade or disgrace, any student by means of physical, verbal or psychological threats, intimidation, insults or other aggressive behavior.	2 days Suspension; Parent Escort	3 days OSS; Parent Escort; Police Report	4 days OSS; Police Report	Disciplinary Hearing
Bus Infraction <i>Respect</i>	Non-compliance with bus rules, or violation of school rules while on the bus or under the supervision of transportation staff.	Community Service	Parent Escort	Loss of bus privileges for 1 week	Loss of bus privileges for semester

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Cheating & Plagiarism ARS 13-2001 <i>Trustworthiness; Fairness</i>	Copying the work of others and submitting it as your own; obtaining unauthorized and undocumented materials from the Internet or other sources; use of cell phone or other device to transmit test items or other secured information; or, securing teacher material or work in a dishonest or unauthorized way.	No Credit on Assignment; Academic Probation in all classes	No Credit on Assignment; Loss of Credit; Possible Failure for semester	4 days OSS; Loss of Credit in class of third offense; Possible failure for semester	8 days OSS; Disciplinary Hearing
Cursing & Epithets <i>Respect</i>	Improper use of foul and/or profane language, violating classroom or school norms. Racial, gender and ethnic slurs and epithets incur automatic parent escort and/or suspension.	Classroom Intervention; Admin Conference	Teacher or Admin conference with parents	ISS; Parent Escort	OSS
Disrespectful Conduct <i>Respect</i>	Disrespectful conduct or behavior toward staff, guests or other adults. Includes addressing adults by first name or nickname. Adults are to be addressed by honorific: Mr., Mrs., Ms., Miss, Coach, etc.	Classroom Intervention	Classroom Intervention	Admin Conference	Admin Conference; Loss of Privileges
Disruption of the Educational Process ARS 13-2911 <i>Citizenship; Fairness</i>	Engaging in behavior or acts of defiance causing others to disobey or leading to a distraction of others in a school setting; instigating or manipulating students to act in irresponsible, threatening or unsafe manner by using oral, written or physical cues.	Community Service; Detention	1 day ISS	1 week Parent Escort	OSS
Dress Code Violations <i>Responsibility</i>	Dressing in a manner that may result in distractions or disruptions of a safe environment. Attire that violates the dress code in this handbook. Refusing to comply with dress code enforcement may result in discipline for defiance and insubordination.	Change Clothes; Conference	Change Clothes; Detention	Change Clothes; Parent Escort	Change Clothes; ISS
Drug Possession, Use or Distribution; Under the Influence ARS 13-3411, 3451 <i>Citizenship</i>	Unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transport or importation of any controlled drug or narcotic substance prohibited by law, or equipment and devices used for preparing or taking drugs or narcotics, including simulated drugs and devices. Includes being under the influence of drugs at school, school events and on school transport, regardless of where the drugs were consumed. Drugs includes, but is not limited, to all	4 days Suspension; Police Report; Police Report; Diversion Program	4 days OSS; Police Report; Parent Escort	8 days OSS; Disciplinary Hearing	

	<p>dangerous controlled substances prohibited by law; any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to policy; hallucinogenic substances and inhalants. Does not include tobacco and alcohol. Does include trafficking or communicating with others about drugs without informing school officials.</p>				
<p>Electronic Devices ARS 13-3019 <i>Responsibility</i></p>	<p>Use, misuse or abuse of electronic devices to photograph, film, videotape or by any other means digitally record images of students and staff, and/or distribute or publish any of the above, including online, without the consent of the person depicted. Includes the violation of MUSD guidelines and procedures, school policies and instructions from teachers and administrators. Repeated violations will constitute defiance and insubordination.</p>	<p>Classroom Consequence; Surrender of Device</p>	<p>Parent Conference & Escort; Loss of right to bring own device to school</p>	<p>Loss of Technology Privileges; ISS; Loss of right to bring own device to school</p>	<p>OSS</p>
<p>Failure to Meet Expectations ARS 15-841 <i>Responsibility</i></p>	<p>Student does not meet the expectations of the teacher or staff member. May be based on class/team/organization rules, policies and procedures. Includes the responsibility of all students to report illegal activity or violations of school policies and code of conduct.</p>	<p>Classroom & Organization Consequences</p>	<p>Conference; Behavioral Contract</p>	<p>Loss of Extracurricular Privileges</p>	
<p>False Testimony <i>Trustworthiness</i></p>	<p>Knowingly giving false or misleading information. Includes information given with the intent to defame or cause harm, to bring another person into discipline or disrepute, and the false reporting of emergencies and activating false fire alarms.</p>	<p>1 day OSS</p>	<p>2 days OSS</p>	<p>4 days OSS</p>	<p>8 days OSS; Disciplinary Hearing</p>
<p>Fighting ARS 13-2904, 2911 <i>Citizenship</i></p>	<p>Includes mutual participation in a fight involving physical violence or harm caused to another person, or attempt to cause harm. There is no single main offender. Fighting does not include verbal confrontation, tussles or other minor confrontations.</p>	<p>2 days Suspension; Police Report</p>	<p>4 days Suspension; Parent Escort; Police Report</p>	<p>8 days OSS; Police Report</p>	<p>Disciplinary Hearing</p>

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Forgery <i>Trustworthiness; Fairness</i>	Writing and using the signature or initials of another person; falsely representing that someone other than the author wrote something.	2 days Suspension; possible Police Report	4 days OSS; Police Report	8 days OSS; Police Report	Disciplinary Hearing
Gambling <i>Trustworthiness</i>	Participating in games of chance for the purpose of exchanging money goods or other items of value.	Parent Escort	2 days OSS	4 days OSS	8 days OSS; Disciplinary Hearing
Gang Activity ARS 13-2321 <i>Citizenship</i>	Ongoing loosely or highly organized association of three or more persons, whether formal or informal, that has a common name, signs, symbols, sounds or colors, whose members engage, either individually or collectively, in violent or other forms of illegal behaviors. Includes claiming or "representing" gang membership, regardless of accuracy of such claim.	4 days OSS; Police Report	8 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing	
Guns, Knives, Explosives & Other Weapons (Possession, Use, Distribution) ARS 113-3102 <i>Citizenship</i>	Any real or simulated weapon designed to inflict harm or to intimidate any other person, or designed to simulate such design. May be operable or inoperable, loaded or unloaded. Knives include a blade of any length. Includes chains, pipes, razor blades or any instrument with sharp cutting edges, ice picks, daggers, dirks, pointed instruments including pens and pencils, nunchakus, brass knuckles, Chinese stars, billy clubs, electrical weapons or devices. Includes any explosive device.	8 days OSS; Police Report; Disciplinary Hearing			
Harassment ARS 13-1202, 2301, 2911 <i>Respect</i>	Includes, but is not limited to, verbal or physical threats, words that inflict injury or incite, offensive language, physical acts of aggression or intimidation, or verbal or physical conduct relating to an individual's race, ethnicity, religion, gender, disability or sexual orientation. Includes annoying, pestering, bothering, stalking, badgering, demanding money or something of value from another person in return for protection or connected with a threat. May be in person or online.	Parent Escort	4 days Suspension; Police Report	8 days OSS; Police Report; Disciplinary Hearing	

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Hazing ARS 13-1202, 2301, 2911 <i>Caring; Citizenship</i>	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student, in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution and the act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury mental harm or personal degradation.	4 days Suspension	4 days Suspension; Loss of Extracurricular Privileges	8 days OSS; Disciplinary Hearing	
Insubordination ARS 15-841 <i>Citizenship</i>	Knowingly defying a school rule, school-initiated assignment, or official by refusing to follow a reasonable request from any staff member that is legal, ethical or moral on school grounds or in any proximity to school or district property. Students who continue to refuse a reasonable request after two attempts will be subject to consequences.	1 day ISS	2 days ISS; Parent Escort	2 days OSS	4 days OSS
Internet Misuse <i>Responsibility</i>	Any use of the Internet, including social media and all other venues, which interferes or potentially interferes with the school environment, including any internet usage that advances one of the other infractions in this matrix, will subject the offending student to enhance disciplinary action. Note that school jurisdiction extends to online posts and activity, regardless of the time or location of the actual post.	Classroom Consequence if in class; Loss of Technology Privileges	Parent Escort; Possible Police Report; ISS	OSS	
Physical Altercation & Horseplay ARS 13-1201, 1203, 1204 <i>Citizenship; Respect</i>	Verbal provocation, minor aggressive action, disorderly conduct, recklessness, pushing, shoving, tussles, minor confrontations, endangerment and disrespect of others that does not lead to the instigation of an assault or a fight.	Parent Escort	ISS	OSS	Disciplinary Hearing
Robbery <i>Trustworthiness</i>	Taking or attempting to take anything of value owned by another, by force, threat of force or deviousness, or putting the victim in fear.	4 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing		

Infraction	Definition	1st Offense	2nd Offense	3rd Offense	4th Offense
Sexual Harassment ARS 13-3019 <i>Respect</i>	Unwelcome sexual advances, requests for sexual favors, or the verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct is offensive and objectionable, causes discomfort or humiliation and/or interferes with school performance.	Counseling; Parent Conference; Parent Escort	4 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing	
Sexual Misconduct ARS 1303019 <i>Respect</i>	Forcible or attempted sexual assault against a person's will, or where the victim is incapable of giving consent. Includes fondling, the touching of private body parts of another person, indecent exposure, liberties or acts.	8 days OSS; Police Report; Disciplinary Hearing			
Tardiness to Class ARS 15-802 <i>Responsibility</i>	Arriving late to any class during the school day. Truancy laws apply. Incurable tardiness may result in loss of credit.	Classroom Consequence	Classroom Consequence	Parent Conference	Parent Escort and/or ISS
Tardiness to School ARS 15-802 <i>Responsibility</i>	Arriving late to school. Truancy laws apply. Incurable late arrivals may lead to loss of credit.	Warning	Lunch Detention	Parent Escort	ISS
Theft of School or Personal Property; Trafficking ARS 13-1501, 1801, 1901 <i>Trustworthiness</i>	Unlawful taking, carrying, leading or riding away with property of another person without threat, violence or bodily harm. Includes possession, sale or attempted sale of another person's property, and includes trafficking or communicating with others about stolen property without informing school officials.	2 days OSS; Police Report	4 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing	
Theft (Motor Vehicle) ARS 13-1813, 1814 <i>Trustworthiness</i>	Theft or attempted theft of a motor vehicle, including car, truck, motorcycle, dune buggy, RV, four-wheeler, dirt bike, golf cart or any self-propelled device.	4 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing		
Tobacco Use, Possession, or Distribution ARS 13-3622 <i>Caring</i>	Possession, use, distribution or sale of tobacco products, tobacco-related products, tobacco substitutes, or simulated tobacco on school grounds, at school events or on school transportation.	Diversions; 2 days Suspension	4 days Suspension; Police Report	8 days OSS; Disciplinary Hearing	
Trespassing <i>Citizenship</i>	Unauthorized presence of a person on a campus or any unauthorized area of a campus. Students are only allowed in unauthorized areas with express written permission from administration and under the supervision of a teacher or coach. Any student on OSS is prohibited from	2 days Suspension; Parent Escort; Possible Police Report	4 days OSS; Police Report	8 days OSS; Police Report; Disciplinary Hearing	

	entering campus, and I subject both to further discipline and to arrest and prosecution.				
Vandalism (Destruction of School Property) <i>Caring; Citizenship</i>	Willful or malicious damage or destruction of any school, district or personal property. Includes bombing, arson, graffiti, computer hacking and all other acts causing property or personal damage, or possession of instruments capable fo causing destruction of school property. These instruments include, but are not limited to, spray paint, Sharpies, poaint pens, etc.	Restitution; 2 days Suspension; Police Report	4 days OSS; Police Report; Restitution	8 days OSS; Police Report; Disciplinary Hearing	
Vehicle Misuse <i>Citizenship</i>	Inappropriate or reckless use of an automobile, motorcycle or other motorized vehicle on school property or during travel to or from school or school events.	10-day loss of privilege	30-day loss of privilege	2 days OSS and 90-day loss of privilege	4 days OSS and 180-day loss of privilege

On Miami (Fight Song)

On Miami, On Miami,
Plunge into this game;
Take the ball right down the field,
And make Globe's team look lame

On Miami, On Miami
Fight on for her fame,
Fight, Vandals, Fight Fight Fight
We'll win this game.

Alma Mater

Midst the hills of Cobre Valley,
Stands Miami High,
We, the students, pledge our honor,
Thee we glorify,
Ever onward, ever upward
Raise our battle cry,
Hail to thee our Alma Mater
Hail, Miami High
From her halls she sends this message,
"Honor over all,"
May we always pledge it proudly,
Always heed its call.
Ever onward, ever upward
Raise our battle cry,
Hail to thee our Alma Mater
Hail, Miami High!